



The Standards People



Approval Process & Decision Making

Presented by: **Marcello Pagnozzi**

For: **ETSI Seminar**

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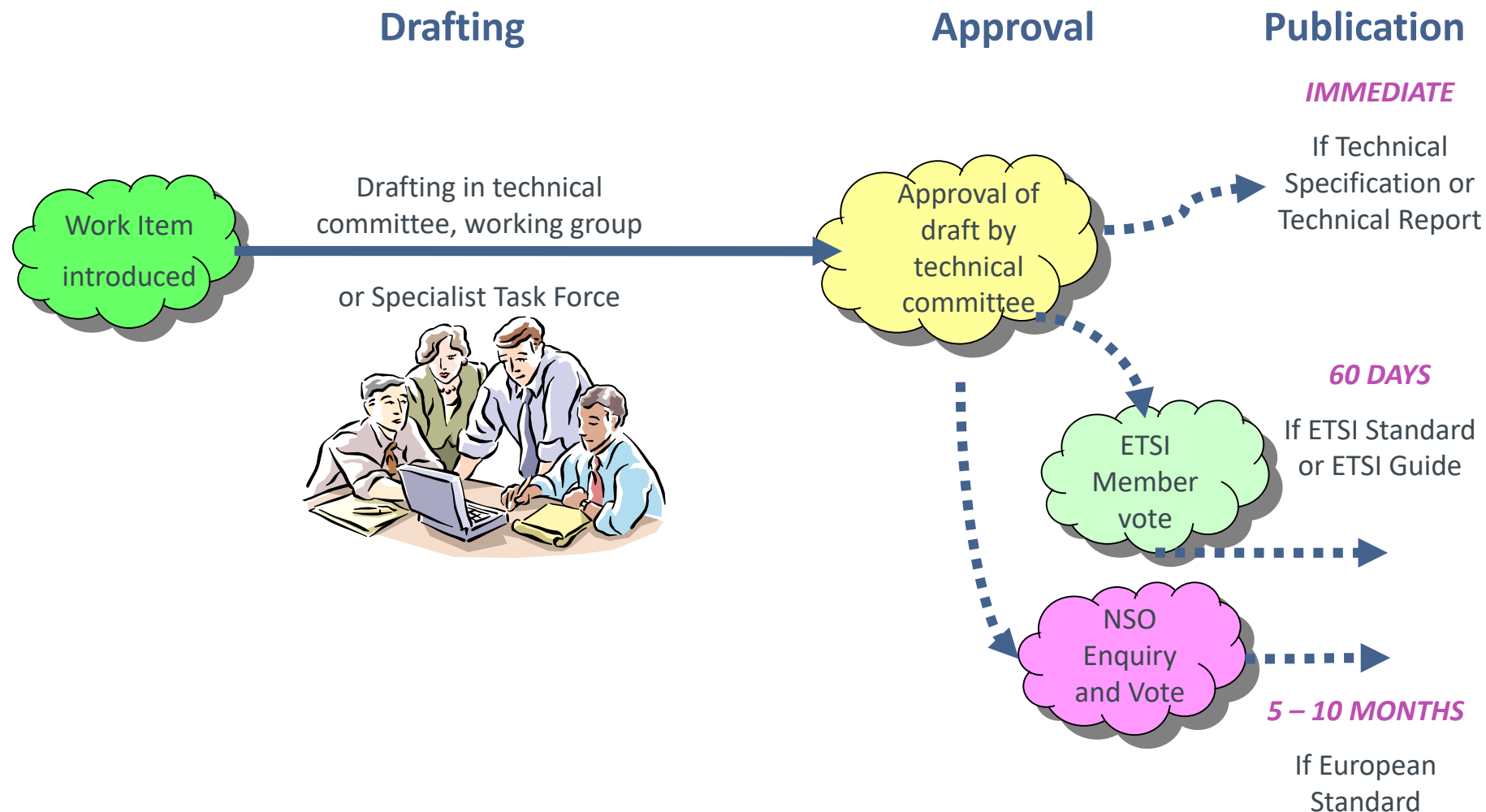
Approval Process

Purpose of the Presentation

- ✔ Explain the main elements of the ETSI Standards making process
- ✔ Describe the various type of approval and their inherent characteristics



The ETSI standards development process



Who approves what?

