In relation to the discussion at the kick-off meeting on the ToRs I have realised that through the recent decisions (038/2019 in CEN and D 163/031) from October 2019 the CEN and CENELEC Technical Boards decided to clarify the rules of the joint groups including the coordination groups and on this occasion approved the template for ToR (which has not existed before).

The BTs decision of CEN and CENELEC were driven by the fact that requirements relating to the joint groups have been interpreted differently, leading to variances in ToR related to each joint group.

Through these decisions, the CEN and CENELEC BTs:

- approved the changes to the CEN-CENELEC Internal Regulations Part 2, Annex G giving more details on the purpose and functioning of all the joint groups including the coordination groups (the changes / clarifications are highlighted in red in Annex 3 to the attached BT document)
- approved the template for the ToRs for the related groups (see Annex 4 of the attached BT document). The template consists of the headings of the respective items/clauses of the ToR

Therefore, it would be good to align the current ToR to the new template. The new template will be explained during the next conference call on ToR in January 2020.

CEN-CENELEC-ETSI [Joint Group denomination & title]

Terms of Reference

I. Title – the item with this title already exists

II. Status – the item with this title already exists

III. Scope – the item with this title already exists

IV. Setting-up – Lifetime – to introduce the item IV with this title, include the content of the current 5 item 'Timescale' and to ADD:

"The SMa-CG was set-up by the CEN and CENELEC Technical Boards on 2019-05-28 and by the ETSI Board on 2019-06-12/14"

V. Chairmanship & Secretariat – to add the item V with this title

TO ADD:

"Chair: Dr Jens Gayko. Appointed by the ETSI Board on 2019-09-XX and by the CEN and CENELEC Technical Boards on 2019-10-09 for a renewable period of 3 years

Secretariat: DIN – Contact: Ms Anna Petschulies"

VI. Membership

to replace the title of existing item 6 'Participation' with 'Membership'

VII. Reporting line & timeline

TO MOVE from the current item 2 'Status' the sentence:

"It will shall report to the CEN and CENELEC Technical Boards (BTs) as well as to the ETSI Board."

TO ADD:

"The SMa-CG reports at least once a year by correspondence or when a decision is expected from the CEN-CENELEC Technical Boards and from the ETSI Board at the meeting"

VIII. Tasks – the item with this title already exists

TO MOVE from the current item IV to the item VIIII

IX. Working methods - the item with this title already exists

TO MOVE from the current item 7 to the item IX

[the electronic tools of the ESOs shall be used]

X. Revision of Terms of Reference – to add the item with this title

TO ADD "The Terms of Reference and any update needs the approval by the CEN and CENELEC Technical Boards and by the ETSI Board."