

Welcome to the World of Standards



ETSI INDUSTRY SPECIFICATION GROUPS

A Brief Summary

2nd ETSI/IQC QSC ws 07. Oct., 2014; Ottawa

Gaby Lenhart

Welcome to the World of Standards



About Standardization

Details of ISGs

Establishing the ISG

Contact

Questions

“Hidden” Benefits of Standardization



- **Standardization contributes to consumer confidence**
- **Products are commercialized faster**
- **Products reach global markets**
- **Standardization does not require full manufacturing**
- **Standardization does not distribute forces at the expense of SMEs or research centers**
- **Standardization exploits research results**
- **Standardization ensures interoperability**
- **Standardization lowers the burden of evolution and maintenance, supported by industry**
- **Standardization improves technologies and products through multiple feed-back**

- **ICT markets are shaped by standards**
 - de facto, industry, fora, SDOs

- **European strength in collaborative R&D**

- **European R&D in ICT must lead to standards activity**
 - Developing new products, new services, new markets
 - Driving, not disseminating

- **Input is not enough – longer term participation is required**

Welcome to the World of Standards



About Standardization

Details of ISGs

Establishing the ISG

Contact

Questions

- **Industry Specification Group: a special type of ETSI committee**
- **Focused activity, designed for quick establishment**
- **Decides its own work programme, approves its own deliverables**
 - ISGs produce ETSI Group Specifications (GS) only
- **All ISGs use ETSI IPR policy**
 - Well-established IPR policy, save time and legal fees compared with setting up a forum.
- **Each ISG has its own membership**
- **Each ISG has its own budget**
 - Decided and paid for by its members, invoiced to them by ETSI
 - Basic level of support from ETSI Secretariat
- **Each ISG can set its own working procedures**
 - Based on ETSI Technical Working Procedures
- **Each ISG can have its own voting system**
 - Recommended to use ETSI weighted voting, or 1 member 1 vote

Who Can Participate?



- **Participation is governed by a Industry Specification Group Agreement**
 - Sets out the operation rules, budget mechanism, voting rules etc.

- **All ETSI members can participate, if they sign the ISG agreement**
 - Also applicant members
 - Includes agreeing to contribute to the budget according to this agreement
 - Access to mailing lists, meeting documents etc.

- **Non-members of ETSI can participate**
 - Subject to agreement of ISG chairman, or other ETSI member parties in the ISG
 - Must sign a Participation agreement
 - Must pay a fee (per meeting)
 - Non-members of ETSI have no voting rights
 - But they have access to mailing lists, and can get meeting documents

Who Sees What?



- **ISG existence, Scope & Terms of Reference**
 - Public
- **ISG Agreement text**
 - Public
- **Meeting Docs / file storage area**
 - Restricted to ETSI members, (and ISG non-member Participants)
- **E-mail lists**
 - Restricted to members of the ISG, (and ISG non-member Participants)
- **Draft specifications**
 - Restricted to ETSI members, (and ISG non-member Participants)
- **Published specifications**
 - Public
- **Work Programme Information (titles, scopes, supporting members, timescale and progress)**
 - Public
- **Past and planned meeting dates & locations**
 - Public
- **List of ISG officials (chairman etc.)**
 - Public (but only name and company and role)

Conditions for essential IPR in ETSI:

- **F**air
- **R**easonable
- **A**nd
- **N**on-
- **D**iscriminatory

- **Scope of activities defined by Terms of Reference**
- **ISG Rules of Procedure based on ETSI Technical Working Procedures**
 - Appointment of chair and officials
 - Participation rights
 - IPR Policy
 - Work Programme Management and document approval
 - Reporting
 - Convening a meeting, meeting procedures (changes permitted)
 - Decision Making: voting rules & procedures (changes permitted)
 - E.g. weighted or non-weighted voting
 - Liaison handling (changes permitted)
- **All available 'off the shelf' from ETSI**

- **Internal structure: freedom to establish working groups**
- **All ETSI specification work based on Work Item concept**
 - The description of a task defined in terms of the:
 - title
 - intended deliverable type (GS only)
 - technical scope, including field of application
 - schedule of tasks for its production
 - identities of the supporting members
 - identity of the rapporteur
 - Detailed on New Work Item Form
 - WIs tracked in ETSI Work Programme Management application (public)
- **Work Item must be supported by at least four ETSI members**
- **Separate Work Item for each deliverable**
- **Work Item need not result in an ETSI deliverable**
- **ISG may request creation of a Specialist Task Force if the need is urgent and if they fund it**
- **ISG approves its own output for publication**
 - Must comply with ETSI Drafting Rules: <http://portal.etsi.org/edithelp/home.asp>

