

Guidance on how to submit comments and cast votes



Guidance Overview

● E-Approval tool

- How to access the approval process in progress
- Where to download the deliverable
- How to submit comments and cast votes
- See the results

● Access Notifications with NSO's Toolkit

● Contact

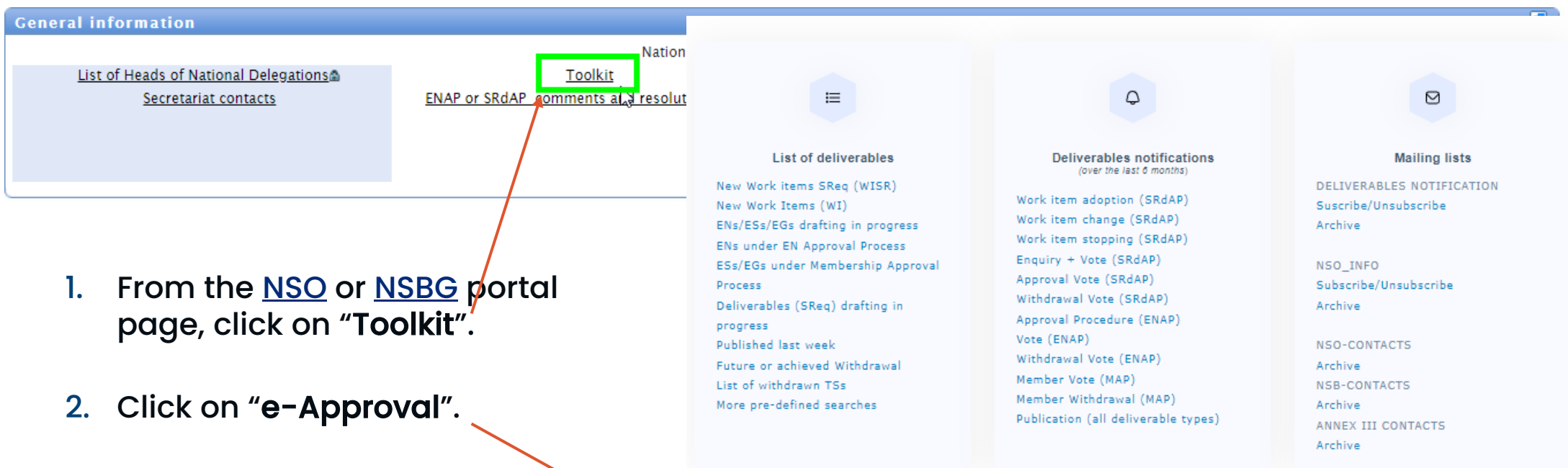
E-Approval tool

1. First of all, log on to the ETSI Portal
<https://portal.etsi.org/home.aspx>
2. Click on "Manage"
3. Select "Approve"
4. And "E-Approval"



The screenshot shows the ETSI Portal interface. The top navigation bar includes links: Home, Resources, People, **Manage**, Services, IPR, Search, Events, editors, Help, and WEBstore. The 'Manage' menu is expanded, showing options: Approve, Access, My details, TB Membership, Mailing Lists, Meetings, View room allocation, OSL, OSM, TFS, and **E-Approval**. The 'E-Approval' option is highlighted with a green box. Below the navigation bar, there is a grid of various ETSI groups and committees, including BOARD, E3MAG, CABLE, CYBER, LI, MSG, SmartM2M, STQ, ISC, MEC, ZSM, OCF, and others. The main content area is titled 'General information' and contains links for National Standards Organisations, including NSOs' details and standardization activities, List of Heads of National Delegations, Secretariat contacts, Toolkit, ENAP or SRdAP comments resolution report, Forms for the Reg. reporting 1025/2012, Communication, Compared ENs, Statistics, ETSI-NSO Agreement, NSO Guide, and Directives.

