|  |  |  |  |
| --- | --- | --- | --- |
| **–** | | | |
| **Title\*:** | Call for Candidates for MTS WG TST Chair | | |
|  |  | | |
| from **Source**\*: | ETSI | | |
| Contact: | Emmanuelle.chaulot-talmon@etsi.org | | |
|  |  | | |
| input for**Committee**\***:** | MTS | | |
|  |  | | |
| Contribution**For\*:** | Decision |  |  |
|  | Discussion |  |  |
|  | Information | **X** |  |
|  |  | | |
| Submission date**\***: | 2022/10/10 | | |
|  |  | | |
| Meeting & Allocation: | MTS#87 | | |
| Relevant WI(s), or deliverable(s): |  | | |
|  | | | |

Dear Sir or Madam,

The purpose of the present call is to invite ETSI Members to submit applications for theMTS TST WG Group Chair position.

The Chair’s responsibilities are described in the ETSI Directives, Technical Working Procedures (TWP) clause 1.3.3 (see Annex B).

Who can apply? Any representative of an ETSI Full Member or Associate member (TWP clause 1.4) (see Annex B).

How to apply? Candidates shall complete the application form in Annex A of the present document and send their candidacy to [emmanuelle.chaulot-talmon@etsi.org](mailto:emmanuelle.chaulot-talmon@etsi.org) no later than 17/10/2022.

Please note that candidatures will be made available to the MTS member list. If more candidatures than position are received, election will take place by correspondence.

Should you require further information concerning the election process, please do not hesitate to contact emmanuelle.chaulot-talmon@etsi.org.

**Annex A: Chair Application Form**

Candidature for the Chairmanship of MTS TST Working Group

To submit your candidature, please fill in the form below and send it toemmanuelle.chaulot-talmon@etsi.org

|  |  |
| --- | --- |
| **Family Name:** | ***PUT PHOTO HERE (optional)*** |
| **First Name:** |
| **Organization name:** |
| **Country:** |
| **E-mail address:** |
| **Tel (optional):** |
| **ETSI member organization:** |

**MOTIVATION of your application:**

<insert text here>

**PROFESSIONAL EXPERIENCE:**

<insert text here>

**OTHER INFORMATION:**

<insert text here>

Page Break

**Annex B: ETSI Technical Working Procedures extracts**

<https://portal.etsi.org/Resources/ETSI-Directives>

**1.3 Appointment of TB Chairman/Vice-Chairmen and WG Chairmen** 

**1.3.1 Appointment of Chairman**

A TB Chairman shall be appointed by the TB for a period of two (2) years. The appointment shall be confirmed by the Board.

When justified, the Board may ask a TB Chairman to step down from his position of office.

If more than one (1) candidate exists for the position of TB Chairman and the TB is unable to decide on one (1) candidate using the decision-making procedures given in Clause 1.7, the matter shall be referred to the Board for resolution.

In the case of a joint TB with CEN and/or CENELEC (mode 5) the appointment of a Chairman is covered by mode 5 of the Basic Co-operation Agreement (see Annex P below).

**1.3.2 Appointment of Vice-Chairmen and WG Chairmen**

A TB may appoint Vice-Chairmen and WG Chairmen for a period of two (2) years using the decision-making procedures given in Clause 1.7. After each two (2) year period they may be re-appointed.

**1.3.3 Responsibilities of Chairmen**

A TB Chairman is responsible for the overall management of the work programme and the efficient working of the TB and its Working Groups. The Chairman has an overall responsibility to ensure that the activities of his TB follow ETSI policies and procedures.

The Chairman may nominate individuals to assist in the work.

The Chairman is responsible for reporting to the Board and the General Assembly on the activities of the TB upon request.

In performing these tasks, he shall maintain strict impartiality and act in the interest of ETSI and its members.

In the case of a joint TB with CEN and/or CENELEC under mode 5 of the Basic Co-operation Agreement (see Annex P below) the Chairman shall also act impartially with respect to the partner ESO(s) and its members.

**1.4 Participation in the work of a TB**

Full members have the right to attend meetings of a TB and to participate in the work with the right to vote.

Associate members have the right to attend meetings of a TB and to participate in the work with the right to vote on all matters except those related to the elaboration and approval of ENs or on matters concerning documents exclusively intended for regulatory use by the European Union.

Associations which are Full or Associate members shall be represented by their employees and elected officials. In addition, a maximum of one (1) nominated technical expert per meeting shall be allowed to attend and participate in meetings and shall come from a member of the said Association, unless explicitly authorised by the Director-General on a case-by-case basis.

This expert shall be officially nominated in writing by the said Association before the meeting begins.

All employees, elected officials and/or nominated technical expert of an Association attending ETSI meetings shall only represent that Association’s views. In any case, where an Association is submitting a technical proposal for a standard or a technical specification, it shall, on a bona fide basis, comply with the ETSI IPR Policy and draw the attention of ETSI not only to any of that Association’s IPR which might be essential if that proposal is adopted, but also to any of that Association’s member’s IPR, which might be essential if that proposal is adopted.

ETSI Counsellors may attend meetings of a TB and participate in the work without the right to vote.

ETSI Observers do not have the right to attend the meetings of a TB or to participate in the work of a TB.

On an exceptional and temporary basis, ETSI Observers and non-members which have applied to attend TB meetings, may be invited or authorized by the Chairman to attend meetings of a TB, provided that the presence of this ETSI Observer or non-member is justified by a legitimate interest with regard to the work currently in progress.

