

# ETSI

# PAS Process

# Guide

*...or how to transpose*  
*Publicly Available Specifications\**  
*into ETSI Technical Specifications (TS) or*  
*ETSI Technical Reports (TR)*

\*Publicly Available Specifications (PAS) are any technical specifications developed by Standards Development Organizations outside ETSI.

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## Executive Summary

The ETSI PAS Process enables an ETSI Partner to submit one or more of its specifications as Publicly Available Specifications (PAS) for adoption by ETSI as an ETSI Technical Report (TR) or an ETSI Technical Specification (TS).

## Why use the ETSI PAS process?

A PAS published as an ETSI TR or TS becomes an ETSI deliverable, and is subsequently maintained and possibly evolved by ETSI. It benefits from ETSI recognition as a [European Standards Organization](#), as well as from ETSI international reputation as a provider of standards for global use. It receives increased visibility among ETSI members and among the users of ETSI Standards.

Submitting a PAS to be published as an ETSI TS can be a first step towards it becoming a European Standard. ETSI Standards and specifications can be referred to in European public procurement contracts.

## Purpose and Scope

ETSI recognizes the value of the standardization work performed in other Standards Developing Organization SDOs, and the contribution they may make to ICT standardization. Through the PAS process, ETSI aims at complementing existing or forthcoming ETSI programs by other leading-edge activity with the objective of providing the best standards in Europe and worldwide.

The manner of transposing a specification from another organization into an ETSI deliverable is based on existing procedures for approval of ETSI deliverables. The PAS Process significantly expedites and facilitates the ETSI standards making process. As a result of this process, a PAS will achieve the status of an ETSI deliverable, to the benefit of both the PAS Submitter and ETSI.

The purpose of this Guide is to describe the PAS process and its benefits, to document how to use this process and to guide potential and existing Submitters, i.e. organizations that have developed candidate specifications for submission as ETSI deliverables.

The scope of this Guide is limited to the transposition of PAS into ETSI TR or TS.

The Guide implies a coordinated analysis of the PAS submission, involving a consultation within ETSI and its membership.

For any question or inquiry regarding the material in this Guide, please contact the ETSI Secretariat ([secretariat@etsi.org](mailto:secretariat@etsi.org)).

## Who can submit a PAS?

Any Standards Development Organization, forum or consortium which is a legal entity that has an IPR policy compatible with [ETSI IPR Policy \(see Annex 6 of the ETSI Directives\)](#), and has signed a Cooperation Agreement including a PAS Supplement with ETSI can submit one or more PAS to ETSI for adoption.

## How to submit a PAS?

- The source organization planning to submit the PAS (PAS Submitter) shall contact the ETSI Secretariat;
- A Cooperation Agreement is signed between the PAS submitter and ETSI;
- The PAS Submitter and ETSI establish and agree to a PAS Supplement to the Cooperation Agreement, containing the provisions for submission, adoption and maintenance of the PAS;
- An [ETSI Technical Body](#) is identified by the ETSI Board to be the host of the PAS;
- The ETSI Technical Body, with the participation of the PAS Submitter, reviews the PAS and approves it as an ETSI TR or TS, following the relevant ETSI procedures;
- The ETSI PAS TR or TS is published by ETSI.

The whole process is usually fast and effective.

## Establishing a Cooperation Agreement with ETSI (see Annex 4)

The establishment of a Cooperation Agreement is only possible when the ETSI Partner candidate is a [legal entity](#) and when its [IPR Policy](#) is compatible with ETSI IPR policy.

To that effect an IPR Check is performed by the ETSI Legal Department before the establishment of any Cooperation Agreement.

The Cooperation Agreement shall be endorsed by the ETSI Operational Co-ordination Group (OCG) and the ETSI Board, and approved by the ETSI General Assembly which authorizes signature by the ETSI Director-General.

## Establishing a PAS Supplement

When the Cooperation Agreement is in place, the PAS Submitter and ETSI jointly establish the [PAS Supplement](#), which defines the framework and provisions which govern the adoption of the PAS i.e. Copyright license, Copyright ownership, trademark, logo, maintenance, etc.

## Submitting a PAS to a Technical Body and processing it

Once the Cooperation Agreement and the PAS Supplement are in place, the Partner is invited to complete a [PAS Submission Form \(see Annex 1\)](#) for consideration by the ETSI Secretariat, OCG and Board.