E-Approval tool – or from the toolkit



General information

[List of Heads of National Delegations](#)
[Secretariat contacts](#)

[Toolkit](#)

[ENAP or SRdAP comments and resolutions](#)

List of deliverables

- New Work items SReq (WISR)
- New Work Items (WI)
- ENs/ESs/EGs drafting in progress
- ENs under EN Approval Process
- ESs/EGs under Membership Approval Process
- Deliverables (SReq) drafting in progress
- Published last week
- Future or achieved Withdrawal
- List of withdrawn TSs
- More pre-defined searches

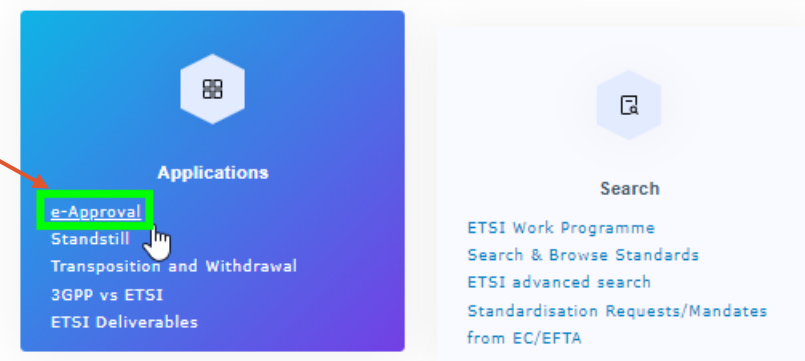
Deliverables notifications
(over the last 6 months)

- Work item adoption (SRdAP)
- Work item change (SRdAP)
- Work item stopping (SRdAP)
- Enquiry + Vote (SRdAP)
- Approval Vote (SRdAP)
- Withdrawal Vote (SRdAP)
- Approval Procedure (ENAP)
- Vote (ENAP)
- Withdrawal Vote (ENAP)
- Member Vote (MAP)
- Member Withdrawal (MAP)
- Publication (all deliverable types)

Mailing lists

- DELIVERABLES NOTIFICATION
Subscribe/Unsubscribe
Archive
- NSO_INFO
Subscribe/Unsubscribe
Archive
- NSO-CONTACTS
Archive
- NSB-CONTACTS
Archive
- ANNEX III CONTACTS
Archive

1. From the [NSO](#) or [NSBG](#) portal page, click on “Toolkit”.
2. Click on “e-Approval”.
3. Then log on to the Portal.



Applications

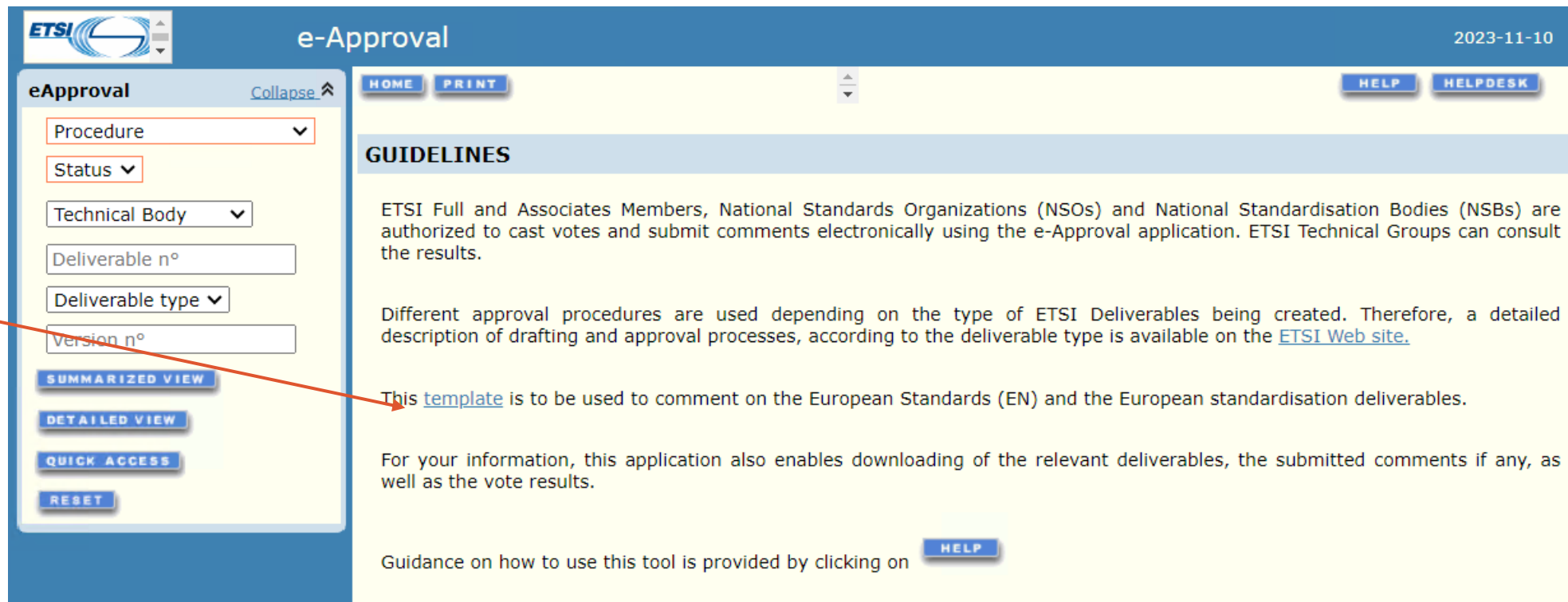
- [e-Approval](#)
- Standstill
- Transposition and Withdrawal
- 3GPP vs ETSI
- ETSI Deliverables

