



STF516 – (TCs ATTM, EE, CABLE) on Mandate M/462 Efficient energy use in fixed and mobile ICT networks

Participants

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1 Welcome, logistics, approval of the agenda

The participants made a short presentation.
The TB Chairman, chaired the meeting.
The agenda was approved.

2 STF concept

Alberto Berrini made a short presentation of the STF concept. Details on the STF working methods can be found on the ETSI Portal: <https://portal.etsi.org/STF/STFs/Summary.aspx>

3 STF funding, EC/EFTA contract requirements

Funding for this STF is provided by EC/EFTA under Grant Agreement SA/ETSI/GROW/462/2015-06, under the “lump-sum” contractual regime. The cost of the Action Grant is estimated on the basis of the number of “units” at the rate of 619,15 €/unit. This includes service contracts, travels and any other cost. ETSI is responsible to split the total cost between the budget lines.

The maximum total cost for this Action Grant is **371 490 €** (600 units * 619,15 €/unit).

The initial budget split is as follows:

- Service Contract budget 360 000 €
- Travel budget 11 490 €

Workshops and other events must be organized at zero additional cost, in the ETSI premises or on the invitation of the EC/EFTA or other stakeholders.

The Grant Agreement has been signed in June. The start date is **1 July 2016**. The end date is **30 June 2018** (24 months duration).

The STF requirements are defined in the Technical Annex of the Grant Agreement and have been reproduced in the ToR.

The STF will provide the deliverables required in the ToR and, in addition, the Progress Reports to the reference TCs according to the milestones schedule that will be agreed in this meeting, an Interim Report and a Final Report for the EC/EFTA:

- Interim Report to be delivered to EC/EFTA before **31 August 2017** (14 months after start)
- Final Report to be delivered to EC/EFTA before **30 June 2018** (24 months after start)

All deliverables must be published before the delivery of the Final Report.

The Final Report must include the assessment of the “performance indicators” defined in the ToR.

The *Service Contracts budget* will be allocated according to the proposals received from the applicants answering the Call for Expertise in CL16_3280 and taking into account any additional agreements that may result from this meeting. The Service Contracts budget includes the travel cost that is necessary to perform the work and, in particular, the travel cost to join working sessions with other contractors.

The travel budget will be used to reimburse the real cost for additional travels that will be requested by ETSI to represent the STF in meetings of the reference TC or other TBs and/or to present the STF results in other events or collect information from stakeholders.

These travels must be approved in advance by ETSI.

Travels outside the CEPT area must also have the preliminary endorsement of the EC.

Travels already identified in the ToR can be approved on the basis of the compatibility with the travel budget. Possible need for additional travels must be properly justified.

The STF Leader will normally represent the STF, however, he may delegate other experts to attend or require the participation of other experts, when their specific competence is necessary.

4 Support from the Secretariat

The Technical Officer (Martin Arndt for ATTM, Marcello Pagnozzi for EE and Chantal Bonardi for CABLE) will provide support to review the draft deliverables, present documents to the reference TC, organize and support meetings with the Steering Committee.

The editHelp team (edithelp@etsi.org) can provide support for the application of the editing rules and deliverables processing.

The STF Manager (Alberto Berrini) is responsible to ensure that the STF work is completed on time and on budget. In consultation with the reference TC, he is responsible to manage the resources allocation in the Service Contracts the request for travels intermediate milestones and, if necessary, take the corrective actions, in agreement with the reference TCs.

The STF Support Team (STFLINK) is responsible for the administration of the STF and to support the daily work. The STF Support Team will organize the signature of contracts, opening of IT services, provide logistic support for the STF sessions in ETSI and set-up GoToMeeting for on-line sessions.

The STF Support Team can also give advice on the application of the ETSI rules for the reimbursement of travels, the record of time spent and will send templates of the Progress, Interim and Final Reports.

The STF Support Team will also manage the reimbursement of the travel cost to attend this Preparatory Meeting, as indicated in the invitation.

Thierry Comont will be the person in charge of the direct support to this STF. You can contact him/her directly or address the Support Team mailbox stflink@etsi.org.

If necessary, the STF Support Team may organize a training session on the use of ETSI administrative tools.

