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| --- |
| ToR STF 680(Ref. Body TC HF) |
| Version: 3.1 |
| Author: Matthias Schneider – Date: 2023-08-27 |
| Last updated by: ETSI Secretariat – Date: 2023-11-09 |
| page 1 of 14 |

Terms of Reference – Specialist Task Force Proposal

STF 680 (Ref. Body TC HF)

Accessibility of ETSI Meetings

Summary information

|  |  |  |  |
| --- | --- | --- | --- |
| Approval status | Endorsed by GA#81  Approved by Ref. Body TC HF (doc ref: HF(23)000003r1) | | **YES** |
| Approved by Board#144 (19-21 September 2023) | | **YES** |
| Reference Body | Ref. Body TC HF | | |
| ETSI Funding | **Maximum budget :  116 040 EUR** | | |
| Minimum of 4 ETSI Members Support | **YES/NO** | | |
| Time scale | **From** | 2024-02-19 | |
| **To** | 2025-05-15 | |
| Work Items | *N/A* | | |
| Board priority | [ETSI STF funding criteria](https://portal.etsi.org/STF/STFs/Funding/ETSIbudget.aspx)   |  |  | | --- | --- | | **Priority Criteria** | **X** | | Maintenance of standards in mature domains |  | | Innovation in mature domains |  | | Emerging domains for ETSI |  | | Horizontal activities (quality, security, etc.) |  | | Societal good / environmental |  | | Project approved by GA for Accessibility Strategy | X | | | |

Part I – STF Technical Proposal

# Rationale & Objectives

## Rationale

The ETSI Board and GA#80 have approved the ETSI Accessibility Policy proposed by TC HF. As part of the process of implementing the Accessibility Policy, TC HF develops four project proposals, which together will constitute the ETSI Accessibility Strategy:

1. Review the accessibility of ETSI infrastructure (buildings, facilities); Define baseline requirements and guidelines.
2. Make ETSI published deliverables fully accessible, including improvement of their development process.
3. Making ETSI meetings accessible on demand, including online and hybrid meetings.
4. Make IT processes and tools more accessible, possibly starting with an audit and recommendations for the future.

These four projects are part of the ETSI Accessibility Strategy which was endorsed at GA#81 ([GA(23)81\_021](https://docbox.etsi.org/GA/2023_GA/GA(23)81_021_ETSI_Accessibility_Strategy.docx)).

The work proposed in this document refers to the third project: Make ETSI meetings accessible, both internally and externally hosted, and including the meeting registration process.

The objectives of the project have been listed in the ETSI Accessibility Strategy:

“The following objectives should be fulfilled by a project team addressing accessibility of ETSI meetings:

* Modification of the meeting registration process to inquire about accessibility needs of participants (short-term target)
* Compliance of ETSI’s and external hosts’ physical venues with EN 17210 and EN 301549 version 4 (long term, after publication of the two standards)
* Identification of the best/preferred online meeting tools with accessibility support (e.g. automated captioning). Ideally meeting Chairs should be able to choose from different options depending on participants’ accessibility requirements (medium term)
* Setup of a repository (database) of sign language interpreters and service providers available for Online and F2F interpretation (short term). The same database might be used for collecting information about (human) live caption providers.
* Developing guidelines for the provision and use of interpreters or automated translation for meeting hosts and committee chairs (medium term).
* Identification of the best tool environment to allow accessible joint editing both in F2F and hybrid/online meetings.
* Development of “Good behaviour guidelines for meeting participants and Committee Chairs” (short term).”

The current project proposal covers the objectives listed as “short-term” or “medium term” in the ETSI Accessibility Strategy.

## Objectives of the work to be executed

Accessibility of ETSI meetings is less than optimum.

* Meeting participants with accessibility needs have no possibility to express their needs during the registration process;
* There is no useful support for participants who are deaf or hard of hearing (automated captioning, sign-language interpretation).
* The meeting tools (e.g., GotoMeeting) used by ETSI are sub-optimal in terms of accessibility support ((semi-) automated captioning, sign-language support, etc.)
* Internal ETSI meeting rooms have no or little support for automated speaker video transmission (necessary for sign-language translation by external interpreters).
* Access to meeting documents for people without eyesight is difficult. In particular, there is no reliable support for joint editing of documents in hybrid meetings in which participants with accessibility needs are involved.