Search

- ETSI Work Programme
- Search & Browse Standards
- ETSI advanced search
- Standardisation Requests/Mandates from EC/EFTA

E-Approval tool – home page

For your information, the **TEMPLATE** to submit comment can be downloaded by clicking here.



e-Approval [Collapse](#)

Procedure

Status

Technical Body

Deliverable n°

Deliverable type

Version n°

[SUMMARIZED VIEW](#)

[DETAILED VIEW](#)

[QUICK ACCESS](#)

[RESET](#)

GUIDELINES

ETSI Full and Associates Members, National Standards Organizations (NSOs) and National Standardisation Bodies (NSBs) are authorized to cast votes and submit comments electronically using the e-Approval application. ETSI Technical Groups can consult the results.

Different approval procedures are used depending on the type of ETSI Deliverables being created. Therefore, a detailed description of drafting and approval processes, according to the deliverable type is available on the [ETSI Web site](#).

This [template](#) is to be used to comment on the European Standards (EN) and the European standardisation deliverables.

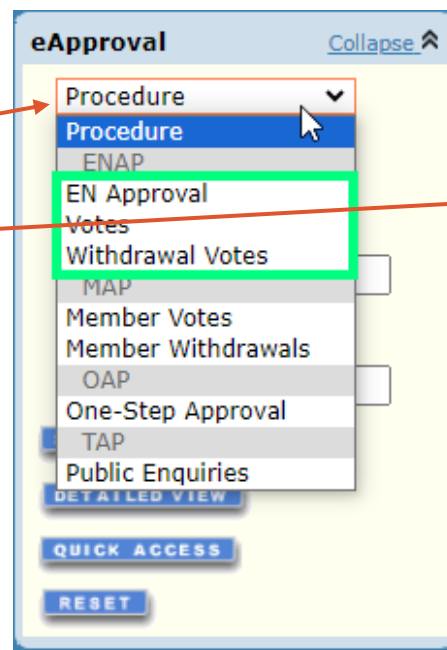
For your information, this application also enables downloading of the relevant deliverables, the submitted comments if any, as well as the vote results.

Guidance on how to use this tool is provided by clicking on [HELP](#)

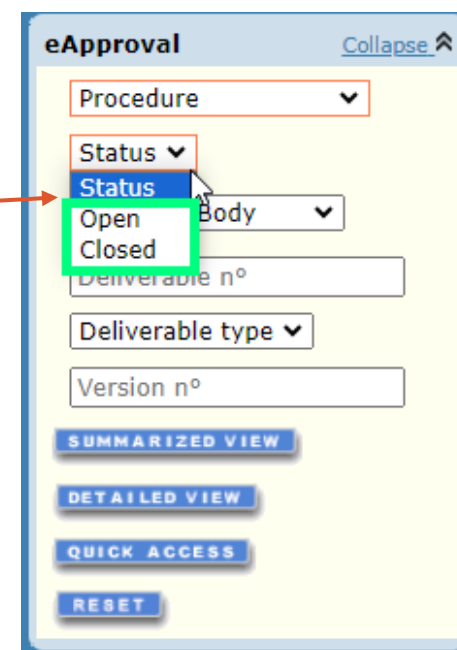
E-Approval tool

Select the appropriate
“approval procedure”
and “status”.