At this stage, following the review of the submission by the Secretariat for completeness, an [ETSI Technical Body](#) is identified by the ETSI Board, in consultation with the OCG, as the potential host for receiving and processing the PAS.

In case no ETSI Technical Body has indicated its interest, or if the PAS falls outside the scope of existing ETSI Technical Bodies, the ETSI Board may decide to create a dedicated Technical Body for hosting the PAS or possibly reject the PAS submission.

Once the PAS Submission has been allocated to an ETSI Technical Body, the PAS Submitter, in collaboration with the ETSI Secretariat, nominates a [Rapporteur](#) and submits each PAS to the identified ETSI Technical Body as a technical contribution attached to an [ETSI PAS Work Item \(see Annex 2\)](#).

NOTE: The attention of the ETSI Technical Body Chairman is drawn to the need to create the corresponding Work Item(s) immediately after the ETSI Board decision to allocate the PAS to the Technical Body and before starting any work.

The ETSI Technical Body reviews and approves the PAS as an ETSI TR or TS following the relevant ETSI Approval Procedure. A PAS is adopted as a whole and as diligently as possible.

Any comments collected during the ETSI Technical Body Approval Procedure are considered in close coordination with the Partner who has the option to accept or reject the proposed technical changes, up to the point of approval, and shall announce clearly its position.

At any time prior to adoption, the Partner may withdraw the draft ETSI deliverable based on the PAS from the Approval procedure.

The ETSI PAS TR or TS should be aligned with the [ETSI Drafting Rules](#). Where the ETSI PAS TR or TS Report is published by ETSI without conforming to the ETSI Drafting Rules, any subsequent version of this deliverable should be brought in-line with the ETSI Drafting Rules.

The Partner shall provide the ETSI Secretariat with a list of all [IPRs](#) which have been previously disclosed to the PAS Submitter as being essential to the PAS. The Partner submitting the PAS and its members shall make their best endeavors to declare all IPRs ESSENTIAL to the PAS in the ETSI IPR online Database by using the [ETSI IPR Licensing Declaration Form \(see Annex 3\)](#).

## Maintaining an ETSI PAS TR or ETSI PAS TS

The procedures for maintenance of the ETSI deliverable resulting from the PAS Process are defined in the PAS Supplement.

The process for maintenance of the ETSI Technical Report or Technical Specification shall ensure that there is no divergence between the ETSI PAS TR or TS (including subsequent versions) and the possible evolution of the PAS in the PAS Submitter organization. The parties shall co-operate in good faith in order to achieve this maintenance objective.

## Additional Information

The PAS Process Guide may be used in conjunction with the ETSI Technical Working Procedures contained within the [ETSI Directives](#) and in particular:

- Clause 1.8 Liaising with other bodies;
- Clause 1.8.1.2.3 PAS Supplement;
- Clause 2.2.4 TS – ETSI Technical Specification, TR – Technical Report;
- Annex Q PAS Work Item proposal form.

## Annex 1: PAS Submission Form

The PAS Submitter is invited to:

- Submit in writing to the ETSI Director-General a declaration of interest to submit Publicly Available Specification(s) to ETSI;
- Fill the Submission Form by completing the information required related to the Submitter;
- Identify in this form the initial PAS(s) which is(are) planned to be submitted and relevant characteristics;
- Annex in full the proposed PAS(s) to be submitted for evaluation by ETSI.

<b>CHARACTERISTICS OF THE PAS SUBMITTER</b>	
Organization Details/History	
Legal entity	
Membership	
Standards Making Process(es)	
IPR regime	

<b>CHARACTERISTICS OF THE PAS BEING SUBMITTED</b>	
Identification of each PAS (number/title)	
Abstract/Scope	
Availability	
Market acceptance	
Maintenance and future plans	

## Annex 2: ETSI PAS Work Item Form

Which ETSI Technical Body is responsible?  <p style="text-align: center;"><b>&lt;TB Name&gt;</b></p>	Sub Group: <b>&lt; Working/task Group&gt;</b>  Project: _____
PAS WI reference number (if known): _____ (number will be allocated by Secretariat if not shown)	
Formal title of deliverable: _____ _____ _____	
Working title: _____ Scope of work to be undertaken: _____ _____ _____	
Rapporteur (named individual person):  Name _____ Organisation _____ e-mail _____	PAS Submitter (named individual person):  Name _____ Organisation _____ e-mail _____

