ETSI Seminar 2023

Specialist and Testing Task Forces

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ETSI
The Standards People

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Definition

- STF= Specialist Task Force

  - STF teams are established to accelerate the production of standards when required within the ETSI Technical Organization and Industry Specification Groups (ISGs)

- TTF= Testing Task Force

  - TTF teams support the ETSI Technical Organization and ISGs to accelerate the production of needed standards related to testing and methodology and testing and methodology of specifically needed standards.

Why?

- When the development of a standard requires specific technical competences which are not available in the **Reference Bodies** (Technical Committee, ETSI Project, ETSI Partnership Project, Special Committee or Industry Specification Group); and/or

- The time scale cannot be achieved with the normal voluntary contribution of the delegates.

Who can request an STF/TTF?

- An STF/TTF can be proposed by Reference Bodies.

STFs and TTFs give ETSI a **competitive advantage** by providing technical competences to rapidly develop standards needed by the market and/or to implement European Union policies

Funding Sources

STFs and TTFs are funded via:

1. The Funded Work Programme: **FWP** (i.e. funding source is the ETSI budget)

2. EC/EFTA funding

3. Voluntary contributions from ETSI Members.

How to create an STF/TTF in a Reference Body (i)

Requesting FWP funding :

- When a Reference Body identifies a need, a detailed description of the work to be done is provided by means of the **Terms of Reference** (ToR) template. It includes an accurate estimate of the maximum budget required to perform the work that has to be aligned with ETSI strategic areas

- The STF and TTF Terms of Reference Templates can be downloaded from the ETSI Portal: https://portal.etsi.org/STF/STFs/Downloads

- The ToR must be supported by at least **4 ETSI members** within that Reference Body and be approved by the latter.

- The ToR collected are submitted for acceptance to the OCG and the Board in September and the STFs/TTFs budget is by the Autumn General Assembly.

- The **Secretariat staff supports the** complete process

The same process applies for STFs/TTFS funded via Members' voluntary contributions

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How to create an STF/TTF in a Reference Body (ii)
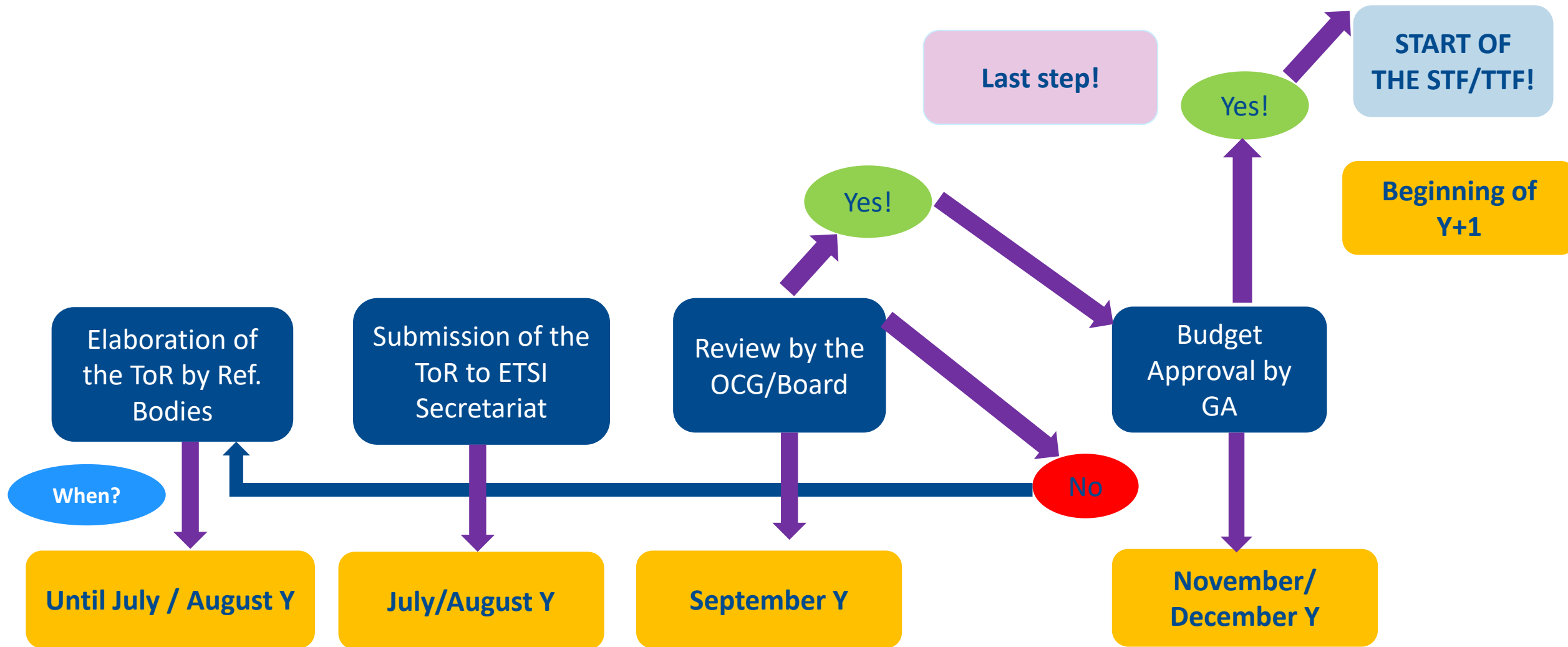
Requesting EC/EFTA funding:

- ⦿ The EC regularly opens invitations to submit Proposals to address:
  - ⦿ the Annual Work Program priorities
  - ⦿ the EU priorities, legislation and policies
  - ⦿ the Single Market Programme (SMP) objectives.

