



**NSO reporting to ETSI in support of the ESO
report to the EC/EFTA required under Article 24
of Regulation 1025/2012 for 2017**

Introduction

Article 24 of Regulation 1025/2012 requires that ETSI deliver a consolidated report on the implementation of Regulation 1025/2012 to the EC/EFTA. This report is to be delivered to the EC/EFTA by end March of each year. The information contained is to cover the preceding year. As a consequence the information provided by the NSOs by early 2018 should cover the **full year 2017**. The report to be delivered will not be a bundle of national reports but is to be provided as a consolidated report of information in a format that allows conclusions and comparison over a number of years. As agreed with CEN-CENELEC and the EC/EFTA, this will only be possible if input is made with structured information based on common questions and some agreed definitions. This questionnaire is identical to that used for 2014, 2015 and 2016.

The report is to contain detailed information on the following:

- (a) the application of Articles 4, 5, 10, 15 and 17 of Regulation 1025/2012;
- (b) the representation of SMEs, consumer organisations and environmental and social stakeholders in national standardisation bodies;
- (c) the representation of SMEs on the basis of the annual NSO reports referred to in Article 6(3) of Regulation 1025/2012;
- (d) the use of ICT in the standardisation system;
- (e) co-operation between the national standardisation bodies and European standardisation organisations.

Although not part of the Article 24 reporting, there is also the issue of Article 3 (Transparency of work programmes of standardisation bodies). Regulation 1025/2012 requires that at least once a year, each European standardisation organisation and national standardisation body shall establish its work programme. Please note that although the term NSB is used in the regulation the EC (DG GROW) has advised that this is also to be interpreted as NSO for ETSI. The work programme shall contain information on the standards and European standardisation deliverables which a European standardisation organisation or national standardisation body intends to prepare or amend, which it is preparing or amending and which it has adopted in the period of the preceding work programme, unless these are identical or equivalent transpositions of international or European standards. The EC has indicated that they are most interested in "national" programmes with the expectation that the European level will be covered by the ESOs.

ETSI NSOs are asked to provide a URL to any web-based dynamic national work programmes or any self-standing programmes to the ETSI Secretariat so that these can be added to the NSO page of the ETSI portal. We also understood that in certain cases this may be a link to the ETSI Work Programme where there is no distinct national work programme in our sector. Any NSOs with difficulties to identify such links are requested to notify the ETSI Secretariat as soon as possible to investigate further options (e.g. link to a specific document). From experience gained, we would like to request our NSOs to inform the ETSI Secretariat about the publication of their annual work programme on their websites (including a hyperlink to where the work programme can be found). If that work programme is regularly accessible through an online database, please provide that link and the updated links in case of changes on the website. This will help in the context of article 3(4) of Regulation 1025/2012. This is important so that the report to the EC will not result in links that no longer work within a short time. However, some of the links provided in the previous years often failed shortly afterwards and we would request that the links provided are as permanent as is possible. The EC often combines the information provided by the ESOs and may publish it later with the links then failing.

It is proposed that ETSI's NSOs provide their input (response to the questionnaire) by close of business on the January 31st 2017 and to send the input to the following mailbox: webvote-contact@etsi.org

1 Definitions

As for 2015, the following base definitions apply:

a) SMEs

SME stands for small and medium-sized enterprises – as defined in [EU recommendation 2003/361](#).

The main factors determining whether a company is an SME are:

a. number of employees

And

b. either turnover or balance sheet total.

Company category	Employees	Turnover	Or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

These ceilings apply to the figures for individual firms only. A firm, which is part of larger grouping, may need to include employee/turnover/balance sheet data from that grouping too.

b) Consumer Organisations

Any non-profit-making organisation (governmental or non-governmental) independent of industry, commercial and business or other conflicting interests, representing the interests of consumers in standardisation activities at national level.

c) Environmental Organisations

Any non-profit-making organisation (governmental or non-governmental) independent of industry, commercial and business or other conflicting interests, representing broad or specific environmental interests in standardisation activities at national level.

d) Social Organisations

Any non-profit-making organisation (governmental or non-governmental) independent of industry, commercial and business or other conflicting interests, representing employees and workers' basic rights, for instance trade unions.

QUESTIONNAIRE FOR NSO INPUT UNDER ARTICLE 24, REGULATION 1025/2012**Article 4 - TRANSPARENCY**

Q.1 – How many requests to provide draft national standards have you received from an NSO/NSB/NC, ESO or the EC/EFTA?

NSO/NC/NSB	0
ESO	0
EC/EFTA	0

Q.1.1 - Have the relevant drafts been provided in all cases?

Yes No

If **No** please give explanation/further details:

add explanation here

Q.1.2 - On how many of the drafts provided have you received comments from the originator?