### Deliverable document details

What type of document will be produced?  TS[ _ ] TR[ _ ]	Is it a new document or a revision of an existing one?  <p style="text-align: center;"><b>[new / revision]</b></p> If a revision, state the deliverable (e.g. TS 102 987 v1.1.1) <i>being revised</i> : _____ edition / version _____
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**Hierarchy:** if this Work Item fits in a hierarchical tree (see TWP clause 1.6.1), its position shall then be indicated here by giving the reference of its parent node (WI reference / deliverable number / topic name).

<p><b><u>Environmental Aspects</u></b> [Yes / No]</p> <p><b>Key aspects (in an overall perspective):</b></p> <ul style="list-style-type: none"> <li>• Power consumption and saving mechanisms</li> <li>• Operational conditions</li> <li>• Other matters</li> </ul> <p><b>Comment:</b> _____</p>	<p><b><u>User /Consumer Aspects</u></b> [Yes / No]</p> <p><b>Key requirements:</b></p> <ul style="list-style-type: none"> <li>• accessibility &amp; Usability [Yes / No]</li> <li>• user security [Yes / No]</li> <li>• privacy [Yes / No]</li> <li>• safety [Yes / No]</li> </ul> <p><b>Comment:</b> _____</p>
<p><b><u>Security Aspects</u></b> [Yes / No]</p> <p><b>Comments:</b> _____</p>	<p><b><u>Keywords</u></b> (at least 2 from those available at (<a href="http://webapp.etsi.org/ContextHelp/WorkProgram_help.asp?type=CODES_KEYWORDS">http://webapp.etsi.org/ContextHelp/WorkProgram_help.asp?type=CODES_KEYWORDS</a>))</p> <p>_____;</p> <p>_____;</p>



## Annex 3: IPR Licensing Declaration forms

<b><u>IPR HOLDER / ORGANISATION ("Declarant")</u></b>	
Legal Name: _____	
<b><u>CONTACT DETAILS FOR LICENSING INFORMATION:</u></b>	
Name and Title: _____	
Department: _____	
Address: _____	
_____	
Telephone: _____	Fax: _____
Email: _____	URL: _____
<b><u>GENERAL IPR LICENSING DECLARATION</u></b>	
In accordance with Clause 6.1 of the ETSI IPR Policy the Declarant and/or its AFFILIATES hereby informs ETSI that <b>(check one box only)</b> :	
<input type="checkbox"/>	with reference to ETSI STANDARD(S) or TECHNICAL SPECIFICATION(S) No.: _____, or
<input type="checkbox"/>	with reference to ETSI Project(s): _____, or
<input type="checkbox"/>	with reference to all ETSI STANDARDS AND TECHNICAL SPECIFICATIONS
and with reference to <b>(check one box only)</b> :	
<input type="checkbox"/>	IPR(s) contained within technical contributions made by the Declarant and/or its AFFILIATES, or
<input type="checkbox"/>	any IPRs
the Declarant hereby irrevocably declares that (1) it and its AFFILIATES are prepared to grant irrevocable licenses under its/their IPR(s) on terms and conditions which are in accordance with Clause 6.1 of the ETSI IPR Policy, in respect of the STANDARD(S), TECHNICAL SPECIFICATION(S), or the ETSI Project(s), as identified above, to the extent that the IPR(s) are or become, and remain ESSENTIAL to practice that/those STANDARD(S) or TECHNICAL SPECIFICATION(S) or, as applicable, any STANDARD or TECHNICAL SPECIFICATION resulting from proposals or Work Items within the current scope of the above identified ETSI Project(s), for the field of use of practice of such STANDARD or TECHNICAL SPECIFICATION; and (2) it will comply with Clause 6.1bis of the ETSI IPR Policy with respect to such ESSENTIAL IPR(s).	
<input type="checkbox"/>	This irrevocable undertaking is made subject to the condition that those who seek licences agree to reciprocate <b>(check box if applicable)</b> .
The construction, validity and performance of this General IPR licensing declaration shall be governed by the laws of France.	
Terms in ALL CAPS on this form have the meaning provided in Clause 15 of the ETSI IPR Policy.	
<b><u>SIGNATURE</u></b>	
By signing this General IPR Licensing Declaration form, you represent that you have the authority to bind the Declarant and/or its AFFILIATES to the representations and commitments provided in this form.	
Name of authorized person: _____	
Title of authorized person: _____	
Place, Date: _____	
Signature: _____	
<p><i>Please return this form duly signed to: ETSI Director-General</i></p> <p><i>ETSI - 650, route des Lucioles - F-06921 Sophia Antipolis Cedex – France / Fax. +33 (0) 4 93 65 47 16</i></p>	

