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| **–**  |
| **Title\*:**  | Call for Candidates for MTS Vice Chair |
|   |   |
| from **Source**\*:  | ETSI  |
| Contact:  | Emmanuelle.chaulot-talmon@etsi.org |
|   |   |
| input for**Committee**\***:**  | MTS |
|   |   |
| Contribution**For\*:**  | Decision  |   |   |
|   | Discussion  |   |   |
|   | Information  | **X**  |   |
|   |   |
| Submission date**\***:  | 2023/05/12 |
|   |   |
| Meeting & Allocation:  | MTS#89 |
| 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 vice 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 no later than 12/06/2023.

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 Vice Chairmanship of MTS

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

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| --- | --- |
|  **Family Name:**  Jankovic |             |
|  **First Name:**  Marija |
|  **Organization name:** Centre for Research and Technology Hellas (CERTH) / Information Technology Institute (ITI) |
|  **Country:**  Greece |
|  **E-mail address:**  jankovicm@iti.gr |
|  **Tel (optional):**  0030 698 965 6678 |
|  **ETSI member organization:**  Centre for Research and Technology Hellas (CERTH) |

**MOTIVATION of your application:**

I am writing to express my deep interest in the position of Vice Chair of the Methods for Testing and Specification (MTS) Technical Committee. Having closely followed the impactful work of the MTS, I am inspired by the committee's relentless dedication to developing testing standards and methodologies that are not only utilized within ETSI but are also globally recognized and adopted.

Over the years, I have gained a wealth of experience in various aspects of Information Systems and Technology, which could bring value to the role of Vice Chair. I have actively participated in the specification and implementation of information systems, engaging in every phase of the System Development Life Cycle—from requirements elicitation to testing and monitoring. This experience, coupled with my teaching roles in databases and information system design, has equipped me with a comprehensive understanding of the field, which I am eager to bring to the MTS committee.

Moreover, I have gained hands-on experience in project management, strategic planning, and system integration, which I believe are critical skills for the Vice Chair role. My experiences as a postdoctoral research associate, software developer, project and team leader, and active member of various working groups have allowed me to develop a deep understanding of the importance of collaboration, effective communication, and strategic planning. Through these experiences, I have developed my leadership skills, managed resources efficiently, and made strategic decisions.

In addition to my professional experience, I have a solid academic background in Information Systems, including a Ph.D. and M.Sc. from the University of Belgrade. This strong foundation has equipped me with the technical skills necessary to contribute effectively to the MTS's work. Furthermore, my active involvement in various professional organizations and conferences, coupled with my continuous pursuit of professional development through various online courses and certificates, reflects my commitment to stay abreast of the latest trends and advancements in the field. I am confident that this proactive approach will enable me to bring fresh and innovative ideas to the MTS committee.

In conclusion, my motivation to apply for the Vice Chair position stems from my desire to utilize my knowledge, skills, and experiences to contribute to the important work of the MTS Technical Committee. I am eager to work with the talented individuals on the committee, and I am confident that I can bring value and positive contributions to the team.

I look forward to the possibility of serving as Vice Chair of the MTS Technical Committee and contributing to its continued success.

**PROFESSIONAL EXPERIENCE:**

**University of Belgrade, Faculty of Organizational Sciences,** Serbia

* *Junior Java Developer*, Centre for Information Services of the Faculty, Feb 2005 - Feb 2006
	+ Participated in the implementation of the Faculty's Information System (IS).
* *System Administrator*, Business Information System of the Faculty, Feb 2006 - Feb 2007
	+ Daily monitoring and control of the Faculty's IS, with a focus on the Reporting Module.
	+ Utilized Oracle Database and created Oracle SQL and PL/SQL queries.
* *Teaching and Researcher Associate*, Department of Information Systems, Mar 2007 - July 2008
	+ Taught undergraduate courses on Databases and Information System Design.
* *Lecturer*, Department of Information Systems, July 2008 - May 2017
	+ Taught undergraduate and master's courses in various areas of information systems and databases.

**National Institute of Standards and Technology (NIST),** Gaithersburg, USA

* *Guest Researcher*, Enterprise Systems Group, Oct 2009 - Oct 2010
	+ Conducted research on supply chain integration, with a focus on business process analysis and modelling (BPMN) and decision support system implementation.
* *Post-Doctoral Researcher*, Enterprise Systems Group, Dec 2016 - Aug 2017
	+ Worked on a smart manufacturing design and analysis project, focusing on developing the Business Process Catalog and Classification System.

