**Source: BOARD Strategy Manager**

**Title: Revised Terms of Reference for Board Strategy Group on Inclusiveness [INCLU]**

**Agenda item: 6**

|  |  |
| --- | --- |
| Decision | **X** |
| Discussion |  |
| Information |  |

|  |  |
| --- | --- |
| Late submission |  |

**Document for:**

# 1 Decision/action requested

***The Board is invited to approve the revised Terms of Reference of the Board Strategy Group on Inclusiveness [INCLU]***

# 2 References

BOARD(22)136\_024 ETSI Strategy

BOARD(22)136a\_008 Draft Terms of Reference for INCLU

# 3 Rationale

ETSI Board Meeting #136 discussed and agreed to explore the set-up of a Board Strategy Group dedicated to the topic of Inclusiveness, and Board Meeting 136a approved the arrangements, subject to further discussion on the Terms of Reference.

On the morning of 30 March, the new Group held its initial meeting, which reviewed the original Terms of Reference proposal in the light of the discussions at Board 136a. The present document contains the outcome.

**4 Consequences and Implications**

The creation of the Strategy Group will facilitate the understanding and development of practical measures to improve inclusiveness in ETSI. Resource implications are not substantial.

# 5 BOARD INCLU Terms of Reference

**5.1 Responsibility and scope of work**

The ETSI Board Strategy Group on Inclusiveness [INCLU] is the focal point for considering and monitoring practical measures designed to ensure, in support of the adopted ETSI Strategy, that the Institute is consistently inclusive of the views of all interested stakeholders.

The Group will make proposals for specific actions to the Board and monitor their execution as appropriate, as required in collaboration with other Board Strategy Groups. The proposals may include aspects relating to procedures and concerning financial resources needed to support inclusiveness.

**5.2 Objectives**

Board INCLU will work towards the improvement of ETSI's inclusiveness towards all relevant stakeholders, with the following objectives:

* to provide a dedicated forum for consideration of inclusiveness issues
* to provide the Board with considered advice on how to improve ETSI's inclusiveness
* to engage with stakeholder communities at European and national levels, to seek to encourage their participation in an appropriate way
* to make proposals for promotion and outreach activities aimed at improving inclusiveness

The Group will work closely with the 3SI Initiative and its participants.

**5.3 List of principal activities**

First list of principal activities, which should be reconfirmed by the Group.

**Activity\_[INCLU].01: Stakeholder dialogue**

Board INCLU will seek to improve dialogue with stakeholders in categories not generally participating in ETSI work, that may have particular requirements:

1. for the implementation of specific standards;
2. for being able to participate in the standardisation process;
3. to access the contents of resulting standards documents.

The dialogue will at least seek to consider end-users who may only be interested in one or two standards, and stakeholder categories such as industrial end-users, central and local Governments and NGOs. ETSI NSOs shall be consulted concerning possible targets.

The Group will first identify such categories, and then seek to establish a dialogue, at least with a sample population, to establish:

- what is their understanding of ETSI;

- what are the barriers to their participating;

- how their views might be taken into account in ETSI work.

The Group will make proposals concerning the necessary tools and procedural improvement that could facilitate the participation of the targetted stakeholders.

**Activity\_[INCLU].02: Preparation of an inclusiveness-related event**

Board INCLU will work with the 3SI Initiative to prepare proposals for an event to present ETSI's approach to inclusiveness. This will consider topics such as how this is a strategic goal, what ETSI has done and is doing further to implement it, the roles of Annex III societal stakeholders and SMEs, etc.

If the proposals provide a sufficient business case, the Group will work further to prepare the event.

**Activity\_[INCLU].03: Inclusiveness improvements in response to the EU Standardisation Strategy**

Specific actions will be proposed and implemented in response to the EU Standardisation Strategy as may be determined by the Board and/or GA.

Reports will be drawn up and provided as appropriate.

**5.4 Reporting and organisation of work**

* The INCLU Group is part of the Board Strategy work and reports to the ETSI Board
* The Chair will be appointed by the ETSI Board
* The Chair and Group will be supported by the ETSI Secretariat
* The INCLU Group will closely collaborate with the other ETSI Board Strategy groups building in particular on the established relationships

**5.5 Membership of the INCLU Group**

INCLU membership shall be open to:

* members of the ETSI Board
* ETSI Secretariat
* ETSI Counsellors
* representatives of the Annex III organisations
* the ETSI 3SI Advocate
* ETSI members invited by and at the discretion of the INCLU Chair

**5.6 Participation in INCLU meetings**

* INCLU members
* External guests, ETSI members or non-members including NSOs, invited by and at the discretion of the INCLU Chair on a meeting-by-meeting basis

**5.7 INCLU Meetings**

* Board INCLU will typically meet once per month
* A meeting schedule will be established by the Group
* Meetings of the Group will be held as online meetings except in special cases if the Group so decides

**5.8 Mandate**

The mandate of the INCLU Group is defined as the current Board mandate.