**IPR INFORMATION STATEMENT AND LICENSING DECLARATION**

**IPR HOLDER / ORGANISATION ("Declarant")**

Legal Name: \_\_\_\_\_

**CONTACT DETAILS FOR LICENSING INFORMATION:**

Name and Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ URL: \_\_\_\_\_

**IPR INFORMATION STATEMENT**

In accordance with Clause 4.1 of the ETSI IPR Policy the Declarant and/or its AFFILIATES hereby informs ETSI that it is the Declarant's and/or its AFFILIATES' present belief that the IPR(s) disclosed in the attached *IPR Information Statement Annex* may be or may become ESSENTIAL in relation to at least the ETSI Work Item(s), STANDARD(S) and/or TECHNICAL SPECIFICATION(S) identified in the attached *IPR Information Statement Annex*.

The Declarant and/or its AFFILIATES (**check one box only**):

are the proprietor of the IPR(s) disclosed in the attached *IPR Information Statement Annex*.

are not the proprietor of the IPR(s) disclosed in the attached *IPR Information Statement Annex*.

**IPR LICENSING DECLARATION**

In accordance with Clause 6.1 of the ETSI IPR Policy the Declarant and/or its AFFILIATES hereby irrevocably declares the following (**check one box only, and subordinate box, where applicable**):

To the extent that the IPR(s) disclosed in the attached *IPR Information Statement Annex* are or become, and remain ESSENTIAL in respect of the ETSI Work Item, STANDARD and/or TECHNICAL SPECIFICATION identified in the attached *IPR Information Statement Annex*, the Declarant and/or its AFFILIATES are (1) prepared to grant irrevocable licences under this/these IPR(s) on terms and conditions which are in accordance with Clause 6.1 of the ETSI IPR Policy; and (2) will comply with Clause 6.1bis of the ETSI IPR Policy.

This irrevocable undertaking is made subject to the condition that those who seek licences agree to reciprocate (**check box if applicable**).

The Declarant and/or its AFFILIATES are not prepared to make the above IPR Licensing Declaration (reasons may be explained in writing in the attached *IPR Licensing Declaration Annex*).

The construction, validity and performance of this IPR information statement and licensing declaration shall be governed by the laws of France.

Terms in ALL CAPS on this form have the meaning provided in Clause 15 of the ETSI IPR Policy.

**SIGNATURE**

By signing this IPR Information Statement and Licensing Declaration form, you represent that you have the authority to bind the Declarant and/or its AFFILIATES to the representations and commitments provided in this form.

Name of authorized person: \_\_\_\_\_

Title of authorized person: \_\_\_\_\_

Place, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## IPR LICENSING DECLARATION ANNEX

### Optional written explanation of reasons for not making the IPR Licensing Declaration

The Declarant and/or its AFFILIATES are unwilling to grant irrevocable licences under the IPR(s) disclosed in the attached *IPR Information Statement Annex* on terms and conditions which are in accordance with Clause 6.1 of the ETSI IPR Policy.