The authorization or refusal of the Chairman shall be made to such an applicant in writing and shall contain appropriate justification of the Chairman's decision. The TB Chairman shall notify the Secretariat of the decision. This authorization shall be limited to three (3) meetings of the TB or six (6) months (whichever is the shorter) after which point they shall be requested to become members.

ETSI Observers or non-members authorized to attend TB meetings may only contribute documents for information. Their participation shall be limited to presentation of, and answering questions on, their own contributions. The Chairman shall announce to the meeting the identity of any ETSI Observers or non-members invited to attend under this rule. This information shall be included in the meeting report.

On an exceptional and temporary basis, in the case where the General Assembly has agreed to commence discussions on the establishment of an ETSI Partnership Project, the Board may approve the participation in TB meetings (without the right to vote) of the members of external bodies, which have signed a Partnership Agreement with ETSI and which are potential members of the intended Partnership Project.

The Board shall identify the relevant TB and the time period for which such participation is permitted. Such participation, including the right to contribute, shall be subject to a contractual commitment by the member of the external body to comply with the ETSI Directives, including compliance with the ETSI IPR Policy.

The Director-General may authorize the provisional participation of applicants for Full or Associate membership within the Technical Organization before the application for membership is formally approved by the General Assembly.

The participation in a TB meeting of representatives of external bodies with which ETSI has a Partnership Agreement is regulated specifically within those agreements.

In the case of ETSI Technical Bodies where CEN or CENELEC participate under modes 2, 3 or 4, and in the case of a joint TB with CEN and/or CENELEC (mode 5), these rights and responsibilities are identified in the Basic Co-operation Agreement (see Annex P below).

Remote participation in TB meetings (e.g. audio conference, webcast, etc.) should be permitted whenever technically possible. Such participation should, at least, be on the basis of complete agenda items and not misused to influence the outcome of votes where the remote participant has not been involved in the preceding discussions.

**1.7.1 Principles of decision-making**

A TB shall endeavour to reach Consensus on all issues, including the approval of draft ETSI deliverables and the adoption of Technical Specifications and Technical Reports.

If Consensus cannot be achieved, the Chairman can decide to take a vote which may be performed by a secret ballot.

A vote may be conducted during a TB meeting or by correspondence.

Where voting is used, vote results shall be evaluated by the Chairman using the individual weighting of each Full or Associate member as described in Article 11 of the Rules of Procedure.

A proposal shall be deemed to be approved if seventy one percent (71 %) of the votes cast are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

If a proposal fails to achieve seventy one percent (71 %), the result shall be re-calculated using the votes of Full members only.

If the re-calculated result achieves seventy one percent (71 %), the proposal shall be deemed to be approved.

For interpreting the result of an election for a TB Chairman/Vice-Chairman and/or WG Chairman the procedures in Article 11.4 of the ETSI Rules of Procedure shall apply.

In the case of a joint TB with CEN and/or CENELEC (mode 5) the joint TB operates on the basis of Consensus of its participants.

Missing Consensus and blocking situations on technical issues or procedural aspects should be reported to the relevant Secretariat(s) or Board(s) as described in the Basic Co-operation Agreement (see Annex P below).

**1.7.1.1 Voting during a TB meeting**

The following procedures apply for voting during a TB meeting:

- before voting, a clear definition of the issues shall be provided by the Chairman;

- if a Full or Associate member has more than one (1) representative, only one (1) may vote;

- if manual voting procedures are used, each Full or Associate member may only cast the vote once;

- if electronic voting procedures are used, votes may be changed prior to the closure of the vote;

- the opinions of Counsellors (and in the case of ENs or regulatory documents, Associate members) should be noted;

- voting by proxy is not permitted;

- there are no quorum requirements and vote splitting is not permitted;

- the result of the vote shall be recorded in the meeting report.

**1.7.1.2 Voting by correspondence**

The following procedures apply for voting by correspondence:

- before voting, a clear definition of the issues shall be provided by the Chairman and disseminated to all on the TB membership list;

- if manual voting procedures are used, each Full or Associate member may only cast the vote once within the thirty (30) day voting period.

- if electronic voting procedures are used, votes may be changed prior to the closure of the vote;

- there are no quorum requirements and vote splitting is not permitted;

- at the end of the voting period, the Chairman shall count the votes as described in Clause 1.7.1;

- the result of the vote should be disseminated to everybody on the TB membership list within fifteen (15) days.

**1.7.1.3 Voting for the election of a TB Chairman/Vice-Chairman and WG Chairman**

For the purpose of electing any TB Chairman/Vice-Chairman and WG Chairman, the procedures given in Clauses 1.7.1, 1.7.1.1 and 1.7.1.2 shall apply.

In the case where there is more than one (1) candidate, a secret ballot shall be used.

For interpreting the result of an election for a TB Chairman/Vice-Chairman and/or WG Chairman the procedures in Article 11.4 of the ETSI Rules of Procedure shall apply.

The TB Chairman shall be responsible for the voting process and shall ensure that confidentiality is maintained.

If the vote is conducted during a TB meeting, only the final result shall be recorded in the meeting report.

If the vote is conducted by correspondence, only the final result of the vote shall be disseminated.

Yours faithfully,

Emmanuelle Chaulot-Talmon

MTS Support Officer