Industry Specification Group

- ✔ ETSI Group Specifications (GS)

Technical Body

- ✔ ETSI Technical Reports (TR)
- ✔ ETSI Technical Specifications (TS)

Members (60 day voting period)

- ✔ ETSI Guides (EG)
- ✔ ETSI Standards (ES)

Public (National Standards Organizations)

- ✔ European Standards (EN) (including Harmonized Standards)

Public Approval

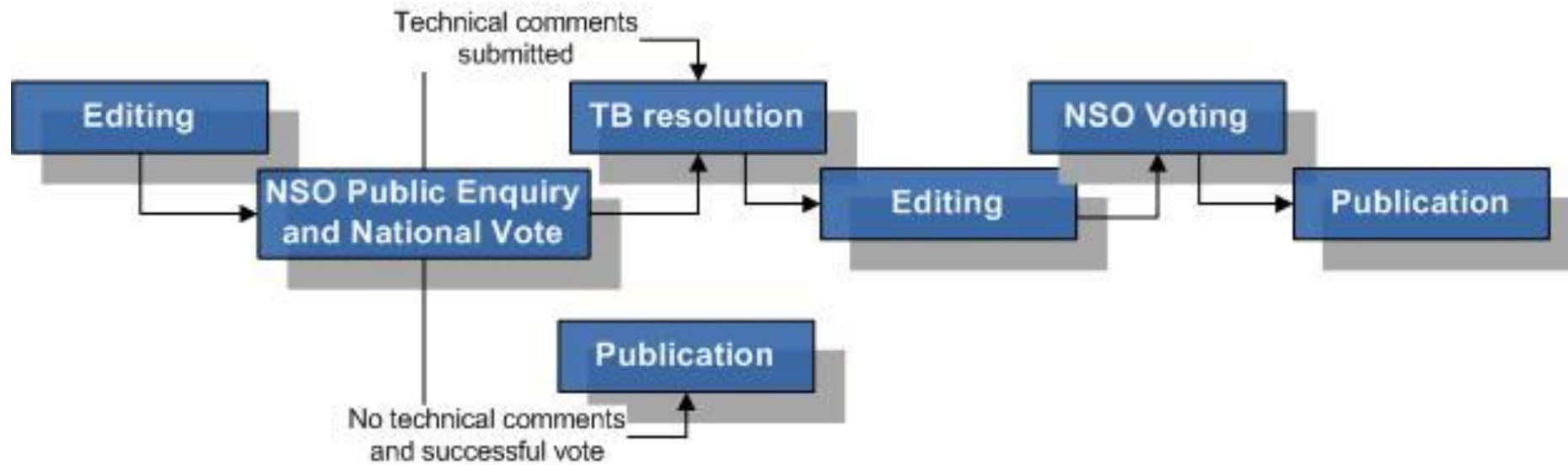
EN

- ✔ involves National Standards Organizations
- ✔ involves “Public Enquiry” and “public” Vote
 - ✔ weighted national voting

EN Approval Procedure (ENAP)

- ✔ procedure is the default one for ENs.
- ✔ comprises a Public Enquiry and a weighted national Vote in a single process.

ENAP procedure



Maintenance of documents



Maintenance

Standards are maintained typically:

- ✓ in response to comments received with a formal vote, or
- ✓ comments from a Technical Body,
- ✓ comments received by the ETSI Secretariat (via dedicated feedback loop or comments to editHelp!)
- ✓ Revisions of published deliverables are started as new Work items



Maintenance is based on a system of formal Change Requests

the formal approval of a Change Request rests with the relevant Technical Specification Group (TSG)

the Support Team then produces a new version of the specification/report



Decision Making

Purpose of the Presentation

- ✔ Explain the concept and importance of CONSENSUS based work
- ✔ Advise on how to avoid a vote by asking the right questions
- ✔ Describe the basics of various types of Voting in ETSI



Main responsibilities of the Chairman (TWP)

