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| ToR STF 690 ( TC CYBER) |
| Version: 1.1  |
| Author: S.Cadzow – Date: 2024-06-06 |
| Last updated by: K.Nordstrom – Date: 2024-08-21 |
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Terms of Reference –Specialist Task Force Proposal

STF 690 (TC CYBER)

Certification of TS TS 103 996 and TS 104 013 ONDS as EUCC Conformant Protection Profiles

Summary information

|  |  |  |
| --- | --- | --- |
| Approval status | Approved by TC CYBER (doc ref: CYBER(24)038009r1)  | **YES** |
| Approved by Board#149 (September 24-26, 2024) | **YES/NO** |
| Reference Body |  TC CYBER |
| ETSI Funding | **Maximum budget: 60 000 EUR.** |
| Minimum of 4 ETSI Members Support | **YES** |
| Time scale | **From** | 2025-01-02 |
| **To** | 2025-12-31 |
| Work Items  | New work items (WI numbers) will be created to develop an EUCC certified version of the 2 deliverables TS 103 996 and TS 104 013.*Note – TC CYBER may choose to retain the existing work items as final draft pending the completion of the work of the STF.* |
| 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 | **X** |
| Emerging domains for ETSI | **X** |
| Horizontal activities (quality, security, etc.) | **X** |
| Societal good / environmental | **X** |

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Part I – STF Technical Proposal

# Rationale & Objectives

Cybersecurity assurance is critical for the placement of network devices on the market and the changes introduced in recent and developing regulations, including the Cyber Security Act (CSA) and the Cyber Resilience Act (CRA), have identified a probable change in how products with digital elements and having security features are granted market access. At the root of this is the content of CRA Recital 82 which (summarised) states: “… to avoid undue administrative burdens, there should be no obligation for manufacturers to carry out a third-party conformity assessment as provided for in this Regulation for corresponding requirements where a European cybersecurity certificate has been issued under such European cybersecurity certification schemes at least at level ‘substantial’”. On the understanding that an ETSI standard that has been certified acts to give presumption of conformity the STF in this proposal is tasked to certify the specified ETSI deliverables against the requirements of the EUCC scheme.

TC CYBER is currently developing TS 103 996 "CYBER; ONDS Protection Profile; Test cases" and is also developing an EUCC compliant PP for the management aspects of ONDS in ETSI TS 104 013. In each case the identified work items fit within a wider body of work as shown in Figure 1.



Figure 1: Optical Network Device Security (ONDS) standards structure

As shown in Figure 1, each of TS 103 996 and TS 104 013 is used to specify test cases from the test suite structure and test purposes given in TS 103 993 to determine the means of testing each requirement in TS 103 961, TS 103 962 and TS 103 963, informed by the considerations of the AVA\_VAN class that are critical to the EUCC assessments for each of "substantial" and "high" security classifications. In addition, the rationale in the form of a risk and vulnerability assessment for each requirement should be directly traceable back to the requirements catalogue (TS 103 924) or one of the direct references in the document suite.

Each of TS 103 996 and TS 104 013 aims to identify EUCC conformant phrasing of the means to protect key assets in typical network operation. The identification of usage scenarios and the identification of security threats associated to these scenarios and their assets is identified across the document suite identifying security objectives, which are in turn fulfilled by identifying appropriate security functional requirements (as shown in Figure 1).

As noted each of TS 103 996 and TS 104 013 is being defined as one part of the EUCC document suite following the structure from both the Common Criteria standards and the evolving template of the EUCC document suite. However, the rationale for the present proposal is that neither TS 103 996 nor TS 104 013 has been evaluated or certified as a EUCC Protection Profile. To ensure that an EUCC Protection Profile is formally correct as expected in the CSA, it is important to undergo the scrutiny of a formal evaluation process and obtain certification from a Certification Body recognised by the EUCC scheme.

## Rationale

The EUCC scheme certification of TS 103 996 and TS 104 013 as a formal EUCC base document (Protection Profile) will provide benefits to both the industry and ETSI.