5 Reimbursement of travel cost for Preparatory Meeting

As indicated in the invitation, ETSI will reimburse the travel and subsistence cost for the candidates who have come especially to attend the Preparatory Meeting (arrival and departure dates corresponding to the minimum period necessary to attend the meeting).

Reimbursement will be made against justification bills and according to the [ETSI travel reimbursement rules](#): cheapest flights, public transportation (unless taxi required, due to arrival/departure time), max 150 €/night accommodation and 80 € for two meals).

The [Travel Expenses Reimbursement form](#) must be sent to STFLINK, either with an invoice from the Company and copies of the bills or as direct reimbursement to the experts, with the original bills attached.

Note: ETSI will reimburse travel cost only within Europe (CEPT countries). Experts from other countries may join the meeting by audio conference

6 STF Terms of Reference

The ToR for the STF reproduce the content of the Technical Proposal that has been accepted by the EC/EFTA, taking into account that the Action will start on **1 July 2016** (the first day of the month that follows the of signature of the Grant Agreement). The requirements in the ToR are therefore binding to respect the contractual engagements with EC/EFTA.

7 Allocation of tasks and resources

The proposals received in response to CL16_3280 have been reviewed in coordination between the ETSI Secretariat and the Officials of the reference TCs, according to the criteria defined in the Call for Expertise. A short list has been made and the selected applicants have been invited to this meeting.

The ETSI Secretariat has presented a preliminary proposal for the allocation of tasks. This has been discussed in the meeting and the following initial allocation has been agreed:

STF budget per task				% of task covered								
STF budget				CNIT	e-Ready Building	IT Manag. Serv.	Nokia NWS	Orange	Orange	E3HS	Ericsson	
Task	TC	Task name	STF budget	Raffaele Bolla	Michael Gilmore	Simon Khang	Hans-Otto Scheck	Guillaume Gerard	Gilles Dretsch	Henry Wang	Daniel Diana voluntary	Total task %
T0		Project Management and reporting (STF Leader)	47 000		53%							53%
D01	ATTM	Broadband Deployment & Lifecycle Resource Management; ICT Sites	15 900		19%							19%
D02	ATTM	Energy management; Global KPIs; Operational infrastructures; General requirements	10 400	26%	19%			23%				69%
D03	ATTM	Energy management; Global KPIs; Operational infrastructures; Specific requirements; ICT Sites	10 400		19%			23%				42%
D04	ATTM	Energy management; Global KPIs; Operational infrastructures; Specific requirements; Global KPI for ICT Sites	15 900		19%			66%				85%
D05	EE	Measurement Process for Energy Efficiency KPI for Servers	31 300		6%					94%		100%
D06	ATTM	Energy management; Global KPIs; Operational infrastructures; Specific requirements; Fixed Broadband access networks	15 900	33%	67%							100%
D07	CABLE	Energy management; Global KPIs; Operational infrastructures; Specific requirements; Cable access networks	15 900		19%	81%						100%
D08	ATTM	Energy management; Global KPIs; Operational infrastructures; Specific requirements; Mobile access networks	31 300	18%	19%							37%
D09	EE	Measurement Process for Energy Efficiency KPI for RAN Equipment	78 300	11%	3%		13%				4%	30%

Some tasks are not be fully covered in this initial allocation. A second Call for Expertise will be issued in order to complete the team

The ETSI Secretariat will negotiate with each provider the financial terms of the Service Contracts, based upon the proposals received and compatibly with the maximum budget available. Before issuing the contracts, the ETSI Secretariat will make individual offers that will be reviewed and confirmed by the contract department of each partner.

8 STF Leader

It has been agreed that e-Ready Building will appoint a contact person (Michael Gilmore) to act as STF Leader, with the responsibilities defined in the [STF working procedures](#).

9 Performance Indicators

The STF Leader will collect the information necessary to report on the achievement of the Performance Indicators in the Final Report. This includes, in particular, the record of the working days spent by each contractor, for statistical evaluation.

Performance Indicators are expressed in qualitative and quantitative terms, according to their nature.

