



The Standards People



Technical Working Procedures

Excerpts from TWPs and guidelines to working in ETSI Technical Groups

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For: **ETSI Seminar**

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Purpose of the Presentation

- ✔ Provide some 'tips' and 'best practice' for working in ETSI
- ✔ Recommendations for working in meetings, agendas, report, action lists
- ✔ Advice on creation of Work Items and progressing deliverables
- ✔ Description of deliverable types and their various characteristics



Sufficient notice of meetings

At least 30 days before the meeting:

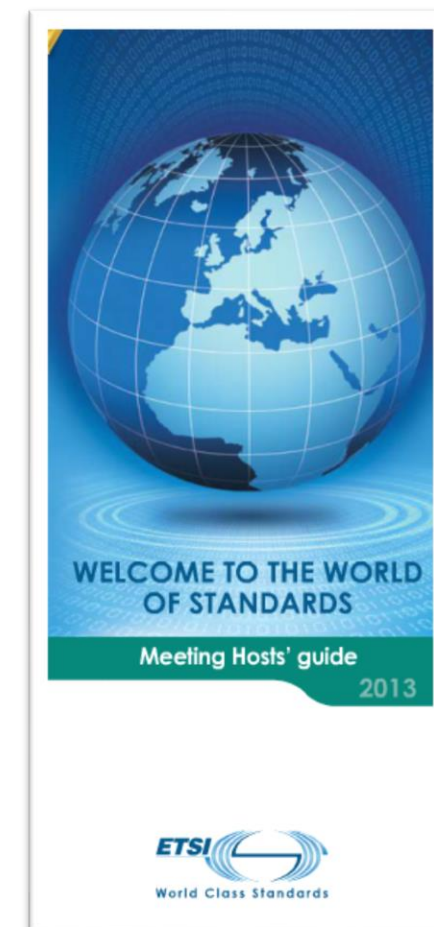
- ✓ Host sends invitation and logistical information
- ✓ Chairman contribute draft agenda
 - ✓ To the meeting contributions list (available to all on the Technical Body's membership list)
 - ✓ Any subjects for voting (deliverables, officials etc.) have to be indicated

Discuss practical arrangements with the host

What level of support can be expected from a host?

Elements to consider:

- ✔ Sufficient Wi-Fi access
- ✔ Screens/Projectors
- ✔ Sufficient seating, break out rooms
- ✔ Social events
- ✔ On site IT/Logistical support
- ✔ External access (conf. bridge / GoToMeeting)
- ✔ Coffee/Tea/water
- ✔ <http://portal.etsi.org/guides/Host/>



Attendance and voting rights

	Attendance		Voting	
	GA	TB	GA	TB
Full Member	✓	✓	✓	✓
Associate Member	✓	✓	☑	☑
Counsellor	✓	✓	X	X
Observer	✓	!	X	X
Applicant for Membership	!	!	X	X
Non-Member	!	!	X	X

✓ = yes ☑ = Yes, except for ENs and European regulatory matters
 X = no ! = normally no, but maybe yes in special circumstances

Remote participation to ETSI meetings

By audio conference, webcast etc

Gotomeeting and conf-call tools available

Remote participation in Technical Body meetings (e.g. audio conference, webcast, etc.) should be permitted whenever technically possible. Such participation should, at least, be on the basis of complete agenda items and not misused to influence the outcome of votes where the remote participant has not been involved in the preceding discussions.

Compile a good agenda

Title: Agenda
Source: OCG Chairman
Agenda item: 2

Document for:

Decision	X
Discussion	
Information	

Late submission

Decision document cut-off deadline: 13 May 2019, 16h00 CET
Management Reports expected before 13 May 2019, 16h00 CET

Part 1: Administrative Matters

Addresses administrative issues relating to both OCG generally, and to the present meeting.