Industry can exploit a fully EUCC certified Protection Profile to develop products. The EUCC Protection Profile allows both test evaluation laboratories and optical network devices manufacturers to make use of shared, validated and testable sets of security and evaluation requirements that will reduce cost and time for the conduct of certification processes. With that it facilitates the industry take-up of the certification of optical network devices.

In addition the formal review of each of TS 103 996 and TS 104 013 will review the process identified in figure 1 and give feedback and advice to ETSI TC CYBER on the process steps in standardisation to ensure EUCC compatability for any future needs.

In this context ETSI is not a certification body nor an evaluation lab. ETSI, with its leadership role in European and worldwide standardisation, will act as applicant of certification of its standard as an EUCC Protection Profile, facilitating the development and issuing of a protection profile based on a technical specifications developed under consensus by different ICT industry's stakeholders.

## Objectives of the work to be executed

The primary objective of the STF activity is to ensure that ETSI publishes a certified EUCC version of each of TS 103 996 and TS 104 013 and to address the role of the document suite (as per figure 1) in supporting the details of the evaluated specifications.

As a secondary objective as outlined in 1.1 is to give feedback by review of the process outlined in figure 1.

## Previous funded activities in the same domain

Whilst there has been no directly equivalent work funded (i.e. related to the EUCC programme as an element of the CSA as suggested in the CRA recital 82) closely related activity has been funded.

* ETSI Board has approved an STF (643) for Certification of Protection Profile Pair of Prepare and Measure Quantum Key Distribution Modules, based on a group specification developed by ISG QKD.
* ETSI Board has approved an STF (646) for Certification of Protection Profile Consumer Mobile Devices, based on TS 103 732 a technical specification developed by TC CYBER.

## Market impact

The certification of each of TS 103 966 and TS 104 013 as EUCC Protection Profiles may reduce the cost and the time of the EUCC evaluation of the ONDS. Where the EUCC profile is used, the manufacturer may be able to reduce the effort in preparation of the Security Target definition relying on the protection profile.

The possible cost and time reduction of the EUCC evaluation of the ONDS may increase the voluntary certification of such devices improving the security of the core network.

## Consequences if not agreed

If the STF was not accepted it is unclear how else it is possible to certify either ETSI TS 103 996 or ETSI TS 104 013 as an EUCC Protection Profile.

If either TS 103 996 or TS 103 013 will not be EUCC certified, it can still be used but its benefit will be reduced when a EUCC evaluation will be done. In general the manufacturer and evaluation lab will have to put more effort into the mobile device Security Target definition and evaluation. This may increase barrier for ONDS certification, leading to less security certified devices.

Without a mechanism for ETSI to undertake such activities it could result in security certification work of ETSI's standards into the EUCC scheme to be transferred to a different forum and ETSI may lose leadership on this topic.

Moreover the influence accorded by ETSI's involvement in the EUCC ecosystem will be reduced.

# Relation with ETSI strategy and priorities

|  |  |
| --- | --- |
| **Priority Criteria** | **Rationale** |
| Maintenance of standards in mature domains |  |
| Innovation in mature domains | The EUCC and the considerations they are given in the EU Cyber Security Act (CSA) and in the closely associated EU Cyber Resilience Act (CRA) and Network and Information Security Directive v2 (NIS2) is a significant change in how products with security features may access the EU market. |
| Emerging domains for ETSI | EUCC Protection Profiles may be a future emerging domain for ETSI to be developed in order to play a major role in the future certification ecosystem in Europe and worldwide as expected by the regulatory frameworks of each of CSA and CRA. |
| Horizontal activities (quality, security, etc.) | A Protection Profile is used in security evaluations and security is by default a horizontal activity. |
| Societal good / environmental | Security certification promotes secure designs and implementations of Optical network devices for network operators. Moreover the certified version of each of TS 103 996 and TS 104 014 within the scope of the EUCC scheme makes clear ETSI's engagement with the scheme and its associated processes. |

# ETSI Members Support

|  |  |  |
| --- | --- | --- |
| **#** | **ETSI Member** | **Supporting delegate** |
| 1 | SGS Brightsight BV | Cong Huang |
| 2 | Red Alert Labs | Roland Atoui |
| 3 | BT | Laurence Wayne |
| 4 | Cadzow Communications Consulting Ltd. | Scott Cadzow |
| 5 | Google | Brian Wood |