The Performance Indicators are integral part of the requirements of the EC/EFTA contract. It is therefore essential that the STF Leader monitors the progress of the achievement of the Performance Indicators and gives early warning to the TC and ETSI Secretariat if there may be problems to achieve the objectives stated in the ToR.

10 STF reporting and milestones schedule

10.1 Contract type 1 (STF Leader)

This payment scale applies to the contract for e-Ready Building.

Payments for this contract will be made for the amounts set in the following table, at the actual date the achievement of the milestone is confirmed by the ETSI Secretariat:

Mil	Description	Target achievement date	% payment upon achievement
A1	Progress Report approved by STF Steering Group and EN skeletons	30-Sep-2016	10%
B1	Progress Report approved by STF Steering Group and early draft of deliverables D01 to D04	31-Dec-2016	15%
C1	Progress Report approved by STF Steering Group and early draft of deliverables D05 to D13	28-Feb-2017	5%
D1	Progress Report approved by STF Steering Group and stable draft of deliverables D01 to D04	31-Mar-2017	5%
E1	Progress Report approved by STF Steering Group and stable draft of deliverables D05 to D13	30-Jun-2017	15%
F1	Progress Report approved by STF Steering Group and deliverables D01 to D04 approved by TC ATTM and accepted by the ETSI Secretariat for ENAP	31-Jul-2017	5%
G Interim Report	Interim Report approved by EC/EFTA. The deadline for delivery to EC/EFTA by the ETSI Secretariat is 31-Aug-2017; The Interim Report and the current deliverables must be provided by the STF Leader to the ETSI Secretariat before 31-Jul-2017. EC/EFTA approval is expected before 15-Oct-2017.	31-Aug-2017	5%
H1	Progress Report approved by STF Steering Group and deliverables D05 to D13 approved by the responsible TC and accepted by the ETSI Secretariat for ENAP	31-Oct-2017	10%
I1	Deliverables D01 to D04: comments from ENAP resolved, adopted after national vote and published.	28-Feb-2018	10%
J1	Deliverables D05 to D13: comments from ENAP resolved, adopted after national vote and published.	31-May-2018	10%
K Final Report	Deliverables D01 to D13 published and Final Report approved by EC/EFTA. The deadline for the ETSI Secretariat to deliver to EC/EFTA the Final Report and the published deliverables is 31-May-2018. The Final Report must be provided by the STF Leader to the ETSI Secretariat before 31-May-2016. EC/EFTA decision on approval is expected at the latest 45 days after delivery by the ETSI Secretariat.	30-Jun-2018	10%

10.2 Contract type 2 (deliverables D01 to D04)

This payment scale applies to the contract for **Orange 1**. It will also apply to other providers that will be appointed to perform these tasks that will be selected with the new Call for Expertise.

Payments for this contract will be made for the amounts set in the following table, at the actual date the achievement of the milestone is confirmed by the ETSI Secretariat:

Mil	Description	Target achievement date	% payment upon achievement
B2	Early draft of deliverables D01 to D04 (uploaded on the ETSI TC ATTM Portal at least 4 weeks before the target achievement date)	31-Dec-2016	30%
D2	Stable draft of deliverables D01 to D04 (uploaded on the ETSI TC ATTM Portal at least two weeks before the target achievement date)	31-Mar-2017	15%
F2	Deliverables D01 to D04 approved by TC ATTM and accepted by the ETSI Secretariat for ENAP	31-Jul-2017	20%
I2	Deliverables D01 to D04: comments from ENAP resolved, adopted after national vote and published.	28-Feb-2018	35%

10.3 Contract type 3 (deliverables D05 to D13)

This payment scale applies to the contract for **CNIT, IT Management Services, Nokia Networks, Orange 2, E3HS**. It will also apply to other providers that will be appointed to perform these tasks that will be selected with the new Call for Expertise.