 **Breza Software Engineering d.o.o.,** Belgrade, Serbia

* *BrezaERP Software Developer,* Apr 2005 - Dec 2007
	+ Participated in the implementation of BrezaERP using Oracle Java XML n-tier environment and tools including Oracle JDveloper 11g and Toad for Oracle.
* *Project and Team Leader,* Jan 2008 - Oct 2009
	+ Led the team in strategic planning, task monitoring, business process analysis, user requirement elicitation and specification, test case specification and validation, and more.

**Centre for Research and Technology Hellas (CERTH) / Information Technology Institute (ITI),** Thessaloniki, Greece

* *Postdoctoral Research Associate*, Jan 2018 - Apr 2018 & Jan 2019 - Present
	+ Undertook technical and administrative project management, risk monitoring and assessment, system integration and functional testing, among other tasks.
	+ Responsible for software architecture design and requirements engineering.

**Open Application Group (OAGi),** San Jose, California, USA

* Active member of the Smart Manufacturing Working Group as a NIST representative (2009-2010)
* Active member of the Score Working Group as a NIST representative (2016-2017)
* Invited expert (2018 – 2022)

**European Telecommunications Standards Institute (ETSI),** Valbonne Sophia Antipolis, France

* Rapporteur for the MTS/TST working item: “Testing (MTS); Security Testing; IoT Functional Modules” (May 2022-present)

**Selected EU Projects:**

* *European Data as a PRoduct Value Ecosystems for Resilient Factory 4.0 Product and ProDuction ContinuitY and Sustainability (RE4DY),* Centre for Research and Technology Hellas (CERTH), Information Technologies Institute (ITI) Project Number: 101058384 (January 2023-Present)
* *Enabling SMEs for the 4th Industrial Revolution (4th Industrial Revolution),* Centre for Research and Technology Hellas (CERTH), Information Technologies Institute (ITI) Project Number: 5070969 (February 2022-Present)
* *Security by Design IoT Development and Certificate Framework with Front-End Access Control (IoTAC),* Centre for Research and Technology Hellas (CERTH), Information Technologies Institute (ITI) Project Number: 952684 (May 2021-Present)
* *Enhancing Programmability and Boosting Performance Portability for Exascale Computing Systems (EXA2PRO),* Centre for Research and Technology Hellas (CERTH), Information Technologies Institute (ITI) Project Number: 801015 (January 2021-April 2021)
* *Smart Cloud Integrated Development Environment supporting the full-stack implementation, composition and deployment of data-centered services and applications in the cloud*, Centre for Research and Technology Hellas (CERTH), Information Technologies Institute (ITI) Project Number: 871177 (July 2020-December 2021)
* *Software Development Toolkit for Energy Optimization and Technical Debt Elimination (SDK4ED)*, Centre for Research and Technology Hellas (CERTH), Information Technologies Institute (ITI) Project Number: 780572 (January 2018-December 2020)
* *Smart Manufacturing Design and Analysis*, National Institute of Standards and Technology (NIST)/Process Engineering Group/ System Integration Division (December 2016-August 2017)
* *Supply Chain Integration,* National Institute of Standards and Technology (NIST), Enterprise Systems Group (October 2009-October 2010)
* *Advanced Technologies for Interoperability of Heterogeneous Enterprise Networks and their Applications (ATHENA) IP*, Sixth Framework Programme, Priority 2 Information Society Technologies Project Number: 507849 (February 2—6-January 2007)

**OTHER INFORMATION:**

 **Education**

* **Ph.D. in Information Systems** – Department of Information Systems, Faculty of Organizational Sciences, University of Belgrade, Serbia Thesis: *“Specification of Interoperability Aspects in Methodological Approaches to IS Development”* (2016)
* **M.Sc. in Information Systems** – Department of Information Systems, Faculty of Organizational Sciences, University of Belgrade, Serbia, Thesis: *“Interoperability of Business Process Models”* (2008)
* **University’s Degree in Information Systems (9.07/10)** – Department of Information Systems, Faculty of Organizational Sciences, University of Belgrade, Serbia, (2005)