# Deliverables

## Base documents

|  |  |  |
| --- | --- | --- |
| **Document** | **Title** | **Status** |
| ETSI TS 103 996v1.1.1 | CYBER; ONDS EUCC Protection profile - Test cases | **To be published**  |
| ETSI TS 104 013v1.1.1 | Cyber Security (CYBER); ONDS; EUCC PP for ONDS management protocols and services | **To be published** |

## New deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliv.** | **Work Item code****Standard number** | **Working title****Scope** | **Expected date for publication** |
| D1 | TS 103 996 | No change | 2025-06 |
| D2 | TS 104 013 | No change  | 2025-06 |

# Maximum budget

## Task summary/Contracted Work Budget

|  |  |  |
| --- | --- | --- |
| **Tasks** | **Task short description** | Budget (EUR) |
| T0 | Formal evaluation of the EUCC Protection Profile by an Evaluation Laboratory that is recognised by the Certification Body.Preparation and submission to the Certification Body of all necessary evaluation reports and responses to issues raised by the Certification Body.Management of the STF including ensuring effective and timely coordination between the Evaluation Laboratory, the Certification Body, the Steering Committee for this STF and the TC CYBER.Monitoring and reporting progress.This task will be subject to a Call for Tender for a contract to complete the evaluation. It is anticipated that a single contract is likely to be issued for the task. | 40,000 |
| T1 | Certification of the Protection Profile by the Certification Body | 20,000 |
|  | **TOTAL** | 60,000 |

## Travel budget

It is anticipated that working sessions will be online so no specific budget is explicitly allocated to travel. The contracted Evaluation Laboratory may re-allocate a portion of contracted work to travel by their personnel if this were to become necessary.

Part II – Details on STF Technical Proposal

# Tasks, Technical Bodies and other stakeholders

## Organisation of the work

A Steering Committee will be created to assist the Evaluation Laboratory in understanding the Protection Profile and relevant aspects of the ONDS Protection Profile. The Steering Committee should include as a minimum the following:

* A representative from the Evaluation Laboratory
* Experts from TC CYBER that were involved in the development of the ONDS Protection Profile and base standards
* A TC CYBER Official
* A representative from the Certification Body

Decisions on accepting any revisions to the draft deliverables shall be taken within meetings of TC CYBER. If additional meetings of the TC CYBER are required urgently, the TC CYBER Chair may schedule additional Ad Hoc meetings to address matters relating to this STF.

NOTE: It is recognised that in addition to full plenary meetings that TC CYBER maintains a schedule of regular (fortnightly) online sessions that allow decisions to be agreed to be sent to remote consensus.

Relevant parties may meet informally between formal meetings to progress aspects of the work and to ensure that rapid responses can be provided to the Certification Body and Evaluation Laboratory for the project to make progress on the tight timeline required.

The main work by the Evaluation Laboratory in performing the evaluation of the Final Draft for Approval of the deliverable of work item code should be completed and a Progress Report submitted to and approve by TC CYBER. The STF Leader should ensure that rapid feedback between the Evaluation Laboratory and the Certification Body is maintained throughout the evaluation process along with effective reporting to and discussions with TC CYBER and the Steering Committee for this STF. A stable draft of the ETSI deliverable that will be created to revise each of TS 103 996 and TS 104 013 (and any revisions required in associated normative or informative (guidance) documents) that is suitable for certification by the Certification Body and approval by TC CYBER should be posted within TC CYBER along with a Progress Report that is approved by TC CYBER.

The necessary progress of the STF will require effective and rapid feedback between the Certification Body, the Evaluation Laboratory, the Steering Committee for this STF and TC CYBER.

## Tasks for which the STF support is necessary

The STF is needed to contract an Evaluation Laboratory to perform the formal evaluation of the Protection Profile that TC CYBER produced in each of TS 103 996 and TS 104 013. The STF will develop a certified revision of the EUCC compliant Protection Profile for publication in 2025.

