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| **Title\*:** | New STF setup process |
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| from **Source**\*: | ETSI Director-General |
| Contact: | Alberto Berrini |
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| input for **Committee**\***:** | OCG |
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| Contribution **For\*:** | Decision | **X** |  |
|  | Discussion |  |  |
|  | Information |  |  |
|  |  |
| Submission date**\***: | 12 September 2014 |
|  |  |
| Meeting & Allocation: | **OCG#54** -  |
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**ABSTRACT:***The OCG is invited to comment the proposal that has been presented to the Board for a new STF setup process based upon a Call for Tender approach and to endorse the principle to test this approach on one or two STF requests under the 1st allocation of the STF budget 2015.*

# 2 Objective

This document presents the guidelines of a proposal for a new process to manage the STF setup phase from the TC request to the establishment of experts’ contracts.

It is proposed to test the implementation of the new process on one or two STF requests under the 1st allocation of the STF budget 2015 and, if successful, come back to the Board with a detailed process description for approval, during 2015 and implement the new process for the FWP 2016.

# 3 Current STF set-up process

The current process has the following advantages:

* Easy budget management
* Short lead time to set-up STFs
* Competence sharing / open collaboration / teamwork between experts
* Open Members / stakeholders participation
* Favours consensus building
* Direct TC control, flexibility to revise objectives, if needed
* Compatible with EC/EFTA FPA

The experience has also shown the following drawbacks:

* Cost estimate criteria are uncertain
* Fixed daily rate limits opportunity for cost optimization
* There is a tendency to rely on “known experts”
* Some mechanism (e.g. voluntary contribution) do not correspond to a recognized business model
* ETSI has legal liability with the remuneration of time spent

# 4 New process principles

The objective of the proposed process is to improve the quality and cost effectiveness of the STFs by introducing a competitive Call for Tender for the selection of the contractors. The objective is to ensure the *right expertise for the right price* and *preserve the strength of the current system*.

In the new process, TC requests must provide a more detailed technical description of the work to be done but with no cost evaluation.

The TC requests will be submitted for OCG/Board review. The OCG will assess the technical consistency. The Board will decide which activities can be funded and set a priority ranking.

The approved TC requests will be submitted to a Call for Tender.

Answers must include details on the technical competence offered by the Company, the proposed approach and price. Bidders can apply for the whole project or part of it, according to their expertise and the nature of the project.

Offers will be evaluated by the TC Officials and the Secretariat with respect to the technical value and price, with the objective to select the Companies that offer the “right expertise for the right price” to fulfil the project requirements.

If the cost is compatible with the overall STF budget and the priority set by the Board, the Secretariat will issue fixed-price service contracts. Payments will be made upon achievement of intermediate milestones and delivery of the final product, verified and accepted by the TC and the Secretariat.

The implementation of this process will require changes in the current approach and, in particular:

* OCG and Board must set clear strategy guidelines and define priority ranking.
* TCs must perform a detailed analysis of the project in qualitative and quantitative terms,
* The Secretariat must support the TC to define requirements and to manage service contracts.

The new process is expected to have the following advantages:

* Cost based upon market offers
* Price self-regulated by competition
* Enforce clear requirements definition by the TC
* Enforce clear task / deliverables assignment to contractors
* Service contract legally safe for ETSI
* It is a standard business process
* Stop discussion on voluntary work

# 5 Calendar

* Test the process on one or two STFs under the 1st allocation 2015 (Board#100, 20 Nov)
* Report on progress to Board#101 (4-5 Feb 2015) Board#102 (19 Mar 2015)
* Review result of test cases in Board#103 (9-10 June 2015)
* Detailed process description and final decision in Board#104 (September 2015)
* If approved, the new process will be used for the 1st allocation of the STF budget 2016