	Subject	Document Title / Remarks	Doc. Number
1	Opening of the meeting		
1.1	Chairman's opening remarks		
2	Adoption of the Agenda	Agenda for OCG#68 remote	OCG(19)068_001
3	OCG Meetings, Decisions and Actions		
3.1	Minutes from previous meeting(s)	Meeting report for OCG#67	OCG(18)067_003
3.2	Matters arising & decisions by correspondence		
3.3	Review of OCG actions	Review of OCG Actions	OCG(19)068_002
3.4	Output from present meeting	OCG Meeting Report OCG Report to Board	OCG(19)068_003 OCG(19)068_005
3.5	Future meetings schedule	<i>OCG Workshop#02 11th of June 2019</i> <i>OCG#69 18th September, 1500-1730</i>	

Agenda management

It may be useful to produce a timetable, for a longer meeting

- ✔ Items in the agenda do not need to be handled in order
- ✔ Some delegates may come for particular agenda items

Use cut-off dates for documents for decision

- ✔ Ensures timely availability of important documents for delegates
- ✔ Delegates can come prepared, issue counter proposals
- ✔ Late documents can always be handled, if time permits

Allocate documents to agenda items

- ✔ Ensure you have considered all documents for all agenda items

Call for IPR by chairmen

The attention of the members of this Technical Body is drawn to the fact that ETSI Members shall use reasonable endeavours under Clause 4.1 of the ETSI IPR Policy, Annex 6 of the Rules of Procedure, to inform ETSI of Essential IPRs in a timely fashion. This section covers the obligation to notify its own IPRs but also other companies' IPRs.

The members take note that they are hereby invited:

- to investigate in their company whether their company does own IPRs which are, or are likely to become Essential in respect of the work of the Technical Body,
- to notify to the Chairman or to the ETSI Director-General all potential IPRs that their company may own, by means of the IPR Information Statement and the Licensing Declaration forms that they can obtain from the ETSI Technical Officer or <http://www.etsi.org/WebSite/document/Legal/IPRforms.doc>.

Members are encouraged to make general IPR undertakings/declarations that they will make licenses available for all their IPRs under FRAND terms and conditions related to a specific standardization area and then, as soon as feasible, provide (or refine) detailed disclosures.

After the meeting...

Report:

- ✓ Meeting report
 - ✓ proceedings of the meeting, summary of essential discussions and the decisions made
 - ✓ to be approved by the Technical Body
 - ✓ to contribution list within 30 days of the meeting
- ✓ a list of the main decisions and matters arising
 - ✓ if the full report is not produced within 15 days of the meeting
 - ✓ any changes to TB structure
 - ✓ any officials elected
 - ✓ new work items adopted or stopped
 - ✓ deliverables approved or withdrawn
 - ✓ new meetings organised
 - ✓ any other items where Secretariat action is required (TWP 1.9.3)

Update the work programme

(TWP 1.6.4)

Be clear what was decided...

Source: Board Secretary
Title: Draft decisions and actions from B#122

1 Draft decisions from B#122

D-B122/1	The Board approved the Summary minutes of Board#121a [ETSI/BOARD(19)121a_018].
D-B122/2	The Board: <ul style="list-style-type: none"> approved the participation of ETSI to the European Cyber security for aviation Standards Coordination Group (ECSCG) appointed Alex Leadbeater, TC CYBER chairman, and Sonia Compans, ETSI Technical Officer, as ETSI representatives to the ECSCG [ETSI/BOARD(19)122_014].
D-B122/3	The Board approved the calendar for the 2 nd allocation of the 2019 STF budget [ETSI/BOARD(19)122_008].
D-B122/4	The Board approved the addition of a clause to the ETSI Technical Working Procedures to allow the Director-General to grant ETSI Partners access to ISG working documents following consultation of the ETSI Board [ETSI/BOARD(19)122_013r1].