The Declarant and/or its AFFILIATES are unable to grant irrevocable licences under the IPR(s) disclosed in the attached *IPR Information Statement Annex* on terms and conditions which are in accordance with Clause 6.1 of the ETSI IPR Policy, because

the Declarant and/or its AFFILIATES are not the proprietor of the IPR(s) disclosed in the attached *IPR Information Statement Annex*,

the Declarant and/or its AFFILIATES do not have the ability to licence the IPR(s) disclosed in the attached *IPR Information Statement Annex* on terms and conditions which are in accordance with Clause 6.1 of the ETSI IPR Policy. In this case, please provide Contact information of those who may have this ability:

Legal Name: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Other reasons (please specify):

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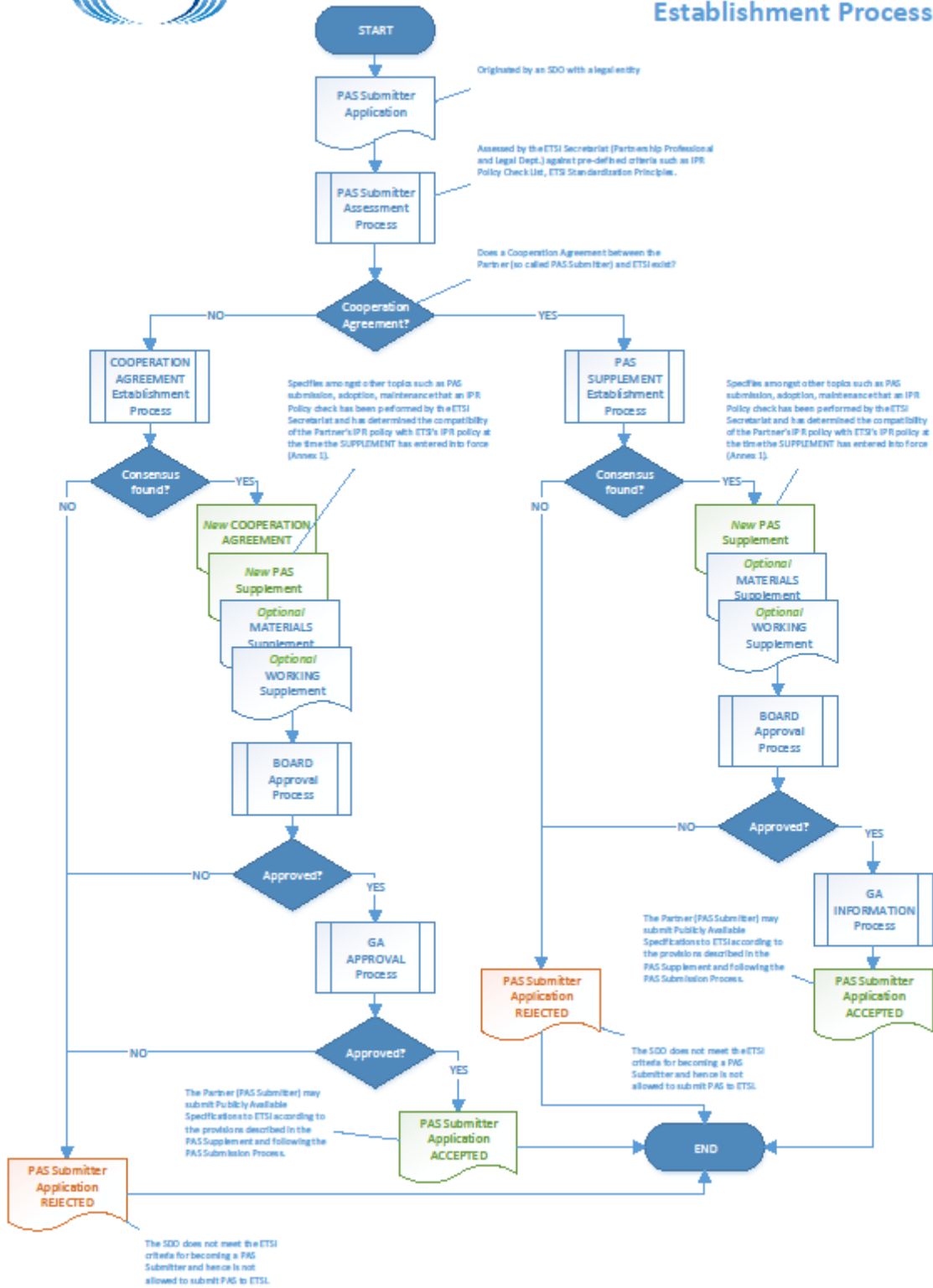
*Please return this form together with the "IPR Information Statement and Licensing Declaration form" to: ETSI Director-General*