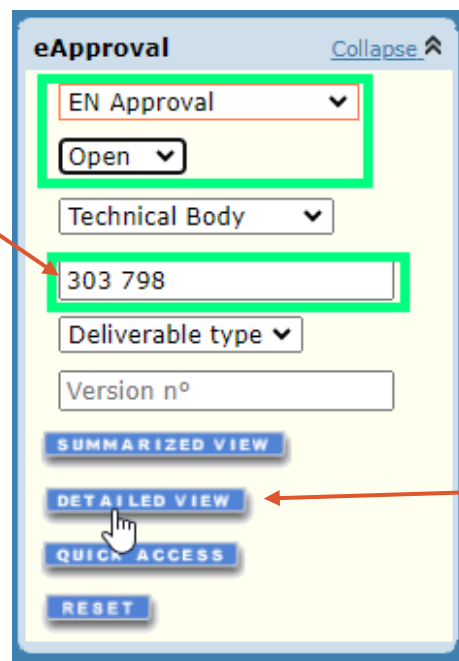
You can also specify the
ETSI deliverable number
in “Deliverable n°”.



The screenshot shows the 'eApproval' interface with the 'Procedure' dropdown menu open. The menu lists several options: Procedure, ENAP, EN Approval (highlighted with a green box), Votes, Withdrawal Votes, MAP, Member Votes, Member Withdrawals, OAP, One-Step Approval, TAP, and Public Enquiries. Below the menu are buttons for 'DETAILED VIEW', 'QUICK ACCESS', and 'RESET'.



The screenshot shows the 'eApproval' interface with the 'Status' dropdown menu open. The menu lists two options: Open (highlighted with a green box) and Closed. Below the menu are buttons for 'SUMMARIZED VIEW', 'DETAILED VIEW', 'QUICK ACCESS', and 'RESET'.



The screenshot shows the 'eApproval' interface with the 'Deliverable n°' field filled with the value '303 798' (highlighted with a green box). Below the field are buttons for 'SUMMARIZED VIEW', 'DETAILED VIEW', 'QUICK ACCESS', and 'RESET'.

Then click on “detailed view”.

E-Approval tool – DETAILED view

This is where the “approval procedure” is indicated

[VA] OPEN Approval vote

DETAILED VIEW

Here are the details of the opening and closing dates.

VA 20231218

OPENED on 2023-10-19 at 08:00 GMT

1 EN [.zip package]

CLOSING on 2023-12-18 at 17:30 GMT

1 documents in all VA

Download the ETSI EN

1/1

ETSI Document number:

[ETSI EN 302 208 V3.4.1 \(2023-10\)](#)

[CAST](#)

Work Item Reference:

REN/ERM-TG34-270

Technical Body:

ERM RF Identification Devices

Title:

Radio Frequency Identification Equipment operating in the band 865 MHz to 868 MHz with power levels up to 2 W and in the band 915 MHz to 921 MHz with power levels up to 4 W;
Harmonised Standard for access to radio spectrum

Mandate:

M/536

Harmonised Standard

[Translated title](#)

1 documents in all VA

E-Approval tool – DETAILED view

The **detailed view** mode, gives the possibility to sort the results by action number, Technical Body name or ETSI document number:

[ENAP] OPEN Public Enquiry / Weighted National Voting procedure
DETAILED VIEW

VOTE CAST on behalf of Virtual NSO

AP 20230921

OPENED on 2023-06-23 at 08:00 GMT

AP 20230921 ▼

Filter by Action Number

All

AP 20230914

AP 20230921

AP 20230926

AP 20231003

AP 20231004

AP 20231024

Filter by Technical Body ▼

All

BRAN

EE 01

ERM TGAERO

ERM WGEMC

ESI

all ENAP

Filter by Document Number ▼

Filter by Document Number

All

ETSI EN 300 019-2-6 V3.0.7 (2023-07)

ETSI EN 301 489-17 V3.2.6 (2023-06)

ETSI EN 303 213-5-1 V2.0.0 (2023-07)

ETSI EN 303 363-2 V1.0.0 (2023-06)

ETSI EN 303 753 V1.0.0 (2023-06)

ETSI EN 319 411-1 V1.4.0 (2023-07)

ETSI EN 319 411-2 V2.5.0 (2023-07)

ETSI EN 319 412-1 V1.5.0 (2023-06)

ETSI EN 319 412-2 V2.3.0 (2023-06)

ETSI EN 319 412-3 V1.3.0 (2023-06)

ETSI EN 319 412-4 V1.3.0 (2023-06)

ETSI EN 319 412-5 V2.4.0 (2023-06)

1/5 ETSI Document number: [ETSI EN 319 412-1 V1.5.0 \(2023-06\)](#)

Work Item Reference: REN/ESI-0019412-1v151

Technical Body: Electronic Signatures and Infrastructures

Title: Electronic Signatures and Infrastructures (ESI);
Certificate Profiles;
Part 1: Overview and common data structures

E-Approval tool – SUMMARIZED view

Use the “**summarized**” view to vote for multiple items simultaneously, by clicking on “**CAST MULTIPLE VOTES**” button at the bottom of the page.

