



CEN/CLC/ETSI/JWG eAcc "eAccessibility"

Secretariat: **UNE**

Secretary: **Machicado Fernando Mr**



ETSI call for experts_STF_614_EN_301_549

Document type	Related content	Document date	Expected action
Project / Other		2023-03-29	

To: ETSI MEMBERS AND COUNSELLORS

Subject: Call for Expertise Specialist Task Force (STF) 614 (Reference Body HF) on Revision of EN 301 549 for the EAA

To enable the start in due time of the STF 614, the present Collective Letter is already released. Please note that the start of the STF will depend on the Grant Agreement signature between ETSI and EISMEA/EFTA (expected in May 2023).

Dear Madam,
Dear Sir,

ETSI is releasing this Call for Expertise (CfE) to select Companies or Organizations (hereinafter referred as “applicants”) to perform the tasks assigned to Specialist Task Force (STF) 614 as defined in the Terms of Reference (ToR) of [Annex A](#).

The goal of this CfE is to receive proposals from applicants having the necessary competence to perform all or part of the tasks described in this Project ToR and agree with them on the most efficient approach to achieve the objective defined therein.

Members and Non-ETSI Members are entitled to answer this CfE by submitting their application via the CfE Webapp available on the ETSI Portal: <https://portal.etsi.org/cfe/>.

Non-ETSI Members are entitled to answer this CfE with the support of an ETSI Member (including Observers and Associate members).

Applicants will be requested to upload their Resume and the form provided in [Annex I](#) of the ToR dully filled in.

The deadline to submit proposals is **24/04/2023**.

As soon as possible after the deadline, the Reference Body Officials and the ETSI Secretariat will draw up a shortlist of potentially suitable applications. The representatives of the pre-selected applicants will be invited to present and discuss their proposal with ETSI.

A meeting to discuss and finalize the proposals has been provisionally scheduled on **03/05/2023**. After this meeting, ETSI will make the final decision on the assignment of the contracts.

The ETSI Secretariat therefore recommends that, before applying, applicants carefully review the terms as provided in the contract template available at: <https://portal.etsi.org/STF/STFs/Contracts.aspx>.

Yours faithfully,



Luis Jorge Romero Saro
Director-General

Annex A – ToR – STF 614



EN-Rev - 101112960

Technical Description (Part B)

(SMP STAND Standard)

Version 1.0
06 March 2023

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

PROJECT FACT SHEET

STF 614

Reference Body		TC HF	
EC/EFTA Funding		Manpower:	171 600€
		Travels (estimated):	18 000€
		Other costs:	16 000€
		Total Budget (estimated):	205 600€
Project Duration		24 months	
WP1: Phase 1 Project Management, coordination with JTB eAcc eAcc, coordination with ETSI TC HF	T0	Project Management	39 000€
	T1	Restructuring of EN 301 549	15 600€
	T2	W3C revisions WCAG 2.2 (Cf. tasks 3.1 / 3.2 / 3.3)	27 000€
	T3	Service-specific accessibility requirements (Cf. tasks 3.4 / 3.5 / 3.6)	30 000€
WP2: Restructuring of EN	T4	Device-specific accessibility requirements (Cf. tasks 3.7 / 3.8 / 3.9)	30 000€
	T5	Real Time Text and Total Conversation (devices and services) accessibility requirements (Cf. tasks 3.10 / 3.11 / 3.12 / 3.13 / 3.14 / 3.15)	30 000€

•

• **TECHNICAL DESCRIPTION (PART B)**

• **COVER PAGE**

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	06.03.2023	Part B for EISMEA Portal and Grant Agreement preparation Risks: link to WP updated WP2: Deliverables and Milestones indexes updated. D1.3 updated to be on M13 (to cover M1 to M12) Following Evaluation Summary Report: <ul style="list-style-type: none"> • Clarification on the cooperation with W3C • KPI's added

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

TABLE OF CONTENTS

<u>TECHNICAL DESCRIPTION (PART B)</u>	3
<u>COVER PAGE</u>	3
<u>PROJECT SUMMARY</u>	5
<u>1. RELEVANCE</u>	5
<u>1.1 Background and general objectives</u>	5
<u>1.2 Needs analysis and specific objectives</u>	6
<u>1.3 Complementarity with other actions and innovation</u>	6
<u>2. QUALITY</u>	7
<u>2.1 Concept and methodology</u>	7
<u>2.2 Consortium set-up</u>	7
<u>2.3 Project teams, staff and experts</u>	8
<u>2.4 Consortium management and decision-making</u>	8
<u>2.5 Project management, quality assurance and monitoring and evaluation strategy</u>	9
<u>2.6 Cost effectiveness and financial management</u>	9
<u>2.7 Risk management</u>	9
<u>3. IMPACT</u>	10
<u>3.1 Impact and ambition</u>	10
<u>3.2 Communication, dissemination and visibility</u>	10
<u>3.3 Sustainability and continuation</u>	11
<u>4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING</u>	12
<u>4.1 Work plan</u>	12
<u>4.2 Work packages, activities, resources and timing</u>	13
<u>Work Package 1</u>	13
<u>Work Package 2</u>	17
<u>Work Package 3</u>	19
<u>Work Package 4</u>	23
<u>Work Package 5</u>	25
<u>Total Project costs</u>	27
<u>Subcontracting</u>	29
<u>Timetable</u>	30
<u>5. OTHER</u>	34
<u>5.1 Ethics</u>	34
<u>5.2 Security</u>	34
<u>6. DECLARATIONS</u>	34

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

- **PROJECT SUMMARY**

The European Accessibility Act requests Harmonized Standards to provide for a presumption of conformity for products and services which are in conformity with these standards. EN 301 549 is the most important of these standards which needs to be revised to comply with the requirements laid out in Annex I and II of the EAA.

The project proposed here will ensure management and coordination of the entire revision process and provide the necessary input for the requested revision of EN 301 549.