The objective of the project is to support the overall ETSI Accessibility Policy as discussed during the GA#80 and to address the identified shortcomings of the current ETSI meeting environment. As the problems identified are common for many, if not all, SDO meetings, the exchange with other SDOs (CEN/Cenelec, ITU, potentially European NSOs) and the identification of potentially already existing solutions is very important aspect of the proposed work. Moreover, possible improvements must be aligned with the requirements expressed by the stakeholder representatives (EDF, etc.). Great care needs to be taken to ensure that proposed solutions are implemented only on demand (i.e., to ensure the support of actual participants and do not unduly and negatively impact the efficiency of ETSI meetings for participants without accessibility needs.

## Previous funded activities in the same domain

STF 675 on “Accessibility of ETSI Deliverables” has been endorsed by the Board and the Call for Expertise is ongoing.

## Market impact

There is no immediate “market impact” of the proposed STF work. Rather, the impact will be enhanced inclusiveness of ETSI meetings for people with accessibility needs.

## Consequences if not agreed

ETSI meeting participants with hearing and/or visual deficiencies will continue to be excluded from ETSI meetings or to participate as active meeting members. This will have a negative impact on the inclusiveness of ETSI as an organization which wants to be a flagship SDO in terms of accessibility and inclusiveness.

# Relation with ETSI strategy and priorities

|  |  |
| --- | --- |
| **Priority Criteria** | **Rationale** |
| Maintenance of standards in mature domains |  |
| Innovation in mature domains |  |
| Emerging domains for ETSI | The ETSI Accessibility Policy (AP) (as endorsed by GA#80) is a new initiative by ETSI aiming at ensuring accessibility of ETSI facilities, activities, and documents. It is an ambitious and broad initiative. The proposed STF addresses one specific area – the accessibility of ETSI meetings. |
| Horizontal activities (quality, security, etc.) |  |
| Societal good / environmental | ETSI’s mission is to provide platforms where interested parties come together and collaborate on the development and promotion of standards for Information and Communication Technology (ICT) systems and services, used globally for the benefit of all. To realise this mission and bring the value and benefit to the market players and societies, it is essential that ETSI meeting, are accessible to the broadest range of ETSI member representatives.. |

# ETSI Members Support

|  |  |  |
| --- | --- | --- |
| **#** | **ETSI Member** | **Supporting delegate** |
| 1 | Project endorsed by GA#81 |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

# Deliverables

## Base documents

|  |  |  |
| --- | --- | --- |
| **Document** | **Title** | **Status** |
| N/A |  |  |
|  |  |  |
|  |  |  |

## New deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliv.** | **Work Item code**  **Standard number** | **Working title**  **Scope** | **Expected date for publication** |
| D1 |  | ETSI Guide for internal meeting hosts to ensure accessible meetings | T0+12 |
| D2 |  | ETSI guide for external meeting hosts to ensure accessible meetings | T0+12 |

# Maximum budget

## Task summary/Resources required

|  |  |
| --- | --- |
| **Task short description** | Budget (EUR) |
| Task 0: Project Management | 10 200 |
| Task 1: Specification of necessary updates to the meeting registration tool in the ETSI portal | 12 240 |
| Task 2: Specification and data collection for a database for sign language interpreters | 27 200 |
| Task 3: Development of Accessibility Guidelines for external and internal meeting hosts | 30.600 |
| Task 4: Comparison of accessibility features of available meeting tools and recommendations for tool selection. | 13.600 |
| Task 5: Evaluation of the accessibility of joint editing and presentation tools and related recommendations for meeting hosts | 10.200 |
| **TOTAL** | 104 040 |

Note: The implementation of necessary changes in the ETSI portal (Task 1) and the implementation of the database defined in task 2 must be done by the ETSI IT department. A detailed estimate of the required efforts must be done by ETSI IT and cannot be done by TC HF!

Note: The “daily rate” has been set to 680 Euro resulting in an overall effort of **153 person days**!

## Travel budget

There will be a need for travel, estimated at 12,000 Euro.

Travel will be necessary

* for regular reporting to TC HF, and
* for coordination with the other ESOs (and potentially the European Commission), in particular for tasks 2, 4, and 5.
* Meetings with stakeholders with which online meetings are not possible!

