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| ETSI_logo_Office_Colour_Small | **Draft Minutes v1.0****Preparatory Meeting STF AP****Sophia Antipolis, 9 January 2017**Author: ETSI SecretariatDate: 9 January 2017page 1 of 6 |

**Participants:**

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| **TB/Secretariat representatives** |

|  |  |  |  |  |
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| Teodor Buburuzan | WG1 Chariman | teodor.buburuzan@volkswagen.de  | N | N |
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| Elisabetta Comin | Administrator | elisabetta.comin@etsi.org | Y |  |
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| Youssouf Sakho | FPS Director | youssouf.sakho@etsi.org | Y |  |

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| **Applicant representatives** |

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| Dr. Frank Klikenberg | IAV GmbH Technical Contact | frank.klikenberg@iav.de | N | N |
| Alexandre Berge | AMB Consulting SARL | alexandre.berge@amb-consulting.com | Y |  |
| Denis Filatov | EURL Filatov DV | filatov.dv.conseil@gmail.com | Y |  |

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| **Administrative contacts** |

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# Welcome, logistics, approval of the agenda

Gavin Craik welcomed the participants, both physical and on line, to the meeting. The participants then made a short presentation of themselves and the agenda was approved.

# STF concept

Gavin Craik made a short presentation of the STF concept.

STF concept is well known to all participants. Details on the STF working methods can be found on the ETSI Portal: <https://portal.etsi.org/STF/STFs/Summary.aspx>

# STF funding

Funding for this STF will be provided by EC/EFTA under Grant Agreement ETSI/2013-07. It was explained that funding will be provided using the “lump-sum” contractual regime. It was also stressed that this lump sum was a combination of manpower and travel costs and that there was no longer any requirement for the collection of in kind contribution to justify co-financing.

|  |
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|  |
| The maximum budget allocated by the action grant is **185 745 €**, split as follows:* Service Contracts 180 000 €
* Travel cost 5 745 €
 |

The Service Contracts price 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. It was stressed that such missions would be reimbursed following the ETSI Travel rules and based on real costs.

All travels must be approved in advance by ETSI.

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

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.

# Review of Terms of Reference and Initial task allocation proposal from ETSI Secretariat

The ToR for the STF reproduces the content of the Technical Proposal that has been accepted by the EC/EFTA, taking into account that the action needs to start as soon as possible as the Grant Agreement was signed in July 2016. The requirements in the ToR are therefore binding to respect the contractual engagements with EC/EFTA. It was stressed that if the STF identifies the need to change the requirements in the ToR, then these must first be negotiated with EC/EFTA and be confirmed by an amendment to the contract between ETSI and the EC/EFTA. In the case of this STF, it had already been agreed with the EC to delay the start of the work until the beginning of 2017 but without any amendment to the dates for delivery of the results. This was reconfirmed by the meeting. It was also noted that this action had first been proposed in 2013 but with an update proposed in April 2016 when the EC confirmed their interest after evaluating it.

Discussion took place on task 1 of the ToRs and it was discussed if there might be a need to request a change to the first set of tasks and the addition of a further use case as a result of the Livorno event in 2016. As there was a need to select a minimum of 5 of the current use cases it was agreed that there was no need to request any addition as this could be achieved (use cases 1 to 3 and 6 to 8 would be chosen). The TC ITS Chairman, Niels Andersen also proposed that the STF should also take the work of the C-Roads project into account. This was agreed even if not specifically mentioned in the ToR.

The ToR were reviewed and re-confirmed.

# Presentation of proposed contributions

The contributions of the different providers were discussed prior to this preparatory meeting and the tasks and management were agreed.

# STF deliverables/Agreed tasks

The STF will provide the following deliverables (4 ETSI TS):

|  |  |  |
| --- | --- | --- |
| **#** | **Work Item** | **Title** |
| D1 | DTS/ITS-00144 | Intelligent Transport Systems (ITS); Testing; Interoperability test specifications for ITS V2X use cases; Part 1 - Test requirements and Interoperability Feature Statement (IFS) proforma |
| D2 | DTS/ITS-00146 | Intelligent Transport Systems (ITS); Testing; Interoperability test specifications for ITS V2X use cases; Architecture of ITS Interoperability Validation Framework |
| D3 | DTS/ITS-00147: | Intelligent Transport Systems (ITS); Testing; Interoperability test specifications for ITS V2X use cases; Part 2 - Test Suite Structure and Test Purposes (TSS&TP) |
| D4 | DTS/ITS-00145 | Intelligent Transport Systems (ITS); Testing; Interoperability test specifications for ITS V2X use cases; Part 3 - Abstract Test Suite (ATS) and Protocol Implementation eXtra Information for Testing (PIXIT) |

In addition, the STF will produce a number of Progress Reports to the reference TC (TC ITS) according to the milestones schedule agreed at this meeting. Deliverables for the EC/EFTA are to be an Interim Report and a Final Report which will include the latest drafts of the Draft ETSI TS at the Interim Report and the ETSI adopted and publication versions with the Final Report.