- ⦿ Interested RBs build and submit Technical Proposals to the ETSI Board acceptance before being sent to the EC approval.

- ⦿ The **Secretariat staff** supports the complete process

STF/TTF FWP allocation process: Yearly Timeline

Last step!

START OF THE STF/TTF!

Beginning of Y+1

Yes!

Yes!

Elaboration of the ToR by Ref. Bodies

Submission of the ToR to ETSI Secretariat

Review by the OCG/Board

Budget Approval by GA

When?

No

Until July / August Y

July/August Y

September Y
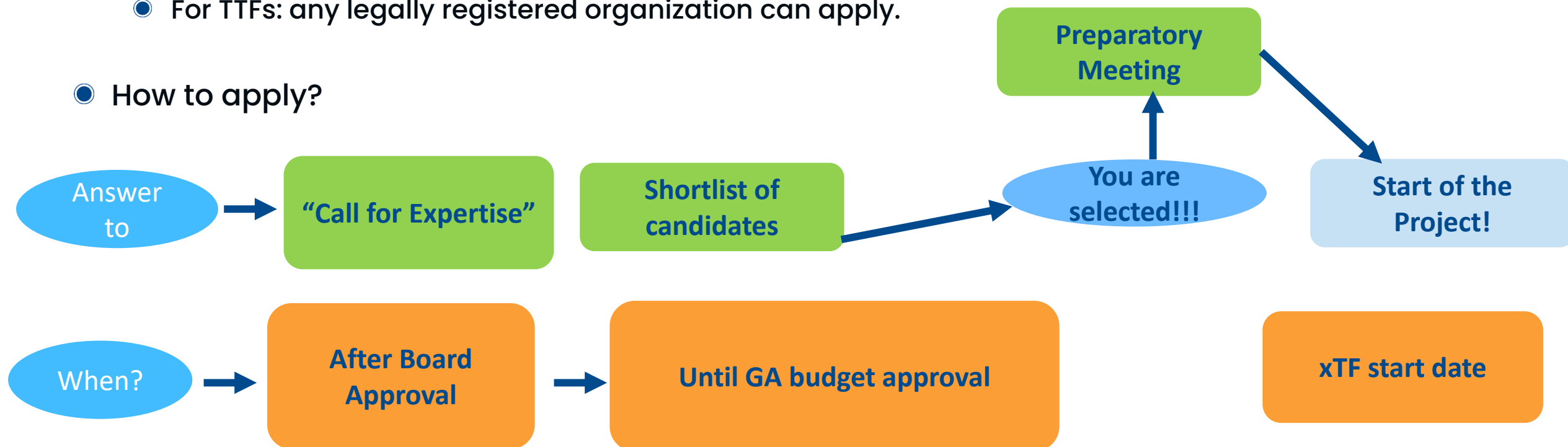
November/ December Y

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WHO- HOW and WHEN can interested parties apply for FWP STFs/TTFS ?

- Who can Apply?
  - For STFs: ETSI Member Organizations or non-Members with the support of an ETSI Member.
  - For TTFs: any legally registered organization can apply.

- How to apply?

Answer to → "Call for Expertise" → Shortlist of candidates → You are selected!!! → Preparatory Meeting → Start of the Project!