Note: Meetings with people with accessibility needs (in particular with people of the community of the Deaf) cannot be done as online meetings using currently available tools. Traveling to meet with these people to discuss their requirements for online meeting tools requires traveling to the place where they are located.

## Other budget line

For the modification of the ETSI meeting registration tools in the ETSI Portal and for the implementation of the database for external sign language interpretation the support of the ETSI IT department will be required.

Part II – Details on STF Technical Proposal

# Tasks, Technical Bodies and other stakeholders

## Organization of the work

It is proposed to conduct this work as part of an STF, in close cooperation with ETSI-internal and external experts (see 6.3).

## Tasks for which the STF support is necessary

* Examination of existing accessibility solutions for meeting organization and coordination with stakeholders and other SDOs
* Involving internal and external stakeholders
* Accessibility testing and validation of proposed solution in coordination with external stakeholders..
* Development of Guidelines for meeting host

## Other interested ETSI Technical Bodies

* ETSI Secretariat
* ETSI IT department

## Other stakeholders

* Users with disabilities and their representing bodies
* Meeting coordinators responsible for the accessibility of standardization meetings of other SDOs (ITU, CEN/Cenelec, IEC, IETF, etc.)
* Developers of accessible meeting and joint editing tools

Part III: Execution of Work

# Work plan, time scale and resources

## Task description

|  |  |
| --- | --- |
| **Task 0** | **Project Management (T0 – T15)** |
| **Objectives** | The goal of Project Management is to ensure that the objectives of the project, are achieved within the foreseen time and budget. |
| **Input** | * STF work plan |
| **Output** | * Selection of STF experts * Invitation of relevant stakeholders to participate in a Reference Group * Detailed project planning and coordination of the work among the STF experts, and with other relevant workgroups to be identified * Periodic reports to ETSI TC HF |
| **Interactions** | * STF * Dialogue with other ESOs:   + Coordination for selection of meeting and joint editing tools   + Discussion of the accessibility evaluation of the results and what impact are they likely to have on ETSI meetings   + Coordination with accessibility organization and user representatives |
| **Resources required** | Manpower:   * STF 15 days |

|  |  |
| --- | --- |
| **Task 1** | **Specification of necessary updates to the meeting registration tool in the ETSI portal**  **T2 – T8** |
| **Objectives** | Identify the best user interface to allow users with accessibility needs to register their requirements for ETSI meetings during meeting registration. Coordination with external accessibility experts and user groups (European Blind Union (EBU), EDF, European Union of the Deaf (EUD). Development of a UI specification for later implementation by ETSI. |
| **Input** | * Existing meeting registration tool |
| **Output** | * Specification of required changes to meeting registration tool for later implementation by ETSI IT |
| **Interactions** | * STF * Dialogue with EBU, EDF, EUD * Dialogue with the ETSI IT department * Decision body (TC HF/General Assembly)   + Approval of the results |
| **Resources required** | * STF 18 days * The exact value of the implementation cost must be determined by the IT department once an agreement on the specification of required changes has been reached. |

|  |  |
| --- | --- |
| **Task 2** | **Specification of and data collection for a database for sign language interpreters**  **(T2 – T14)** |
| **Objectives** | To define and implement a database for the collection of information about sign language interpreters, in coordination with, among others, CEN, Cenelec, the European Commission. |
| **Input** | * Assessed requirements of accessibility related to Sign Language interpretation during ETSI meetings |
| **Output** | * Database design for a database of information about sign language interpreters. * Collection of initial database entries |
| **Interactions** | The task will require a close dialogue between STF experts and the representatives of other ESOs and SDOs.   * The resulting data repository should be available to all SDOs(and potentially other interested parties). Their requirements need to be considered. * The content of the repository may (to a large extent) be provided by other partners like EUD and EDF, or other SDOs, or by ETSI members with related accessibility needs. * Dialogue with ETSI IT to ensure a smooth and low-effort implementation of the database and the related updating process. * In-depth information exchange with (among others) ITU, CEN, Cenelec, IEC, IEEE . |
| **Resources required** | * STF 40 days * The exact value of the implementation cost must be determined by the ETSI IT department once an agreement on the specification of the structure and contents of the proposed repository has been reached. |