However, this mode **does not allow the possibility of submitting comments**, therefore, it is impossible to cast a vote “NOT IN FAVOUR”.

AP 20240103		5 ENs [.zip package]
OPENED on 2023-10-05 at 08:00 GMT		CLOSING on 2024-01-03 at 17:30 GMT
3	ETSI EN 319 522-1 V1.2.0 (2023-10)	<input type="radio"/> IN FAVOUR <input checked="" type="radio"/> ABSTAIN CAST
4	ETSI EN 319 522-2 V1.2.0 (2023-10)	<input type="radio"/> IN FAVOUR <input checked="" type="radio"/> ABSTAIN CAST
5	ETSI EN 319 522-3 V1.2.0 (2023-10)	<input checked="" type="radio"/> IN FAVOUR <input type="radio"/> ABSTAIN CAST
6	ETSI EN 319 532-3 V1.3.0 (2023-10)	<input checked="" type="radio"/> IN FAVOUR <input type="radio"/> ABSTAIN CAST
7	ETSI EN 319 532-4 V1.3.0 (2023-10)	<input type="radio"/> IN FAVOUR <input checked="" type="radio"/> ABSTAIN CAST
AP 20240114		1 EN [.zip package]
OPENED on 2023-10-16 at 08:00 GMT		CLOSING on 2024-01-15 at 17:30 GMT
8	ETSI EN 319 142-1 V1.2.0 (2023-10)	<input type="radio"/> IN FAVOUR <input checked="" type="radio"/> ABSTAIN CAST
CAST MULTIPLE VOTES RESET		

E-Approval tool – Cast votes / submit comments

To cast a vote and/or submit comments, click on “CAST”.

VA 20231218
1 EN [\[.zip package\]](#)

OPENED on 2023-10-19 at 08:00 GMT
CLOSING on 2023-12-18 at 17:30 GMT

1 documents in all VA

1/1	<p>ETSI Document number:</p> <p>Work Item Reference:</p> <p>Technical Body:</p> <p>Title:</p> <p>Mandate:</p> <p>Harmonised Standard</p>	<p>ETSI EN 302 208 V3.4.1 (2023-10)</p> <p>REN/ERM-TG34-270</p> <p>ERM RF Identification Devices</p> <p>Radio Frequency Identification Equipment operating in the band 865 MHz to 868 MHz with power levels up to 2 W and in the band 915 MHz to 921 MHz with power levels up to 4 W; Harmonised Standard for access to radio spectrum</p> <p>M/536</p>
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[Translated title](#)

E-Approval tool – Cast votes / submit comments

If the title has already been translated by the organisation, a text will indicate it. There is no need to submit it a second time.

There are three possible voting choices:

If the vote is “NOT IN FAVOUR”, then it is imperative to explain why.

It is requested to indicate if any of the comments are technical.

i It is mandatory to cast a vote to validate a comment

VA 20231218
OPENED on 2023-10-19 at 08:00 GMT

CLOSING on 2023-12-18 at 17:30 GMT

ETSI Document number: [ETSI EN 302 208 V3.4.1 \(2023-10\)](#)
Work Item Reference: REN/ERM-TG34-270
Technical Body: ERM TG34 ERM RF Identification Devices
Title: Radio Frequency Identification Equipment operating in the band 865 MHz to 868 MHz with power levels up to 2 W and in the band 915 MHz to 921 MHz with power levels up to 4 W;
Harmonised Standard for access to radio spectrum

Harmonised Standard

* Translated title already available from an earlier version of this EN

Vote

☐ IN FAVOUR
☐ NOT IN FAVOUR
☐ ABSTAIN

Are you submitting any Technical Comment⁽¹⁾ ? ☐ Yes ☒ No

⁽¹⁾**Technical Comment:** a comment which proposes a technical change in an ETSI deliverable. A technical change is one which, implicitly or explicitly, adds, removes or modifies provisions of the deliverable. NOTE: technical changes can result in modified behavior of equipment or systems designed to be conformant to that deliverable.

