Guidelines for the contribution of material of other organizations to the work of the Study Groups and for inviting other organizations to take part in the study of specific matters[[1]](#footnote-1)\*

(Resolution ITU-R 9-6)

# 1 Introduction

Resolution ITU-R 9-6, *instructs the Director* 1, “to develop guidelines for procedures for the contribution of material of other organizations to the work of the Study Groups or groups established by the Study Groups, including the use of references to documents of other organizations in ITU-R Recommendations and Reports”. It also *instructs the Director* 2, “to develop, in accordance with No. 248A of the ITU Convention, a procedure to invite organizations which do not participate in the Sector to take part in the study of specific matters”.

Resolution ITU-R 9-6 *further instructs the Director* 3 “to develop, as necessary, arrangements, including appropriate copyright agreements, with the other organizations not party to the common arrangements agreed with ISO and IEC:

*a)* to allow the use of references to documents of other organizations in ITU‑R Recommendations and Reports; and

*b)* to facilitate collaboration and coordination with other organizations in meetings of the Study Groups or groups established by the Study Groups and the contribution of material to these meetings”.

These Guidelines are based on the Principles for interaction of ITU-R with other organizations listed in Annex 1 of Resolution ITU-R 9-6. They are intended to expand on these principles, when necessary, to promote within ITU-R a standard approach to cooperation with other organizations.

As a reference document, these guidelines establish procedures to do the following:

• accept and use material from non-members in ITU-R Study Groups and their subordinate groups[[2]](#footnote-2);

• make non-normative references to documents of other organizations in ITU-R documentation;

• accept, and make normative reference to, deliverables (e.g., standards) of other organizations in ITU-R Recommendations;

• facilitate the participation of non-members in the work of ITU-R Study Groups and their subordinate groups.

## 2 Contribution of material of other organizations to ITU-R Study Groups (and subordinate groups)

When in the course of their work, ITU-R Study Groups (and subordinate groups) require documentary material from other organizations that are non-members of ITU-R, one or more of the following procedures, should be followed:

a) When a written collaborative Arrangement or Copyright Authorization exists between ITU and the other organization concerned, ITU-R may reproduce, translate and distribute the documents of the other organization, free of charge, as working documents (in paper or electronic form) for use by participants in the work of a Study Group or subordinate group for ITU-R studies.

b1) A Study Group (or subordinate group) invites the organization (or organizations) concerned, via its chairman and through the Director of the BR, to submit such material to the chairman or a designated addressee.

b2) Upon a request from a Study Group (or subordinate group), the Director of the BR posts on the relevant part of the ITU-R website a global invitation for material to be sent to the chairman or a designated addressee.

Invitations should describe the precise nature of the required material (e.g., a list of questions for which answers are required). Any resulting material received in response to an invitation is reviewed by the chairman of the group concerned (or a person or persons designated for the task by the group or its chairman) and, if considered suitable, is submitted to the group as a contribution from the chairman. Due acknowledgement of the source should be made within such a contribution. When material received is considered to be unsuitable, it is recommended that the chairman (or designated person) send a letter to the contributing organization, explaining why it was considered to be unsuitable.

# 3 Referencing material of other organizations

## 3.1 Non-normative referencing

When the work of Study Groups or subordinate groups requires the reproduction and distribution of the material of other organizations which are, or may become, the subject of non-normative references, the Radiocommunication Bureau should:

• have permission through an arrangement between ITU and the other organization;

• ensure that the non-normative references are to the relevant version of such documents;

• ensure that the other organization’s material is available to the general public.

## 3.2 Normative referencing

ITU-R Recommendations should be value-added and self-contained as much as possible. Nevertheless, ITU-R may make normative references to published deliverables (e.g., standards) of other organizations by accepting, in whole or in part, the text of adopted and published deliverables as all or part of the text of a draft or final ITU-R Recommendation provided that:

• a written collaborative Arrangement exists between the ITU and the other organization concerned;

• the Arrangement includes a copyright agreement relating to the accepted texts;

• the Arrangement addresses the consideration of any intellectual property rights asserted for the texts involved;

• the deliverable of the other organization is available to the general public;

• where the deliverable is in draft form, the parties to the Arrangement, on a case-by-case basis, give special consideration to the acceptance and use of the deliverable;

• ITU-R does not have to accept the deliverable of another organization in its entirety and it may exclude a certain part, or parts, of it in a normative reference made in an ITU-R Recommendation;

• the normative reference made to a deliverable accepted in part in the ITU-R Recommendation indicates the part, or parts, not accepted by ITU-R;

• the accepted part, or parts, of the deliverable is appropriately annotated.

# 4 Participation of non-member organizations in the work of ITU-R Study Groups and their subordinate groups

A non-member organization may participate in the work of the ITU-R Study Groups (or subordinate groups) either by attending or without attending the meetings of these groups.

**4.1** A non-member organization may attend meetings of ITU-R Study Groups (or subordinate groups) in compliance with the following procedure, developed in accordance with No. 248A of the ITU Convention:

a) The need for attendance at a specific meeting of an ITU-R Study Group (or subordinate group) should be ascertained by the chairman of the group concerned, and confirmed by the chairman of the Study Group.

b) In determining the necessity under section a) above, the chairmen should take into account whether the organization has submitted a contribution to the meeting (by any of the procedures described in § 2 above) and whether the work of the group would be seriously impaired if the organization were not represented.

c) If the need is confirmed, the Study Group chairman should consult the Director of the Radiocommunication Bureau who, at his or her discretion, will invite the organization to attend the meeting in question.

d) During the meeting, the organization may take part in the discussion at the invitation of the chairman and the participation shall be restricted to the specific topic which concerns the organization.

e) The participation of the organization at a specific meeting in no way implies any expectation of participation in future meetings of the ITU-R Study Group (or subordinate group).

**4.2** A non-member organization who is not attending meetings of ITU-R Study Groups (or subordinate groups) may participate in studies by submitting material in response to an invitation, as described above in § 2.

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1. \* This guideline was updated in February 2021. [↑](#footnote-ref-1)
2. For convenience, the term “subordinate group” is used in this document to describe groups established by Study Groups. [↑](#footnote-ref-2)