2 Draft actions from B#122

A-B122/1	Board ESSREV (Jochen Friedrich)	to address the topics contained in the EC DG GROW report to GA#73 [ETSI/GA(19)73_038] and share their outcome with the Board.
A-B122/2	Director-General (Christian Loyau)	to provide an opinion whether: <ul style="list-style-type: none"> it is sufficient to have the disclaimer in the foreword inviting to interpret the 3GPP references as the corresponding ETSI deliverables or another solution to be found for the Board and TC ITS. As per discussion on referencing ETSI transposed documents originating from 3GPP into an ETSI European Standard (EN) [ETSI/BOARD(19)122_018].

ETSI definitions

ETSI work item

- ✓ A description of a standardization task approved by a Technical Body according to the procedures [...] and adopted by the ETSI members

ETSI deliverable

- ✓ A document [...] produced as the result of an ETSI work item

- TWP Annex A

Creation of a Work Item

The description of a task defined in terms of the:

- ✓ title
- ✓ intended deliverable type (EN, ES, TS, EG, TR)
- ✓ technical scope,
- ✓ schedule of tasks for its production
- ✓ identities of the supporting members (minimum 4)
- ✓ identity of the rapporteur
- ✓ other aspects (environmental, User and security aspects)

TBs/ISGs define and approve new Work Items.

- TWP 1.6.1

ETSI Work Item

Only one Technical Body may be responsible for a Work Item

✓ although other TBs may be involved in drafting and approval

A separate Work Item for each deliverable

Technical Body may request creation of a Specialist Task Force if the need is urgent or specific knowledge not available in TB

✓ see <http://portal.etsi.org/stfs/process/home.asp>

3GPP Work Items are very different –see 3GPP presentation

- TWP 1.6.1 to 1.6.3
and Annex K

Choice of deliverable type (1)

Specifications and standards (normative)

- ✓ TS - ETSI Technical Specification
 - ✓ Short time to market
 - ✓ May be converted later to ES or EN
- ✓ ES - ETSI Standard
 - ✓ Whole ETSI membership approves
- ✓ EN - European Standard
 - ✓ Formal output for standardization at European level
 - ✓ Specific to Europe & needs transposition into national standards
 - ✓ or subject of an EC/EFTA mandate
 - ✓ Harmonised Standards are a subset of ENs

Fast to publish

Fast + approved by all members

Wide, formal acceptance

Reference: ETSI Technical Working Procedures, Annexes A & E

Choice of deliverable type (2)

Guides and reports (Informative)

✓ TR - ETSI Technical Report

✓ Default deliverable

✓ EG - ETSI Guide

✓ Guidance on handling technical standardization activity in whole or major parts of the Technical Organization

✓ ETSI Special Report

✓ General ETSI member or public interest

✓ Also, deliverable with dynamic content generated by software application on ETSI web site



Reference: ETSI Technical Working Procedures, Annexes A & E

ETSI Deliverables

European Standards (EN, telecommunications series)

Harmonized Standards (HS)

- ✓ Approved by National Delegations, through the National Standards Organizations (NSO)
- ✓ Web-based voting tool

ETSI Standards (ES)

ETSI Guides (EG)

- ✓ Approved by the full ETSI Membership
- ✓ Web-based voting tool

ETSI Technical Specifications (TS)

ETSI Technical Reports (TR)

ETSI Group Specifications (GS)

ETSI Group Reports (GR)

- ✓ Approved by the TC, Project or Group concerned
- ✓ Traditional or web-based voting



Adoption of a Work Item into the work programme

Technical Body completes Work Item form and adopt it using the normal decision making process

Work Item on ETSI Work Programme (EWP), flagged “New”

✓ until the end of the month following the month the WI was entered onto the Work Programme

ETSI Secretariat makes EWP available to ETSI members

Work Item adoption is confirmed unless a substantial objection is received from an ETSI member

(Similar arrangements for 3GPP Work Items)