E-Approval tool – Cast votes / submit comments

Please use the [TEMPLATE](#) made available on the home page of the e-Approval tool. The link is also provided in the email automatically sent at the closure of the approval procedure and from the NSO and NSB page.

Your report will be used by the Technical Group to compile all the comments submitted and upload the file report on the tool.

Template for ENAP or SRdAP comments and Resolution Reports

<action type> <action number>: Comments on Draft ETSI EN <ETSI number> V<#>
<Deliverable Title>
<TB information>

Example:

AP 20180130: Comments on Draft EN 302 454 v.2.2.0
Meteorological Aids (Met Aids);
Radiosondes to be used in the 1 668,4 MHz to 1 690 MHz frequency range;
Harmonised Standard for access to radio spectrum
ERM TGAERO Aeronautics

Note to TBs:

Please identify for each comment whether it has been **Noted**, **Accepted**, **Accepted with modifications** or **Rejected** and, for Technical Comments, give some short explanation.

NSO/NSB	Clause/ Sub-Clause	Paragraph Figure/ Table	Type of comment <Technical ⁽¹⁾ or Non- Technical>	COMMENTS	Proposed change	OBSERVATIONS on each comment submitted

⁽¹⁾**Technical Comment:** a comment which proposes a technical change in an ETSI deliverable. A technical change is one which, implicitly or explicitly, adds, removes or modifies provisions of the deliverable.

NOTE: Technical changes can result in modified behavior of equipment or systems designed to be conformant to that deliverable.

E-Approval tool – To consult the results

When an approval procedure is closed, it is possible to see the results by clicking on the « glass ».

It is possible to download the TB resolution meeting report.

See the title's translations and see if any technical comments have been submitted.



The screenshot displays the results of an approval procedure. It includes a table with the following information:

1/1	ETSI Document number:	ETSI EN 303 213-5-1 V2.0.0 (2023-07)
	Work Item Reference:	REN/ERM-TGAERO-100
	Technical Body:	Aeronautics
	Title:	Advanced Surface Movement Guidance and Control System (A-SMGCS); Part 5: Harmonised Standard for access to radio spectrum for Multilateration (MLAT) equipment; Sub-part 1: Receivers and Interrogators
	Mandate:	M/536
	Harmonised Standard	Approved - no technical comments

Annotations on the screenshot include:

- A red arrow pointing from the text « glass » to a magnifying glass icon in a pink oval.
- A red arrow pointing from the text « download the TB resolution meeting report » to a green box containing the link « Download TB resolution meeting report ».
- A red arrow pointing from the text « see if any technical comments have been submitted » to a green box containing the text « Approved - no technical comments ».
- A green box containing the link « Translated title ».

If no comments have been submitted, the results of the national positions will be displayed at the closure of the procedure.

In case one or several comments have been submitted, the results will only be displayed after the **categorization of comments assessment** has been validated by the responsible ETSI Technical Officer.

E-Approval tool – Results

This is how the results are displayed.

Final compiled results Download Results							
	IN FAVOUR	NOT IN FAVOUR	ABSTAIN	Total			
	E.U. + EFTA countries	E.U. + EFTA countries	E.U. + EFTA countries	E.U. + EFTA countries			
Count	12	0	14	26			
Percentage	46,15%	0,00%	53,85%	100%			
Weighted count	140	0	147	287			
Weighted percentage	48,78%	0,00%	51,22%	100%			
Results for E.U. + EFTA countries only 100,00%							
<div>APPROVED - NO TECHNICAL COMMENTS</div>							
Final Participation Rate							
E.U. + EFTA countries	Participation Rate		Weighted Participation				
	Number of Participating E.U. + EFTA countries	26	Sum of Participating E.U. + EFTA countries Weights	287			
	<div><div></div><div></div></div> = <div></div> = 96,30%		<div><div></div><div></div></div> = <div></div> = 98,97%				
	Number of E.U. + EFTA countries	27	Sum of E.U. + EFTA countries Weights	290			
Quorum1(98,97)							
Final Detailed Results Collapse							
	Date	Comments	Organisation	Country	Voting Weight	Vote Cast	Voter
1	2023-07-05 10:57:34	None	DPS	AL	4	IN FAVOUR	Arjana LLANGOZI
2	2023-09-12 13:24:59	None	OVE	AT (E.U.)	10	IN FAVOUR	Andreas HRANEK

Notification – details

NSOs' toolkit

If you have any questions or would like further information, please feel free to contact us (webvote-contact@etsi.org), we will always be pleased to assist.