Payments for these contracts will be made for the amounts set in the following table, at the actual date the achievement of the milestone is confirmed by the ETSI Secretariat:

Mil	Description	Target achievement date	% payment upon achievement
C3	Early draft of deliverables D05 to D13 (uploaded on the ETSI Portal at least two weeks before the target achievement date)	28-Feb-2017	35%
E3	Stable draft of deliverables D05 to D13 (uploaded on the ETSI Portal at least two weeks before the target achievement date)	30-Jun-2017	20%
H3	Deliverables D05 to D13 approved by the responsible TC and accepted by the ETSI Secretariat for ENAP	31-Oct-2017	20%
J3	Deliverables D05 to D13: comments from ENAP resolved, adopted after national vote and published.	31-May-2018	25%

11 Service contracts

The ETSI Secretariat will offer Service Contracts to perform the work according to the tasks allocation and effort estimate in **§Error! Reference source not found.** The offers will be sent immediately after the approval of these minutes and will be valid for a period of **30 days**.

The target start date for the STF is **1 July 2016**.

The final Service Contract proposals will be sent by e-mail in pdf format from the ETSI Administration (STFLINK) to the contact person indicated in the candidature, to print out **two** originals to be returned signed to ETSI. ETSI will then send back one countersigned original.

Each Service Contract will enter in force when it will have been signed by both parties. Access to the STF services will then be granted to the contractor. The contractor is not entitled to work for the STF nor to submit contributions on behalf of the STF before their Service Contract is signed.

In order for ETSI to prepare the Service Contract on time, it is mandatory that each contractor provides the [administrative information form](#) to stflink@etsi.org immediately after the Preparatory Meeting (if not already done).

In addition, contractors must sign the [Accession Form](#) required by the EC/EFTA for all direct or indirect beneficiaries of public funding.

12 Organization and co-ordination of the work

The STF will mainly work remotely. The STF Leader may call for FtF meetings, if this is necessary for the correct progress of the project. ETSI can host STF sessions.

13 Support for editing documents

Deliverables must be produced according to the ETSI editing rules, which can be found on the ETSI Portal [editHelp!](#). The ETSI editHelp team (edithelp@etsi.org) can provide support for the application of the editing rules and deliverables processing.

The ETSI Secretariat takes the attention on the fact that the respect of the ETSI editing rules and of the requirements in the Work Item scope is an essential element for the acceptance of the deliverables under the Service Contracts.

14 Electronic working tools

14.1 STF folder on “docbox”

A folder will be created on the ETSI Server (docbox) to exchange documents, at the following address: <http://portal.etsi.org/docbox/STF> (subfolder “*STF516_M462_EnergyEfficiency*”).

The folder contains the following subfolders:

- “STFworkarea” (access restricted to the users listed in the table below), that can be used to exchange working documents within the STF, the Chairman and the ETSI Secretariat.
- “Public”, accessible (readonly) to all ETSI Members, that can be used by the STF to make documents available for consultation
- “Inbox”, in which all ETSI Members can post documents to the STF. STF experts can then move the posted documents to the “Public” or restricted areas.

Name	e-mail	Role
Michael Gilmore	mike.gilmore@e-readybuilding.com	STF Leader
Raffaele Bolla	RAFFAELE.BOLLA@UNIGE.IT	STF provider
Gilles Dretsch	gilles.dretsch@orange.com	STF provider
Guillaume Gerard	guillaume.gerard@orange.com	STF provider
Hans-Otto Scheck	hans-otto.scheck@nokia.com	STF provider
Simon Singh-Kang	kang.s.s@btinternet.com	STF provider
Henry Wong	sfhenm@gmail.com	STF provider
Daniel Dianat	daniel.dianat@ericsson.com	STF provider
Dominique Roche	dominique.roche@orange.com	TC ATTM Chairman
Beniamino Gorini	Beniamino.Gorini@nokia.com	TC EE Chairman
Paulo Valente	paulo.valente@cable-europe.eu	TC CABLE Chairman
Chantal Bonardi	chantal.bonardi@etsi.org	ETSI Technical Officer (TC CABLE)
Marcello Pagnozzi	marcello.pagnozzi@etsi.org	ETSI Technical Officer (TC EE)
Martin Arndt	martin.arndt@etsi.org	ETSI Technical Officer (TC ATTM)
Patrick Guillemin	patrick.guillemin@etsi.org	ETSI Technical Officer
Alberto Berrini	alberto.berrini@etsi.org	ETSI STF Manager
Gavin Craik	gavin.craik@etsi.org	ETSI EC/EFTA relations Manager
Thierry Comont	thierry.comont@etsi.org	ETSI STF Support / Administration