Based on the timeline of M/587, the revision and publication of EN 301 549 is a 33 months overall project. To meet the budgetary numbers of EISMEA call for proposals, the project has been divided in two phases:

- EN 301 549 Rev - Phase 1 covers the initial two years; It is the object of the current funding request.
- EN 301 549 Rev - Phase 2 covers the last 9 months and will be the object of a subsequent funding request, which will be submitted in due course once the initial work on the 1st project phase has been established successfully.

The present proposal covers Phase 1 of the EN 301 549 revision and publication project and lasts 24 months.

It will result in the final EN 301 549 being ready for approval by CEN-CENELEC-ETSI Joint Technical Body on eAccessibility and for ENAP procedure.

A subsequent proposal should be submitted by ETSI to EISMEA to cover Phase 2 of the EN 301 549 revision and publication, including the ENAP procedure and final publication of the EN 301 549 v4.1.1.

- **1. RELEVANCE**

- **1.1 Background and general objectives**

On 14 September 2022, the European Commission has issued an Implementing Decision on a standardisation request to the European Standardisation Organisations as regard the accessibility requirements of products and services in support of Directive (EU) 2019/882. This Mandate **M/587** includes the revision of EN 301 549 in the List of existing of European standards to be revised, with the deadline for its adoption by the ESOs set on 15 September 2025.

At the end of 2005 the European Commission issued Mandate M/376 on “European Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain”. This resulted in a two-phase approach and in the second phase, which commenced in 2011, the standard EN 301 549 v.1.1.2 on “Accessibility requirements suitable for public procurement of ICT products and services in Europe” was developed and published in 2015. Because of the breadth of its scope, this initial version of EN 301 549 contained a comprehensive set of accessibility requirements that were applicable to a wide range of hardware and software products and a limited range of services.

In 2017 the Commission issued Mandate **M/554** related to the Directive “on the accessibility of the websites and mobile applications of public sector bodies”. In response, work began in late 2017 to update EN 301 549 and transform it into a Harmonised Standard that could be used to demonstrate presumed conformance this Directive. The Harmonised Standard was published in 2021 as EN 301 549 v.3.2.1 on “Accessibility requirements for ICT products and services”. This standard has been adopted, and is being considered to be adopted, in several countries outside the EU.

The currently published version of EN 301 549 is the only realistic basis from which the standard to be used for presumption of conformity to the EAA can be developed. The majority of its requirements will still be fully applicable in this revised context and the main task to be undertaken will be to expand these requirements and clearly link them to the requirements documented in the EAA.

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

EAA Annex I section I lists the requirements related to devices covered by the EAA which need to be reflected in the revision of EN 301 549. The subsequent section III lists the requirements related to services covered by the EAA which will result in additional sections of EN 301 549 for generic service-related accessibility requirements as well as for accessibility requirements related to specific services as listed in Annex I, Section IV of the EAA.

In Article 2 of the EAA the products and services for which the EAA shall apply are listed. A direct consequence of this list is the need to modify the EN 301 549 to cover these products and services.

The existing harmonised standard EN 301 549: v3.2.1 2021 must be updated to cover relevant products and services and to fulfil the requirements listed in the Annexes of the EAA and the resulting document may need to include relevant existing or revised provisions of ETSI Technical Reports or other relevant guidelines and documents.

Accessibility is one of the most prominent horizontal standardization areas in the 2022 ICT Rolling Plan, section 3.1.8 of the plan addresses the Accessibility of ICT products and services.

The task of the STF is to develop the necessary input and to coordinate and manage the revision process of EN 301 549, including the coordination with Technical Committees in ETSI and with the CEN/CENELEC/ETSI Joint Technical Body on eAccessibility, and the invitation of relevant stakeholders to make contributions and become involved in the revision process.

The main deliverable of the STF will be the revised version 4.1.1 of EN 301 549. Interim versions may be made available if technically possible.

• 1.2 Needs analysis and specific objectives

The activity proposed here is the direct consequence of the EAA published in 2019. So far, the European Commission has not finally published the related Standardisation Request(s).

The EAA requires, however, in Article 31 that

“1. Member States shall adopt and publish, by 28 June 2022, the laws, regulations and administrative provisions necessary to comply with this Directive. They shall immediately communicate the text of those measures to the Commission.

2. They shall apply those measures from 28 June 2025.”

Given this timeline by the EAA, revision work on EN 301 549 can no longer be postponed and needs to start immediately. The work on the EN revision is estimated to take at least 33 months overall:

- Project setup is expected to take a minimum of 3 months;
- Development of the new input to the EN is expected to take 15 months;
- Coordination and comment resolution with the CEN-CLC-ETSI Joint Technical Body eAccessibility (JTB eAcc) will take about 6 months;
- ENAP and publication of the harmonized EN 301 549 4.1.1 will take roughly 9 months.

As stated in the PROJECT SUMMARY, the present proposal covers Phase 1 of the EN 301 549 revision and publication project and lasts 24 months.

It will result in the final EN 301 549 being ready for approval by CEN-CENELEC-ETSI Joint Technical Body on eAccessibility and for ENAP procedure.

A subsequent proposal should be submitted by ETSI to EISMEA to cover Phase 2, including the ENAP procedure and final publication of the EN 301 549 v4.1.1.

• 1.3 Complementarity with other actions and innovation

This activity is part of a number of other activities (as needed to show compliance with EAA requirements) and needs to be tightly coordinated with these complementary standardization activities. Input to various sections of the EN 301 549 will be developed by other projects both at CEN/Cenelec and ETSI

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

- **2. QUALITY**

- **2.1 Concept and methodology**

The revision of EN 301 549 will be managed following an enhanced version of the approach of earlier revision projects for the same standard document. Input to the revision process will be sought from external sources and interested stakeholders with a kernel team of up to 6 experts coordinating the revision process for the various parts of the document and the work packages.