The ETSI Deliverables notifications are available via the NSOs' toolkit.

<https://portal.etsi.org/TB-SiteMap/NSO/NSOs-toolkit>





List of deliverables

- New Work items SReq (WISR)
- New Work Items (WI)
- ENs/ESs/EGs drafting in progress
- ENs under EN Approval Process
- ESs/EGs under Membership Approval Process
- Deliverables (SReq) drafting in progress
- Published last week
- Future or achieved
- Withdrawal
- List of withdrawn TSs
- More pre-defined searches



Deliverables notifications *(over the last 6 months)*

- Work item adoption (SRdAP)
- Work item change (SRdAP)
- Work item stopping (SRdAP)
- Enquiry + Vote (SRdAP)
- Approval Vote (SRdAP)
- Withdrawal Vote (SRdAP)
- Approval Procedure (ENAP) Vote (ENAP)
- Withdrawal Vote (ENAP)
- Member Vote (MAP)
- Member Withdrawal (MAP)
- Publication (all deliverable types)



Mailing lists

- DELIVERABLES NOTIFICATION
- Suscribe/Unsubscribe Archive
- NSO_INFO
- Subscribe/Unsubscribe Archive
- NSO-CONTACTS
- Archive
- NSB-CONTACTS
- Archive

Notification – details

It is not necessary to log on to access information via the ETSI Deliverables application. Clicking on the “link”, will display the notification.

<https://webapp.etsi.org/deliverables/>

Deliverables
(available last six months)

ENAP (EN)
[Approval](#)
[Vote](#)
[Withdrawal](#)

MAP (ES/EG)
[Approval](#)
[Withdrawal](#)

SRdAP (EN/ES/EG/TR/TS/SR)
[WISR Adoption](#)
[WISR Change](#)
[WISR Stopping Enquiry + Vote](#)
[Approval Vote](#)
[Withdrawal](#)

[Published \(all types\)](#)

ENs & European Standardisation deliverables linked to a Standardisation Request
sent on Approval Vote since 2023-04

RSS
?

Procedure No	End date (CCYY-MM-DD)
20231218	2023-12-18

ETSI deliverables

VA 20231218 from 2023-10-19 to 2023-12-18	va20231218_01.zip (1193 kb)
Document number / Work item / Technical Body (WG)	Title
ETSI EN 302 208 V3.4.1 (2023-10) - (1289 kb) - 71 pages REN/ERM-TG34-270 ERM TG34	Radio Frequency Identification Equipment operating in the band 865 MHz to 868 MHz with power levels up to 2 W and in the band 915 MHz to 921 MHz with power levels up to 4 W; Harmonised Standard for access to radio spectrum
1 deliverable in total Query executed on Wed, 18 Oct 2023 15:00:00 GMT	
Use ETSI TB decision tool to cast your vote and submit comments	

Notification – details

It is not necessary to log on to access information via the ETSI Deliverables application. Clicking on the “link”, will display the notification.

<https://webapp.etsi.org/deliverables/>

Deliverables (available last six months)

ENAP (EN)

[Approval](#)
[Vote](#)
[Withdrawal](#)

MAP (ES/EG)

[Approval](#)
[Withdrawal](#)

SRdAP (EN/ES/EG/TR/TS/SR)

[WISR Adoption](#)
[WISR Change](#)
[WISR Stopping](#)
[Enquiry + Vote](#)
[Approval Vote](#)
[Withdrawal](#)

[Published \(all types\)](#)

ENs & European Standardisation deliverables linked to a Standardisation Request sent on WISR Adoption since 2023-04

RSS ?

Procedure No	End date (CCYY-MM-DD)
20231105	2023-11-05
20231103	2023-11-03

ETSI deliverables

WA 20231103 from 2023-10-24 to 2023-11-03	wa20231103_01.zip (353 bytes)
WISR / Technical Group	Title
DEN/MSG-TFES-1505 Proposed NWI to develop an Harmonised Standard for Aerial UE MSG TFES	IMT cellular networks; Harmonized Standard for access to radio spectrum; Part 26: Aerial User Equipment (UE)
1 WISR in total Query executed on Wed, 24 Oct 2023 00:00:00 GMT	
Use ETSI TB decision tool to cast your vote and submit comments	

Information

European standardisation deliverables and European Standards sent on approval phases are also displayed on the Portal home page.

