

**For a Rapporteurs joining the STAN4CR2 project to accelerate the standardisation supporting the Regulation 2024/2847 of the European Parliament and of the Council on horizontal cybersecurity requirements for products with digital elements and amending Regulations (EU) No 168/2013 and (EU) No 2019/1020 and Directive (EU) 2020/1828 (Cyber Resilience Act).**

Starting date: 2025-03-07

Deadline for tenders: 2025-04-11  
(= *publication date + 35 calendar days*)

## **I Introduction**

### **I.1 General**

The Cyber Resilience Act (CRA) aims to address the increasing cybersecurity threats faced by hardware and software products by setting essential cybersecurity requirements for manufacturers, with stricter assessments for important and critical products. The European Commission has issued a standardisation request to the ESOs for the development of deliverables to support the implementation of the CRA.

The approach under the draft standardisation request includes the development of horizontal standards for a generic framework and vertical standards tailored to specific product risks. The cross-border nature of cyber threats needs EU-level action to ensure a competitive single market and boost trust in digital products. Standards will facilitate compliance, particularly for small and medium-sized enterprises. Timely development and availability of these standards is crucial for effective implementation.

The STAN4CR2 project aims to support and accelerate the standardization efforts within the EU, fostering collaboration and coherence in the rapidly evolving cyber security landscape, aiming to prevent security incidents and minimise the impacts of such incidents, including in relation to the health and safety of users.

European standardization efforts will be dedicated to developing the necessary horizontal and vertical (product specific) standards:

- The WG-9 within the CEN-CENELEC Joint Technical Committee 13 (CEN-CLC/JTC 13) “Cybersecurity and Data Protection” is currently developing the deliverables linked to the horizontal standards.
- The vertical standards will be developed in different technical committees in specific working groups within CEN, CENELEC and/or ETSI, depending on the scope.

The goal of this project is to facilitate a seamless and inclusive standardization process, while ensuring **appropriate coordination and alignment across horizontal and vertical standards**. Maintaining cohesion between various workstreams **and engaging in comprehensive stakeholder consultations** will be key for the project’s success. These consultations aim to broaden stakeholder participation, gather diverse perspectives, and enrich the standardization discussions and development process. The project also seeks to raise public awareness of standardization activities and promote greater dissemination and engagement with relevant stakeholders, fostering broader involvement and helping achieve the project's objectives.

The timely development of standards will benefit industries, policymakers, and society at large by providing a solid foundation for the integration of state of art standards into everyday applications of many digital products placed in the EU market. Furthermore, the developments of standards to support the CRA will contribute to the resilience and competitiveness of the EU Single Market by enhancing cybersecurity measures, promoting innovation, and fostering trust among consumers and businesses alike.

To address the stated objectives and aligning with the proposal outlined in the call, the project STAN4CR2 is envisioned to be structured around three primary needs and objectives:

- timely delivery of the CRA standards
- providing administrative support,
- engaging stakeholders through outreach efforts.

The objective of this Open Call for Tender is selecting Rapporteurs to join the development of vertical standards within the CEN/TC 224, CLC/TC 65X and CEN-CLC/JTC 13 WG 6 and in collaboration with other technical committees within CEN, CENELEC and ETSI to cover standardization work in support of the *Regulation*

2024/2847 of the European Parliament and of the Council on horizontal cybersecurity requirements for products with digital elements and amending Regulations (EU) No 168/2013 and (EU) No 2019/1020 and Directive (EU) 2020/1828 (Cyber Resilience Act).

**Table 1** Overview of all the deliverables associated to STAN4CR2. Topics listed in grey rows are not available for direct selection in the present Open Call for Tender as they will be handled by ETSI.

#	Topic
16	European standard(s) on essential cybersecurity requirements for identity management systems and privileged access management software and hardware, including authentication and access control readers, including biometric readers
17	European standard(s) on essential cybersecurity requirements for standalone and embedded browsers
18	European standard(s) on essential cybersecurity requirements for password managers
19	European standard(s) on essential cybersecurity requirements for software that searches for, removes, or quarantines malicious software
20*	European standard(s) on essential cybersecurity requirements for products with digital elements with the function of virtual private network (VPN) (only OT part for this call for tender)
21*	European standard(s) on essential cybersecurity requirements for network management systems (only OT part for this call for tender)
22*	European standard(s) on essential cybersecurity requirements for Security information and event management (SIEM) systems (only OT part for this call for tender)
23	European standard(s) on essential cybersecurity requirements for boot managers
24	European standard(s) on essential cybersecurity requirements for public key infrastructure and digital certificate issuance software
25*	European standard(s) on essential cybersecurity requirements for physical and virtual network interfaces (only OT part for this call for tender)
26	European standard(s) on essential cybersecurity requirements for operating systems
27*	European standard(s) on essential cybersecurity requirements for routers, modems intended for the connection to the internet, and switches (only OT part for this call for tender)
31	European standard(s) on essential cybersecurity requirements for smart home general purpose virtual assistants
32	European standard(s) on essential cybersecurity requirements for smart home products with security functionalities, including smart door locks, security cameras, baby monitoring systems and alarm systems
33	European standard(s) on essential cybersecurity requirements for Internet connected toys covered by Directive 2009/48/EC that have social interactive features (e.g. speaking or filming) or that have location tracking features
34	European standard(s) on essential cybersecurity requirements for personal wearable products to be worn or placed on a human body that have a health monitoring (such as tracking) purpose and to which Regulation (EU) 2017/745 or Regulation (EU) 2017/746 do not apply or personal wearable products that are intended for the use by and for children

\*Only focused on the OT part of the deliverables and deriving from OT broad vertical EN IEC 62443-4-2 which will be handled by CLC/TC 65X. The rest of the scope is outside of this call for tender.

The Rapporteurs will be responsible for providing CEN-CENELEC with the respective progress reports along the project and the dissemination material to support the dissemination events and stakeholder engagement activities.

## I.2 Context

The project will be developed in close cooperation among the 3 ESOs and the European Commission and is directly related to the Standardisation Request to support the CRA. During the standard drafting process, all relevant documents will be shared via email and a centralized collaboration platform. The project results will be promoted on different channels such as social media and National Standardization Bodies/National Committees webpages and CEN-CENELEC's webpage.

## II Objectives

The objective of the Rapporteurs under this call is to lead the project teams in charge of the development of European standards in support of the deliverables needed detailed in **Table 2** related to the standardization request, while ensuring **timely and appropriate coordination and alignment across both horizontal and vertical standards**. The Project Team will be comprised of the selected Rapporteur and the experts of the involved technical committees.

### III Execution

#### III.1 General tasks of the Rapporteurs

The Project Team Leader will be responsible for the execution of the project which involves the following tasks:

- **Leadership and coordination of the project team.**
- Drafting of the project standardisation documents at the different stages for comments of the involved technical bodies.
- Active contribution to comment solving, including the production of proposals of answers to the comments of the involved technical bodies.
- Amendment of the subsequent drafts according to the answers agreed by the technical bodies.
- Attendance to the meetings of the technical bodies **and to relevant coordination meetings, including those corresponding to dissemination activities.**
- Liaising with each other under coordination of the Convenor of the coordinating working group,
- Reporting to the coordinating Convenor and working group.
- Attend and present during stakeholder engagement activities.
- Lead deep dive sessions with stakeholders.

#### III.2 Deliverables associated per Rapporteur

Three positions of Rapporteurs are to be selected to join the STAN4CR2 project in this Open call for Tender to work on the deliverables listed in the below Table 2. Applicants must specify in the application form the Rapporteur position they are applying for:

*Table 2 Distribution of deliverables per Rapporteur as per the present Call for Tender*

<b>Rapporteur 1</b> CEN/TC 224	16. European standard(s) on essential cybersecurity requirements for identity management systems and privileged access management software and hardware, including authentication and access control readers, including biometric readers
<b>Rapporteur 2</b> CEN-CLC/JTC 13 WG 6	24. European standard(s) on essential cybersecurity requirements for public key infrastructure and digital certificate issuance software
<b>Rapporteur 3</b> CLC/TC 65X	<p>*20. European standard(s) on essential cybersecurity requirements for products with digital elements with the function of virtual private network (VPN)</p> <p>*21. European standard(s) on essential cybersecurity requirements for network management systems</p> <p>*22. European standard(s) on essential cybersecurity requirements for Security information and event management (SIEM) systems</p> <p>*25. European standard(s) on essential cybersecurity requirements for physical and virtual network interfaces</p> <p>*27. European standard(s) on essential cybersecurity requirements for routers, modems intended for the connection to the internet, and switches</p>
<b>Rapporteur 4</b> TBD	<p>23. European standard(s) on essential cybersecurity requirements for boot managers</p> <p>26. European standard(s) on essential cybersecurity requirements for operating systems</p>

*\*Only focused on the OT part of the deliverables and deriving from OT broad vertical EN IEC 62443-4-2 which will be handled by CLC/TC 65X. The rest of the scope is outside of this call for tender.*

### III.3 Timeframe

The Grant Agreement with the EC and EISMEA is in the process of being concluded. However, it is estimated that the project will have an effective start date of 2025-04-01 and an end date in June 2026.

Table 3 shows the draft planning of STAN4CR2 for the vertical projects.

*Table 3 Draft planning for the deliverables involved in this call, following the deadlines stipulated in the CRA standardization request*

Month	Estimated date	Task	Permanent activities
1	March 2025 (start)	Launch public call for tender: Project Team experts (35 days)	Production of dissemination material and coordination with stakeholder events. Coordination and alignment with horizontal and vertical workstreams and deliverables.
2-3	April 2025	Selection process of Rapporteurs	
2-3	May 2025	Virtual meeting: Project Team introduction and onboarding of Rapporteur	
3 to 9	May to November 2025	Drafting activities and coordination with horizontal/vertical related deliverables	
7	September 2025	Stakeholder involvement events and deep dives	
14	November 2025	Dispatch of ENQ draft	
16	June 2026	Dispatch of FV draft	
24	October 2026	Acceptance of the standard, Date of Availability (DAV), publication by ESO's	

## IV Financial support

The European Commission and EFTA have decided to provide financial support to the standardization work. The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in GA N° 101232696 and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the GA N° 101232696 including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders, etc...).

**Costs incurred before the start date of the STAN4CR2 project are not considered as eligible for EU financial support.**

**IMPORTANT: The travel and accommodation costs of the Rapporteurs are not eligible costs, they are considered as covered by their daily rate.**

## V Selection criteria

### V.1 Selection criteria for the Rapporteurs

The applicants shall comply with the following general requirements:

- Knowledge of the European Standardisation system, with a focus on CEN and CENELEC.
- Ability to co-ordinate and lead a team of experts.
- Ability to ensure the integration and consolidation of all contents provided by the Project Team (PT) experts.
- Management skills such as coordinating a group of experts and subcontractors (e.g. technical project leaders), promoting consensus, convening meetings, ensuring the circulation of relevant documents, early recognition, and solution of problems (e.g. concerning time and content of the deliverables).
- Reporting by correspondence or at meetings by addressing the relevant points.
- Ability to timely produce reports when requested and when relevant.
- Proven technical background and a relevant degree in a technical field.
- Ability to supply deliverables at specified target dates.
- Ability to contribute as content provider for the requested deliverable/s in one of the three projects they are applying for (please see below the description of the Rapporteurs).
- Wide experience in standardization processes, creation of standardisation documents and consensus building activities in European and other standardization environments (national and international).
- Strong knowledge of the Cyber Resilience Act, the EU Cybersecurity Strategy and other relevant European legislation, such as the NIS2 Directive and the Cybersecurity Act.
- Knowledge of European and international cybersecurity requirements applicable, under the approach of the Cyber Resilience Act, considering the full lifecycle of connected devices and software products, including vulnerability handling.
- Knowledge of the New Legislative Framework and its implications for standards drafting.
- Understanding of the processes of conformity assessment.
- Communication skills and proficiency in English.

And with the specific knowledge and experience related to the project they intend to join\*, to be described by applicants in their CV and the submission of their application form, as per the Annex B of the present Open Call for Tender.