The entire editing process will be coordinated on the basis of IT tools like GitLab. STF 600 has set up and tested the environment to ensure suitability for the entire revision process. This revised approach will allow a wider group of people with specialist knowledge and expertise to directly contribute around requirements that relate to their specialty. This revised approach will allow the work to progress with a smaller kernel team than has been the case for earlier EN 301 549 development projects. Experience from previous revision projects has shown that experts from industry and user organisations have been very willing to contribute as the organisations that they represent have a self-interest in ensuring that the published version of EN 301 549 is as effective and practical to use as possible. This revised approach will allow these interested parties to actively contribute on a continuous basis rather than being constrained to only making their contributions via infrequent comment resolution processes organised by the JTB eAcc.

This set up has proven to be extremely effective in earlier revision projects (e.g., STF 600). The communication and cooperation with the JTB eAcc eAcc will also be set up following the experience of these earlier projects.

The following Key Performance Indicators used to ensure the quality of the deliverables:

KPI 1 – Scope of deliverable

Objective: To check that all relevant product and service categories listed in the “Scope” of the EAA are covered by the revised EN 301 549 v4.1.1

Method: (1) Inspection of the draft version by ETSI TC HF experts, (2) submission for review to the CEN CENELEC and ETSI Joint Technical Body on eAccessibility, involving the stakeholders’ community.

KPI 2 – Compliance with EC Mandate

Objective: To check that the document fulfils the requirements listed in the Standardisation Request for the revised EN 301 549.

Method: (1) Inspection of the draft version by TC HF experts, (2) submission for formal approval to the CEN CENELEC and ETSI Joint Technical Body on eAccessibility, involving the stakeholders’ community, (3) ENAP procedure (in Phase 2 of the project).

KPI 3 – Eligibility for citation in EU OJ

Objective: To check that the final document of the revised EN 301 549 v4.1.1 fulfils the requirements of a harmonized standard

Method: (1) Inspection of the document against the criteria set in the Vademecum on European standardisation published by the EC and in the checklists developed by the EC-ESO Task Force on the timely citation of harmonised standards, (2) successful ENAP (in Phase 2 of the project).

- **2.2 Consortium set-up**

Not Applicable for ETSI

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

• **2.3 Project teams, staff and experts**

Name and function	Organisation	Role/tasks/professional profile and expertise
Youssef Sakho Funded Activities Director	ETSI	Director of ETSI funded Projects planning and control and Director of ETSI Corporate travels
Léa Belloulou Head of Funded Activities	ETSI	Head of ETSI funded Projects planning and control
Matthias Schneider	ETSI	Chair of ETSI Technical Committee Human Factors (TC HF)
Nikolaos Floratos	ETSI	Vice-Chair of ETSI Technical Committee Human Factors (TC HF)
Mike Pluke	ETSI	Vice-Chair of ETSI Technical Committee Human Factors (TC HF)
Laure Pourcin Technical Officer	ETSI	Technical Officer for ETSI Technical Committee Human Factors (TC HF)

Outside resources (subcontracting, seconded staff, etc)
<p>The project will be performed by a group of maximum six Companies/Organisations (Service Providers), providing up to 6 specialits (accounting to an average of 2 full time equivalent specialists), that will collectively ensure the following mix of skills:</p> <ul style="list-style-type: none"> • Expert knowledge in accessibility and user interface design. • Expert knowledge in the preparation of ETSI standards; • Experts in standards development (rapporteurs) for the various document sections. • Expert knowledge in Human Factors standardisation • Knowledge of WCAG work (either through direct participatoin of W3C experts in the project or via the partnership agreement between W3C and ETSI) <p>A project manager will be appointed from one of the Service Providers and will be responsible for co-ordinating the execution of the tasks assigned to the individual Service ProvidersT, according to the project requirements and following the technical direction given by ETSI TC HF. The project manager will possess project management experience, report-writing skills, experience of consensus building, presentation skills, experience of working in an international environment, and in liaising with other international organisations.</p>

• **2.4 Consortium management and decision-making**

Not applicable for ETSI.

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

• **2.5 Project management, quality assurance and monitoring and evaluation strategy**

According to ETSI Technical working procedure on the selection of the service providers, ETSI will issue a call for expertise to get the necessary skills and resources as described below.

The project tasks will be allocated to the selected service providers, whereby a subset of service providers may be allocated to one task and each service provider may be working on various project tasks. For each task an individual will be appointed as the task responsible person (rapporteur). The rapporteurs will report directly to the project manager.

Following the task allocation agreed in the ETSI/CEN/Cenelec Joint Technical Body on eAccessibility, the JTB has to approve all revisions of EN 301 549. This will ensure a continuous high quality of the revision proposals which will only be submitted to NSO approval after endorsement by the JTB eAcc. At the same time, this process guarantees that all relevant stakeholders are involved in the quality assurance process as members of the JTB eAcc.

• **2.6 Cost effectiveness and financial management**

The efforts required to complete the work packages have been calculated under the assumption that much of the required input will be delivered by interested third parties and stakeholders on an unfunded basis.

The estimated effort for all work packages amounts to approximately 324 days of work spread out over a period of 33 months overall, to reflect the timing requirements of M/587 (based on a project start on January 1, 2023) for the revision and publication of EN 301 549 v4.1.1

The present proposal covering the first 24 months (Phase 1) of the project corresponds to 264 days of work.

A subsequent funding proposal to be submitted by ETSI to cover the last 9 months (Phase 2) of this project should correspond to 60 days of work.

Considering the needed expertise, the daily rate is assumed to be 650 EUR and is based on the average market price.

Travels are strongly reduced as teleconferences will be the most common tool for organising technical meetings. Travels are accounted to allow for face to face participation in the ETSI Technical Committee Human Factors and JTB eAcc meetings.

Each subcontractor is allocated to specific tasks with an expected level of contribution. The financial resources allocated to the subcontractor are calculated on this principle.

At the start of the project, ETSI develops a baseline cost plan. It is calculated with the cost of the tasks and the scheduled progress of task at each milestone cut-off date. This baseline cost plan provides the costs at each milestone cut-off date.

The milestone payment schedule for each subcontractor is then calculated by taking into account the baseline cost plan and the expected level of contribution. The milestone payment schedule is contractually fixed.

The subcontractor's payment are subject to the validation of the project milestones. TC HF and ETSI jointly validate all milestones!

