



The Standards People



# ETSI Drafting Rules

## How to correctly draft ETSI deliverables

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For: **ETSI Seminar**

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# Purpose of the Presentation

- ✔ Give the information required to begin drafting deliverables in ETSI groups
- ✔ Show how to get guidance, support and advice on drafting rules and tools
- ✔ Give some examples on 'best practise' in standards writing



## What is the first thing to do?

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The **ETSI Drafting Rules** are available in a free-standing, user-friendly format which also has a powerful search engine.

Available under « Guides » you will find « **Rapporteurs guides** » in a compact step by step format to help you when drafting your document.

- ✓ Make more efficient use of your time by using these guides as an easy reference when writing your document(s).



# editHelp! on the ETSI Portal provide editing assistance by phone, e-mail and on-line



The screenshot shows the ETSI Portal interface. At the top, the ETSI logo and 'World Class Standards' are visible. A navigation bar includes links for Home, People, Resources, Services, Manage, IPR, Search, Events, WEBstore, editors, and Help. A user profile for Marcello Pagnozzi is shown in the top right, with a 'Logout' button and a 'Change Password' link. A dropdown menu for 'editHelp!' is open, listing options like 'editHelp! Sitemap', 'How to start?', 'Submit a new p', 'Standards development', 'Centre for Testi', 'To help you in your work', 'Specialist Tasks', 'Download', 'Closed ETSI Gr', and 'Contact Us'. Below the navigation, a 'Meeting Calendar' section displays a table of meetings with columns for Date, Meeting, Registration, Part, and Location. The table lists various meetings, including 3GPP, 3GPP CT, and 3GPP CT 1, with registration status and participant counts. To the right, an 'ETSI News' section features several news items with hyperlinks. Below the news, an 'IPR' section provides information on the 'ETSI IPR database' and lists links for accessing the database, such as 'Dynamic Reporting', 'Search IPR Declarations', and 'Create Information Statement and Licensing Declaration (ISLD)'.



**ETSI** World Class Standards

**editHelp!**

Contact us  
Sitemap  
ETSI Portal  
ETSI Web

**Editing Support and services**

Thank you for working with ETSI. We appreciate your contribution and would like to offer you the following support to help you when drafting ETSI deliverables.

How to start?	Standards development	To help you in your work	Download
<ul style="list-style-type: none"> <li>■ <a href="#">editHelp! introduction</a> </li> <li>■ <a href="#">ETSI Drafting Rules</a></li> <li>■ <a href="#">Supported file formats</a></li> <li>■ <a href="#">Guides</a> <ul style="list-style-type: none"> <li>● <a href="#">ETSI Rapporteurs</a></li> <li>● <a href="#">ETSI Experts</a></li> <li>● <a href="#">3GPP Rapporteurs</a></li> <li>● <a href="#">ETSI Chairman</a></li> <li>● <a href="#">ETSI Meeting Hosts</a></li> <li>● <a href="#">ETSI TB Secretary</a></li> </ul> </li> <li>■ <a href="#">Document types and procedures</a> <ul style="list-style-type: none"> <li>● <a href="#">Std. Making Process</a></li> </ul> </li> <li>■ <a href="#">ETSI numbering system for documents</a></li> <li>■ <a href="#">Multi-type documents</a></li> </ul>	<ul style="list-style-type: none"> <li>■ <a href="#">Drafting</a> <ul style="list-style-type: none"> <li>● <a href="#">Skeletons</a></li> <li>● <a href="#">Styles toolbar</a></li> <li>● <a href="#">Styles' template</a></li> <li>● <a href="#">Editing check list</a></li> </ul> </li> <li>■ <a href="#">Guidelines</a> <ul style="list-style-type: none"> <li>● <a href="#">Making better standards</a></li> <li>● <a href="#">ICS proforma</a></li> <li>● <a href="#">Harmonized Standards Doc. on Methodologies &amp;</a></li> <li>● <a href="#">Best Practices</a></li> </ul> </li> <li>■ <a href="#">Tracking a draft</a> <ul style="list-style-type: none"> <li>● <a href="#">EWP</a></li> <li>● <a href="#">Status codes</a></li> <li>● <a href="#">ETSI Portal</a></li> <li>● <a href="#">Keywords</a></li> <li>● <a href="#">Std. under development</a></li> <li>● <a href="#">New activities</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ <a href="#">Terms &amp; Acronyms</a></li> <li>■ <a href="#">Further resources</a> <ul style="list-style-type: none"> <li>● <a href="#">Equation editor</a></li> <li>● <a href="#">Graphics</a></li> <li>● <a href="#">Keywords</a></li> </ul> </li> <li>■ <a href="#">Services</a> <ul style="list-style-type: none"> <li>● <a href="#">Clean-ups</a></li> <li>● <a href="#">HS compared versions</a></li> </ul> </li> <li>■ <a href="#">Tools</a> <ul style="list-style-type: none"> <li>● <a href="#">Abbreviations &amp; Terms</a></li> <li>● <a href="#">Use of English</a></li> <li>● <a href="#">GSM cross-references</a></li> <li>● <a href="#">ETSI Drafting Rules</a></li> <li>● <a href="#">Glossary</a></li> <li>● <a href="#">FAQs</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ <a href="#">ETSI Work Programme (EWP)</a></li> <li>■ <a href="#">GSM cross-references</a></li> <li>■ <a href="#">ETSI WEBstore</a></li> <li>■ <a href="#">ETSI Portal</a></li> </ul>