14.2 e-mail

An e-mail list will be created, with archive, for the day-to-day work, at the following address: STF516@list.etsi.org, with the following users:

Name	e-mail	Role
Michael Gilmore	mike.gilmore@e-readybuilding.com	STF Leader
Raffaele Bolla	RAFFAELE.BOLLA@UNIGE.IT	STF provider
Gilles Dretsch	gilles.dretsch@orange.com	STF provider
Guillaume Gerard	guillaume.gerard@orange.com	STF provider
Hans-Otto Scheck	hans-otto.scheck@nokia.com	STF provider
Simon Singh-Kang	kang.s.s@btinternet.com	STF provider
Henry Wong	sfhenm@gmail.com	STF provider
Daniel Dianat	daniel.dianat@ericsson.com	STF provider
Dominique Roche	dominique.roche@orange.com	TC ATTM Chairman
Beniamino Gorini	Beniamino.Gorini@nokia.com	TC EE Chairman
Paulo Valente	paulo.valente@cable-europe.eu	TC CABLE Chairman
Chantal Bonardi	chantal.bonardi@etsi.org	ETSI Technical Officer (TC CABLE)
Marcello Pagnozzi	marcello.pagnozzi@etsi.org	ETSI Technical Officer (TC EE)
Martin Arndt	martin.arndt@etsi.org	ETSI Technical Officer (TC ATTM)
Patrick Guillemin	patrick.guillemin@etsi.org	ETSI Technical Officer

The archive can be accessed from the list management page: <http://list.etsi.org/>.

The ETSI Secretariat will be the owner of the list. The STF Leader can ask directly to STFLINK to extend access rights to ETSI Members. Access to non-ETSI Members must be authorized by the STF Manager.

Preliminary documents that may have been uploaded in different storage areas before the start of the STF (e.g. dropbox or other Cloud services) must be moved to the doobox as soon as this is available.

14.3 STF folders in the internal ETSI NW (H and P drives)

Not required

14.4 STF presentation page on the ETSI Portal

A presentation page for the STF will be created on the ETSI Portal. This page can be used to advertise the STF results and share documents for discussion inside and outside ETSI. The URL can be referred from other WEB pages or by e-mail. STFLINK will create an initial page for the STF. The STF Leader can then upload the HTML page and ask STFLINK to publish an updated version on the Portal. It must be noted that the page is accessible from the WEB. Therefore, if the page contains links to non-published documents, the publication must be authorized by the STF Manager.

14.5 Access rights

During the period in which they work for the STF, experts will be granted the same access rights as the full ETSI Members, even if their Company is not an ETSI Member. Experts from non-Member Companies will be bound to the respect of the ETSI IPR and confidentiality rules, which are reproduced in the Service Contracts. Access to the STF IT services and, in particular, Members access rights will be granted after the experts' contract is signed by both parties and will be removed one month after the STF work is finished or the expert contract expires.

14.6 STFLINK

If you do not know the person who deals with a particular topic, you can address your requests regarding STFs to "STFLINK" (STFLINK@etsi.org), postal address STFLINK, 650 route des Lucioles, F-06921 Sophia Antipolis Cedex, France. They will dispatch take your requests to the relevant services.

15 Reference Information on STF process (useful addresses)

The reference information and contact persons concerning the STF management process and requirements can be found at the following addresses:

ETSI WEB site	https://www.etsi.org/
ETSI Portal	https://portal.etsi.org/
STF reference information	https://portal.etsi.org/STF/STFs/Summary.aspx
Mailing list server	http://list.etsi.org/
EditHelp (standards drafting support)	https://portal.etsi.org/Services/editHelp!.aspx
CTI (Conformance Testing and Interoperability)	https://portal.etsi.org/Services/CentreforTestingInteroperability.aspx
Helpdesk (IT support)	http://portal.etsi.org/helpdesk/home.asp +33 4 9294 4900
STF Manager Alberto Berrini	alberto.berrini@etsi.org +33 6 30 67 93 61
STF Support Director Youssef Sakho	youssef.sakho@etsi.org +33 4 9294 4940
STFLINK (STF support mailbox)	mailto:STFLINK@etsi.org
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