• **2.7 Risk management**

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	Not enough service providers can be identified or apply for the project Likelihood: low Impact: medium	2	Proactive identification of potential candidates by ETSI and TC HF

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

2	Input from external sources delayed or incomplete. Likelihood: low Impact: medium	3	Tight control of cooperating partners, installation of an early warning system.
3	W3C revision of WCAG delayed Likelihood: low Impact: low	3	Use of latest published version of WCAG 2.2 at the time of ENAP.
4	Results for new sections of the EN 301 549 delayed or incomplete Likelihood: low Impact: severe	3	Submit a restricted version of these new section to a first ENAP prior to the EAA-required date; submit a complete version to a subsequent revision of the EN. Request support from external sources as soon as the risk is identified!
5	Insufficient or delayed funding for the work of the project (in particular for phase 2) Likelihood: medium Impact: medium	3	Delay of the final delivery (HEN 301549) by the time for which adequate funding is not available. To mitigate this risk, ETSI will submit its proposal for Phase 2 of the project to EISMEA in due time.

• **3. IMPACT**

• **3.1 Impact and ambition**

Given its already established role as the EU standard for use both in public procurement and in the assessment of websites and mobile applications under the Web Accessibility Directive, EN 301 549 is expected to be the central document for showing compliance with the EAA, both for device manufacturers and service providers. For this purpose, the document needs to be continuously kept up to date to add new requirements for existing devices and services and to add requirements for new types of ICT devices or new services.

The document is relevant for all designers and manufacturers as well as service providers in the ICT field. Absent a version of the document, which is always state of the art, the users of the standard would have to develop their own means to show compliance with the EAA, a task which seems extremely difficult to achieve by any player in the field.

The publication of the revised EN 301 549 will provide legal certainty and a level playing field for ICT products and services providers of all size and will enable an optimal and timely deployment of accessible devices, software services and solutions across the internal EU market.

• **3.2 Communication, dissemination and visibility**

Communication of the project results will be continuous to the JTB eAccessibility in which most of the interested stakeholders are participating.

In addition to this communication the following activities are foreseen:

- Initial communication to the broader public to invite interested parties to participate in the process to collect accessibility requirements for the topic areas described below. This communication will be in the form of ETSI Collective letters, and direct communication to both the JTB eAcc members and the NSOs participating in CEN/Cenelec and ETSI

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

- At least 2 presentations to ETSI groups that are involved in parallel activities: TC EMTEL, SC USER, etc.
- At least one News Release on the work, detailing the achievement of important results
- At least one article in Enjoy!, the ETSI official magazine;

In all dissemination activities, we will make evident the funding coming from the EC to the project, and a reference to all projects related to the EAA and funded by the EC will be included.

More specifically, the EC and EFTA flag logos and the grant number will be highlighted in all official presentations and press releases.

All communication supporting material and project deliverables will be provided in accessible formats.

• **3.3 Sustainability and continuation**

The revision of EN 301 549 to version 4.1.1 is only one of a continuous chain of revisions of the document.

Work on revising EN 301549 will continue in the foreseeable future. ETSI and TC HF will be responsible for all future revisions and the maintenance of this standard document.

It is expected that the EN 301 549 version 4.1.1 will be a candidate for submission to ISO as a global standard, subject to the decision of the JTB eAcc.

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

- **4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING**

- **4.1 Work plan**

The project (EN 301 549 Rev 4 Phase 1) will be executed in 3 work packages:

1. Phase 1 Project management, coordination with JTB eAcc eAcc, coordination with ETSI TC HF, public communication, reporting to TC HF and EISMEA
2. Restructuring of EN 301 549 to enhance the usability of the document.
3. Collection and alignment of the accessibility requirements of EN 301 549 with the requirements documented in the EAA related to the following 5 topic areas:
 - a. Alignment of EN 301 549 with W3C WCAG 2.2.
 - b. Generic service-specific accessibility requirements in line with the EAA (Annex I, Section III) and accessibility requirements for specific services as listed in EAA, Annex I, Section IV, including requirements related to video broadcast services.
 - c. Device-specific accessibility requirements in line with the EAA, Article 2, including requirements related to video broadcast receivers.
 - d. Accessibility requirements for Total Conversation (TC) and Real Time Text (RTT) – device specific.
 - e. Accessibility requirements for Total Conversation and RTT (Real Time Text – service and infrastructure specific.)

These work packages are described in more detail below. For the five topic areas the task in work package 3 are identical, with the different topic areas to be addressed. The tasks are all summarized as follows:

Task 3.x: Collection and integration of revision proposals in area X,

Task 3.x+1: Integration and/or revision of respective testing procedures

Task 3.x+2: Revision and comments resolution with the JTB eAcc eAcc and finalization of the respective document section for the final draft

The subsequent project (EN 301 549 Rev 4 Phase 2, out of the scope of the present proposal and to be submitted to EISMEA at a later stage) should have two additional Work Packages, as follows:

4. Phase 2 – Project Management
 -
5. Resolution of potential comments/input through the ENAP phase for the respective document section of EN 301549 version 4.1.1.

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

• **4.2 Work packages, activities, resources and timing**

Work Package 1

Work Package 1: Phase 1 Project management, coordination with JTB eAcc eAcc, coordination with ETSI TC HF, reporting to TC HF and EISMEA					
Duration:	M1 – M24	Lead Beneficiary: ETSI	1-Short name – ETSI by default		
Objectives					
<i>List the specific objectives to which this work package is linked.</i>					
<ul style="list-style-type: none"> ▪ Ensure that the objectives of the project are met; Manage the work of the experts; Plan and coordinate the entire editing process; Invite the relevant stakeholders to make contributions and become involved in the revision process; Ensure the quality, budget and timing of the project's deliverables. 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants – NA		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Project Management	The overall management of the project will be under the responsibility of the project Leader, who will ensure an effective coordination among the different Tasks, working in close collaboration with the different Work Package Leaders and supervising them if needed, but also with ETSI TC HF representatives.	ETSI	OTHER	Yes (subcontracting)