ETSI provides 'basic support' to ISGs

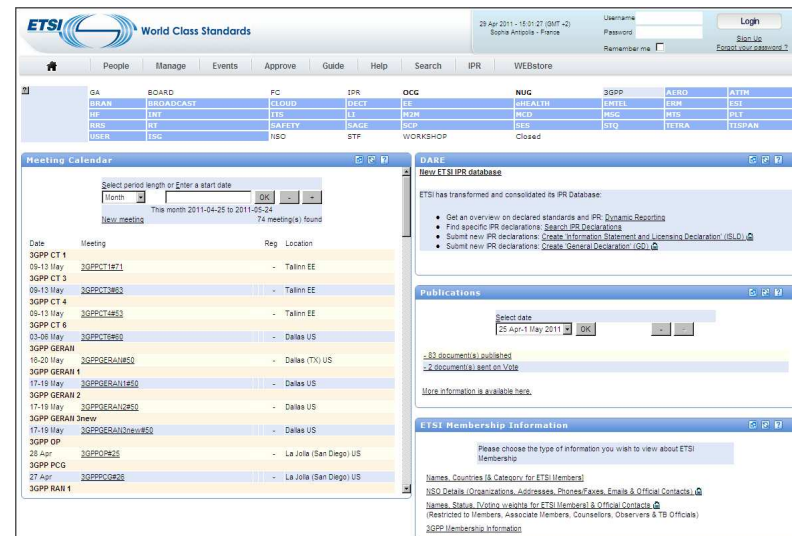
- meeting rooms with WiFi in ETSI premises
- meeting support for invitations, badges, etc. (meetings at ETSI)
- online meeting registration & meeting document handling
- tea/coffee in ETSI premises
- ISG info/meeting/document handling area on the ETSI Portal
- document storage area on the ETSI DOCBOX server (FTP & HTML access)
- one or more e-mail lists
- maintenance of the ISGs Work Items in the WPM database
- processing/publication of GSs (providing they have respected the ETSI Drafting Rules)

The ETSI Portal



- the interface for accessing information on the technical activities for each ETSI TB and ISG
- the Portal can either be accessed:
 - anonymously: all public information can be consulted; or
 - with username & password
 - you can then create your own workspace

<http://portal.etsi.org>



ISG can maintain its own budget

- Cost allocation between members detailed in ISG Agreement
- Annual budget report & plan supplied to Secretariat
- All expenditure performed by ETSI, invoiced to members according to ISG Agreement

Typical items an ISG could choose to pay for

- Full time support, Technical Officer support at meetings
- Conferences or workshop or publicity event
- Dedicated Website/domain or Wiki hosting and development
- Technical support to committee, Technical Editor
- ETSI Special Task Force
 - Expert development of specifications
 - Development of test specifications

ISG Agreement

- Must be signed by ETSI Members who wish to participate in the ISG
- Between ETSI and each member of ISG
- Identical agreement for all members
- Binding on all members of the ISG
- Agree to adhere to ETSI IPR Policy
- Distribution of costs among members
- Voting and decision making rules
- Details specific operational rules of ISG (beyond ETSI TWP)

ISG Participant Agreement

- Must be signed by non-members of ETSI who wish to participate in ISG
- Binding on all non-member participants to the ISG
- Agree to adhere to ETSI IPR Policy
- Confidentiality requirement

Templates of both agreements available

Signatories to the agreements are effectively 'ISG Members'

- **ISGs only produce ETSI Group Specifications (GS)**
 - Specifically identified as coming from an ISG

- **ISGs cannot handle activities Mandated by EC/EFTA**

- **ISGs should not handle the following**
 - health
 - safety
 - environment
 - public interest
 - basic legal/economic interests of consumer related issues

Welcome to the World of Standards



About Standardization

Details of ISGs

Establishing the ISG

Contact

Questions

How to Set One up?



- **Minimum 4 ETSI members or applicant members are required**
- **Quick Operational Pack available**
 - (draft ToR, Members Agreements, Working Procedures)
- **Propose a scope for Terms of Reference, and basic workplan**
 - 2-3 paragraphs describing what the group will do
 - Need to choose a 3-letter acronym for the ISG!
- **ETSI Director General decides to establish ISG, based on documentation presented**
 - rapid decision and implementation
 - using off the shelf ETSI Portal components

ISG becomes an ETSI Technical Body

- Not an end – a new beginning!
- Pre-standardisation is over
- Requires agreement of ETSI Board
- Greater authority, visibility
- Can produce TS, ES, EN specifications
- Greater access to support and funding
- Open to all ETSI Members

ISG becomes working group of existing ETSI TB

ISG members choose to close group

- Should identify which ETSI TB/ISG handles maintenance



Real success: Specifications are used & implemented

Welcome to the World of Standards



About Standardization

Details of ISGs

Establishing the ISG

Contact

Questions



Gaby Lenhart

Strategy & New Initiatives

- gaby.lenhart@etsi.org; +33 6 74 40 83 76




Patrick Guillemin

Strategy & New Initiatives

- patrick.guillemin@etsi.org; +33 6 87 74 52 09
- sni@etsi.org



-  **Hermann Brand,**
Vice President
New Initiatives & Market Development
 - hermann.brand@etsi.org; +33 6 08 77 22 05
 - sni@etsi.org

Welcome to the World of Standards



About standardization

Details of ISGs

Establishing the ISG

Contact

Questions

**Welcome
to the World
of Standards**



THANK YOU FOR YOUR ATTENTION