A Protection Profile evaluation should be performed by an Evaluation Laboratory that is recognised by the Certification Body. In this case the Certification Body will be defined after the STF approval.

## Other interested ETSI Technical Bodies

None.

## Other stakeholders

The application for certification will require an agreement to be signed between ETSI, Evaluation Laboratory and the Certification Body.

Part III: Execution of Work

# Work plan, time scale and resources

## Task description

|  |  |
| --- | --- |
| **Task 0** | **Evaluation of the Protection Profile** |
| **Objectives** | To perform a formal evaluation of each of TS 103 996 and TS 104 013 for conformance to the requirements under the EUCC at both substantial and high levels Any other additional requirements imposed by the Certification Body will be considered.Manage the resources assigned to this project.Ensure that the project stays on track and meets milestone delivery dates.Identify if/when there are impediments that may affect the delivery of the project at an early stage so that stakeholders can help mitigate potential risks. |
| **Input** | TS 103 996 (published or latest draft).TS 104 013 (published or latest draft).Note that working from the latest draft allows the first publication to be fully EUCC compliant rather than only the second publication. |
| **Output** | A revision of each of TS 103 996 and TS 104 013 and any CRs to supporting documents that the Certification Body has agreed to certify and that have been approved for publication by TC CYBER.Intermediate reports to the Steering Committee for this STF.Progress reports, including a report to TC CYBER after each meeting of the Steering Committee for this STF summarising the current status of this STF.Final report on the STF submitted to and approved by TC CYBER. |
| **Interactions** | The Evaluation Laboratory will nominate an STF Leader who will have responsibility for coordinating the work under this STF in collaboration with the other parties mentioned.The Steering Committee for this STF will be consulted for guidance throughout the STF. There will be regular interactions between the Evaluation Laboratory and the Steering Committee for this STF. The STF Leader and / or nominated representative(s) of the Evaluation Laboratory will attend meetings of the Steering Committee for this STF.Steering Committee meetings for this STF will provide opportunities for the Evaluation Laboratory to ask questions to help familiarise itself with the ONDS Protection Profile consisting of TS 103 996.The Evaluation Laboratory will submit to TC CYBER a sanitised version of the final evaluation report and eventual other documentation that explain the result of the certification.The Evaluation Laboratory will promptly report to TC CYBER issues identified during the evaluation, whether identified by the Evaluation Laboratory or identified by the Certification Body and notified to the Evaluation Laboratory.The Evaluation Laboratory will propose to TC CYBER potential changes to the Protection Profile that it believes can resolve such identified issues.The Evaluation Laboratory will engage constructively in discussions with TC CYBER to seek consensus on changes to be made to the Protection Profile. The Chair of TC CYBER may invite representative(s) of the Evaluation Laboratory to attend parts of TC CYBER meetings that relate to the work of this STF.A representative of the Evaluation Laboratory will present and discuss any significant proposed changes to the Protection Profile as soon as practical to a meeting of TC CYBER.The STF Leader will manage the work of the Evaluation Laboratory and its interactions with other parties to ensure this Task 1 proceeds in a timely manner and the interactions detailed take place. In particular, the STF Leader will ensure that the Evaluation Laboratory communicates effectively and in a timely manner with the Certification Body, the Steering Committee and TC CYBER so as not to hinder progress within this STF.The STF Leader will prepare and submit to TC CYBER Intermediate Reports, Progress Reports and the STF Final Report when required.Submissions to TC CYBER by the STF Leader or other Evaluation Laboratory representatives may be sent to the Chair of TC CYBER. TC CYBER will review the progress of the ToR tasks. |
| **Resources required** | Up to 40.000 EUR. |
| **Task 1** | **Certification of the Protection Profile** |
| **Objectives** | To develop a certified revision of each of TS 103 996 and TS 104 013 in a new version (e.g. if aleady published to become v1.2.1) that TC CYBER will approve and the ETSI Secretariat will accept for publication. |
| **Input** | A revision of each of TS 103 996 and TS 104 013 that the Certification Body has agreed to certify |
| **Output** | Certification report of each of TS 103 996 and TS 104 013. |
| **Interactions** | The Evaluation Laboratory will submit to the Certification Body all evaluation reports and other documentation required by the Certification Body under the relevant certification scheme. |
| **Resources required** | Up to 20.000 EUR. |

