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| **Title\*:** | ETSI STF budget 2012: 2nd allocation schedule |
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| from **Source**\*: | ETSI |
| Contact: | Laurent Vreck  |
|  |  |
| input for **Committee**\***:** | MTS |
|  |  |
| Contribution **For\*:** | Decision |  |  |
|  | Discussion |  |  |
|  | Information | **X** |  |
|  |  |
| Submission date**\***: | 2012-04-30 |
|  |  |
| Meeting & Allocation: | **MTS#56** - Session 5 - Future STF |
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**ABSTRACT:***This is a copy of the email sent by the “STF Support Unit Director” to the OCG. It details the schedule that will be followed for the 2012 2nd round of STF fund allocation.
MTS is invited to discuss it during its plenary.*

Dear TB Chairmen,

It is time to start the process for the 2nd allocation of the ETSI STF budget 2012, in view of OCG#47/Board#88 approval (26-28 June).

The following calendar will be followed to collect and assess the TB proposals:

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| **Until 22 May** | collect draft proposals for first review |
| **23 May – 5 June** | consistency check of draft ToR between ETSI Secretariat and TB Chairmen |
| **6 June** | full ToR sent for comments to the OCG and Board mailing lists |
| **13 June** | open “GoToMeeting” with TB Chairmen and Board members to review the requests and prepare a proposal for OCG/Board approval |
| **14 June**  | GoToMeeting restricted to Board members, if an agreement cannot be achieved in the open meeting (see note) |
| **15 June** | allocation proposal formally submitted as OCG/Board document for decision (ToR must be approved by TB) |
| **26 June** | final review in OCG#47 |
| **27-28 June** | Board#88 decision |

*Note: In order to avoid conflict of interest, Board Members who are also stakeholders in an STF proposal will not be entitled to participate in the restricted meeting of 14 June.*

Would you please send the proposals directly to me (mailto:alberto.berrini@etsi.org).
The draft ToRs will be uploaded on the [OCG docbox](http://docbox.etsi.org/OCG/OCG/STF_2012_2nd_alloc/) (folder “STF\_2012\_2nd\_alloc”) for consultation and comments by the OCG and Board, for all the duration of the process.

I would remind you that the ToR and the relevant Work Items must be approved by the reference TB before they can be submitted for OCG/Board approval.

I would also kindly ask you to respect the time scale, in order to allow time for the consistency check and the review by OCG/Board.

Regards

***Alberto Berrini***

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