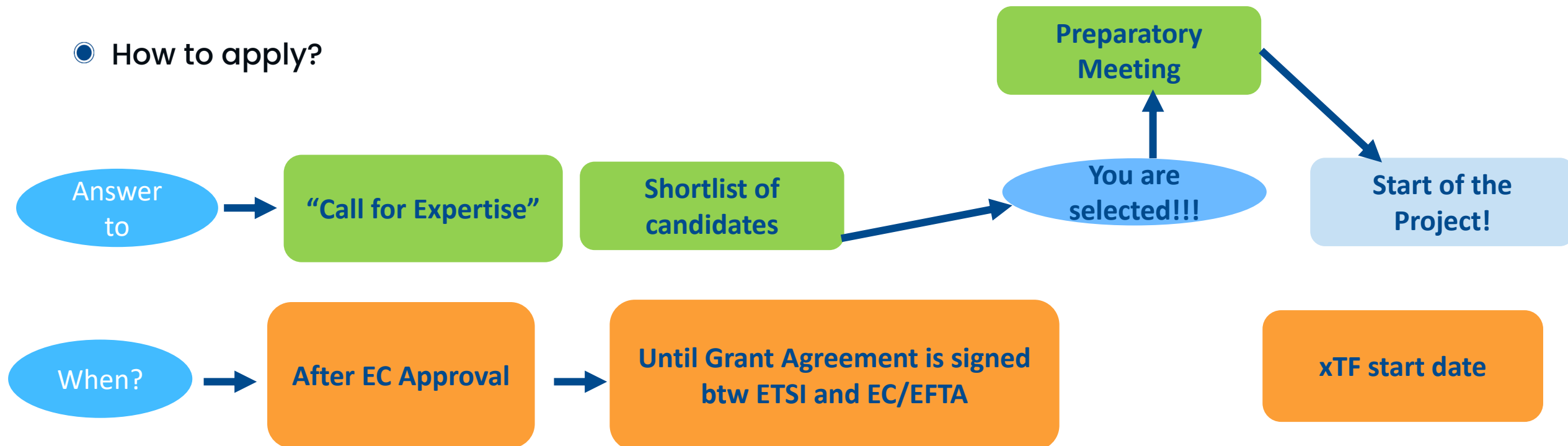When? → After Board Approval → Until GA budget approval → xTF start date

For both types of Task Force: voluntary contributions from ETSI Members may also be provided.

WHO- HOW and WHEN can interested parties apply for EU funded STFs?

- **Who can Apply?**
  - ETSI Member Organizations or non-Members with the support of an ETSI Member.

- **How to apply?**

Answer to → "Call for Expertise" | Shortlist of candidates → You are selected!!! → Preparatory Meeting → Start of the Project!

When? → After EC Approval → Until Grant Agreement is signed btw ETSI and EC/EFTA

xTF start date

Voluntary contributions from ETSI Members may also apply.

Organisation of an STF/TTF

- **Monitoring STF/TTF progress – Project Leader role**

  - The RB Chair is expected to provide technical guidance.
  - The STF/TTF Leader is appointed by the ETSI Director-General in consultation with the relevant RB Chair.
  - The STF/TTF Leader acts as the interface
    - with the Funded Activity Team for management of the STF/TTF,
    - with the service provider(s) for coordination of the project, and
    - with the RB Chair for technical control.

- **STF/TTF Reporting**

  - The RB Chair approves the STF/TTF Progress Reports reviewed and endorsed by members of relevant RB before its approval.
  - Progress Reports confirm the achievement of the intermediate milestones against which the experts' companies will be paid.

- **Closing the STF/TTF**

  - Upon completion of the STF/TTF work, the RB Chair shall ensure that feedback is provided to the Director-General on the STF/TTF work.
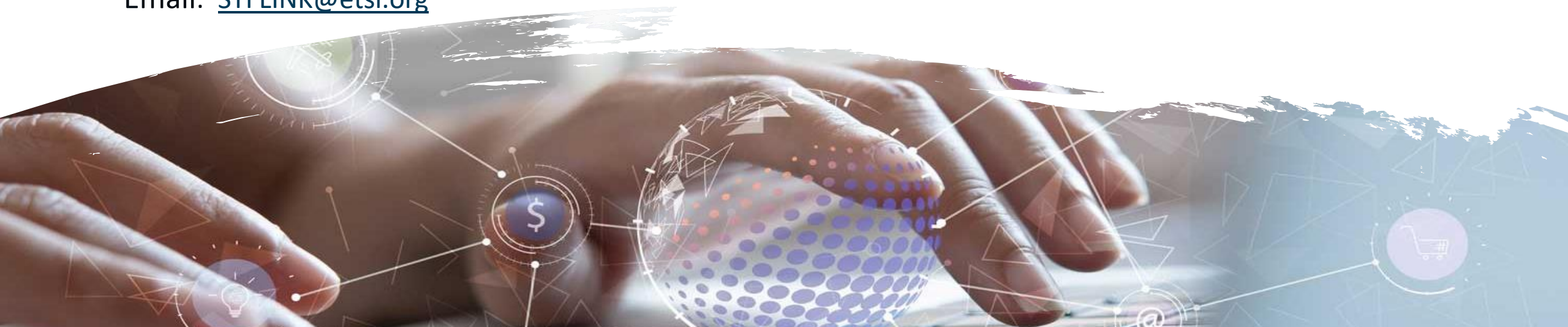
Useful Links

WEB: https://www.etsi.org/work-at-etsi/join-a-task-force

ETSI Portal: https://portal.etsi.org/STF/STFs/STF-TTF-work/STF-support-team

Call for Expertise: https://portal.etsi.org/cfe/#/

Useful documents: https://portal.etsi.org/STF/STFs/Downloads

ETSI Technical Working Procedures, clauses 1.10 - 1.11:

ETSI Directives v46 - 12 December 2022

Email: STFLINK@etsi.org

Any further questions?

Contact me:

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Thank you for your attention

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