\*Note Rapporteur 3: Have a profound knowledge of the EN IEC 62443 series and a good background on the OT products in scope of the present Open Call for Tender.

## **VI Award criteria**

### **VI.1 Award criteria for the Project Team Leader**

The selection of the most suitable candidate will be made on the basis of the following criteria:

- a) Documented experience (maximum 60 points):
  - Deep knowledge of the European Standardisation system, with a focus on CEN and CENELEC.
  - Ability to co-ordinate and lead a team of experts.
  - Ability to ensure the integration and consolidation of all contents provided by the Project Team (PT) experts.
  - Management skills such as coordinating a group of experts and subcontractors (e.g. technical project leaders), promoting consensus, convening meetings, ensuring the circulation of relevant documents, early recognition, and solution of problems (e.g. concerning time and content of the deliverables).
  - Ability to timely produce reports when requested and when relevant.
  - Proven experience and a relevant degree in a technical field for the role they intend to apply for (see descriptions Rapporteurs 1 and 2).
  - Ability to supply deliverables at specified target dates.
  - Ability to contribute as content provider for the requested deliverable/s in one of the three pillars they are applying for (see descriptions Rapporteurs 1 and 2).
  - Wide experience in standardization processes, creation of standardisation documents and consensus building activities in European and other standardization environments (national and international).
  - Strong knowledge of the Cyber Resilience Act, the EU Cybersecurity Strategy and other relevant European legislation, such as the NIS2 Directive and the Cybersecurity Act.
  - Knowledge of European and international cybersecurity requirements applicable, under the approach of the Cyber Resilience Act, considering the full lifecycle of connected devices and software products, including vulnerability handling.
  - Knowledge of the New Legislative Framework and its implications for standards drafting.
  - Understanding of the processes of conformity assessment.
  - Communication skills and proficiency in English.
- b) Specific knowledge, technical background and experience related to the project they intend to join (maximum 20 points)
- c) Expected ability to work well with the existing working group (maximum 10 points)
- d) Price (maximum 10 points)

The candidate who will reach the highest score will be considered as the best value for money offer and hence should be the candidate selected to perform the expected activities (unless force majeure).

## **VII Eligibility criteria**

The following candidates will be excluded:

- Candidates who were the subject of a non-likely judgment of recourse for a professional infringement
- Candidates who are in an irregular tax situation or in an irregular special taxation situation
- Candidates who provide incomplete or erroneous information.
- Candidates who submit their application after the submission deadline.
- Candidates with any conflict of interest.
- Candidates not compliant with the requirements specified in Article 2 of the CRA [Standardization Request](#).

## **VIII Selection Procedure**

Selection procedure Applicants will be selected by a selection committee, which is composed of: – the convenor and secretary of the involved technical committee and – a representative from the CEN -CENELEC Management Centre.

Applications will be reviewed against the criteria found in the project plan and the skills mentioned in the previous section (weighting 60%). The technical background in the relevant fields of cybersecurity will be particularly valued (weighting 20%). The expected ‘chemistry’ within the project team will also be considered (weighting 10%). Additionally, the selection will be based on the principle of best value for money, considering the day rate of the expert and the number of days the expert requires to execute the work (weighting 10%).

The report of the selection committee on the selection of the experts will be submitted to the European Commission and EISMEA prior to the contracting of the experts.

## IX Tenders

Tenders shall be sent to Lucia Lanfri (llanfri@cencenelec.eu), Project Manager at CEN-CENELEC Management, as soon as possible, **to be received at the latest by 2025-04-11**.

The tender shall be in English and contain:

- Application form in the format given in Annex B.
- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise for the ‘Advertised position’. Applicants shall specify the type of Rapporteur they apply for;
- A schedule and a description of the execution of the tasks which will be carried out in the project as such;
- A table in the format given in Annex A with detailed information on the costs;
- Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria;
- A signed declaration (see Annex B), by which the candidate(s) certifies not to be subject to one of the exclusion criteria as described in Clause “Eligibility criteria” and the veracity of the adjoining documents.

**IMPORTANT:** The Grant Agreement with the EC and EISMEA is in the process of being concluded. The selection proceeding is conditioned by the signature of the Grant Agreements with the EC/EISMEA. Not signing the contract would imply the cancelation of the selection procedure.

Please note that, to ensure equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Therefore, incompleteness in Annex A and B can only result in negative impact for the evaluation of award criteria. Please note also that proposals deviating from the technical specifications may be rejected for non-conformity.

Candidates may apply for more than one role. In case of multiple applications candidates shall state their priorities **and shall disclose if they are receiving funding for any other EU funded project such as Cyberstand.eu or any other initiative.**

Potential candidates may come from the public sector, universities and from the private industry, always indicating their affiliation. It is essential that the qualifications and experience of the individual fulfilling the tasks are properly described.

For any questions concerning the information provided in this call for tender or if further clarification or additional information is needed, please contact:

Ms Lucia Lanfri  
Project Manager at CEN-CENELEC Management Centre  
[llanfri@cencenelec.eu](mailto:llanfri@cencenelec.eu)  
Postal address: Rue de la Science 23, 1040 Brussels, Belgium

If additional information related to this call for tender is required, whether due to queries or other reasons, it will be published on the website of CEN-CENELEC.

Please send your application to:

CEN-CENELEC Management Centre

Ms Lucia Lanfri

[llanfri@cencenelec.eu](mailto:llanfri@cencenelec.eu)

Postal address: Rue de la Science 23, 1040 Brussels, Belgium



## Annex A

### Table with detailed information on the costs

The following table shall be used in the tender to give detailed information on the costs regarding the work of 'Advertised position'.

Applicants are asked to propose an all-inclusive daily rate which would include travel costs.

Organisation / Staff level	Daily rate (€)	Number of man-days	Total (€)	Travel budget	Others (Supplies, Consumables)	Total cost (€)
Rapporteur	0,00	0	<b>0,00</b>	included	included	<b>0,00</b>

**IMPORTANT:** The travel costs of the Rapporteurs to the face-to-face meetings of this project are not eligible costs, they are considered as covered by their daily rate.

## **Annex B**

**Application to a Call for Tender in compliance with SMP Single Market Programme Regulation  
(and its financing decision) & MGA (Mono or Multi beneficiary(ies) Grant Agreement)**

**A- Contact details of the Expert**

<b>Name:</b> <b>Position:</b> <b>Company:</b> <b>Phone:</b> <b>Email address:</b> <b>Country of residence:</b> <b>Personal website (if any)</b>
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**B- Information about the organisation/s the expert is working (name, website, contact person, phone, email)**

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**C- Curriculum Vitae (maximum 4 A4 pages)**

**D- Please specify for which position you are applying, as per described in Table 2 of this Open Call for Tender:**

- Rapporteur 1
- Rapporteur 2
- Rapporteur 3
- Rapporteur 4

In case of multiple applications, please list your priorities.

.....

E- Rapporteur

Skills and expertise	Yes/No	Short description of the evidence of the required skills and expertise for the role you are applying for
Ability to co-ordinate and lead a team of experts.		
Ability to ensure the integration and consolidation of all contents provided by the Project Team (PT) experts.		
Management skills such as coordinating a group of experts and subcontractors (e.g. technical project leaders), promoting consensus, convening meetings, ensuring the circulation of relevant documents, early recognition and solution of problems (e.g. concerning time and content of the deliverables).		
Reporting by correspondence or at meetings by addressing the relevant points.		
Ability to timely produce reports when requested and when relevant.		
Proven experience and a relevant degree in a technical field for the role the intend to apply for (see descriptions Rapporteurs 1 and 2).		
Ability to contribute as content provider for the requested deliverable/s for the project they are applying for.		
Deep knowledge of the European Standardisation system, with a focus on CEN and CENELEC.		
Wide experience in standardization processes, creation of standardisation documents and consensus building activities in European and other standardization environments (national and international).		
Strong knowledge of the Cyber Resilience Act, the EU Cybersecurity Strategy and other relevant European legislation, such as the NIS2 Directive and the Cybersecurity Act.		
Knowledge of European and international cybersecurity requirements applicable, under the approach of the Cyber Resilience Act,		

considering the full lifecycle of connected devices and software products, including vulnerability handling.		
Knowledge of the New Legislative Framework and its implications for standards drafting		
Understanding of the processes of conformity assessment.		
Communication skills and proficiency in English.		
Communication skills and proficiency in English.		
<b>Rapporteur 1, specific knowledge related to this project team.</b>		
<b>Rapporteur 2, specific knowledge related to this project team.</b>		
<b>Rapporteur 3, specific knowledge related to this project team.</b>  Note: Have a profound knowledge is desired of the EN IEC 62443 series as well of a good background on the OT products in scope of the present Open Call for Tender.		
<b>Rapporteur 4, specific knowledge related to this project team.</b>		

## F- Information on the costs of the experts

### F.1 - Rapporteur

- Daily rates:
- Number of man-days:

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**Total costs:**

IMPORTANT: The travel costs of the Rapporteurs to the face-to-face meetings related to this project are not eligible costs, they are considered as covered by their daily rate.

## G- Information on the costs of the experts

**Description of the offer (answer to the call for tender)**

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also declare that I have no conflict of interest by submitting the present offer.

Signed:

On behalf of :(print name here)

Date:



# Single Market Programme (SMP Standardisation)

## Application Form

Technical Description (Part B)

(SMP STAND Standard)

Version 3.0  
XX March 2025



**TECHNICAL DESCRIPTION (PART B)****COVER PAGE**

<b>PROJECT</b>	
<b>Project name:</b>	Standardization for Cyber Resilience
<b>Project acronym:</b>	<b>STAN4CR2</b>
<b>Project Duration</b>	15 months
<b>Project Start Date</b>	2025-04-01
<b>Fixed start date Justification:</b>	The work on this project needs to start as early as possible for the ESOs to meet the deadlines set in the EC Standardisation Request in support of the Cyber Resilience Act.
<b>Coordinator contact:</b>	Jan Ellsberger - ETSI

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## PROJECT SUMMARY

### Project summary

See Abstract (Application Form Part A).

#§PRJ-SUM-PS§# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

## 1. RELEVANCE

### 1.1 Background and general objectives

The Cyber Resilience Act (CRA) aims to address the increasing cybersecurity threats faced by hardware and software products by setting essential cybersecurity requirements for manufacturers, with stricter assessments for important and critical products. The European Commission is in the process of consulting with stakeholders to develop standards supporting the CRA. The approach includes horizontal standards for a generic framework and vertical standards tailored to specific product risks. The cross-border nature of cyber threats necessitates EU-level action to ensure a competitive single market and boost trust in digital products. Harmonized standards and international standards will facilitate compliance, particularly for small and medium-sized enterprises. Timely development and availability of these standards are crucial for effective implementation, especially for important digital products.

In today's dynamic market landscape, the need for a robust standardization strategy has become paramount. The evolving nature of cybersecurity-related technologies demands a strategy that is not only adaptive but also anticipates the complexities associated with groundbreaking advancements. The STAN4CR2 project aims to support and accelerate the standardization efforts within the EU, fostering collaboration and coherence in the rapidly evolving cyber security landscape, aiming to prevent security incidents and minimise the impacts of such incidents, including in relation to the health and safety of users. In order to cover the full scope of the CRA standardization request, this project will complement the efforts done under the STAN4CR project, funded by the EC and EFTA, ensuring that coordination is in place between the two projects.

European standardization efforts will be dedicated to developing the remaining vertical standards complementing the work on horizontal standards being developed under the WG-9 within the CEN-CENELEC Joint Technical Committee 13 (CEN-CLC/JTC 13) "Cybersecurity and Data Protection". Given the broad scope of "products including digital elements" and the scarcity of cybersecurity expertise, several Technical Groups of CEN CENELEC and ETSI are expected to jointly contribute to this effort in a coordinated manner.

The project STAN4CR2 is positioned to provide essential coordinating and administrative resources via CEN, CENELEC and ETSI. This project's goal is to facilitate a seamless and inclusive standardization process safeguarding at the same time appropriate connection and alignment between different horizontal and vertical workstreams. This project will also focus on carrying out stakeholders' consultations aiming to increase access and gather feedback to enrich discussion, with the objective of have an increased diversity of views, improved public awareness of standardization activities, dissemination activities, and broader engagement with relevant stakeholders.