**Technical Skills**

* **Business Process Analysis:** Proficient in analysing, designing, and optimizing business processes for efficiency and effectiveness. Skilled in creating process maps and flowcharts, functional decomposition, planning and monitoring, requirements elicitation, design definition and solution evaluation.
* **Data Analysis & Visualization:** Strong abilities in data collection, analysis, and interpretation. Proficient in Excel, SQL, and PL/SQL
* **Business Process Modelling:** Proficient in BPMN2.0, UML 2.5, Domain Driven Design (DDD) & Data Flow Diagram (DFD) specification
* **Software Development Methods:** Knowledge of various software development methodologies, such as Software Development Life Cycle Model (SDLC), Agile, Scrum, or Waterfall.
* **Software Design:** Skilled in software design principles and patterns such as Layered, Event-Driven, Broker, and Microservice.
* **Systems Integration:** Ability to design solutions that can seamlessly integrate with other systems, considering aspects like APIs, data interchange formats, etc.
* **DevOps:** Understanding of CI/CD (Continuous Integration and Continuous Deployment), containerization technologies like Docker, and orchestration systems like Kubernetes.
* **Security:** A strong understanding of cybersecurity principles, including how to design software and systems that protect data and maintain functionality, even when under attack.
* **Testing & Quality Assurance:** Experienced in various testing methodologies, including unit, integration, and system testing, as well as automated testing tools and frameworks. Strong understanding of quality assurance principles and practices to maintain high software standards.
* **ERP Systems Knowledge:** Experienced in working with ERP systems such as Oracle and SAP.
* **Regulatory Compliance:** Knowledge of key industry regulations and standards, ensuring that all process improvements meet compliance requirements.
* **Technical Writing:** Excellent technical writing abilities, with experience creating clear, concise documentation, process maps, and reports.
* **Project Management:** Familiar with project management tools such as JIRA and Trello, and methodologies such as Agile and Scrum to manage and implement process improvements effectively.

**Professional Membership & Misc. Activities**

* Member of Open Application Group Inc. (OAGi) Smart Manufacturing Working Group (invited expert), 2010-2022
* ETSI MTS Rapporteur for the IoT Security Testing Working Group, May 2022 - Present
* SIGSAC (ACM) and IEEE membership, 2009
* Program Committee member in the following conferences/workshops:
	+ I-ESA’18 Interoperability for Enterprise Systems and Applications (2018)
	+ 9th International Conference on Intelligent Systems (IEEE TEMS) (2018)
	+ 15th China-Europe International Symposium on Software Engineering Education (CEISEE 2019) (IEEE)
	+ The International Conference on Computational Science and its Applications (ICCSA 2020)
	+ Eclipse SAAM on Cloud 2022, Ludwigsburg, Germany (2022)
* Organizing co-chair: Artificial Intelligence, at 9th International Conference on Intelligent Systems (IEEE TEMS) (2018)
* Organizing-chair: Special session on Quality Optimization for Software Systems: Trade-offs between Runtime and Design-time Software Quality Attributes, held in conjunction with 15th China-Europe International Symposium on Software Engineering Education (CEISEE 2019) (IEEE)
* Organizing committee member: Software Development toolKit for Energy optimization and technical Debt elimination, SDK4ED workshop held in conjunction with HiPEAC, 2020
* Organizing committee member and chair: Interaction between Energy Consumption, Quality of Service, Reliability, Security, and Maintainability of Computer Systems and Networks (EQSEM), Organized by the Paris Scientific Center and the Institute of Theoretical and Applied Informatics (IITIS-PAN) Polish Academy of Sciences, 20-21 October 2020
* Organizing and programme committee member: EuroCybesec2021 Workshop, 25-26 October 2021, Nice, France
* Session chair: “Research for the Security of the IoT”, EuroCybesec2021 Workshop 25 October 2021, Nice, France
* Session chair: “Multi-stakeholders collaboration”, I-ESA’22, March 23rd -25th 2022, Valencia, Spain
* Organizing Committee Member: Eclipse SAAM on Cloud 2022, 25th October 2022, Ludwigsburg, Germany
* Panelist: Building the HSBooster.eu Standardization Training Academy – Experiences and lessons learned from standardization training in Europe. 27th September 2022, on-line event