NSO/NC/NSB	0
ESO	0
EC/EFTA	0

Q.1.2.1 - On how many of those drafts did you receive a comment indicating that they would have a negative impact on the internal market?

Number of drafts with potential negative impact	<i>number</i>
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If **Not 0**, provide explanation (including originator of the comment, identifier of draft standard, related actions):

add explanation here

Q.1.3 - Were responses to the received comments provided within 3 months in all cases?

Yes No

If **No**, please give explanation/further details:

add explanation here

Q.2 – How do you ensure access to draft national standards in such a way that all relevant parties, in particular those established in other Member States, have the opportunity to submit comments?

Q.2.1 - Do you have an online public commenting platform?

Yes No Planned *Month-Year*

If **yes**, provide URL:

http://www1.ipq.pt/PT/Normalizacao/Inquerito_Publico_Projeto_Norma/Pages/Projectos_Norma_em_Inquerito.aspxadd URL here

Q.2.2 - If not, how do you ensure the required access to draft national standards to all relevant parties?

Please explain: *add explanation here*

Q.3 - In how many technical activities has another NSO passively or actively, by sending an observer, been involved during the development process (e.g. during the initial drafting, in comments resolution meetings, etc.)?

NSO passively or actively involved	0
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If **Not 0** please provide further details (including NSO, identifier of draft standard/area of activity, relevant details):

add explanation here

Article 6(3) MEASURES TO ENCOURAGE AND FACILITATE SMES' ACCESS TO STANDARDS AND STANDARDIZATION

The first 6 questions below are examples taken from Regulation 1025/2012, rather than required actions that can demonstrate how ETSI's NSOs are looking to facilitate SMEs' access to standards and standardization.

The 7th question enables ETSI NSOs to give other examples of the activities they undertake to assist SMEs.

Q.1 Do you identify standardization projects which are of particular interest to SMEs?

Yes No Planned *Month-Year*

If yes, how are standardization projects which are of particular interest for SMEs indicated?

- Indication in our annual work programme
- Indication through our website
- Through dedicated mailings
- Other

Through IPQ newsletter

Comments

add additional comments here

Q.2 Do you give access to standardization activities without obliging SMEs to become a member of your national standardization organization?

Yes No Planned *Month-Year*

If yes, please indicate what access you provide

- Direct participation in the national technical committees
- SME helpdesk
- Online support
- Consultation of texts of standards
- Commenting on drafts
- Other

add explanation here

Comments

add additional comments here

Q.3 Do you provide free access or special rates to participate in standardization activities?

Yes No Planned *Month-Year*

If yes, please indicate how you have done so

- SMEs have free access to all standardization activities
- SMEs get special rates for
 - Participating in national TBs
 - Attending workshops
 - Attending training sessions
 - Purchasing brochures, leaflets
 - Use logistics (meeting rooms, promotional material ...)
 - Discount prices to members/subscribers
 - Other

add explanation here

Comments

add additional comments here

Q.4 Do you provide free access to draft standards?

Yes No Planned *Month-Year*

If yes, please indicate how you have done so:

Draft standards can be consulted at our premises (e.g. library)

We provide online access (e.g. Enquiry portal)

Other

add explanation here

Comments

During the public enquiry stage (usually one month) draft standards are public and free of charge in our web site (downloading PDF). http://www1.ipq.pt/PT/Normalizacao/Inquerito_Publico_Projeto_Norma/Pages/Projectos_Norma_em_Inquerito.aspx

Q.5 Do you make abstracts/scopes of standards available free of charge?

Yes No Planned *Month-Year*

If yes, please indicate how you have done so

Via our website

Via link to the ETSI website

Upon request via e-mail

Other

add explanation here

Comments

It isn't the abstracts, but the first six pages of standards, are available in our catalogue on line of standards

Q.6 Do you apply special rates to SMEs for the provision of standards or providing bundles of standards at a reduced price?

Yes No Planned *Month-Year*

If Yes, please indicate how you have done so

Special rates are granted for the provision of all standards to SMEs

Special rates are granted for bundles of standards to SMEs

Comments

add additional comments here

Q.7 What other measures have you taken to encourage and facilitate the access of SMEs to standards and the standards development process?

add explanation here

ETSI NSOs EXCHANGE OF BEST PRACTICES

Q.8 Do you have measures for exchange of best practices with ETSI?

No

Q.9 Please provide the link to the report on your SME related activities on your website

http://www1.ipq.pt/pt/normalizacao/ipq_organismo_nacional_normalizacao/regulamento_europeu/Paginas/Regulamento_Europeu.aspx

Art 24 1(b) – Representation of SMEs, consumer organisations and environmental and social stakeholders in national standardization bodies

SMEs

Participation at policy level

Q.1 - Is representation foreseen, and were SMEs represented (either individually or through an association), at policy level (i.e. non-technical bodies) within your organisation:

	Foreseen	Encouraged*	Represented in 2017
SMEs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

* Participation of SMEs is promoted (e.g. proactive contacts)

Further clarifications/explanations (optional):

An advisory group to establish strategies and policies in the field of national standardization, composed of representatives of national stakeholders, including representatives of SMEs was created. The first meeting will be held in 2018, 1st semester.