The timely development of standards will benefit industry, including Small and Medium Enterprises, policymakers, and society at large by providing a solid foundation for the integration of state of art standards into everyday applications of many digital products. Furthermore, the developments of standards to support the CRA will contribute to the resilience and competitiveness of the EU Single Market by enhancing cybersecurity measures, promoting innovation, and fostering trust among consumers and businesses alike.

## 1.2 Needs analysis and specific objectives

The CRA stands as pivotal legislation aimed at tackling the escalating cybersecurity challenges confronting hardware and software products. It establishes crucial cybersecurity requirements for manufacturers, particularly emphasizing stringent assessments for significant and critical products. The timely formulation of standards under the CRA not only serves the interests of industries, policymakers, and society at large but also furnishes a robust framework for the seamless integration of cutting-edge standards into the everyday functionality of numerous digital products.

To address the stated objectives and aligning with the proposal outlined in the call, the project is envisioned to be structured around three primary needs and objectives: drafting standardization deliverables, providing administrative support, and engaging stakeholders through outreach efforts. These tasks intersect across various work packages within the project framework to respond to the deliverables requested around the following topics. (The numbers used in the list below correspond to the deliverable numbers in the Standardisation Request in support of the implementation of the CRA, to be developed jointly by the ESOS.)

*Table 1 List of deliverables*

#	Topic
16	European standard(s) on essential cybersecurity requirements for identity management systems and privileged access management software and hardware, including authentication and access control readers, including biometric readers
17	European standard(s) on essential cybersecurity requirements for standalone and embedded browsers
18	European standard(s) on essential cybersecurity requirements for password managers
19	European standard(s) on essential cybersecurity requirements for software that searches for, removes, or quarantines malicious software
20	European standard(s) on essential cybersecurity requirements for products with digital elements with the function of virtual private network (VPN)
21	European standard(s) on essential cybersecurity requirements for network management systems
22	European standard(s) on essential cybersecurity requirements for Security information and event management (SIEM) systems
23	European standard(s) on essential cybersecurity requirements for boot managers
24	European standard(s) on essential cybersecurity requirements for public key infrastructure and digital certificate issuance software
25	European standard(s) on essential cybersecurity requirements for physical and virtual network interfaces
26	European standard(s) on essential cybersecurity requirements for operating systems
27	European standard(s) on essential cybersecurity requirements for routers, modems intended for the connection to the internet, and switches
31	European standard(s) on essential cybersecurity requirements for smart home general purpose virtual assistants
32	European standard(s) on essential cybersecurity requirements for smart home products with security functionalities, including smart door locks, security cameras, baby monitoring systems and alarm systems
33	European standard(s) on essential cybersecurity requirements for Internet connected toys covered by Directive 2009/48/EC that have social interactive features (e.g. speaking or filming) or that have location tracking features
34	European standard(s) on essential cybersecurity requirements for personal wearable products to be worn or placed on a human body that have a health monitoring (such as tracking) purpose and to which Regulation (EU) 2017/745 or Regulation (EU) 2017/746 do not apply or personal wearable

	products that are intended for the use by and for children
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Three work packages are therefore proposed to organize the required work during the duration of the project:

Work Package 1 (WP-1) 1 “Project Management and Coordination” will be co-led by the CEN-CENELEC and ETSI and will consist in overall coordination, management, and reporting. This Work Package will also include the selection of the rapporteurs and experts among the applications received following an open call for expertise.

Work Package 2 (WP-2) “Drafting Standardisation Deliverables” will be co-led by CEN-CENELEC and ETSI and will consist of the recruitment of Rapporteurs and Experts to draft, consolidate contributions and comments, and facilitate consensus to develop the European standard(s) on the different topics listed above.

The ESOs joint Work Programme is currently being coordinated between CEN-CENELEC and ETSI relevant Technical Groups and will be finalized according to the deadline of Article 3 the Standardisation Request.

The deliverable development work will comply with the ESOs internal Directives and involve cooperation between technical groups in the framework of the Cooperation Agreement between CEN-CENELEC and ETSI. For the sake of time, this collaboration will start in Mode 4 between relevant technical groups and could potentially continue in a Joint Technical Bodies operating under Mode 5.

Finally, Work Package 3 (WP-3) will focus on stakeholder engagement and outreach. The main objective of this work package is to coordinate the project's dissemination efforts, complementing the work of the rapporteurs, who will divide their time between standard development and stakeholder engagement activities. WP-3 deliverables include webinars and open consultations. These dissemination activities will cover the CRA scope comprehensively and encourage a wider audience to participate in the development of harmonized standards in support of CRA.

For each group of deliverables of WP-2, open consultations will be organized online within the working groups of the technical committee once the draft standards reach a sufficient level of maturity. In addition, a couple of webinars will be held online or at least in hybrid mode to ensure broad participation of stakeholders.

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### 1.3 Complementarity with other actions and innovation

The project will consider and/or build upon various activities in different fields of cybersecurity and data protection, topics currently being developed by CEN-CLC/JTC 13 “Development of standards for cybersecurity and data protection”. This JTC has been dedicated to the development of work related mainly to, management systems, frameworks, methodologies, data protection and privacy, services and products evaluation standards suitable for security assessment for large companies and small and medium enterprises (SMEs), competence requirements for cybersecurity and data protection, security requirements, services, techniques and guidelines for ICT systems, services, networks and devices, including smart objects and distributed computing devices.

CEN-CLC/JTC 13 is a strategic partner of the European Commission and other EU agencies and bodies as well as Member States national administration and bodies. It also cooperates with all the partners in standardisation field both from international (ISO, IEC, ITU) and European (ETSI) point of view, as well as other National Standardization Bodies relevant to JTC13 scope, on international level (e.g. NIST, JISC, SAC etc.).

For the contributions related to industrial processes, the CLC/TC 65X ‘Industrial-process measurement, control and automation’ will draw on specialized knowledge to support the development of standards for industrial processes. CLC/TC 65X will continue to advance the "Security for Industrial Automation and Control Systems" standards in parallel with the IEC, with the goal of aligning these standards with the Cyber Resilience Act (CRA) and addressing any existing gaps. Through these efforts, CLC/TC 65X promotes consistent, cross-sector security standards, contributing to a more resilient and interoperable industrial ecosystem.

The project will also leverage expertise in ETSI Technical Committee on Cybersecurity (TC CYBER),

that will be the lead Technical Committee in ETSI for this project. ETSI TC CYBER acts as the centre of expertise in ETSI for Cyber Security and its standardisation activities cover:

- Security of infrastructures, devices, services and protocols;
- Advice, guidance and operational security requirements to users' manufacturers and network and infrastructure operators;
- Security tools and techniques;
- Security mechanisms to protect privacy;
- Security specifications and guidelines;
- Quantum-safe cryptography.

TC CYBER will liaise with other groups in ETSI, such as the Technical Committee on Electronic Signatures and Trust Infrastructures (TC ESI) on topics related to identity management systems, including authentication and access control readers, including biometric readers, and on public key infrastructure and digital certificate issuance software; as well as the Technical Committee on Secure Element Technologies (TC SET) on topics related to microprocessors and microcontrollers with security-related functionality, secure elements and smart cards. Finally, TC CYBER will liaise with 3GPP groups where relevant to provide the needed expertise and state of the art knowledge for vertical mobile communications services

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## 2. QUALITY

### 2.1 Concept and methodology

In coordination with the horizontal standards being developed by the CEN-CLC/JTC 13 the project's main objective is to develop the first wave of vertical standards while at the same time ensuring enough dissemination and outreach activities are put in place to maximise stakeholder involvement beyond those participating in the working groups developing the deliverables.

The draft standards will be produced in the context of responsible technical committees, following the deliverable elaboration principle of seeking consensus and within a fixed time schedule and with appropriate quality checks. The technical committees working on the different standards will meet and coordinate regularly to ensure the alignment and consistency of their deliverables.

To involve stakeholders beyond the technical committee participation, rapporteurs will take a key role in dissemination activities. Rapporteurs are the best placed expert to take the lead in creation of dissemination material for online open consultations, webinars and deep-dive work sessions where interaction with stakeholders will take place.

Results from this call are concrete proposals for harmonised standards specified in the lines defined in Table 1 of present EISMEA call considering that in some cases, this could include technical specifications or reports as well as data formats or roadmaps.

On top of the ESOs usual editorial quality review of deliverables, the quality of the project's deliverables will be ensured according to the best practices defined between the ESOs and the European Commission for Standardisation request deliverables, including the use of checklists, internal peer reviews, and independent assessments.

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## 2.2 Consortium set-up

The coordinator of this topic will be ETSI and the role of CEN and CENELEC is defined as other Beneficiaries.

The management, coordination and organization implementation of the project is performed by the 3 ESOs, within their area of responsibility, whereby the processing of the technical contents of the standards to be developed is the responsibility of the corresponding technical committees and working groups.

Each of the work packages also conceives the development of core tasks key to the success of this project. These are allocated to the WP leaders and are surveyed by each WP coordinator, whose role primarily involves facilitating coordination and communication among various stakeholders, including ESOs governance bodies, relevant external organizations, National Standards Bodies (NSBs) or National Committees (NCs), secretariats, and working groups of relevant Technical Committees. This includes maintaining contact with the project's Commission liaison.

WP 1 will provide administrative support such as document and meeting management, as well as financial oversight to ensure the project's agility and suitability. Coordinators are responsible for quality control of standards and standardization deliverables, adhering to established guidelines and checklists. It also involves monitoring all project activities, including those of rapporteurs, technical committees, and working groups, to ensure coherence and effective communication.

Furthermore, Coordinators facilitate knowledge dissemination by updating participating Technical Committees on field developments, including relevant legislation, technical advancements, and best practices, ensuring that the involved technical committees are carrying their work in close cooperation with all relevant Technical Committees.

Coordination work related to the horizontal standards will be supported by the existing project STAN4CR.

## 2.3 Project teams, staff and experts

Project teams and staff		
Name and function	Organisation	Role/tasks/professional profile and expertise
Project Managers: Lucia Lanfri TBD	CENELEC CENELEC	<ul style="list-style-type: none"> <li>Coordination of the work of the Rapporteurs, involved Technical Committees (from CEN CENELEC and/or ETSI) and the European Commission; when necessary,</li> <li>Arrange meetings as required in order to meet the target dates and deal with issues arising relating to the work programme,,</li> <li>Coordination, advice and guidance on standardization procedures and processes to all involved parties (e.g. subcontractors, experts, members and convenors);</li> <li>Preparation, coordination and execution of the tenders in order to select the required subcontractors; preparation of contracts with subcontractors,</li> <li>Planning, monitor and manage the financial budget of the project(s),</li> <li>Preparation of progress, final and meeting reports,</li> <li>Responding to external inquiries concerning the standardization activities/committees,</li> <li>Monitor progress of the tasks and taking</li> </ul>