**Awards & Certificates**

* Award for scientific work in IT domain - Diskobolos 2008., April 2008, Serbian Information Society and Serbian Chamber of Commerce
* Agile Crash Course: Agile Project Management; Agile Delivery, online Udemy, April 2021
* Applying Business Model Canvas, online Udemy, April 2021
* Architecting Production IoT Analytics, Pluralsight Skill Development, April 2021
* Microsoft Azure IoT Developer: Configure Physical IoT Devices, Pluralsight Skill Development, April 2021
* Ethical hacking: Evading IDS, Firewalls, and Honeypots, Pluralsight Skill Development, November 2021
* Postman – Intro to APIs (without coding), online Coursera, November 2021
* Threat Modelling Fundamentals, Pluralsight Skill Development, December 2021
* Monitoring & Telemetry for Production Systems, online Coursera, December 2021
* Elastic Stack: Getting Started, December 2021
* Mastering Digital Twins, online Coursera, March 2022
* Human-Centered Design, Pluralsight Skill Development, April 2022
* The Future of Work: Augmenting Human Intelligence with AI, April 2022
* Digital Manufacturing and Design, online Coursera, April 2022
* Digital Thread Components, online Coursera, Jun 2022
* Data Literacy Essentials: Decision Intelligence, Pluralsight Skill Development, Sep 2022
* Data Literacy Essentials: Augmented Analytics Best Practices, Pluralsight Skill Development, September 2022
* Data Literacy Essentials: Ethics in Augmented Analytics, September 2022
* Human Factors in AI, online Coursera, September 2022
* Business Analysis: Working with Stakeholders Using Elicitation and Collaboration, Pluralsight, October 2022
* Digital Manufacturing & Design Technology Specialization, University of Buffalo, USA, January 2023

**Selected Journal Papers**

* **Jankovic M**., Ljubičić M., Aničić N., Marjanović Z.: Enhancing BPMN 2.0 Informational Perspective to Support Interoperability for Cross-Organizational Business Processes, Computer Science and Information Systems, Special Issue on Collaborative e-Communities, Vol. 12, Number 3, pp. 1101-1120, 2015 (IF=0.477) (DOI: 10.2298/CSIS141112013J)
* Michalopoulos D., Mavridis I., **Jankovic M**.,: GARS: Real-Time System for Identification, Assessment and Control of Cyber Grooming Attacks, Computers&Security, Vol. 42, pp. 177-190, 2014 (IF=1.031)( doi:10.1016/j.cose.2013.12.004)
* Kehagias D., **Jankovic M**., Siavvas M., Gelenbe E., Investigating the Interaction between Energy Consumption, Quality of Service, Reliability, Security, and Maintainability of Computer Systems and Networks, Springer-Nature Computer Science (2020). DOI 10.1007/s42979-020-00404-8
* Siavvas M., Tsoukalas D., **Jankovic M.,** Kehagias D., Technical Debt as an Indicator of Software Security Risk: A Machine Learning approach for Software Development Enterprises, Enterprise Information Systems (TEIS) DOI 10.1080/17517575.2020.1824017 (IF=2.1), May 2022

