|  |  |
| --- | --- |
| **Group** | |
| **Group (meeting number)** | | |
| **Place, Date** | | |
|  | | |
| **Date issued:** | **[enter date]** | |
| **Source:** | **[enter source]** | |
| **Subject:** | **Work Item Proposal for [enter subject]** | |
| Group membership required to read? (Y/N)  N | | |
|  | | |
| **Summary:** | | |
| [enter short text] | | |
| **Proposal:** | | |
| Invites [ECC or ECC Working Group Name] to approve the attached Work Item proposal. | | |
| **Background:** | | |
| Please see attached Work Item proposal | | |

**Table 1 Mandatory Information**

|  | **Details of requested Work Item** |
| --- | --- |
| **Short Name** | State the basic title of the Work Item |
| **Subject** | State the full title and aim of the Work Item. This will usually be used as the title of the resulting ECC deliverable. Please be as concise as possible. |
| **Related WI** | Where applicable, state the reference of the related Work Items within the same Project Team or other ECC Working Groups or Project Teams. |
| **Scope** | State the scope of the Work Item. |
| **Deliverable** | Tick all relevant boxes   |  | | --- | | **ECC Decision** | | **ECC Recommendation** | | **ECC Report** | | **CEPT Report** | | **Other** | | **Rev. ECC Report** | | **Rev. ECC Decision** | | **Rev. ECC Recommendation** |   **If selecting “Other” please indicate the Deliverable in the “Comments” section (e.g, Liaison Statement to other CEPT group or input to other external organisations such as the ITU).** |
| **Responsible group** | State the name of the Working Group or Project Team where the work will take place. |
| **Start date** | State the date (DDMMYYYY) and meeting number (where known) where ECC or ECC Working Group is expected to approve the Work Item |
| **Target date** | State the date (MMYYYY) and meeting number (where known) where ECC or relevant ECC Working Group is expected to approve Publication of the ECC Deliverable. (Where applicable). Where the WI is intended to be ongoing, without a fixed Target date, please state “Permanent Work Item”. |
| **Public Consultation date** | State the date (MMYYYY) and meeting number (where known) where ECC or relevant ECC Working Group is expected to approve the ECC Deliverable for Public Consultation. (Where applicable) |
| **Status** | For new Work Item proposals leave blank. For the amendment of existing Work Items, please select one of the options.   |  | | --- | | **Draft** | | **In Progress** | | **Finalised** | | **On Hold** | |
| **Triggered By** | State the (minimum five) supporting CEPT Administrations.  State the ECC or Working Group meeting number, where the Work Item was approved. |

**Table 2 Optional Additional Information**

|  | **Details of requested Work Item** |
| --- | --- |
| **Reference** | Leave blank. The ECO will select the WI number sequentially. |
| **ETSI Workitem** | Where this work follows a request from ETSI or where any related work has already commenced in ETSI, please insert the ETSI Work Item reference. Otherwise leave blank |
| **ETSI Deliverable** | List any ETSI Systems Reference Document. Otherwise leave blank |
| **Comments** | Add any comment seen as necessary. Otherwise leave blank. |
| **Keywords** | State all Keywords (e.g. MFCN, Broadcast, UWB) |
| **Contact** | Leave Blank. ECO will name the expert supporting the work of the Working Group or Project Team |
| **Progress Report** | For new Work Item proposals leave blank. Add any comments as necessary for existing Work Items. |