		<p>corrective actions,</p> <ul style="list-style-type: none"> <li>• Ensure information exchange with relevant CEN, CENELEC and ETSI technical committees,</li> <li>• Any other occurring tasks emerging from the work under contract (e.g. consensus-related issues),</li> </ul>
<p>Technical Officer Laure Pourcin</p>	ETSI	<ul style="list-style-type: none"> <li>• Act as prime ETSI Secretariat contact for the standardization activity in response to the SR CRA.</li> <li>• Supervise the operation of the standardization activity under the ETSI Directives and Technical Working Procedures,</li> <li>• Coordinate the CRA SR standardisation work with the ESOs Project Managers and the European Commission. Monitor progress of work programme.</li> <li>• Advise the group on the application of the relevant drafting rules, quality controls, stakeholders' involvement, and common best practice.</li> <li>• Ensure that deliverables are fit for purpose, and in line with the relevant directives, drafting rules and quality recommendations, and accompany them through the drafting and publication phases.</li> <li>• Act as secretary where appropriate, provide official reports of the group's meetings, highlighting actions and decisions.</li> <li>• Ensure that decisions, actions, approval of new work items and deliverables are properly recorded and communicated within the Secretariat.</li> <li>• Monitor activities of other relevant groups, both inside and outside of ETSI and advise of relevant activities as required.</li> </ul>
<p>Management Nooshin Amirifar</p>	CENELEC	<ul style="list-style-type: none"> <li>• Oversee coordination meetings</li> <li>• Liaising with relevant parties regarding deliverables, issues, delays, and advice on best practices.</li> <li>• Oversee the coordination and execution of the tenders in order to select the required subcontractors; preparation of contracts with subcontractors,</li> </ul>
<p>Financial project Manager Nicoleta Taran</p>	CEN	<ul style="list-style-type: none"> <li>• Coordinate activities to support or assist the project managers and the stakeholders in terms of administrative, operational, and technical services,</li> <li>• Support for procurement of the processes related to all calls for tender,</li> <li>• Support in the preparation, implementation, and follow-up of meetings as well as other events, related to the financial aspects,</li> <li>• Monitor deadlines and project dates,</li> <li>• Contribution to the technical and financial report</li> </ul>

Communications Project Manager TBD	CEN	<ul style="list-style-type: none"> <li>Contribution to the event organization and management.</li> <li>Offer support in compiling all rapporteur work offered as dissemination material by providing an adequate format suitable to support the different dissemination events</li> </ul>
Legal Project Manager	CEN	<ul style="list-style-type: none"> <li>Support in creation of contracts for Rapporteurs</li> </ul>
Editor - TBD	CENELEC	<ul style="list-style-type: none"> <li>Edition of Standards</li> </ul>
Project Manager -TBD	DKE	<ul style="list-style-type: none"> <li>Contribute to the coordination and execution of the tenders to select the required subcontractors related to the activities of the CLC/TC 65X</li> </ul>

Other project participants will be nominated by the ESOs without cost to the project such as:

- Official representatives of CEN/CLC/ETSI technical groups (i.e. Chair, Vice Chairs, Convenors) and Secretaries/Technical Officers from the involved of CEN/CLC/ETSI technical groups.

They will be responsible for developing the standards.

- ETSI Funded Activities Team
  - Management of the project costs and funding
  - Responsible for the Reporting to ETSI Management and EC/EFTA.
  - Management of audit processes on Funded projects
  - Management of contractual aspects with the experts
  - Monitoring of the administrative and financial tasks of the projects
  - Validation of milestones and payments.
- ETSI EditHelp Team,
  - Perform the editorial quality review of Standards.
  - Manage the approval process.
  - Publish the standards.

#### Outside resources (subcontracting, seconded staff, etc)

This project proposes to incorporate at least 6 dedicated experts assigned as Project Leaders (Rapporteurs) to fulfil one or more functions associated with the project deliverables. Rapporteurs will play two important roles:

- Act as project leaders and rapporteurs of the deliverables (link to WP-1)
- Promote knowledge dissemination (link to WP-3)

Typical tasks of Project Leaders (Rapporteurs) are leading and moderating iterative drafting sprints, collecting and integrating stakeholder feedback, organising calls among other rapporteurs as needed, drafting and editing text and addressing comments, liaising with each other under coordination of the Convenor of the working group, reporting to the Convenor and working group, contributing to stakeholder outreach and engagement, supporting the publication of mature drafts for open consultations and the production of material for webinars and deep-dive work sessions .

The call for rapporteurs shall be launched by the WP-2 beneficiaries CEN-CENELEC & ETSI respectively and a selection panel will appoint the independent experts. These procedures will take place in line with the EU financial regulation, most likely a public call for tender will be launched in order

to ensure a diverse participation and involvement of cybersecurity experts.

Rapporteurs will be selected for work related to the vertical standards as per specified in this EISMEA call. The work carried out by these Rapporteurs will be done in close coordination with the developments on the horizontal standards related to “General Design”, “Vulnerability handling” and “Security and Control”. The work on horizontal standards to respond to the standardisation request will take place within CEN-CLC/JTC 13 WG-9 and is covered by a separate Action Grant STAN4CR.

The ESOs will implement their respective purchasing processes to recruit at least 3 rapporteurs in CEN CENELEC and at least 3 rapporteurs and one Project Manager in ETSI.

#### CEN/CENELEC Procurement

A call for proposal/tender is an essential part of any formal procurement plan aiming at obtaining the best value for money. Due consideration must be given to the manner in which the call is released, how to effectively describe the service/good CENELEC is requesting (with a clearly defined aim), and by which criteria CENELEC will judge timely, eligible bids.

All acquisitions of goods/services for CENELEC shall comply with the following processes, according to the below-described expenditure limits. The following thresholds will be applicable:

Up to €1.000: Any expenditure for goods/services up to €1.000 may be purchased as payment against invoices without prior acceptance of a tender

Between €1.001 and €15.000: Any expenditure for goods/services up to €15.000, no formal call for tenders is required, only a consultation of one offer is required.

Between €15.001 and €60.000: Any expenditure for goods/services between €15.001 and €60.000 shall require requesting at least 3 (three) (if so many available) offers from possible vendors or consultants. Proper documentation and adherence to all the principles of procurement herein apply. A selection report will be issued to identify the bids received, the selection criteria/methodology applied, and the bid selected.

Over €60.000: Any expenditure for goods/services for over €60.000 shall require an open call for tender to be published on CEN-CENELEC website for a duration of at least 35 calendar days.

Eligible timeframe - bids received before or after the procurement process due date are not eligible and will not be taken into consideration for evaluation process.

Artificial Limit Compliance - These above expenditure limits are meant to ensure the proper use of procurement processes to obtain the best and most cost-effective service/good. Artificial splitting of contracts or projects in order to avoid the implications of another procurement process category is strictly prohibited.

Selection shall be made in a neutral and transparent manner and in accordance with the criteria pre-determined in the initiation phase or as per the call for tenders. Cost-effectiveness and quality shall figure heavily in any weighted selection process.

From €15.001, the selection process should be performed through an Evaluation Committee who will ensure that the selection process is performed in compliance with the principles of the Treaty on the Functioning of the European Union (TFEU), such as equal treatment, non-discrimination, proportionality, and transparency. Ethics and Sustainability and will issue a motivated decision on the selection process of a supplier/subcontractor.

Rapporteurs are to be reimbursed from the corresponding budget within their WP in order to cover the travel and accommodation expenses incurred for traveling to dissemination events organised within of WP-3.

#### ETSI Procurement

According to ETSI Technical working procedure on the selection of the service providers, ETSI will issue a call for expertise to get the necessary skills and resources as described below.

The ETSI Staff will be integrated to guarantee the proper support and management.

The selection panel will comprise ETSI Secretariat (Director of Funded Activities, ETSI Technical Officers), and the Officials of the involved technical groups (i.e. ETSI TC CYBER, TC ESI, TC SET). They will review the potential candidates and select those who best meet the workplan, including the assignment of the project leader.

The review of the applicant will be based on multiple criteria such as technical competencies, skills, working experience, proposed contribution to tasks & related costs, the explanation of the parts of the



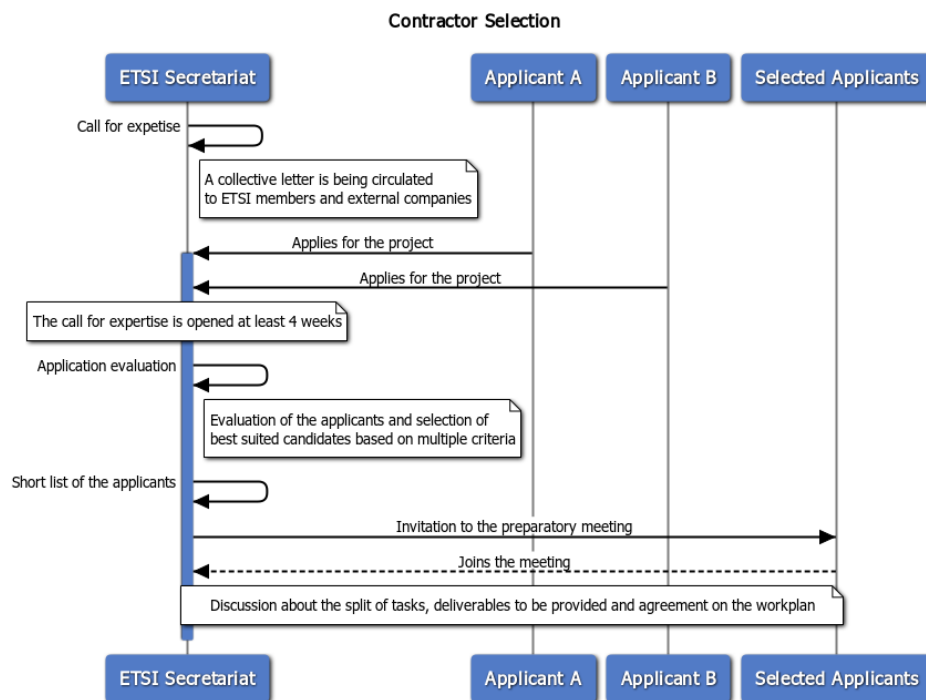
tasks and the scope that the service provider will cover, the way to achieve the objectives in this Project and proposed approach/methodology for the execution of the tasks, the approach to the management of the quality, the approach to the management of the risks and their mitigation, the implementation schedule, etc.

ETSI Secretariat will ensure during implementation that there is no duplication of efforts with any other EU Grant, in particular CYBERSTAND.eu, thus avoiding any issue with double funding.

A Project Manager will be appointed from one of the Service Providers.

The Project Manager will possess:

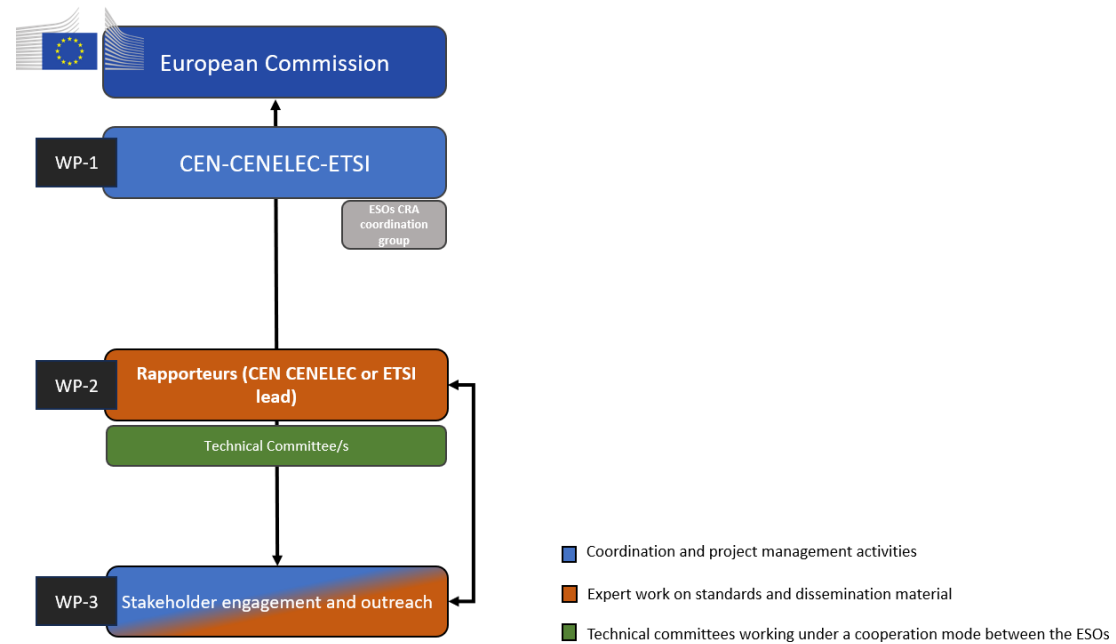
- project management experience,
- report-writing skills,
- knowledge of the EU cybersecurity standardisation ecosystem,
- experience of consensus building,
- presentations skills,
- experience of working in an international environment,
- experience in liaising with other international organisations.