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

		<p>The overall management of the project consists in:</p> <ul style="list-style-type: none"> • Planning the work of the project members, ensuring that the timescales of the project deliverables are met • Organising meetings to discuss the drafts, recording any major issues and resolutions of issues • Reporting to TC HF on the progress of work • Representing, or arranging for other project members to represent the project results at other external meetings as appropriate • Providing the project Reports to the ETSI Secretariat: the Progress Reports (to be submitted to EISMEA after 12 months) and the Final Report (to be submitted to EISMEA at the end of the project). 				
T1.2	Coordination with the JTB eAcc	Preparation and management of the revision review at the JTB eAcc		ETSI	OTHER	Yes (subcontracting)
T1.3	Detailed project plan for each of the remaining 2 work packages	Create a detailed project plan, including responsibilities and exact timing		ETSI	OTHER	Yes (subcontracting)
Milestones and deliverables (outputs/outcomes)						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary NA	Description	Due Date (month number)	Means of Verification
MS1	Expert Selection done	1		List of service providers and nominated experts available	3	- Check list
MS2	Project plan completed	1		Complete detailed project plan available	6	- Document available for consultation

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

MS3	Progress Report 1 to EISMEA	1		R – Document Report	SEN – Sensitive	12	- Status of the work according to the time plan - Eventual identified issues and implemented mitigation actions
MS4	Final Report (Phase 1 project) to EISMEA	1		R – Document Report	SEN – Sensitive	24	- Summary of project results and activities
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Progress Report to TC HF (regular for each TC HF meeting)	1		R – Document Report	SEN – Sensitive	4	- Status of the work according to the time plan - Eventual identified issues and implemented mitigation actions
D1.2	Work Plan	1		R-Document Report	SEN - Sensitive	6	Document in English language
D1.3	Process Report to TC HF	1		R – Document Report	SEN – Sensitive	13	- Status of the work according to the time plan - Eventual identified issues and implemented mitigation actions
D1.4	Progress Report to TC HF	1		R – Document Report	SEN – Sensitive	16	- Status of the work according to the time plan

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

							- Eventual identified issues and implemented mitigation actions
D1.5	Progress Report to TC HF			R – Document Report	SEN – Sensitive	20	- Status of the work according to the time plan - Eventual identified issues and implemented mitigation actions

Estimated budget – Resources

Estimated budget for this work package is as follows: 39.000,00 for Phase 1

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

Work Package 2

Work Package 2: Restructuring of EN 301 549 to enhance the usability of the document.						
Duration:	M7 – M12	Lead Beneficiary: ETSI		1-Short name – ETSI by default		
Objectives						
<i>List the specific objectives to which this work package is linked.</i>						
<ul style="list-style-type: none"> The SR in its current form is a complex document and it is necessary to consider different structures of the document to make it more usable for the future users of the document (service providers, device and service designers) and to cover the essential requirements of the EAA. 						
Activities and division of work (WP description)						
Task No (continuous numbering linked to WP)	Task Name	Description	Participants – NA		In-kind Contributions and Subcontracting (Yes/No and which)	
			Name	Role (COO, BEN, AE, AP, OTHER)		
T2.1	Develop alternatives to the current structure of the EN	Explore various options (new structure, multi-part document, more detailed introductory explanation, etc.	ETSI	OTHER	Yes (subcontracting)	
T2.2	Restructuring of EN 301 549	Evaluate proposals and implement the options discussed with and selected by the eAcc JWG	ETSI	OTHER	Yes (subcontracting)	
Milestones and deliverables (outputs/outcomes)						
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date	Means of Verification
			NA			

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

(continuous numbering not linked to WP)						(month number)	
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
MS5	New structure	2		EN 301549 in the new structure as draft available		9	Presentation to JTB eAccessibility
D2.1	Draft EN 301 549 with new structure	2		[R — Document, report]	[PU — Public]	12	Standard document in english language

Estimated budget — Resources

Estimated budget for this work package is as follows: 15.600,00 € for the entire project (included in project Phase 1)

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

Work Package 3

Work Package 3: Collection and alignment of the accessibility requirements of EN 301 549 with the requirements documented in the EAA . (related to 5 main topic areas)					
Duration:	M4 – M24	Lead Beneficiary: ETSI	1-Short name – ETSI by default		
Objectives					
<i>List the specific objectives to which this work package is linked.</i>					
<p>Work package 3 contains the bulk of the work dealing with the collection and revision of accessibility requirements related to five separate topic areas. For each of these areas accepted requirements and related testing procedures must be integrated into the EN 301549 draft document(s). At the end of the first project phase EN 301 549 will be available in a final form ready for commenting, comment resolution and approval by the JTB eAcc and subsequent ENAP in project phase 2.</p> <p>The five topics areas are:</p> <ol style="list-style-type: none"> 1. Alignment of EN 301 549 with W3C WCAG 2.2; This will be achieved through either the direct participation of W3C experts in the project or the partnership agreement between W3C and ETSI – in a similar way as it was done for previous versions of the EN. 2. Revision and addition of generic service-specific accessibility requirements; 3. Revision of device-specific accessibility requirements in line with the EAA, Article 2, including requirements related to video broadcast receivers; 4. Collection and integration of device specific accessibility requirements for Total Conversation and RTT; 5. Collection and integration of service and infrastructure specific accessibility requirements for Total Conversation and RTT (Real Time Text) <p>Work in these areas will be performed by sub teams of 2 persons for each area. These experts are responsible for the collection of relevant stand input from 3rd party sources (JTB eAcc experts, TC HF members, NSOs, etc.), for the evaluation of this input and its integration into the EN document if considered relevant.</p> <p>During the first project phase the communication with the JTB eAcc will be continuous and the members of the JTB eAcc will have the possibility to submit their comments into the ongoing revision process. Comments from the JTB will be sought on interim versions of the EN 301549 which will be published regularly. It is therefore to be expected that the final approval process with the JTB can be reduced to 3 months.</p>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants – NA		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role	