## Milestones

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Cut-Off Date** |
| **A** | **Initial evaluation** | M5 |
| Initial evaluation | The Evaluation Laboratory familiarised itself with each of TS 103 996 and TS 104 013 and their supporting documents and completed its initial evaluation.The Evaluation Laboratory’s initial evaluation reports submitted to TC CYBER and to the Certification Body.Progress Report delivered to and approved by TC CYBER. |
| **B** | **ETSI Stable Draft posted within TC CYBER** | M8 |
| ETSI Stable Draft posted within TC CYBER | An initial resolution to each issue identified during the main evaluation process agreed upon with TC CYBER and the Certification Body.A Stable Draft of each of the ETSI deliverables (TS 103 996 and TS 104 013) posted for review by TC CYBER.Progress Report delivered to and approved by TC CYBER. |
| **C** | **ETSI Deliverable approved and STF closed** | M12 |
| ETSI Deliverable approved and STF closed | TS 103 996 v1.2.1 (tbc) and TS 104 013v1.2.1 (tbc) approved by TC CYBER and accepted by the ETSI Secretariat for publication. Certification Body certification of the Protection Profile in the approved ETSI deliverable TS 103 996 v1.2.1 and TS 104 013v1.2.1.STF Final Report delivered to and approved by TC CYBER. |

The main evaluation process shall be considered to include evaluation activities from the start of work through until M12. Evaluation activities will continue under Task 1 beyond this date, as required. For example, any changes as the Stable Draft of the ETSI deliverable is reviewed, responding to additional issues raised by the Certification Body, etc.

## Task summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Task / Milestone**  | Target Date | Estimated Cost (EUR) |
| From | To |
| M0 | Start of work |  | T0 |  |
| T0 | Evaluation of the Protection Profile | T0 | T0+8M | 40.000 |
| Milestone A | Initial evaluation |  | T0+4M |  |
| Milestone B | ETSI Stable Draft posted within TC CYBER |  | T0+5M |  |
| MilestoneC | ETSI Deliverable approved and STF closed |  | T0+12M |  |
| T1 | Certification of the Protection Profile | T0+11M | T0+12M | 20,000 |
|  | **60.000** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task/ Mil.** | **0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| M0 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T0 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MA |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MB |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MC |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T1 |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Expertise required

## Team structure

The team structure to develop the STF activities defined in this ToR will be provided by at least 1(one) Evaluation Laboratory to ensure the following mix of competences.

|  |  |
| --- | --- |
| **Priority** | **Qualifications and competences** |
| High | Recognised by the selected Certification Body to perform the certification of EUCC at substantial and high levels. |
| Medium | Familiarity with the evaluation of physical security products. |
| Low | Familiarity with TC CYBER activities (TC CYBER members will provide expertise in this area otherwise). |

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., meetings to transfer knowledge etc.) | X |
| Steering Group meetings or TC CYBER meetings with the Evaluation Laboratory | X |
| Contributions/comments received from the Reference Body | X |
|  |  |
| **Contribution from the STF to ETSI work** |
| Contributions to Reference Body meetings | X |
|  |  |
| **Liaison with other stakeholders** |
| Cooperation with the Certification Body | X |
| Liaison to raise awareness on ETSI deliverables  | 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 | 2024-06-06 |  |  | CYBER(24)038009r1, TB approval in CYBER#38. |
| 1.1 | 2024-08-21  |  |  | CYBER(24)38c012r1, editorial update for Board approval. |

Annex I Response to the Request for Proposals
CfE – STF 690 (REFERENCE BODY CYBER)

Deadline: 18 December 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 690 creation? | oIndicate 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 | Evaluation of the Protection Profile | 40 000 | . | . |
| 01 | Certification of the Protection Profile | 20 000 | . | . |
|  | **TOTAL** | **60 000** |  |  |

**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 690 (REFERENCE BODY CYBER) Deadline: 18 December 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>