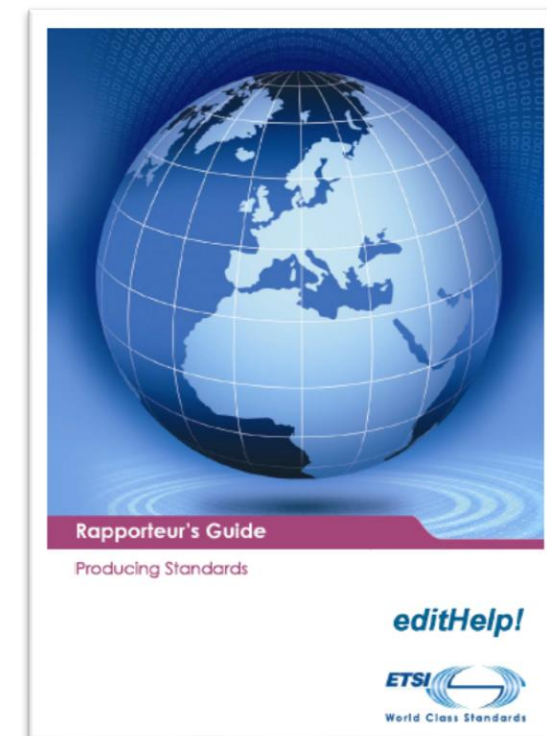
- TWP 1.6.3

The rapporteur

“individual responsible for an ETSI work item and who acts as the prime contact point on technical matters and for information on progress throughout the drafting phases of the Work Item”

Rapporteur's tools:

- ✔ ETSI Style Sheet
- ✔ ETSI Drafting Rules
- ✔ Document template
- ✔ https://portal.etsi.org/Portals/0/TBpages/edithelp/Docs/ETSI_Rapporteurs_Guide.pdf



Some definitions in relation to Ens Standstill, national transposition and withdrawal



ETSI starts work on an EN...

- ✔ National Standards Organisations (NSOs) and ETSI Members are required to stop any national standards work that could prejudice that EN and not to publish a new or revised standard which is not completely in line with an existing EN ("Standstill")

ETSI publishes the EN...

- ✔ NSOs are required to adopt the EN at national level... ("Transposition")
- ✔ ...and to withdraw any conflicting national standards ("Withdrawal")

Progress of a Work Item

Technical Body (TB) starts drafting

Rapporteur shall ensure that any documented user requirements are taken into account and manage draft versions

TB may not approve final text until the Work Item has been adopted

TB shall organize its work to meet the Work Item schedules

✓ including making arrangements to handle comments from approval procedures

TB shall ensure that the Work Programme is regularly updated

Work Item milestones

Decision milestones (reflect a decision by the responsible group)

- ✓ Technical Body Adoption of Work Item
- ✓ Working Group Approval
- ✓ Technical Body Approval

Maturity milestones (determined by the Rapporteur)

- ✓ Early Draft:
 - ✓ the draft is still in an early stage and will change significantly before finalization
- ✓ Stable Draft:
 - ✓ the draft is still subject to technical changes, but nothing major
- ✓ Draft for approval:
 - ✓ the draft fulfils the original scope and no technical changes are foreseen before the next approval phase