Using the ETSI-defined call for expertise and contractor selection process outlined above, the selected experts will begin the project with the preparatory meeting at the end of the second month of the project (M2).

## 2.4 Consortium management and decision-making

The figure below provides an overview over the relevant committees and stakeholder of this proposal.



ETSI is the coordinator of the proposal and the contact point for the European Commission. CEN & CENELEC will be co-beneficiaries. The 3 ESOs will oversee the coordination and management of this project, framing related deliverables under work package 1 (WP-1) “Project Management and Coordination”. WP-1 will lead and oversee the work streams dedicated to the development of different vertical standards deliverables (WP-2) and WP-3 dedicated to the corresponding project dissemination and stakeholder engagement.

Each of these work packages focuses on its respective deliverables, with ETSI Secretariat and CCMC ensuring effective coordination to avoid duplication or undesired overlap. A ESOs CRA coordination group will be established to guide this initiative. This group will include convenors or members of the Technical Committees, involved, and will operate under WP-1, and will not request funding and will assist WP-1 in coordinating and aligning activities.

All activities carried out within an established Technical Committee adhere to the governance and regulations of their individual working groups, where the secretary and convenor serve as the primary points of contact for CEN-CENELEC & ETSI. At the same time, the execution of tasks within the work packages, completed by rapporteurs, will be supervised by WP-1.

Besides the work on standards, all Rapporteurs will produce a progress report and dissemination material which will serve as basis for the stakeholder involvement and outreach activities organised by WP-3. WP-1 will oversee the progress of the rapporteurs and collecting, curating, and editing the dissemination material, establishing liaison with WP-3 in order to coordinate efforts for the outreach events for stakeholder involvement.

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## 2.5 Project management, quality assurance and monitoring and evaluation strategy

In line with the ESO’s Quality Management System (QMS), the project will follow internal procedures to approve and manage progress. The deliverables will be developed according to the ESO’s projects timeline and deadlines. For the monitoring of the project, recurrent project team meetings are planned to follow the development of the projects and monthly coordination meetings are foreseen.

An overall project plan including relevant milestones will be prepared including all standardization deliverables in scope. The target dates for the publication of the deliverables are documented in the ESOs work programme database and are continuously updated during the development. The overall project plan and timeline will be the responsibility of the WP1 Project Manager and be monitored by the WP 2 and 3 coordinators.

They will review the key milestones defined in the project plan, consider the workload of the experts according to the active projects and their availability by keeping the overall workload of the working group in mind, circulate working drafts to be commented, oversee that schedules working group meetings regularly, ensures continuous exchange with the rapporteurs and technical committees secretariat/experts, fulfil key responsibilities, continuously report to the TC secretariat about the status and anticipated potential problems.

This should ensure that sufficient analysis has been performed, financial and human resources are secured, and necessary information is provided at various stages of the project using specific templates and approval processes. In case of change during the project impacting scope, resources or timeline, a change request will be submitted officially to ESO leading the project.

The ESOs CRA coordination group will evaluate the progress of the project by compiling the following data:

#### Evaluation Method

1. **Regular Reporting:** Establishing a routine (e.g., quarterly) reporting system where each work package leader provides updates on progress, challenges, and next steps. This should include both quantitative data and qualitative insights.
2. **Stakeholder Feedback:** This corresponds to the follow up actions related to the WG webinars and deep-dive work sessions (WP-3) and consists of implementing a structured feedback system where stakeholders can provide their insights and satisfaction levels with the project's outputs and engagement efforts (for instance, via quick surveys).
3. **Performance Reviews:** Conduct semi-annual reviews against the project objectives and milestones. Use these sessions to adjust strategies and redistribute resources if necessary.

#### Indicators

##### Quantitative Indicators

1. **Deliverables Completion Rate:** Track the percentage of deliverables completed versus planned in each work package (WG dissemination, enquiry, formal vote). This helps in assessing productivity and adherence to timelines.
2. **Stakeholder Participation Numbers:** Measure the number of stakeholders participating in the WG open consultations, webinars, and deep-dive work sessions (WP-3).
3. **Budget Adherence:** Monitor the expenditure against the budget allocated for each work package to manage financial resources effectively.

##### Qualitative Indicators

1. **Quality of Standards:** Assess the quality of the standards based on feedback from technical experts and end-users (EC and HAS assessment).
2. **Innovativeness of Solutions:** Evaluate how innovative solutions have been incorporated throughout the project. Self-assessment.
3. **Team Collaboration Quality:** Qualitatively evaluate how effectively the project teams across different work packages collaborated and shared knowledge. Evaluation by the ESOs CRA coordination group.

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## 2.6 Cost effectiveness and financial management

ETSI is the coordinator of the proposal and the contact point for the European Commission. CEN & CENELEC will be co-beneficiaries. Each beneficiary will manage technical, contractual, and financial aspects of the project with the EC/EISMEA and EFTA.

First, the cost effectiveness of the project will be ensured by the different control mechanisms set through the different entities of the project, covering in particular the following aspects:

- Control over resourcing and financial aspects
- Control over the technical aspects and issues

Secondly, the project will be supported by an experienced team ensuring the best value for money.

As far as the financial or resourcing aspects are concerned and as long as the scope of the project does not extend outside the one described in this document, the final delivery will be secured.

#### *Internal staff*

The time worked on this project by CEN CENELEC and ETSI staff paid by the project will be recorded in our time recording system within a specific code allowing precise identification of the number of hours worked on this project. The time worked and related costs for this project will be considered by the CEN-CENELEC and ETSI Finance Department to avoid overlapping with other existing funding agreements such as the Operating Grant, related Action Grants such as STAN4CR and CYBERSTAND.eu, or any other EC/EFTA funded project.

For the allocation of the financial resources by the affiliated entity DKE, a preliminary assessment has been carried out to estimate duties to be performed and their respective cost. An estimation of the time spent in relationship to the complexity of each task has also been performed to assess the consistency. For this, experience and knowledge gained in the coordination and management of complex standardization projects have been considered. Time spent will have to be recorded in Timesheets and all costs related to their outside resources will have to be justifiable.

#### *Subcontractors*

Nonetheless, the work programme requires additional expertise/support via subcontractors that will be handled by CEN, CENELEC and ETSI. For these, the budget was determined based on the project complexity, expert evaluation from the working group and experience from former standardization projects with similar analytical processes. Cost-effectiveness is a key factor of the procurement process. The management of the financial resources is allocated to the consortium member that is responsible for the respective tasks. A comparison is made on a regular basis to determine whether the resources used correspond to the progress of the project.

To avoid the risk of subordinate relationship under French labour law that could trigger negative consequences for ETSI, on advice of its lawyers, ETSI has abandoned the principle of a daily rate to contract its experts and ETSI works now under the principle of service contracts. The contractor is bound by delivering the agreed service for the price determined. It is the responsibility of the service provider to make available the necessary experts to deliver the expected service. Each subcontractor is allocated to specific tasks with an expected level of contribution. The financial resources allocated to the subcontractor are calculated on this principle. At the start of the project, ETSI develops a baseline cost plan, calculated with the cost of the tasks and the scheduled progress of task at each milestone cut-off date. This baseline cost plan provides the costs at each milestone cut-off date. The milestone payment schedule for each subcontractor is then calculated considering the baseline cost plan and the expected level of contribution. The milestone payment schedule is contractual. The subcontractors' payments are submitted to the validation of the project milestones by ETSI.

Travels are strongly reduced, as teleconferences will be the most common tool for organising technical meetings. Travels are accounted to allow for face-to-face participation in the ETSI, CEN and CENELEC Technical Groups and for coordination.

ETSI, CEN and CENELEC warrant that neither the project as a whole nor any part of it have benefited from any other EU Grant thus avoiding any trouble with double funding.

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## 2.7 Risk management

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	Low: Personnel change at ETSI	1	ETSI sees few changes in its personnel already mitigated by sharing expertise and knowledge in ETSI Secretariat, enabling other colleagues to step in to maintain the ETSI work.
2	Medium: Lack of consensus in the project team on certain decisions	1	Most of the project team members hired in the project should have the right experience of open collaboration in previous projects.  A ESOs CRA coordination group will be established to guide this initiative, in Chairs and convenors of the Technical Committees, involved, and will escalate to the ESOs governance bodies any blocking issue.
3	Low: Any remaining uncertainties related to the leads to technical descriptions could lead to misalignments in the developed content of the standards	2	Frequent exchanges are held with the EC to get information about specific technical content of the CRA and its link to the policy objectives, based for instance on lessons learned during the drafting of the CRA, impact assessments and stakeholder consultations.
4	Medium: The adequate rapporteurs are not found due to general lack of experts in the cybersecurity area.	2	The call for tender for the project subcontractors is timely prepared and widely disseminated.
5	High: The development of the different deliverables is delayed due to challenging timelines being under the average timeframes for standard development.	2	Establish periodic control meetings to monitor progress, track milestones, allocate resources effectively, and ensure timely communication and coordination.
6	Medium: lack of engagement from the subcontracted experts	2	Establish clear communication channels, set expectations and deliverables upfront, conduct regular check-ins, and implement performance monitoring to ensure engagement from subcontracted experts.
7	High: After deeper analysis, the development of certain deliverables is not encouraged/supported by the interested stakeholders	2	Establish early identification mechanisms and report immediate to the EC.  Allow for flexibility in scope of work and task allocation among the beneficiaries to adapt to unforeseen changes.

8	Medium: Low stakeholders participation number	3	<p>Refinement of the stakeholder engagement strategy and outreach plan, leveraging partners.</p> <p>Promote the open consultations, webinars and deep-dive work sessions via industry associations (e.g. ECSO) and EU agencies (e.g. ENISA) as well as national cybersecurity agencies.</p>
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### 3. IMPACT

#### 3.1 Impact and ambition

Short-term effects of this project are expected to be reflected in the immediate increase in the efficiency and productivity of the technical committees and working groups involved in producing standards for the CRA. This would result in quicker progress on deliverables and better coordination among team members.

Medium-term effects include the establishment of streamlined processes and improved communication channels within the committees and working groups. As a result, there would be a more cohesive approach to addressing the various workstreams outlined in the project's deliverables, leading to more comprehensive and higher-quality standards being developed.

In the long term, the project could lead to the establishment of a sustainable framework for standards development in support of the CRA. This might include the development of best practices, capacity-building initiatives, and long-term strategies for ongoing collaboration and coordination among stakeholders. Ultimately, the long-term goal would be to ensure the continued effectiveness and relevance of the standards produced.

Timely establishment of the standards stands to advantage various industries, policymakers, and society. It lays a robust groundwork for seamlessly incorporating European cutting-edge standards into the daily usage of numerous digital products. Additionally, creating standards to bolster the Cyber Resilience Act (CRA) will fortify and enhance the competitiveness of the EU Single Market. This will be achieved through bolstering cybersecurity measures, encouraging innovation, and nurturing trust among both consumers and businesses.

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#### 3.2 Communication, dissemination and visibility

As above specified, two important pillars are foreseen for dissemination activities: One is carried out by the rapporteurs within WP-2, developing dissemination material alongside the production of the corresponding deliverables. The other pillar is carried out within WP-3 which focuses on the organisation of events, such as webinars or deep dive sessions. Because these two pillars are closely related and are highly interdependent; WP-1 will play an important role as coordinator, overseeing the activities done by the rapporteurs, ensuring timely delivery of the dissemination material, and coordinating efforts with WP-3.

Moreover, the whole project is in close cooperation with the European Commission and directly related to the CRA SReq. Relevant documents will be shared via email and a centralized collaboration platform. The results will be promoted on different channels such as on NC's webpages, CEN-CENELEC and ETSI's webpages and open working areas, but it will be also part of exchanges with important partner countries, if applicable and necessary.

The support of the European commission and EFTA will be always visible such as promoting the European commission and EFTA's logo on reports, presentations and mentioning in presentations. The European commission and EFTA representatives are always welcomed to participate in the meetings and give their input.