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

				(COO, BEN, AE, AP, OTHER)	
T3.1	Collection and integration of revision proposals related to W3C revisions	Collect input from external and internal sources, develop consensus proposals, update current EN version	ETSI	OTHER	Yes (subcontracting)
T3.2	Integration and/or revision of respective testing procedures related to W3C revisions	Ensure that all requirements are testable!	ETSI	OTHER	Yes (subcontracting)
T3.3	Revision and comments resolution related to W3C revisions with the JTB eAcc.	Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft	ETSI	OTHER	Yes (subcontracting)
T3.4	Collection and integration of proposals related for generic service-specific accessibility requirements	Collect input from external and internal sources, develop consensus proposals, update current EN version	ETSI	OTHER	Yes (subcontracting)
T3.5	Integration and/or revision of testing procedures for generic service-specific accessibility requirements	Ensure that all requirements are testable!	ETSI	OTHER	Yes (subcontracting)
T3.6	Revision and comments resolution with the JTB eAcc related to generic service-specific accessibility requirements.	Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft	ETSI	OTHER	Yes (subcontracting)
T3.7	Collection and integration of proposals for modification or addition of device specific accessibility requirements	Collect input from external and internal sources, develop consensus proposals, update current EN version	ETSI	OTHER	Yes (subcontracting)
T3.8	Integration and/or revision of respective testing procedures related to device specific accessibility requirements	Ensure that all requirements are testable!	ETSI	OTHER	Yes (subcontracting)

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

T3.9	Revision and comments resolution with the JTB eAcc related to device specific accessibility requirements.	Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft	ETSI	OTHER	Yes (subcontracting)
T3.10	Collection and integration of proposals for modification or addition of device specific RTT and TC requirements	Collect input from external and internal sources, develop consensus proposals, update current EN version	ETSI	OTHER	Yes (subcontracting)
T3.11	Integration and/or revision of respective testing procedures related to device specific RTT and TC requirements	Ensure that all requirements are testable!	ETSI	OTHER	Yes (subcontracting)
T3.12	Revision and comments resolution related to device specific RTT and TC requirements with the JTB eAcc.	Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft	ETSI	OTHER	Yes (subcontracting)
T3.13	Collection and integration of proposals for modification or addition of service and infrastructure specific RTT and TC requirements	Collect input from external and internal sources, develop consensus proposals, update current EN version	ETSI	OTHER	Yes (subcontracting)
T3.14	Integration and/or revision of respective testing procedures related to service and infrastructure specific RTT and TC requirements	Ensure that all requirements are testable!	ETSI	OTHER	Yes (subcontracting)
T3.15	Revision and comments resolution related to service and infrastructure specific RTT and TC requirements with the JTB eAcc .	Revision and comments resolution with the JTB eAcc and finalization of the respective document section for the final draft	ETSI	OTHER	Yes (subcontracting)

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary NA	Description	Due Date (month number)	Means of Verification
--	----------------	--------------------	------------------------	-------------	-------------------------------	-----------------------

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

MS6	Initial draft available	3		All relevant requirements and tests are integrated in the EN draft		21	Document available and approved by the TC
MS7	Final draft for JTB approval and ENAP	3		Final draft for JTB approval to start ENAP procedure		24	Document ready for approval by the JTB
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D3.1	Initial draft	3		[R — Document, report]	[PU — Public]	21	Standard document in english language
D3.2	Final draft for JTB approval and ENAP	3		[R — Document, report]	[PU — Public]	24	Standard document in english language

Estimated budget — Resources

Estimated budget for this work package is as follows: 117,00,00 for the project's Phase 1

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

The following 2 additional work packages are out of the scope of the present proposal. They are provided for reference only about the anticipated work in EN 301 549 Rev Phase 2 Project.

Work Package 4

Work Package 4: Phase 2 Project management of ENAP phase and coordination with JTB eAcc, coordination with ETSI TC HF, reporting to TC HF and EISMEA					
Duration:	M25-M33	Lead Beneficiary: ETSI	1-Short name – ETSI by default		
Objectives					
<i>List the specific objectives to which this work package is linked.</i>					
<ul style="list-style-type: none"> Ensure that the objectives of the project are met; Manage the work of the experts; Enable the involvement of the relevant stakeholders; Ensure the quality, budget and timing of the project's deliverables. 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants – NA		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T4.1	Project Management	<p>The overall management of the project will be under the responsibility of the project Leader, who will ensure an effective coordination among the different Tasks, working in close collaboration with the different Work Package Leaders and supervising them if needed, but also with ETSI TC HF representatives.</p> <p>The overall management of the project consists in:</p>	ETSI	OTHER	Yes (subcontracting)

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

		<ul style="list-style-type: none"> • Planning the work of the project members, ensuring that the timescales of the project deliverables are met • Organising meetings to discuss the drafts, recording any major issues and resolutions of issues • Reporting to TC HF on the progress of work • Representing, or arranging for other project members to represent the project results at other external meetings as appropriate • providing the project Reports to the ETSI Secretariat: the Progress Reports (to be submitted to EISMEA after 12 months) and the Final Report (to be submitted to EISMEA at the end of the project). 			
T4.2	Coordination with the JTB eAcc	Review of ENAP comments/input and proposed resolutions/changes with the JTB eAcc	ETSI	OTHER	Yes (subcontracting)
T4.3	Coordination of the ENAP process	Coordination of the collection and resolution of comments/input during the ENAP process	ETSI	OTHER	Yes (subcontracting)

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary NA	Description		Due Date (month number)	Means of Verification
MS9	Final Report Phase 2 to EISMEA	4		R – Document Report	SEN – Sensitive	M33	- Status of the work according to the time plan - Eventual identified issues and implemented mitigation actions
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date	Description

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

(continuous numbering linked to WP)						(month number)	(including format and language)
D4.1	Progress Report to TC HF (regular for each TC HF meeting)	4		R – Document Report	SEN – Sensitive	28	- Status of the work according to the time plan - Eventual identified issues and implemented mitigation actions
D4.2	Process Report to TC HF	4		R – Document Report	SEN – Sensitive	32	- Status of the work according to the time plan - Eventual identified issues and implemented mitigation actions
D4.3	Final Report to EISMEA	4		R – Document Report	SEN – Sensitive	33	-Summary of project results and activities

Estimated budget – Resources

Estimated budget for this work package is as follows: 19 500 € for Phase 2.