Change Control

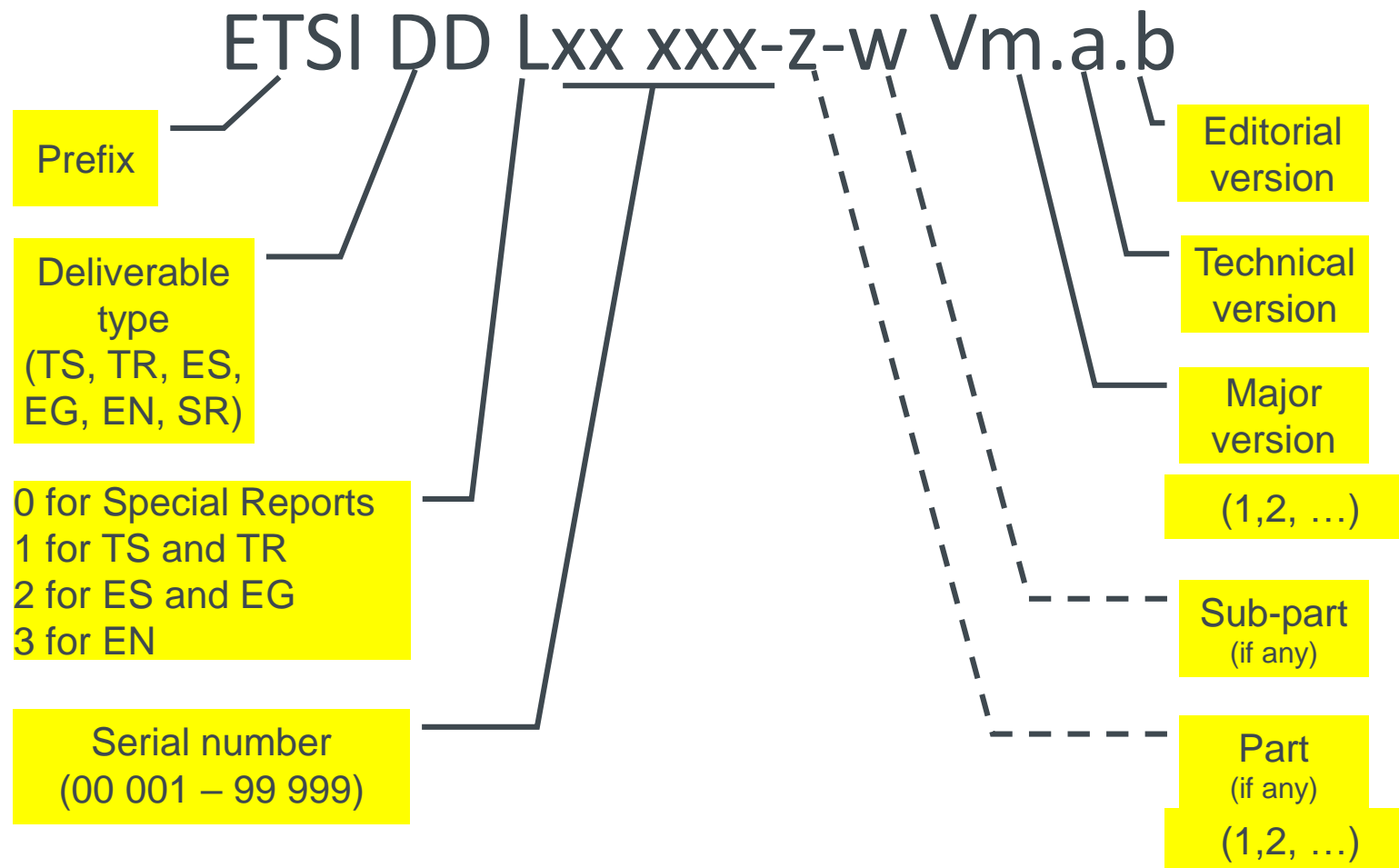
Technical Bodies may decide to use a Change Control mechanism to follow changes to a draft ETSI deliverable prepared under a particular work item

A Change Request (CR) is then used to propose a change to the draft

- ✓ Detailed description in Annex L of the TWP
- ✓ CR template is in Annex M of the TWP