|  |  |
| --- | --- |
| **Task 3** | **Development of accessibility guidelines for external and internal meeting hosts**  **(T5 – T12)** |
| **Objectives** | To write to ETSI Guides for external and internal meeting hosts to ensure that meetings will be organized and coordinated with all (required) accessibility needs being taken care of. |
| **Input** | * non |
| **Output** | * Two ETSI Guides for meeting hosts |
| **Interactions** | * STF * Dialogue with EBU, EDF, EUD * Decision body (TC HF/General Assembly)   + Approval of the results |
| **Resources required** | * STF 45 days |

|  |  |
| --- | --- |
| **Task 4** | **Comparison of accessibility features of available meeting tools and recommendations for tool selection.**  **(T5 – T13)** |
| **Objectives** | Evaluation of the accessibility features of currently available online meeting tools. This evaluation needs to take privacy and security properties into account and will result in a prioritized list of tools. Shortcomings of different tools will be identified and – if feasible – be discussed with the providers of these tools for further improvement. |
| **Input** | * Existing meeting tools |
| **Output** | * Prioritized list of online meeting tools according to the level of support for accessibility requirements. Proposal to ETSI for optimal meeting tools selection. |
| **Interactions** | * STF * Dialogue with EBU, EDF, EUD * Dialogue with other SDOs * Decision body (TC HF/General Assembly)   + Approval of the results |
| **Resources required** | * STF 20 days |

|  |  |
| --- | --- |
| **Task 5** | **Evaluation of the accessibility of joint editing and presentation tools and related recommendations for meeting hosts**  **(T7 – T15)** |
| **Objectives** | Evaluation of the accessibility features of currently available joint editing and presentation tools. This evaluation needs to take privacy and security properties into account and will result in a prioritized list of tools. Shortcomings of different tools will be identified and – if feasible – be discussed with the providers of these tools for further improvement. Coordination with external accessibility experts and user groups (European Blind Union (EBU), EDF, European Union of the Deaf (EUD). Development of a UI specification for later implementation by ETSI |
| **Input** | * List of existing joint editing and presentation tools |
| **Output** | * Prioritized list of available joint editing and presentation tools according to the level of support for users with accessibility requirements. Proposal to ETSI for optimal tools selection. |
| **Interactions** | * STF * Dialogue with EBU, EDF, EUD * Dialogue with other SDOs * Decision body (TC HF/General Assembly)   + Approval of the results |
| **Resources required** | * STF 15 days |

## Milestones

Milestone A

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **A** | Task 1: Specification for modification of ETSI Portal Interface finalized and approved | T8 |
| Reference Body Deliverable | Specification and report approved by TC HF |
| ETSI Deliverable | Final Report approved by TC HF |

Milestone B

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **B** | Task 2: Database spec finalized and approved, ready for implementation, updating mechanism defined | T8 |
| Reference Body Deliverable | Spec approved by TC HF |
| ETSI Deliverable | Final Report approved by TC HF |

Milestone C

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **C** | Task 2:  Database content provision completed; database operational. | T14 |
| Reference Body Deliverable | Database content approved by TC HF |
| ETSI Deliverable | Final Report approved by TC HF |

Milestone D

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **D** | Task 3:  Guidebook for accessible meetings for internal and external meeting hosts finalized and approved by TC HF. | T12 |
| Reference Body Deliverable | Stable Draft approved by TC HF |
| ETSI Deliverable | Final Report approved by TC HF |

Milestone E

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **D** | Task 4:  Accessibility of meeting tools evaluated, and comparison completed – implementation proposal for ETSI available | T13 |
| Reference Body Deliverable | Stable Draft of proposal approved by TC HF |
| ETSI Deliverable | Final Report approved by TC HF |

Milestone F

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **D** | Task 5:  Evaluation of accessible joint editing and presentation tools finalized – implementation proposal for ETSI available | T15 |
| Reference Body Deliverable | Stable Draft of proposal approved by TC HF |
| ETSI Deliverable | Final Report approved by TC HF |

Milestone Z

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **E** | Task 0:  End of project, results reported to TC HF and GA | T15 |
| Reference Body Deliverable | Final report approved by TC HF |
| ETSI Deliverable | Final Report approved by TC HF |