Work Package 5

Work Package5: Resolution of potential ENAP comments/input and publication of EN 301 549 v4.1.1

Duration:

M25-M33

Lead Beneficiary: ETSI

1-Short name – ETSI by default

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

Objectives					
<i>List the specific objectives to which this work package is linked.</i>					
<ul style="list-style-type: none"> Support the ENAP procedure until final publication of the EN 301 549 v.4.1.1 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants – NA		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T5.1	ENAP comments resolutions related to W3C WCAG 2.2 revisions	ENAP comments resolutions related to W3C WCAG 2.2 revisions	ETSI	OTHER	Yes (subcontracting)
T5.2	ENAP comments resolutions related to generic service-specific accessibility requirements	ENAP comments resolutions related to generic service-specific accessibility requirements	ETSI	OTHER	Yes (subcontracting)
T5.3	ENAP comments resolutions related to device-specific accessibility requirements	ENAP comments resolutions related to device-specific accessibility requirements	ETSI	OTHER	Yes (subcontracting)
T5.4	ENAP comments resolutions related to device-specific Real Time Text (RTT) and Total Conversation (TC) accessibility requirements	ENAP comments resolutions related to device-specific Real Time Text (RTT) and Total Conversation (TC) accessibility requirements	ETSI	OTHER	Yes (subcontracting)
T5.5	ENAP comments resolutions related to service and infrastructure specific RTT and TC requirements	ENAP comments resolutions related to service and infrastructure specific RTT and TC requirements	ETSI	OTHER	Yes (subcontracting)
Milestones and deliverables (outputs/outcomes)					

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary NA	Description		Due Date (month number)	Means of Verification
MS10	EN 301 549 v4.1.1 published	5		Harmonized Standard publication		M33	Publication available
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D5.1	EN 301 549 v4.1.1	5		Harmonized Standard	PU - Public	33	Standard document in English language.

Estimated budget — Resources

Estimated budget for this work package is as follows: 19 500 € (included in Phase 2)

-
- **TOTAL PROJECT COSTS**

The current plan for budget costs (revision subject to the detailed project planning in the initial phase of the project) is as follows.

WP Number	Estimated Cost Phase 1	Estimated Cost Phase 2	Estimated Cost Total
1	39.000,00 €	19.500,00 €	58.500,00 €
2	15.600,00 €		15.600,00 €
3	117.000,00 €	19.500,00 €	136.500,00 €

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

Travel (estimated)	18.000,00 €	16.000,00 €	34.000,00 €
Total	189.600,00 €	55.000,00 €	244.600,00 €

Notes:

1. This funding request only covers the firsts 24 months of the project proposal (phase 1).
 - The cost attributed to WP 4 is split evenly to the 5 topic areas identified above. For each of the five areas this results in an average of 1,5 person-days per month over the 24-months period of project phase 1
2. The expected travel cost is further detailed in annex 1 to Part B. The value includes travel cost for coordination meetings with the JTB eAcc and regular attendance at TC HF meetings as listed above.
3. 24.000,00 € (16.000,00 € for Phase 1 and 8.000,00 € for Phase 2) should be added to the project cost to allow for the requested service/accommodation of participants with accessibility needs. Support for such service/accommodation will be subject to requests by selected participants and availability of respective funds. Note that this cost will only materialize if meeting participants request the respective accessibility services. This budget will facilitate the involvement of experts and stakeholders from disabled associations in the project.

This results in an overall funding request of 205.600,00 for the project's Phase 1.

For information, the estimated costs of the project's Phase 2 are 63.000,00 €.

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

Subcontracting

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
1-3	N/A	N/A		171 600.00	Expertise not available in ETSI Secretariat	Subcontractors are selected on a case-by-case basis in the context of an open call through a clearly defined process (typically one or more of the following, publication of the call through ETSI Collective letters to the membership, Technical Body mailing lists or explicit calls for tender).
1-3	N/A	N/A		16 000.00	For the requested accommodation of participants with accessibility needs	Support for such service/accommodation will be subject to requests by selected participants and availability of respective funds. Note that this cost will only materialize if meeting participants request the respective accessibility services.
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			ETSI Secretariat (Funded Activities, Technical officers...) will ensure the project planning and controlling with the Technical Committee without charging the related costs to the project whereas subcontractors will perform the development and technical execution of the project.			

Project 101112960 – EN-Rev - SMP-STAND-2022-ESOS-02-IBA

Timetable

ACTIVITY	YEAR 1				YEAR 2				YEAR 3 – PHASE 2			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 – Phase 1 Project Management												
Task 1.2 - Coordination with the JTB												
Task 1.3 - Detailed project plan for each of the remaining 2 work packages												
Task 2.1 - Develop alternatives to the current structure of the EN												
Task 2.2 - Restructure EN 301 549												
Task 3.1 - Collection and integration of revision proposals related to W3C revisions												
Task 3.2 - Integration and/or revision of respective testing procedures related to W3C revisions												
Task 3.3 - Revision and comments resolution with the JTB eAcc related to W3C revisions												

- **5. OTHER**
- **5.1 Ethics**

Not applicable.

- **5.2 Security**

Not applicable.

- **6. DECLARATIONS**

Double funding	
Information concerning other EU grants for this project	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (<i>including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc</i>). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (<i>including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc</i>). If NO, explain and provide details.	YES

Financial support to third parties (if applicable)

--

**Annex I Response to the Request for Proposals
CfE – STF 614 (REFERENCE BODY HF) Deadline: 24/04/2023**

If you are an ETSI Member *

ETSI membership status (Indicate your status):

- Full
- Associate
- Observer

If you are not an ETSI Member *

Please indicate:

Full name of the ETSI member supporting the application (list of ETSI members on etsi.org):

- _____

Official contact name of the ETSI member supporting the application:

- _____

Note: A formal confirmation of the support from the Official contact is required (e.g. by e-mail sent to STFLINK@etsi.org) and an “ETSI Member Support Letter” will be required if you are selected.