*ETSI - 650, route des Lucioles - F-06921 Sophia Antipolis Cedex – France / Fax. +33 (0) 4 93 65 47 16*

Annex 4: PAS Establishment Process (flowchart)

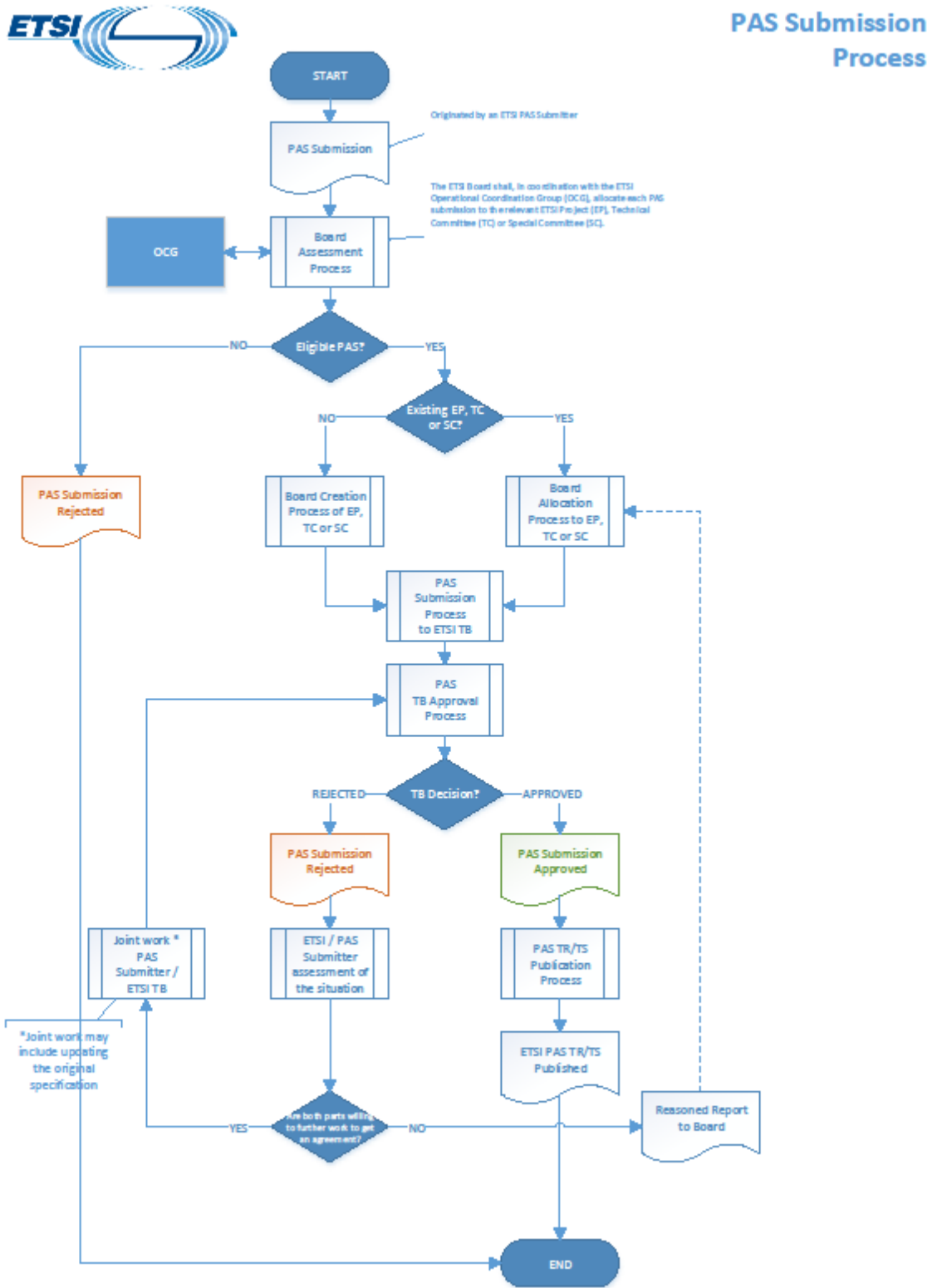


PAS Submitter Establishment Process



Approved on 18 March 2015

Annex 5: PAS Submission Process (flowchart)



Approved on 18 March 2015