* Interim Report to be delivered to EC/EFTA before 30-November-2017
* Final Report to be delivered to EC/EFTA before 30-November-2018

The Final Report must also include the assessment of the “performance indicators” as defined in the ToR. It was stressed that this element was of particular importance to the EC/EFTA and should they fail to be provided then the EC may refuse the report and payment.

# STF reporting and milestones schedule

Payments will be made for the achievement of the milestones in the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Milestone code** | **Mil** | **Description** | **Target achievement date** | **% payment upon achievement** | **% payment upon achievement** | **% payment upon achievement** |
| **IAV/AMB** | **FSCOM** | **Filatov** |
| A | M3 | DTS/ITS-00147 Test Suite Structure and Test Purposes (TSS&TP) – Stable draft | 28/02/2017 |   |   |   |
| B | M2 | DTS/ITS-00146 Architecture of ITS Interoperability Validation Framework – Stable draft | 30/04/2017 |   |   |   |
| C |   | Progress Report. Drafts of deliverables D2 and D3 available for review. Progress Report approved by ITS#27 (26-30 Jun 2017). Documents must be uploaded on the TC docbox at least two weeks before the start of the TC plenary. | 30/06/2017 | 80% | 45% | 30% |
| D | M4 | DTS/ITS-00145 Abstract Test Suite (ATS) and Protocol Implementation eXtra Information for Testing (PIXIT) – Stable draft | 30/09/2017 |   |   |   |
| E | M5 | Test Framework Codec and Adapter included in DTS/ITS-00146 | 30/11/2017 |   |   |   |
| F | IR | Interim Report. All deliverables and the Interim Report must be contributed to the TC ITS portal for information. | 31/12/2017 |   | 45% | 40% |
| G | M1 | DTS/ITS-00144 Test requirements and Interoperability Feature Statement (IFS) proforma – Stable draft | 28/02/2018 |   |   |   |
|
| H | G/M6 | Validation and final draft DTS/ITS-00145 | 31/05/2018 |   |   |   |
| I |   | Progress Report. Final versions of deliverables D1, D2, D3 and D4 available for approval. Progress Report approved by ITS#31. Documents must be uploaded on the TC docbox at least two weeks before the start of the TC plenary. | 30/06/2018 | 20% | 10% | 30% |
| J | FR | Final Report and all deliverables approved by TC ITS and published | 30/11/2018 |   |   |   |

# Selection of contractors and STF Leader

The proposals received in response to CL16\_3272 have been reviewed in coordination between the ETSI and the TC ITS Chairman according to the criteria defined in the Call for Expertise. A short list has been made and the selected applicants were invited to this meeting.

It has been agreed that the ETSI Secretariat will appoint a contact person (Mr. Sebastian Müller) to act as STF Leader, with the responsibilities defined in the [STF working procedures](https://portal.etsi.org/STF/STFs/STFmanagement/Responsibilities.aspx).

Before issuing the contracts, the ETSI Secretariat will make separate offers that will be reviewed and confirmed by the contract department of each partner.

# Performance Indicators

The STF Leader will collect the information necessary to report on the achievement of the Key Performance Indicators in the Final Report. As mentioned earlier in the report, the importance of reporting on the KPIs is a contractual obligation and the EC may reject the Final Report should they be unhappy with this element of the reporting which may result in non-payment.

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

# Organization and co-ordination of the work

It was agreed that most of the work could be arranged in sessions based at the ETSI HQ. However, some of the activity may also be performed at the base of offices of the providers as well as via online working. The frequency of the F2F sessions will be agreed with the STF Leader and the ETSI secretariat. Progress reporting will be to TC ITS as all the work items are to be anchored in TC ITS. However, there may also be direct contact with related WGs (e.g. ITS/WG1) on occasion and for any interim steering.

The table below outlines the schedule for the proposed milestones plus the schedule for the Progress Reports (PR) to TC ITS and the Interim and Final Reports for the EC/EFTA.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **T0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** |
| **Task** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Mgt |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| IFS |   |   |   |   |   |   |   |   |   |   |   |   |   | M1 |   |   |   |   |   |   |   |   |   |
| Architecture |   |   |   | M2 |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| TSS&TP |   | M3 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| ATS |   |   |   |   |   |   |   |   | M4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Codec and Adapter |   |   |   |   |   |   |   |   |   |   | M5 |  |   |   |   |   |   |   |   |   |   |   |   |
| Validation |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | M6 |   |   |   |   |   |   |
| **Reps** |   |   |   |   |   | PR |   |   |   |   | IR |  |   |   |   |   |   | PR |   |   |   |   | FR |