For the WP-2 when the draft standards are reaching a sufficient level of maturity a webinar will be organized with the aim to reach a broader audience. Consortia, SME associations, Digital Innovative Hubs, Market Surveillance Authorities, Annex III organisations, EU related Cyber projects and

Universities will be invited to interact with WG experts and Rapporteurs.

As above mentioned, the communication and dissemination activities aim to promote the project's activities/results and maximize their impact. These efforts target specific groups including stakeholders, policymakers, and the public. The dissemination strategy is built around two main pillars:

**Dissemination by Rapporteurs (WP-2):**

The rapporteurs will develop dissemination materials alongside the production of the corresponding deliverables. This will include user-friendly formats such as summaries, discussion papers, and presentations to ensure the information is accessible to a broad audience.

**Organization of Events (WP-3):**

This includes organizing webinars, deep dive sessions, and webinars to engage stakeholders actively. These events will provide platforms for interactive discussions and feedback, enhancing the project's visibility and impact.

**Coordination and Oversight:**

WP-1 will play a crucial role as the coordinator, overseeing the activities performed by the rapporteurs and ensuring the timely delivery of dissemination materials. Coordination efforts with the leaders of WP-4 will be critical to maintain consistency and coherence in dissemination activities.

**Engagement with the European Commission:**

The entire project will be closely coordinated with the European Commission and directly aligned with the CRA SReq. Communication will be facilitated through National Committees (NCs) and CEN-CENELEC and the NSBG and NSOG of ETSI

Relevant documents will be shared per correspondence. Results will be promoted on various channels including NC's webpages, CEN-CENELEC's webpage, ETSI webpages and open working area and as part of exchanges with key partner countries, if applicable and necessary.

**Ensuring Visibility of EU Funding:**

The support of the European Commission and EFTA will be prominently displayed, including the use of the European Commission and EFTA's logo on reports, presentations, and other dissemination materials. Mentions of the European Commission and EFTA's support will be included in presentations and other public communications.

Representatives from the European Commission will be invited to participate in meetings and provide their input, ensuring their involvement is visible and recognized.

By leveraging these strategies, we aim to ensure comprehensive communication and dissemination of the project's outcomes, maximizing visibility and impact across all relevant audiences.

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### 3.3 Sustainability and continuation

In the post-funding phase, it will be of importance to maintain the infrastructure established during the project, such as working groups under the diverse TC, communication channels, coordination mechanisms, and capacity-building initiatives. The creation of guidelines together with dissemination activities like webinars and deep-dive work sessions are key to ensure expertise transfer to the relevant stakeholders. Promotion, dissemination, and utilization of the standards developed under this project will increase the impact and sustainability of the project in the long term.

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## 4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 4.1 Work plan

#### Work plan

The project is structured in six different work packages (WP) running in parallel throughout the project period:

- **WP 1: CEN CENELEC ETSI Project management and coordination.** Under this Work Package, CEN CENELEC and ETSI will oversee of monitoring the overall project and production of deliverables, maintaining regular coordination meetings with the ESOs CRA coordination group and act as a main communication channel with the European Commission. This Work Package will also support the dissemination and stakeholder engagement activities carried out by WP-3 by compiling the dissemination material produced by the rapporteurs so that can be used as a baseline for the stakeholder engagement activities. This work package is also dedicated to providing with the support needed from editors, legal and financial aspects.
- **WP 2: Vertical standards development.** Dedicated to the drafting standards according to Table 1 of this document.
- **WP 3: Stakeholder engagement and outreach,** related to the engagement strategy and delivery of webinars and deep-dive work sessions.



## 4.2 Work packages, activities, resources and timing

### WORK PACKAGES

#### Work Package 1

Work Package 1: Project management and coordination					
<b>Duration:</b>	M0 – M15	<b>Lead Beneficiary:</b>	ETSI		
Objectives					
<ul style="list-style-type: none"> <li>Overall, this task ensures the successful implementation of the project by systematically mapping its trajectory, effectively subcontracting actions, and maintaining transparent communication reports.</li> <li>The project management team will work cohesively to ensure that the project progresses seamlessly, meeting its objectives within the defined parameters.</li> </ul>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Overall project management	This task covers the project management for the overall project. It includes (M1-M15): <ul style="list-style-type: none"> <li>mapping of the project and its progress</li> <li>identify potential risks and establish mitigation strategies,</li> <li>identify suitable subcontractors through a rigorous selection process,</li> <li>coordination and consolidation of interim and final reports,</li> </ul>	ETSI CENELEC CEN	COO BEN BEN	No

		<ul style="list-style-type: none"> <li>• overall coordination of WP-2 and 3</li> <li>• constitution of a rapporteur selection panel and the ESO CRA coordination group.</li> <li>• monitoring subcontractor performance to ensure adherence to project timelines and quality standards.</li> </ul>			
T1.2	Legal and Financial management	<p>This task covers the subcontracting process:</p> <ul style="list-style-type: none"> <li>• setting up a subcontracting process</li> <li>• management of subcontracts (rapporteurs): <ul style="list-style-type: none"> <li>– elaboration of relevant financial documents.</li> <li>– offer support during the preparation of the call for tender.</li> <li>– offer support during the evaluation of applications (formal correctness, drafting selection reports).</li> </ul> </li> <li>• facilitate the negotiation and establishment of subcontracting agreements.</li> </ul>	<p>ETSI CENELEC CEN</p>	<p>COO BEN BEN</p>	No
T1.3	Selection of the Rapporteurs	<p>This task is dedicated to overseeing a strict process of selection of the rapporteur and development of criteria to ensure that the selected experts shall:</p> <ul style="list-style-type: none"> <li>• meet the criteria of neutrality and respect for EU values and principles,</li> <li>• are in possession of strong academic credentials and relevant expertise in the cybersecurity domain allowing them to carry out their tasks,</li> <li>• are in familiarity with the New Legislative Framework and procedures of the European Standardisation Organisation.</li> </ul>	<p>ETSI CENELEC CEN DKE</p>	<p>COO BEN BEN AE</p>	No

Milestones and deliverables (outputs/outcomes)						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1	Subcontracting procurement process	1	ETSI CENELEC	<p>A process for the subcontracting is described:</p> <ul style="list-style-type: none"> <li>• Selection criteria is specified</li> <li>• Call for tender is launched</li> <li>• Selection procedure is followed</li> <li>• Documentation is prepared for signature of the subcontract</li> </ul>	M2	Signed subcontracts
MS2	Delivery of the EISMEA progress Report	1	ETSI	<ul style="list-style-type: none"> <li>• the activities performed until month 12</li> <li>• the latest drafts of the deliverables available</li> <li>• the plan for the future activities to complete the deliverables</li> <li>• Standard EISMEA reporting (English)</li> </ul>	M13	Submission of the report on the EISMEA portal
MS3	Delivery of the EISMEA final report	1	ETSI	<ul style="list-style-type: none"> <li>• The activities performed for the whole duration of the project</li> <li>• Achieved results and Key Performance Indicators (KPIs)</li> <li>• Financial report</li> </ul>	M15	Submission of the report on the EISMEA portal

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Annual Report	1	ETSI	R — Document, report	SEN — Sensitive	M13	PDF, English  Overall progress report of the project status including description of issues encountered and actions taken to mitigate.
D1.2	Final Report	1	ETSI	R — Document, report	SEN — Sensitive	M15	PDF, English  Report including comprehensive analysis of how the project's objectives have been met, including a review of key performance indicators (KPIs)

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Work Package 2

Work Package 2: Vertical standards development					
Duration:		M0 – M15	Lead Beneficiary:		ETSI
Objectives					
<ul style="list-style-type: none"> <li>Development of vertical standards in alignment with the horizontal work carried out at the WG9. This work package aims to cover all lines specified in the above Table 1.</li> </ul>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T2.1	Vertical rapporteurs' Project Management	<p>This task covers the activities related to the management of the rapporteurs. It includes (M1-M15):</p> <ul style="list-style-type: none"> <li>Allocation of selected rapporteurs to the identified working group within CEN, CENELEC and/or ETSI</li> <li>Induction of the rapporteurs to their tasks</li> <li>Overseeing monthly reporting of rapporteurs to the convenor or chair of the relevant technical groups. Overseeing rapporteur readiness and availability to contribute to activities related to WP-3</li> <li>Coordinate with the corresponding secretariat and convenor in order to ensure a coherent approach is adopted between horizontal and vertical</li> </ul>	ETSI CEN CENELEC	COO BEN BEN	Yes (subcontracting) No No

		<p>standards.</p> <ul style="list-style-type: none"> <li>Support communication between experts, CEN, CENELEC and/or ETSI secretariat and the Commission Services.</li> </ul>			
T2.2	Contribution of vertical Rapporteurs	<p>This task covers the work done by the rapporteurs, acting as project leaders to advance the efforts towards the development of the vertical standards, leading and moderating iterative drafting sprints:</p> <ul style="list-style-type: none"> <li>collecting and integrating stakeholder feedback,</li> <li>drafting and editing text and addressing comments,</li> <li>liaising with each other under coordination of the Convenor or chair of the relevant technical groups</li> <li>reporting to the coordinating Convenor and working group.</li> <li>contributing to stakeholder outreach and engagement and open consultations (link to WP-3)</li> </ul>	Rapporteur (subcontractor)	SUB	Yes, subcontracting
T2.3	Edition of standards	This task includes review and edition of standards after approval by the WG convenor.	ETSI CENELEC	COO BEN	No

Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1	Project leaders (Rapporteurs) are assigned to the working group	2	ETSI CENELEC	The first meetings take place where project leaders (rapporteurs) are assigned to the corresponding groups.		M2	Meeting reports and attendance list.
MS2	Mature draft sent to HAS consultants	2	ETSI CENELEC	The first working draft is dispatched to internal quality control and HAS consultant		M6	HAS consultant acknowledgement of receipt
MS3	Where applicable, a draft of the standards for enquiry/final draft	2	ETSI CENELEC	This milestone is achieved when a draft is ready for submission to enquiry		M9	Submitted document drafts
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	Proposal for standards covering lines -16-34 of the draft Stand. Req. (see 1.2).	2	ETSI CENELEC	R — Document, report	SEN — Sensitive	M15	Draft standards covering essential requirements listed in 1.2. - PDF, English

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## Work Package 3

Work Package 3: Stakeholder engagement and outreach					
Duration:		M0 – M15	Lead Beneficiary:		ETSI
Objectives					
<p>The primary goal of this work package is to execute activities centred around stakeholder engagement strategy including online open consultations, webinars, and deep-dive work sessions delivery. These efforts aim to disseminate preliminary outcomes of our standardization activities to gather feedback, which will inform in-depth work sessions. This involves orchestrating discussions and gathering input from external stakeholders, organizing their contributions in a structured manner for the working group responsible for drafting the respective deliverable. All tasks within Work Package 3 are closely coordinated with the relevant rapporteurs and working groups. The ESOs supervise financial management and provides general oversight throughout the process.</p>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T3.1	Coordination of Rapporteurs contributions	<p>This task includes the involvement of a CEN, CENELEC and/or ETSI project manager to liaise the rapporteurs to prepare the dissemination material for the online open consultations and events. These tasks include:</p> <ul style="list-style-type: none"> <li>ensuring coherence of the content of the dissemination material</li> <li>advice on timelines and alignment between the different events</li> </ul>	ETSI CEN CENELEC	COO BEN BEN	Yes, subcontracting No No
T3.2	Development of the stakeholder engagement strategy	<p>These tasks include the development on a stakeholder outreach plan including the following activities:</p> <ul style="list-style-type: none"> <li>develop a roadmap outlining the timelines and content of the open consultations and</li> </ul>	ETSI CEN CENELEC Rapporteurs	COO BEN BEN SUB	Yes, Subcontracting



		<p>stakeholder outreach between M1 and M15.</p> <ul style="list-style-type: none"> <li>propose a collaboration plan to coordinate dissemination activities with WP-1 and project leaders (Rapporteurs)</li> <li>propose methodology to gather structured feedback to rapporteurs</li> </ul>				
T3.3	Organisation of dissemination activities for stakeholder engagement and outreach	<p>These tasks include the organisation of dissemination activities such as:</p> <ul style="list-style-type: none"> <li>organisation of webinars to introduce external stakeholders to the preliminary outcomes of standardisation activities</li> <li>set up of a web page for displaying drafts available for open consultations</li> <li>organisation of deep-dive work sessions, following the feedback obtained through dissemination activities, to collect input in a structured manner</li> </ul>	<p>ETSI</p> <p>CEN</p> <p>CENELEC</p> <p>Rapporteurs</p>	<p>COO</p> <p>BEN</p> <p>BEN</p> <p>SUB</p>	<p>Yes, Subcontracting (Partly)</p> <p>No</p> <p>No</p> <p>Yes, Subcontracting</p>	
<b>Milestones and deliverables (outputs/outcomes)</b>						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1	Open consultations take place	3	ETSI CENELEC	The working drafts are available for open consultation and comments.	M5	Draft is available for review.