Home | Resources | People | Services | IPR | Manage | Search | Events | editors | Help | WEBStore

BOARD	ESMAG	FC	GA	IPR	OCG	3GPP	oneM2M	ATTM	BRAN	BROADCAST
CABLE	CYBER	DECT	EE	eHEALTH	EMTEL	ERM	ESI	HF	INT	ITS
LI	MSG	MTS	RRS	RT	SAFETY	SAGE	SAI_TC	SES	SET	SmartBAN
SmartM2M	STQ	TCCE	TSA	USER	ARF	COM	CIM	ENI	ETI	F5G
ISC	MEC	mWT	NFV	MIN	OEU	PDL	QKD	RIS	SAI	Thz
ZSM	OSL	OSM	TFS	C_Letter	NSBG	NSO	STF	WORKSHOP		

Show/Hide groups

Meeting Calendar

New meeting Export list

Top 5 upcoming meetings for which I am registered ([Show all](#))

Meeting ID	Meeting Name	Start Date	End Date	Actions
NSO-meeting#07-2023		2023-10-30	10-30	🔗 ⋮
BOARDPROCESS#120	New	2023-11-06	11-06	🔗 ⋮
NSO-meeting#08-2023		2023-11-13	11-13	🔗 ⋮
NSO#84		2023-11-27	11-27	🔗 ⋮
WORKSHOP-ETSI Staff Meeti...		2023-12-05	12-05	🔗 ⋮

Groups: More Options

ETSI News

- [ETSI's Security Conference Navigates Next Generation Technologies](#)
- [ETSI's Securing AI group becomes a Technical Committee to help ETSI to answer the EU AI Act](#)
- [ETSI mission-critical Plugtests event tests direct-mode communication](#)
- [ETSI's Zero-touch network Service Management group renewed for two years](#)
- [New White Paper Explores ETSI TeraFlowSDN Alignment with TIP OOPT MUST Requirements](#)
- [ETSI faced a cyberattack](#)
- [ETSI releases standard for IT solution providers to comply with EU regulation on electronic signatures in email messages](#)
- [Linux Foundation and ETSI Further Collaborate to Drive Harmonization Across Open Source and Open Standards](#)
- [ETSI releases World-First Report to Mitigate AI-Generated Deepfakes](#)
- [ETSI interop event for future rail communication reports a success rate of 86%](#)
- [ETSI Reaches F5G Release 2 Milestone, Boosting Fixed Networks](#)
- [ETSI Open Source MANO announces Release FOURTEEN providing a new scalable architecture for service assurance](#)
- [ETSI launches First Software Development Group](#)
- [ETSI and TCCA Statement to TETRA Security Algorithms Research Findings Publication on 24 July 2023](#)

IPR

ETSI IPR database

Select one of the following links to access to ETSI IPR Database:

- Get an overview on declared standards and IPR: [Dynamic Reporting](#)
- Find specific IPR declarations: [Search IPR Declarations](#)
- Submit new IPR declarations: [Create 'Information Statement and Licensing Declaration' \(ISLD\)](#)
- Submit new IPR declarations: [Create 'General Declaration' \(GD\)](#)
- Access the ETSI Special Report (SR) 000 314: [ETSI SR 000 314](#)

ETSI Membership Information

Please choose the type of information you wish to view about ETSI Membership

- [Names, Countries \[& Category for ETSI Members \]](#)
- [NSO Details \(Organizations, Addresses, Phones/Faxes, Emails & Official Contacts\)](#)
- [Names, Status, \(Voting weights for ETSI Members\) & Official Contacts \(Restricted to Members, Associate Members, Counsellors, Observers & TB Officials\)](#)
- [3GPP Membership Information](#)

Publications

Select date: 16-22 Oct 2023 OK

- 66 document(s) published
- 1 document(s) sent on AP
- 1 document(s) sent on Approval Vote

Publications

Select date: 16-22 Oct 2023 OK

- 66 document(s) published
- 1 document(s) sent on AP
- 1 document(s) sent on Approval Vote

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If you need further details, please contact us at
webvote-contact@etsi.org