## Task summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Task / Milestone** | Target Date | | Estimated Cost (EUR) |
| From | To |
|  | Start of work |  |  |  |
| T0 | Project Management | T0 | T15 | 10 200 Euro |
| T1 | Specification of necessary updates to the meeting registration tool in the ETSI portal | T2 | T8 | 12 240 Euro |
| Milestone A | Specification for modification of ETSI Portal Interface finalized and approved | T8 |  |  |
| T2 | Specification and data collection for a database to select sign language interpreters | T4 | T14 | 27 200 Euro |
| Milestone B | Database spec finalized and approved, ready for implementation, updating mechanism defined | T8 |  |  |
| Milestone C | Database content provision completed; database operational | T14 |  |  |
| T3 | Development of Accessibility Guidelines for external and internal meeting host | T5 | T12 | 30 600 Euro |
| Milestone D | Guidebook for accessible meetings for internal and external meeting hosts finalized and approved by TC HF. | T12 |  |  |
| T4 | Comparison of accessibility features of available meeting tools and recommendations for tool selection. | T5 | T13 | 13 600 Euro |
| Milestone E | Accessibility of meeting tools evaluated, and comparison completed – implementation proposal for ETSI available | T13 |  |  |
| T5 | Evaluation of the accessibility of joint editing and presentation tools and related recommendations for meeting hosts | T7 | T15 | 10 200 Euro |
| Milestone  F | Evaluation of accessible joint editing and presentation tools finalized – implementation proposal for ETSI available. | T15 |  |  |
| Milestone Z | Deliverables published, STF closed | T15 |  |  |
|  | | | | **104 040 Euro** |

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

# Expertise required

## Team structure

(Up to) 4 participants to ensure the following mix of competences:

|  |  |
| --- | --- |
| **Priority** | **Qualifications and competences** |
| High | Experience of project management |
| High | Strong knowledge of ETSI meeting tools and meeting rooms as well as of available competitor tools |
| High | Specific expertise in the area of accessibility requirements for blind and deaf meeting participants. |
| High | Specific expertise in the area of accessibility requirements in meeting environments. |
| High | Expertise in the area of joint document production . |

Part IV: STF performance evaluation criteria

# Performance Indicators

|  |  |
| --- | --- |
| **Select relevant Performance indicators applicable for these ToR (X)** | |
| Contribution from ETSI Members to STF work | |
| Direct financial contribution (co-funding) |  |
| Support to the STF work (e.g., provision of testbeds, organization of workshops, events) |  |
| Steering Group meetings (number of meetings / participants / duration) | x |
| Number of delegates directly involved in the review of the deliverables |  |
| Contributions/comments received from the user representation groups | x |
| Contributions/comments received from other Reference Bodies |  |
|  |  |
| **Contribution from the STF to ETSI work** | |
| Contributions to Reference Body meetings (number of documents / meetings / participants) | x |
| Contributions to other Reference Bodies |  |
| 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 |  |
| 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 |
|  |  |

Time recording

For reporting purposes, the STF experts shall fill in the time sheet provided by ETSI with the days spent for the performance of the services.

During the activity, the STF Leader shall collect the relevant information, as necessary to measure the performance indicators. The result will be presented in the Final Report.

# Document history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Author** | **Status** | **Comments** |
| 1.0 | 2023-08-27 | Matthias Schneider |  |  |
| 2.0 | 2023-09-03 | Matthias Schneider | Ready for sub­mission to RC and to Board |  |
| 3.0 | 2023-10-05 | Matthias Schneider | Ready for Board approval |  |
| 3.1 | 2023-11-09 | ETSI Secretariat | Final | Update before CL publication |

Annex I Response to the Request for Proposals  
CfE – STF 680 (REFERENCE BODY HF)

Deadline: 15 January 2024

**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 680 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 | 10200 | . | . |
| 01 | Specification of necessary updates to the meeting registration tool in the ETSI portal | 12240 | . | . |
| 02 | Specification and data collection for a database for sign language interpreters | 27200 | . | . |
| 03 | Development of Accessibility Guidelines for external and internal meeting hosts | 30600 | . | . |
| 04 | Comparison of accessibility features of available meeting tools and recommendations for tool selection. | 13600 | . | . |
| 05 | Evaluation of the accessibility of joint editing and presentation tools and related recommendations for meeting hosts | 10200 | . | . |
|  | **Total** | **104040** |  |  |

**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 680 (REFERENCE BODY HF)

Deadline: 15 January 2024

**2.1 Submission of Proposals**

All proposals in response to this CfE shall be submitted before the deadline indicated in thisCollective 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>