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D3.1	Roadmap detailing the dissemination activities for stakeholder engagement	3	ETSI CENELEC	R — Document, report	SEN — Sensitive	M3	PDF, English Report roadmap
D3.2	Open area for consultation	3	ETSI CENELEC	R — Document, report	SEN — Sensitive	M5	Platform such as a webpage or website
D3.3	Report on stakeholder engagement and outreach	3	ETSI CENELEC	R- Document report	SEN – Sensitive	M15	Report of all dissemination activities

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Estimated budget — Resources
See detailed budget table/calculator* (annex 1 to Part B).

*\*Note: Indirect Costs are only applicable to the Affiliated Entities as the three ESOs are covered by Operational Grants for these purposes. This being, the rate applied to the overall estimated Direct Costs is not the 7% flat rate, but rather approx. 0.04%. Further details can be found on the Detailed Budget Table (Annex 1 to Part B)*

## Subcontracting

Subcontracting						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
2	S2.1	Project Manager Task 2.1	ETSI – Project Manager, for overall work programme coordination	<i>CONFIDENTIAL</i>	Subcontracting is necessary to cope with the coordination and management workload of this project.	Subcontractors are selected on a case-by-case basis in the context of an open call through a clearly defined process (typically one or more of the following, publication of the call through ETSI Collective letters (see section 2.3 above) to the membership, Technical Body mailing lists or explicit calls for tender). Travel costs are included in the subcontracting cost.
2	S2.2	Rapporteurs Task 2.2	CENELEC – Rapporteurs, acting as project leaders to advance the efforts towards the development of the vertical standards, leading and moderating iterative drafting sprints:	<i>Not to be disclosed at the moment.</i>  <i>The financial details agreed with the selected subcontractors respecting the best value for money principle and the total budget available for this task.</i>	Subcontracting is necessary to recruit the right cybersecurity experts and ensure that the deliverables are ready on time	Public call for tender, ensuring strict processes described in section 2.3 are met and ensuring they meet the criteria of neutrality and respect for EU values and principles, are in possession of strong academic credentials and relevant expertise in the cybersecurity domain allowing them to carry out their tasks, and are in familiarity with the New Legislative Framework and procedures of the European Standardisation Organisation.

2	S2.3	Rapporteurs Task 2.2	ETSI - Rapporteurs, to advance the efforts towards the development of the vertical standards, leading and moderating iterative drafting sprints:	<i>CONFIDENTIAL</i>	Expertise is not available in ETSI Secretariat or from voluntary members. Subcontracting is necessary to recruit the right cybersecurity experts and ensure that the deliverables are ready on time	Subcontractors are selected on a case-by-case basis in the context of an open call through a clearly defined process (typically one or more of the following, publication of the call through ETSI Collective letters (see section 2.3 above) to the membership, Technical Body mailing lists or explicit calls for tender), ensuring they are in possession of the relevant expertise in the cybersecurity domain. Travel costs are included in the subcontracting costs.
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\* This rate was established based of the offers received during the Call for Experts for the STAND4CR project and is better aligned with current market conditions.

Timetable

Timetable (projects up to 2 years) .															
ACTIVITY	MONTHS														
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15
Task 1.1 - Overall project management															
Task 1.2 - Legal and Financial management															
Task 1.3 - Selection of the Rapporteurs															
Task 2.1 - Vertical rapporteurs' management															
Task 2.2 - Contribution of vertical Rapporteurs															
Task 2.3 - Edition of standards															
Task 3.1 - Coordination of Rapporteurs contributions															
Task 3.2 - Development of the stakeholder engagement strategy															
Task 3.3 - Organisation of dissemination activities															

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**5. OTHER****5.1 Ethics**

Ethics
Not applicable.

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**5.2 Security**

Security
Not applicable.

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**6. DECLARATIONS**

Double funding	
Information concerning other EU grants for this project	YES/NO
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p>	
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.</p>	YES
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.</p>	YES

Financial support to third parties (if applicable)
<p><i>If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.</i></p>
N/A

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## **ANNEXES**

### **LIST OF ANNEXES**

#### **Standard**

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory*  
CVs (annex 2 to Part B) — *mandatory, if required in the Call document*

#### **Special**

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*



## SERVICES AGREEMENT STAN4CR2 Project

This Services Agreement (together with its Annexes, the "**Agreement**"), is entered into

### BETWEEN

- The **European Committee for Electrotechnical Standardization AISBL** (hereinafter referred to as "**CENELEC**"), an international not-for-profit association established under Belgian law with registered office at Rue de la Science 23, 1040 Brussels (Belgium), registered in the register of legal entities (district of Brussels) under number 0412.958.890, duly represented by Mrs Elena SANTIAGO CID, acting in her capacity of Director General,

on the one hand,

### AND

- the company or self-employed person indicated as the "**Contractor**" in the "Specific Terms" hereafter,

on the other hand,

CENELEC and the Contractor shall be referred to in this Agreement individually as a "**Party**" and together as the "**Parties**".

### HAVE AGREED AS FOLLOWS:

## A. CONTRACT SPECIFIC TERMS

1. **CONTRACTOR** (*This section applies if contractor is an organisation, institution or a company. If that is not the case, write "not applicable" in the cells below and go to section 2.*)

1.	Company/Organisation name	
2.	Registered office	
3.	Registration number	



	<i>(if applicable)</i>	
4.	VAT number <i>(if different from above)</i>	
5.	Represented by	
6.	Telephone	
7.	E-mail	
8.	Consultant's name	
9.	Consultant place of work	
10.	Consultant email	
11.	Consultant phone number	

**2. CONTRACTOR** *(Applies only if contractor is a natural person. If that is not the case, fill in section 1 and write "not applicable" in the cells below.)*

1.	Name and surname	
2.	ID card or passport number	
3.	VAT number	
4.	Address	
5.	Telephone	
6.	E-mail	
7.	Place of service <i>(if different from address above)</i>	

### 3. CONTRACT DETAILS

1.	Subject	STAN4CR2 project
2.	Contract start date Contract end date	
3.	Report(s) and due date	See Annex 1 – Terms of reference

**4. FINANCIAL CONDITIONS**

1.	Service fees (time/material)	
2.	Maximum budget	
3.	Project expenses	Expenses are included in the service fees.
4.	Payment terms	<p>Service fees and project expenses are paid by CENELEC on the basis of invoice &amp; supporting documents in accordance with Article 4, and at the following times:</p> <p>The invoice of the previous month needs to be submitted not later than the 15th of each month.</p>

**5. CONTRACTOR BANK ACCOUNT DETAILS**

5.	Name of the bank	
6.	Address of the bank	
7.	IBAN	
8.	SWIFT/BIC	

**6. DETAILS FOR NOTICES**

1.	Addressee for CENELEC	Attn. of the Director General, cc Legal Team
2.	Address of CENELEC	Rue de la Science 23, 1040 Brussels (Belgium)
3.	Email for CENELEC	legal@cenelec.eu
4.	Addressee for Contractor	
5.	Address for Contractor	
6.	Email for Contractor	

**B. GENERAL TERMS AND CONDITIONS OF SERVICES**

## **ARTICLE 1: SUBJECT MATTER OF THE AGREEMENT**

- (1) CENELEC hereby engages the Contractor, which accepts, to perform, the services described in Annex 1 (the "**Terms of Reference**"). The Contractor may use or employ certain Consultant personnel, or be a consultant in its own right, in the field and areas covered by this Agreement. In the event that the Contractor is not the Consultant in its own right but uses or employs certain Consultant personnel, (a) the appointment and any replacement of a Consultant shall be subject to CEN's prior written approval, (b) the Contractor hereby assures CEN of the skills, capabilities, abilities and services of the Consultant and CENELEC on this assurance considers such skills, capabilities, abilities and services valuable to its operations; and (c) the Contractor guarantees the performance by the Consultant of all its obligations and duties contained in the present Agreement.
- (2) The Contractor shall, and shall procure that the Consultant shall, carry out the tasks and respect the guidelines and procedures as described in the Terms of Reference.
- (3) The Contractor and the Consultant shall ensure that they comply with the instructions issued from time to time by CENELEC related to the activities of Consultants.
- (4) The Contractor shall not, and shall ensure that the Consultant shall not, throughout the term of this Agreement, undertake any work on behalf of any client, paid or unpaid, within or outside of the European Union, which may be, actually or potentially, conflicting with his duties under this Agreement, without the prior written consent of CENELEC.

## **ARTICLE 2 – DURATION**

This Agreement takes effect and comes to an end on the dates as stated in the *Specific Terms* above. It shall not renew automatically.

## **ARTICLE 3 - REPORTS AND DOCUMENTS**

- (1) The task(s) carried out by the Contractor in performance of this Agreement shall be the subject of one or more reports, as stated in the Terms of Reference, in the form indicated by CENELEC. In addition to these specifications, each report delivered by the Contractor shall in any case – and in particular – include a summary of any problems discovered by the Contractor in the framework of his/her tasks, the Contractor's proposed solutions as well as any comment in this regard. The Contractor shall ensure that the Consultant sends timely such report(s) as stated in the Terms of Reference above.
- (2) In order to facilitate the electronic transmission of reports, all reports should be produced as Microsoft Word (.doc), Powerpoint (.ppt), Rich Text Format (.rtf), Adobe Acrobat (.pdf) and/or Excel (.xls) files.

- (3) The Contractor shall keep records of the time spent or time spent in carrying out the tasks detailed under this Agreement using the template of timesheet in Annex 2. The Contractor shall provide this record to CENELEC, if requested in writing by CENELEC, up to five years from the date of the final payment for the relevant action and tasks performed under this Agreement. The record shall include the meetings attended, the days spent on mission including travel days, the days spent assessing drafts, the days spent carrying out activities related to their role as project leaders, the days spent in coordination activities and the days spent on administrative functions required under this Agreement including the preparation of each activity report.
- (4) Given that this contract forms part of a programme of the European Commission, the Contractor agrees to be audited regarding the performance of the services and the use of the sums paid by CENELEC. It consequently agrees to allow CENELEC and/or an audit company appointed by CENELEC and/or an auditor appointed by the European Commission, to access its premises and documents relating to the execution of the agreement on simple request.
- (5) Without prejudice to article 3(6) hereunder, CENELEC shall inform the Contractor about the acceptance or rejection of each report within 30 days from the date it is submitted to CENELEC. Any non-acceptance shall be based upon a demonstrable non-compliance with the conditions of this Agreement. The Contractor shall be informed by CENELEC of the reasons for any non-acceptance and an amended report will be submitted by the Contractor and/or Consultant to CENELEC within 10 days.
- (6) As long as CENELEC has not formally approved the report provided by the Contractor and/or Consultant, CENELEC may submit comments to the Contractor and/or the Consultant, and/or request changes to the report.
- (7) Payments will be suspended in the meantime and until the report is approved by CENELEC.