Participation at technical level

Q.2 - In how many national technical bodies (e.g. national technical committees, national mirror committees), where such participation is considered as relevant, are the interests of SMEs represented:

	# of national technical bodies for which representation is considered relevant	# of national technical bodies where interests are represented
SMEs	1	1

Specify the means by which the above figures were developed:

- Estimation
- Measure (e.g. database)
- Other: *add explanation here*

Further clarifications/explanations (optional):

Always when a TC is created, the invitation is made to SMEs but in some cases they did not answered or accepted the invitation.

Consumer organisations and environmental and social stakeholders

Participation at policy level

Q.3 - Is representation foreseen, and were the following stakeholder groups represented, at policy level (i.e. non-technical bodies) within your organisation:

	Foreseen	Encouraged*	Represented in 2017
Consumer Organisations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Environmental	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Stakeholders			
Social Stakeholders	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

* Participation of these organisations is promoted (e.g. proactive contacts)

Further clarifications/explanations (optional):

An advisory group to establish strategies and policies in the field of national standardization, composed of representatives of national stakeholders, including representatives of Consumer Organisations, Environmental and Social Stakeholders was created. The first meeting will be held in 2018, 1st semester.

Participation at technical level

Q.4 - In how many national technical bodies (e.g. national technical committees, national mirror committees), where such participation is considered as relevant, are the interests below represented:

	# of national technical bodies for which representation is considered relevant	# of national technical bodies where interests are represented
Consumer Organisations	0	0
Environmental Stakeholders	0	0
Social Stakeholders	1	1

Specify the means by which the above figures were developed:

- Estimation
- Measure (e.g. database)
- Other: *add explanation here*

Further clarifications/explanations (optional – e.g. relevance of participation, specific activities to encourage representation):

Always when a TC is created, the invitation is made but they did not answer or accept the invitation.

Article 24 (d) - Use of ICT in the standardization system

Preliminaries:

- Section 24(d) of the report to the EC/EFTA needs to cover both the situation at European level and national level
- At the European level, a document will be prepared identifying and describing the IT systems used throughout the standards development process (from drafting to publication) but also visibility tools (e.g. web sites)
- At the national level, a similar approach is proposed in order to collect information that can be consolidated and compared over the years

- In order to be able to build a consistent picture, a list of key systems and functions and associated tools will be proposed to identify what is available at national level.

Q.1 - Does your national IT infrastructure include:

- a) A data management system for work programme information to support high volume of data storage and compatible exchange with ETSI

Yes No Planned *Month-Year*

Local Hosted

Other: *add explanation here*

- b) Database/directory for managing experts participating in your national technical bodies

Yes No Planned *Month-Year*

Local Hosted

Other: *add explanation here*

- c) A document management system to support high volumes of documents storage and compatible exchange with ETSI

Yes No Planned *Month-Year*

Local Hosted

Other: *add explanation here*

- d) A Web site

Yes No Planned *Month-Year*

www1.ipq.pt

Q.2 - Do you provide tools to support standards drafting?

Yes No Planned *Month-Year*

National template

Wiki

Virtual meeting facilities

Other: *add explanation here*

Q.3 - How do you make working documents available to all Members participating in national technical bodies?

via a web-platform (collaboration tool) Planned *Month-Year*

via e-mail Planned *Month-Year*

Other: *add explanation here*

Q.4 - Do you provide facilities to organise polls or votes at national technical body level?

Yes Planned *Month-Year*

No

Q.5 - How do you make your public enquiry documents available?

On-line public commenting platform Planned *Month-Year*

Protected web platform Planned *Month-Year*

By e-mail Planned *Month-Year*

Other: *Site IPQ - Public enquiry documents free of charge*
http://www1.ipq.pt/PT/Normalizacao/Inquerito_Publico_Projeto_Norma/Pages/Projectos_Norma_em_Inquerito.aspx

Q.6 - If you have a public commenting system, do you provide facilities to submit comments at various stages?

New Work Item proposals Planned *Month-Year*

Drafts under enquiry Planned *Month-Year*

Published standards (e.g. for review) Planned *Month-Year*

Other: *add explanation here*

Q.7 - Do you use IT tools for the handling of comments?

Yes No Planned *Month-Year*

Q.8 - Which electronic media is used to make your published standards available?

web store Planned *Month-Year*

web site (free) Planned *Month-Year*

e-mail on request

Other: *add explanation here*