**Selected Conference Papers**

* **Janković, M.,** N. Kefalakis, S. Tsekeridou. D. Kehagias. A Reference Architecture for Secure IoT. In Proceedings of ICIST 2023, Kopaonik, Serbia, March 13-15
* Ivezić, N., Jelisić, E., **Janković, M.,** Kulvatunyou, B., Kehagias, D., Marjanović, Z. Advancing Data Exchange Standards for Interoperable Enterprise Networks. In: Proceedings of Interoperability for Enterprise Systems and Applications Workshops co-located with I-ESA 2022, Valencia, Spain, March 23-25 2022, ISSN 1613-0073
* Jelisić, E., **Janković, M.,** Ivezić, N., Kulvatunyou, B., Kehagias, D., Marjanović, Z. Business context-based approach for Digital Twin services integration. In: Zdravković, M., Trajanović, M., Konjović, Z. (Eds.) ICIST 2022 Proceedings, pp.198-202, 2022
* Siavvas M., Tsoukalas D., Marantos C., Tsintzira A., **Jankovic M**., Soudris D., Chatzigeorgiou A., Kehagias D., The SDK4ED Platform for Embedded Software Quality Improvement – Preliminary Overview. 20th International Conference on Computational Science and its Applications (ICCSA'2020)
* **Jankovic M**., Siavvas M., Tsoukalas D., Kehagias D. (2020, November 17-20). Evaluating and Improving the Internal Security of OPC-UA based Software Applications, 10th International Conference on Interoperability for Enterprise Systems and Applications (I-ESA 2020), Trabes (France)
* E. Jelisic, N. Ivezic, B. Kulvatunyou, **M. Jankovic**, and Z. Marjanovic, A Two-Tiered Database Design Based on Core Components Methodology, in New Trends in Databases and Information Systems, Cham, 2019, pp. 350–361, doi: 10.1007/978-3-030-30278-8\_36.
* Siavvas, M., Tsoukalas, D., **Jankovic, M.,** Kehagias, D., Chatzigeorgiou, A., Tzovaras, D., Anicic, N. and Gelenbe, E., An Empirical Evaluation of the Relationship between Technical Debt and Software Security. 9th International Conference on Information Society and Technology (ICIST2019), March, 10 – 13, 2019.
* **Jankovic M**., Kehagias D., Siavvas M., Tsoukalas D., Chatzigeorgiou A. The SDK4ED Approach to Software Quality Optimization and Interplay Calculation. 15th China-Europe International Symposium on Software Engineering Education (CEISEE). May 30 – 31, 2019.
* Tsoukalas D., **Jankovic M**., Siavvas M., Kehagias D., Chatzigeorgiou A., Tzovaras D. On the Applicability of Time Series Models for Technical Debt Forecasting. 15th China-Europe International Symposium on Software Engineering Education (CEISEE). May 30 – 31, 2019.
* Siavvas, M., **Jankovic, M.**, Kehagias, D., & Tzovaras, D. (2018, September). Is Popularity an Indicator of Software Security? In 2018 International Conference on Intelligent Systems (IS) (pp. 692-697). IEEE.
* Tsoukalas, D., Siavvas, M., **Jankovic, M**., Kehagias, D., Chatzigeorgiou, A., & Tzovaras, D. (2018, September). Methods and Tools for TD Estimation and Forecasting: A State-of-the-art Survey. In 2018 International Conference on Intelligent Systems (IS) (pp. 698-705). IEEE.
* Ivezić N., Ljubičić M., **Jankovic M.,** Kulvatunyou B., Nieman S., Minakawa G.: Business Process Context for Message Standards. Proceedings of the BPM 2017 Industry Track co-located with the 15th International Conference on Business Process Management (BPM 2017)
* **Jankovic M**., Ljubičić M., Aničić N., Marjanović Z.: Enhancing BPMN 2.0 Informational Perspective to Support Interoperability for Cross-Organizational Business Processes, Proceedings: ICIST 2014 4th International Conference on Information Society and Technology, , Zdravković M., Trajanović, M., Konjović, Z. (Eds.), Society for Information Systems and Computer Networks, pp. 278-284, 2014, (ISBN: 978-86-85525-14-8)
* **Jankovic M**., Koković Z., Ljubičić V., Marjanović Z., Knothe T.: Enterprise Modeling Based Application Development for Interoperability Problem Solving, Monograph: K.Mertins, R. Ruggaber, K. Popplewell, X.Xu (Eds.):Enterprise Interoperability III: New Challenges and Industrial Approaches, Springer London, pp. 547-558, 2008 (ISBN 978-1-84800-220-3; DOI 10.1007/978-1-84800-221-0\_43)
* **Jankovic M**., Marjanović Z., Knothe Т., Snack P.: Using POP\* as an Exchange Model: A Case Study, Monograph: P. Cunningham and M. Cunningham (Eds.): Expanding the Knowledge Economy: Issues, Applications, Case Studies, IOS Press, Netherlands , Volume 4, Part 1, pp. 162-169, 2007 (ISBN 978-1-58603-801-4)
* **Jankovic M.,** Ivezić N., Knothe T., Marjanović Z., Snack P.: A Case Study in Enterprise Modeling for Interoperable Cross-Enterprise Data Exchange, Monograph: R. J. Goncalves, J. P. Muller, K. Mertins and M. Zelm (Eds.): Enterprise Interoperability II: New Challenges and Approaches, Springer, London, pp. 541-552, 2007 (ISBN- 978-1-84628-857-9; DOI 10.1007/978-1-84628-858-6\_59)

**Book**

* E. Gelenbe, **M. Jankovic**, D. Kehagias, A. Marton, and A. Vilmos, Eds., Security in Computer and Information Sciences: Second International Symposium, EuroCybersec 2021, Nice, France, October 25–26, 2021, Revised Selected Papers, vol. 1596. Cham: Springer International Publishing, 2022. doi: [10.1007/978-3-031-09357-9](https://doi.org/10.1007/978-3-031-09357-9)

**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