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Sophia-Antipolis**

**Source: STF217  
Title: STF217 October Progress Report  
Date: 22 October 2002  
Document for: Information  
Agenda item: 5.8**

STF No. STF217

Date: 22 October 2002

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<b>Contractual milestone: B</b> <b>Work Plan objectives status:</b> Achieved <input checked="" type="checkbox"/> Partially Achieved • Delayed • Note:	<b>Chairman</b> <b>Report approved:</b> <b>Results approved (OK to pay):</b> <b>Date:</b>
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**Work Plan changes:** No changes • Deliverables • Milestones  Travels • Sessions  Other •

**STF Title: Revision of the Rapporteurs' Handbook, "Making Better Standards"**

## 1. Achievements

Although, for a number of legitimate reasons, it has not been possible to use all of the effort planned for this period, much has been achieved. Draft text now exists for:

- the Introductory section
- the components of a good standard
- the use of languages (SDL, ASN.1 etc) and supporting tools
- simulation and validation
- the development of tests
- certification
- developing non-protocol standards
- developing clear requirements
- reviewing standards
- maintaining standards

Work has also begun in placing this text into a prototype web site in a "classic" ETSI style.

## 2. Progress of the work and contractual milestones

As mentioned above, the allocated resources have not been consumed in full but this should not cause the project an overall slip as the unused effort can be recovered during the next two months. The project plan currently only covers 2002 but will shortly be revised to allocate resources and milestones for 2003.

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## 3. Difficulties encountered and unresolved issues

There have been few technical problems encountered as most of the background material already exists and can be copied and modified directly. However, the contents of the original version of "Making Better Standards" has proved to be further out of date than expected and has required considerable effort to merge today's guidelines with the original underlying approach.

We have encountered some administrative problems in the development of the web pages for this project. There seems to be little flexibility in ETSI's policies on web development and we are finding it difficult to get some web space which can be made accessible to external users (on a restricted basis). We also have some concerns that the policies on web-page layout may cause us to make compromises which may dilute the impact of some of our work. Steps have been taken to try to resolve these issues in a face-to-face meeting with those responsible for support in the Secretariat. Progress was made and we are hopeful that our problems will be resolved. As a first step, the Secretariat is to organize a short workshop for some members of STF217 on the use of the FrontPage tool.

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## 4. Technical advice required from the reference Technical Body

None.

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## 5. Proposed changes in the STF work plan

The revised work plan is attached reflecting the current status. A major update of the plan to take us into 2003 is required at the next session of the STF.

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## 6. Next report

There is currently no schedule for the next report but this will be resolved when the 2003 work plan is finalized..