# Service contracts (FPS)

The work will be shared between the contractors, according to the following table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **FSCOM** | **AMB Consulting** | **Filatov** | **IAV** | **Total** |
| T1- Test requirements and Interoperability Feature Statement (IFS) proforma | 100% |  |  |  |  |
| T2 - Architecture of ITS Interoperability Validation Framework |  | 100% |  |  |  |
| T3 - Test Suite Structure and Test Purposes (TSS&TP) | 50% |  | 50% |  |  |
| T4 - Abstract Test Suite (ATS) and Protocol Implementation eXtra Information for Testing (PIXIT) | 50% |  | 50% |  |  |
| T5 - Test Framework Codec and Adapter | 50% |  | 40% | 10% |  |
| T6 - Validation | 40% |  | 50% | 10% |  |
| **Total** |  |  |  |  |  |

This table gives the start/end dates of the contracts by Service provider:

|  |  |  |
| --- | --- | --- |
| **Contractors** | **Start Date** | **End Date** |
| AMB Consulting | 23/01/2017 | 31/12/2017 |
| Filatov EURL | 23/01/2017 | 30/11/2018 |
| FSCOM | 23/01/2017 | 30/11/2018 |
| IAV | 23/01/2017 | 31/12/2017 |

The providers representatives present at the meeting have confirmed that they can accept the financial conditions offered by ETSI and that will be formally communicated individually to each provider by the ETSI administrative services.

Before this meeting, ETSI has sent individual offers to the providers to perform the work for a fixed price taking into account the terms of their proposal and according to the tasks share in the table above. All the providers have accepted the ETSI offer. This fixed price includes, in particular, the travel cost necessary to attend the working session of the STF. The remaining travel cost will be reimbursed from the STF travel budget (real cost). It is therefore assumed that the contracts can be proposed with the terms and conditions of this preliminary agreement.

The target start date for the STF is 23 January 2017**.** The Service Contracts must be signed by both parties before this date. The end date of the service contracts will be 30 November 2018, at the latest.

It has been agreed that the full amount of the contracts can be engaged from the beginning to the end of the project (no amendments foreseen).

**Each Service Contract will enter in force when both parties will have signed it. Access to the STF services will be granted to each contractor when their contract is signed. The contractor is not entitled to work for the STF nor to submit contributions on behalf of the STF before the target start date and, in any case, before both parties have signed the Service Contract.**

The terms and conditions in the Service Contract will be valid for a period of **30 days** from the date the offer is sent by ETSI. **After this period, if the contract is not signed, ETSI may decide to reallocate the resources**.

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.

In order for ETSI to prepare the Service Contract on time, it is mandatory that each contractor provides the [administrative information form](https://portal.etsi.org/Portals/0/Users/183/31/2231/Info_Contract.doc) to stflink@etsi.org immediately after the Preparatory Meeting (if not already done).

In addition, contractors must sign the [Accession Form](https://portal.etsi.org/Portals/0/TBpages/STFs/Docs/Accession_Form_Template.pdf) required by the EC/EFTA for all direct or indirect beneficiaries of public funding and to allow the initial payment step by the EC/EFTA.

# STF Support Team presentation (FPS)

The STF Support Team made a presentation of the services that can be provided to support the STF work and administration.

The STF Support Team will organize the signature of contracts, provision 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.

Even if the remuneration of the service contracts is independent of the persons who will perform the work and the time spent, contractors will be requested to fill in the time sheet provided by ETSI with the days spent for the performance of the services, for reporting purposes.

The STF Administration may organize a training session on the use of ETSI administrative tools.

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

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.

# Support for editing documents

It was emphasised that ETSI deliverables must be produced according to the ETSI editing rules, which can be found on the ETSI Portal [editHelp!](https://portal.etsi.org/Services/editHelp). The ETSI editHelp team (edithelp@etsi.org) can provide support for the application of the editing rules and deliverables processing. The STF should make use of this support so that their drafts can be given a pre-processing review which can result in the speedier publication of the final versions.

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.

# Electronic working tools (FPS)

## 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 “***STF525\_Interop\_Platform***”).

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.

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| Teodor Buburuzan | teodor.buburuzan@volkswagen.de | Responsible |
| Andrea Lorelli | andrea.lorelli@etsi.org | Technical Officer |

## e-mail

No need of a specific mailing list.

## STF folder in the internal ETSI NW (H drive)

The STF experts will also have a folder in the internal ETSI network, (H:\STFAP).

## 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 and 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.

An example is <https://portal.etsi.org/STF/stfs/STFHomePages/STF523>

## 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.

## 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.

# Attachments:

* ToR STF AP v02

Annex A: 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/](https://portal.etsi.org/STF/STFs/Summary.aspx) |
| 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](https://portal.etsi.org/Services/editHelp%21.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 Support Director Youssouf Sakho  | youssouf.sakho@etsi.org +33 4 9294 4940 |
| STFLINK (STF support mailbox) | mailto:STFLINK@etsi.org  |
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