ETSI Drafting Rules
How to correctly draft ETSI deliverables

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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?

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).

Verbal forms for the expression of provisions (1)

EDRs clause 3.2

- ⱽ Requirement: shall

- ⱽ Recommendation: should

- ⱽ Permission: may

- ⱽ Inevitability: will

- ⱽ Fact: is or any verb in the indicative mood, present tense.

Verbal forms for the expression of provisions (2)

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)

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)

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)

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)

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. "