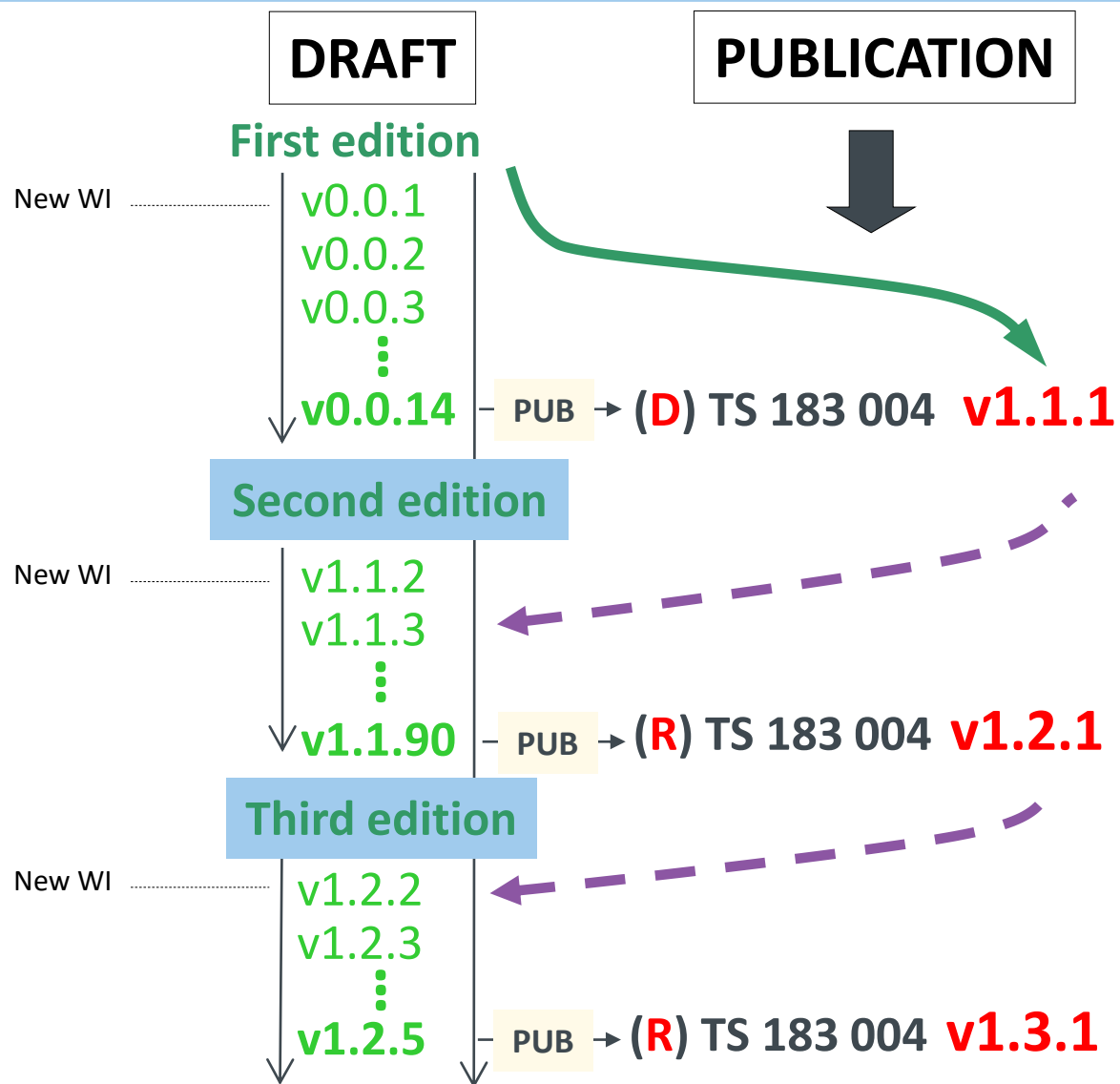
- TWP 1.6.4.2

Numbering of deliverables



For example: ETSI ES 201 873-1 Version 1.0.10

Coherent versioning ... Across revisions



Draft and deliverable versions
always in the same sequence

Further information

The arrangements are essentially the same for ETSI and 3GPP Work Items

Principal references:

- ✓ ETSI Technical Working Procedures, Clause 1.6
 - ✓ <http://www.etsi.org/website/aboutetsi/howwework/directives.aspx>
- ✓ 3GPP Working Procedures, Section G
 - ✓ <http://www.3gpp.org/Working-Procedures>