#### **ARTICLE 4 – FINANCIAL CONDITIONS**

- (1) Without prejudice to article 5 (3) below, the present Agreement is established in Euro for the maximum budget amount stated in the *Specific Terms* above. Contractor understands that the Services are provided in the context of a project funded by the European Commission with a fixed budget. Therefore, it is Contractor's responsibility to organise their work to ensure the maximum budget amount is not exceeded.
- (2) Service fees will be paid to the Contractor only. No payments will be made directly to any other recipient.
- (3) Service fees shall be invoiced in accordance with the payment schedule stated in the *Specific Terms* above. Where a payment is expressed as a percentage, this shall mean a percentage of the maximum budget amount as indicated in the *Specific Terms* above.
- (4) Without prejudice to Article 3(6), service fees shall be paid within 30 days of the presentation and acceptance by CENELEC of an invoice, established in accordance with this Agreement.

- (5) In the event that payments made by CENELEC to the Contractor exceed the sums that the Contractor is able to justify with original supporting documents, any amount in excess shall be repaid in full by the Contractor to CENELEC within 30 days of receipt of CENELEC's request for repayment.

#### **ARTICLE 5 – SERVICE FEES INVOICES AND PAYMENTS**

- (1) The Contractor will invoice CENELEC for service fees.
- (2) Each Contractor's invoice will have its own invoice number and will mention the CENELEC VAT number BE 0412.958.890, even if no VAT applies. The invoice will be established and sent to CENELEC AISBL, Attn. of Accounting Department, Rue de la Science 23, 1040 Brussels, Belgium.
- (3) Invoices for service fees shall be supported by the relevant timesheet signed by the Contractor using the timesheet template in Annex 2.
- (4) Payments shall be made in Euro only to the Contractor using the bank details as stated in the *Specific Terms* above.
- (5) Any additional bank fees incurred by the Contractor in connection with this Agreement shall be paid by the Contractor. CENELEC shall make no additional payments in respect of bank fees.

#### **ARTICLE 6 - PROJECT EXPENSES**

- (1) The expenses resulting from project activities are covered by the service fees and cannot be claimed in addition to service fees.

#### **ARTICLE 7 - PROVISIONS RELATING TO FISCAL AND SOCIAL SECURITY CHARGES**

- (1) Any social security or tax requirements, formalities and liabilities, whether corporate or personal, resulting from this Agreement for the Contractor and/or Consultant will be solely borne and paid by the Contractor.
- (2) If the Contractor and the Consultant are the same individual:
  - a) The Contractor shall perform their obligations under this Agreement as self-employed person and without any bound of subordination to CENELEC and shall therefore neither be subject to the dispositions of the Belgian law of 3 July 1978 relative to employment contracts nor shall this Agreement be understood or construed as the establishment of an employment relationship between the Contractor and CENELEC.
  - b) The Contractor certifies that they are covered by a national statutory social security scheme specifically applicable to self-employed persons at their own expense, and that they have taken adequate provision to cover the professional risks related to the performance of the present Agreement.

- (3) If the Consultant is an employee or agent of the Contractor:
- a) The Contractor and CENELEC agree that the Consultant shall remain an employee or agent of the Contractor until the termination, for whatever reason of the Consultant's contract with the Contractor, and shall perform his/her obligations under this Agreement without being in a subordinated relationship (lien de subordination) to CENELEC and shall therefore not be deemed to be an employee of CEN.
  - b) The Contractor shall continue to fulfil all applicable legal obligations towards Consultant, as the case may be as employer (e.g. social service contributions and charges, medical insurance contributions, fiscal charges and other charges which are to be borne by any employer), and in addition shall ensure that adequate provision is made, whether by insurance or otherwise, to compensate the Consultant for any injury or illness suffered by him/her in the course of the performance of the present Agreement.
- (4) If the Consultant incurs an incapacitating illness or sustains an accident which is likely to prevent him/her from fully carrying out his/her duties under this Agreement for more than ten (10) days, the Contractor will take all appropriate actions to ensure the continuation of the performance of this Agreement. Any replacement of the Consultant, even ad interim or in part, shall be subject to the prior written approval of CENELEC.

#### **ARTICLE 8 – LIABILITY AND INSURANCE**

- (1) Each Party shall be liable for the performance of its obligations under this Agreement and undertakes to hold the other Party (and the other Party's employees, agents and consultants) harmless from any claim or action of any third party, and from costs and damages, arising from a breach of the obligations under this Agreement.
- (2) Each Party shall take out appropriate insurance covering in full the potential liabilities under this Agreement.

#### **ARTICLE 9 - PLACE OF SERVICE**

The place of service will be as stated in the *Specific Terms* above but some in person meetings may be needed.

#### **ARTICLE 10 – TERMINATION**

- (1) This Agreement shall terminate in the following cases:
  - a) **Expiry:** Unless it is terminated before in accordance with this Article, this Agreement shall end as stated under item A.3.2 of the Specific Terms.
  - b) **Termination for cause - Breach of Contract:**

- i. Either Party may terminate this Agreement in case of a material breach (*manquement grave*) of the Agreement by the other Party.
- ii. Provided the breach is capable of being remedied, and without prejudice to any other rights of the Parties, the Party alleging the breach shall notify the other Party by registered letter of such breach and afford the other Party three weeks to remediate such breach. If no resolution takes place within the above three-week period, the Agreement shall terminate, without further notice period and without the need for judicial resolution. If the breach is not capable of remediation, the termination for breach of contract shall be notified by registered letter and shall have immediate effect. The termination shall be without prejudice to any further right to damages of the terminating Party.
- iii. Examples of material breaches of the Agreement by the Contractor (as the case may be, acting through the Consultant) include:
  - repeatedly committing errors, however slight, in the performance of the services.
  - is at the basis of any lawsuit or claim of any nature against CEN and/or CENELEC, or one of their members, affiliates, agents, directors or employees.
  - committing a criminal offense.
  - not performing the services requested by CENELEC within the allowed time limit, unless justification is provided for this failure, which justification shall be reasonably assessed by CENELEC.
  - violating the confidentiality obligations set out in this Agreement.
  - violating the CENELEC rules around the development of standards, as set out in Part 2 of the Internal Regulations, and regarding the topics of CEN-CENELEC Guide 10 (*Policy on dissemination, sales and copyright of CEN-CENELEC Publications*) and CEN-CENELEC Guide 31 (*Competition law for participants in CEN-CENELEC activities*) as amended from time to time, all of which are available on CENELEC's website at <https://boss.cenelec.eu/reference-material/refdocs/pages/>.
- c) **Termination without cause by CENELEC:** CENELEC may terminate this Agreement at any time by sending to the Contractor a notice of termination at least two months in advance of the effective date of termination CENELEC chooses.
- d) **Force Majeure:** In case the Contractor or the Consultant is prevented from performing the Agreement for a continuous period of two weeks due to force majeure, CENELEC may terminate this Agreement by written notice with immediate effect.

- e) **Insolvency or death.** In the event the Contractor is the subject of an insolvency proceeding (e.g. bankruptcy, liquidation, composition with creditors or receivership, ...), or, if the Contractor is a natural person, in the event of death of the Contractor, the Agreement shall be deemed automatically terminated without further formal notice, to the fullest extent permitted by law.
- (2) Notices of termination shall be sent by registered mail with a copy by e-mail to the addresses mentioned in the Specific Terms. The notice shall be deemed received three days after the date of the registered mail.
  - (3) In the event of termination by CENELEC for a material breach of contract by the Contractor (article 10.1 (b) above), no further payments shall be due from CENELEC to the Contractor, without prejudice furthermore to CENELEC's right to claim from the Contractor any and all damages suffered as a result of such breach.
  - (4) In case of termination by CENELEC for reasons other than a material breach of contract by the Contractor, the Contractor shall be entitled to payment for services actually rendered up to the date of termination. In such an event, the amount due shall be calculated after deducting any payments already made. If the payments made prior to termination exceed the sum finally due, the additional amount shall be repaid in full by the Contractor to CENELEC.
  - (5) The Parties shall settle their accounts and pay any outstanding amount due to the other Party as the case may be within sixty (60) days from the date of termination of the Agreement.
  - (6) The Contractor shall take all reasonable measures to facilitate the taking over of the duties of the Contractor under this Agreement by another contractor appointed by CENELEC.
  - (7) The Parties agree that notwithstanding termination, certain articles shall continue to produce effects after termination, including Article 7 (*Provisions relating to Fiscal and Social Security Charges*), 8 (*Liability and Insurance*), 10 (*Termination*), 11 (*Confidentiality*), 12 (*Copyright and other Intellectual Property Rights*), 13 (*Miscellaneous provisions*), 14 (*Litigation and Applicable Law*).

#### **ARTICLE 11 - CONFIDENTIALITY**

- (1) During the term of this Agreement and for a period of five (5) years thereafter Contractor shall, and guarantees that the Consultant shall, neither use for his own benefit or that of any third party, nor divulge to any third party, any confidential information, knowledge, documents or other matters communicated to him or brought to his attention during the performance of the contract, even after the term of this contract. For the avoidance of doubt, shall be considered confidential any information exchanged in the framework of the performance of this contract and which CENELEC has not indicated to be in the public domain.
- (2) The Contractor shall, and guarantees that the Consultant shall, neither copy



nor distribute to a third party any CENELEC standards (whether these are so-called 'harmonised standards' or other CENELEC standardisation deliverables) or drafts thereof.

## **ARTICLE 12 – COPYRIGHT AND OTHER INTELLECTUAL PROPERTY RIGHTS**

To the largest extent permitted by law, the Contractor hereby assigns irrevocably, worldwide, solely and exclusively to CENELEC all present and future exploitation rights of any copyright and other intellectual property rights (including moral rights) on the deliverables developed by them under the scope of this Agreement, and in particular any reproduction rights, in any form or by any means, even partly, including photocopies, photographs, microfilms, magnetic supports, discs or any other electronic or mechanical support.

## **ARTICLE 13 - MISCELLANEOUS PROVISIONS**

- (1) This Agreement repeals and replaces any previous agreement between CENELEC and the Contractor and/or the Consultant.
- (2) Neither this Agreement nor any receivables resulting from its performance can be transferred to a third party without the agreement of the Parties.
- (3) This Agreement can only be amended upon written agreement of the Parties.
- (4) The persons representing each of the Parties upon the signature of this Agreement are empowered to supervise the performance of this Agreement. Any communication relating to the performance of this Agreement shall be addressed to the above-mentioned person or persons.
- (5) Any change in the address of a Party shall be immediately communicated to the other Party.
- (6) Any change in the bank details of the Contractor shall be immediately communicated to CENELEC.
- (7) For the purposes of this Agreement, 'days' always means 'calendar days' unless stated otherwise.

## **ARTICLE 14 – LITIGATION AND APPLICABLE LAW**

- (1) Belgian law applies to this Agreement.
- (2) Any disagreement that would arise between the Parties concerning this Agreement shall be submitted to the competent French speaking section of the courts of the Brussels district, Belgium.
- (3) French shall be the language of the proceedings.

## **ARTICLE 15 - SIGNATURE**

- (1) The Parties expressly agree that this Agreement may be signed electronically and declare that they accept the fact of expressing and materialising their

consent by means of a secure authentication system proposed by CENELEC and organized from a platform managed by a specialised service provider. The electronic signature thus used replaces the handwritten signature.

- (2) The Parties agree not to challenge the content, reliability, integrity or evidential value of a document and the information it contains on the sole ground that the document is drawn up on an electronic medium and not on paper. By express agreement between the Parties, electronic media are deemed, in the absence of proof to the contrary, to have the same degree of reliability and the same legal value as paper media, and an electronic signature is deemed to have the same legal value as a handwritten signature. The Agreement is drawn up in a single original digital copy, a copy of which will be delivered to each of the Parties directly by CENELEC's specialised service provider.

#### **ARTICLE 16 - ANNEXES**

The following annexes are appended and form an integral part of the present Agreement:

Annex 1 – Terms of reference

Annex 2 - Timesheet template

Made in the English language and signed electronically.

[SIGNATURE PAGE FOLLOWS]

**CENELEC AISBL**

**Contractor**

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Mrs. Elena SANTIAGO CID  
Director General  
**DATE**

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**NAME**  
**TITLE**  
**DATE**

DRAFT

**ANNEX 1 – TERMS OF REFERENCE**

DRAFT

**ANNEX 2 -TEMPLATE TIMESHEET**

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