# ETSI Guide to Writing World Class Standards

Can be downloaded from portal:

Provides advice, explanation and examples of how to write a good clear standard

Essential read for all rapporteurs  
Chairmen and active delegates



**A Guide to  
Writing World Class Standards**

# Drafting

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If you are working on a new deliverable (called a Draft):

- ✔ you can find the ETSI skeleton documents on the editHelp! website, in the « Standards development » section; or
- ✔ maybe you have received it from editHelp! with the rapporteur's pack

If you are working on a revision:

- ✔ you can download the latest version publicly available from the Publications Download Area (PDA), via the ETSI Portal; or
- ✔ editHelp! has already sent you the latest published version by mail.

# Verbal forms for the expression of provisions (1)

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## EDRs clause 3.2

- ✔ Requirement: shall
- ✔ Recommendation: should
- ✔ Permission: may
- ✔ Inevitability: will
- ✔ Fact: is or any verb in the indicative mood, present tense.



## Verbal forms for the expression of provisions (2)

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### Requirement: shall

- ✓ To be used to indicate requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted

### Recommendation: should

- ✓ To be used to indicate that among several possibilities one is recommended as particularly suitable, or that a certain course of action is preferred but not necessarily required.

## Verbal forms for the expression of provisions (3)

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### Permission: may

- ✔ to indicate a course of action permissible within the limits of the ETSI deliverable.

### Possibility and capability: will

- ✔ be used to indicate behaviour of equipment or sub-systems outside the scope of the deliverable in which they appear

# Normative Reference (from the ETSI Drafting Rules)

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## 2.11.1 Definitions

**normative reference**: essential to the use of the ETSI deliverable, i.e. without which the deliverable cannot be implemented

## 2.10 References

“References shall be provided if normative references are made to other documents. Reproduction of elements from other documents is deprecated (i.e. **referencing is the preferred method in ETSI**).”

# Normative Reference (from the ETSI Drafting Rules)

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## 2.10 References in an ETSI deliverable

Normative referencing of other documents is allowed under the following condition:

- ✓ all documents shall be publicly available in the English language during the approval phases and for the duration of the expected lifespan of the ETSI deliverable, via the originating body or via the ETSI Secretariat.

# Normative Reference (from the ETSI Drafting Rules)

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## 2.10 References in an ETSI deliverable

“The distinction between normative and informative references must be made by the wording of the passage of the deliverable which refers to it, not by the referenced document itself.”

### EXAMPLE:

- ✔ “the test method shall be as described in ITU-T Recommendation M.50”
  - ✔ ITU-T Recommendation M.50 is a normative reference.
- ✔ “the test method is described in ITU-T Recommendation M.50”
  - ✔ ITU-T Recommendation M.50 is an informative reference. “

# editHelp

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In ETSI: Einstein building, ground floor