Contractor information *			
Contractor name *: <i>Indicate the Company/Organization Name</i>		-	
Contact person for the technical aspects		Contact person for Decision on ETSI financial offer to this project (if any)	
Title		Title	
First name		First name	
Last name		Last name	
Role		Role	
e-mail		e-mail	
Phone		Phone	

	Yes	No
Do you or any employee of your Company/Organization hold an elected or appointed position in the Reference Body requesting the STF 614 creation?	<input type="checkbox"/> Indicate in which position: -----	<input type="checkbox"/>

<p><u>If you are self-employed candidate:</u> Do you currently have other contracts in progress with ETSI?</p>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

All fields marked with an asterix (*) are mandatory

1.1 Introduction

A short presentation of the technical structure responsible for this activity, e.g.:

- Business area, number of employees, link to WEB site,
- Department(s)/team(s)/experts in charge of the technical activities related to this Project,
- Reference to products/services of your Company/Organization or supporting Member to which the standards developed by this Project will apply,
- Motivation for your Company/Organization or supporting Member to participate in this Project.

1.2 Proposed approach

Proposed contribution to tasks & related cost

Identify the tasks to which your Company/Organization is proposing to contribute by filling-in the table below:

Tasks No	Tasks Description	Max Budget Allocated in Euro	Amount in Euro (mandatory)	% of whole Task (mandatory)
00	Project Management	39000	.	.
01	Restructuring of EN 301 549	15600	.	.
02	W3C revisions	27000	.	.
03	Service-specific accessibility requirements	30000	.	.
04	Device-specific accessibility requirements	30000	.	.
05	Real Time Text and Total Conversation (devices and services)	30000	.	.
	TOTAL	171600		

Amount in Euro (mandatory): Indicate the price offered for your contribution to the task(s)

% of whole task (mandatory): Indicate to which percentage of the execution of the whole task your offer corresponds

Provide a description of the proposed approach, competences, reference to related activities:

- Explain which part of the task is corresponding to the requested percentage that your Company/Organization will handle,
- Explain the scope that your Company/Organization will cover,
- Explain your approach to the management of the quality and,
- Explain your approach to the management of the risks and their mitigation,
- Describe and justify the proposed costs to achieve this project objectives.

**Annex II Terms and Conditions
CfE – STF 614 (REFERENCE BODY HF) Deadline: 24/04/2023****2.1 Submission of Proposals**

All proposals in response to this CfE shall be submitted before the deadline indicated in this Collective Letter, using exclusively the WEB application on the ETSI Portal at the following address: <https://portal.etsi.org/cfe>.

Proposals shall be composed of Curriculum Vitae of the proposed service providers' personnel and the Annex I of this CfE duly filled-out.

Proposals that will be partial or incomplete at the deadline will not be accepted.

The Terms and Conditions in this Annex will apply.

2.2 Modification and Withdrawal of Proposals

Applicants may, without prejudice to themselves, modify or withdraw their proposal by written request, provided that the request is received by ETSI prior to the due date and time, at the address to which their proposal was submitted. The applicant may submit a new proposal provided that such new proposal is received prior to the deadline for responding which is specified in this Collective Letter.

2.3 Assessment of Proposals

The ETSI Director-General, in consultation with the Reference Body Chairman, is responsible for the selection of the service providers that will be contracted to perform this Project work. The ETSI Director-General and the Reference Body Chairman may be assisted by a Selection Panel to assess the applications received and make the final decision.

As per article 1.10.4 of the ETSI Directives, the Director-General may discard proposals that could be identified as creating potential conflict of interest.

The ETSI Secretariat will only communicate to the applicants the result of the selection (accepted or not accepted). Should applicants need more information on the rationale for the selection, they must address a formal request to the ETSI Director-General.

The following evaluation criteria will be applied to all proposals, in order of priority:

- Evidence that the applicant has the necessary structure and expertise to ensure delivery
- Reference to current or previous activities in the specific technical domain of this project
- Critical review of the most efficient way to achieve the objectives in this Project ToR
- Effective proposed approach/methodology for the execution of the tasks
- Implementation schedule
- Clear pricing policy

Compliance with the first two (2) criteria is mandatory.

Proposals that are not considered compliant with these criteria will be discarded.

Priority will be given to technical quality of the proposals. Pricing considerations will be taken into account to ensure that the best value for money is achieved. Compatibility with the maximum budget allocated to this Project will be verified before placing a Service Contract.

Following the assessment process, ETSI reserves the right to grant contracts to other than the cheapest proposals, to accept or reject any offer completely or in part, or to reject all proposals, without providing the reasons. If no offer is accepted, ETSI may decide to abandon the work or proceed in any other manner ETSI may select.

2.4 IPR and confidentiality Agreements

The information provided in this CfE, as well as the fact that the applicant has received the CfE, is considered confidential and protected under copyright laws. The applicant may not discuss, share, or use the information in this CfE for any purpose other than the response to this CfE.

ETSI will not disclose the content of any proposals to other applicants or any other party, with the exception of the persons involved in the assessment process described in §2.3 above.

However, ETSI reserves the right to make use of the information provided in this proposal to improve this project definition for the purpose of this CfE or any other manner in which ETSI may decide to proceed to select the service providers.

If successful, the applicant will be required to sign a Service Contract, which includes IPR and Confidentiality clauses aligned with the relevant policies in the ETSI Directives.

2.5 Preparation cost

ETSI will not be responsible for any costs or expenses that the applicant may incur in preparing and/or submitting the proposal.

2.6 Service Contract

A Service Contract will be proposed to the applicants that will be selected to perform the work. Details on the Terms and Conditions of this contract can be found on the ETSI Portal, at the following address: <https://portal.etsi.org/STF/STFs/Contracts.aspx>