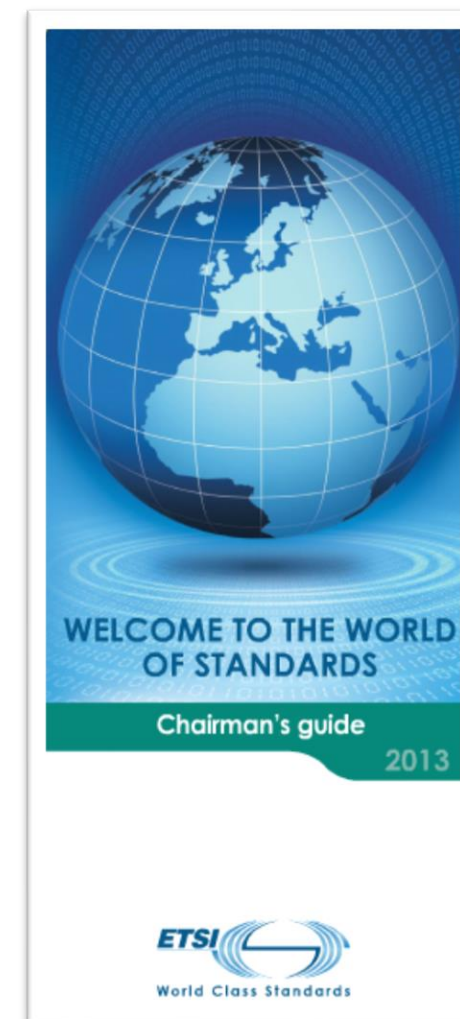
Responsible for the overall management of the work within the Group

Ensure that the activities of the Group follow the Technical Working Procedures.

Draft agenda for meetings (at least 30 days before)

Meeting reports (maximum 30 days after)

✓ (Secretary, Vice-Chairmen and ETSI Secretariat help with these tasks)



Achieve Consensus

"General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

✓ Note : Consensus need not imply unanimity."

The informal way

The silent agreement

- ✓ “I see no-one objecting?”
 - ✓ Useful for large meetings with long agendas
- ✓ or ...
- ✓ “Does anyone object to this proposal?”
 - ✓ May produce a very different result!

The vocal agreement

- ✓ “Could I hear from those in support of this proposal?”
- ✓ or
- ✓ “Does anyone have anything to say in support of this proposal?”

The informal way

The working party (ad hoc group)

- ✔ a need to resolve differing views
- ✔ form antagonists into ad hoc group
- ✔ *they* have to find a solution
- ✔ Use coffee breaks and other “social moments”



Consensus by correspondence

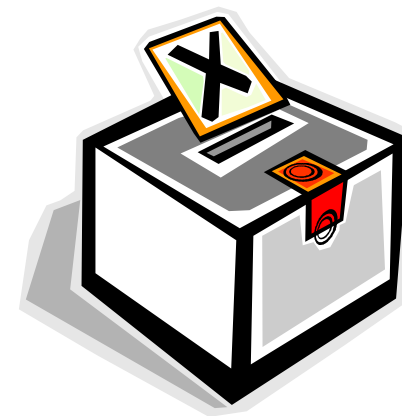
alternative approach:

- ✓ “The issue is considered approved unless opposition is registered within a specified period of time”

Consensus or vote?

Consensus on all issues is preferable

If Consensus cannot be achieved, the Chairman can decide to take a vote



Voting in TBs



Voting in TBs

Full and Associate Members only

30 days notice

71% majority

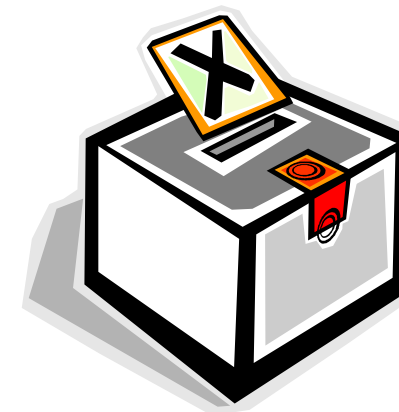
One <weighted> vote per member

✓ irrespective of number of delegates from that member

No proxy votes

No quorum stipulated

vote splitting is not permitted



Voting in TBs

If you have to vote, stick rigidly to the rules

Seek help and guidance from the Secretariat

Two possibilities:

- ✓ Voting in a TB Meeting
- ✓ Voting by correspondence