Terms of Reference

Guidelines for Establishing Conformance and Interoperability Regimes for Developing Countries (released in 2014)

Objectives of the Guidelines

These guidelines aims to provide guidance and knowledge sharing for developing countries which plan to build an advanced Conformance and Interoperability (C&I). Regime for ICT products and become self-sufficient in meeting their own needs in this important area.

The ultimate goal is the achievement of effective global communications since the availability of high quality performing products will accelerate widespread deployment of the infrastructure, technologies and associated services allowing people to access to the Information Society regardless of their location or chosen device and contributing to attaining the Millennium Development Goals.

Procedures and Table of Contents

The implementation of C&I Programmes in a single country a Guidelines for establishing a Conformity Assessment regime, may address the following Procedures according to following Table of content:

Procedures

A. Query for new products to be homologated

B. Issuing and/or validating a Certificate of Conformity

C. Issue of the Homologation (or acceptance)

D. Import procedures for testing proposals

E. Reference Standards for conformity assessment

F. Recognized Laboratories and Test Reports

G. Marking

H. Monitoring, Enforcement, and Sanctions and Post-Market Surveillance

Table of content

1. Definition of the C&I regimes available and standardized internationally: Certification, Supplier`s Declaration of Conformity-SDoC, and so on.

2. Develop (or review) of the regulatory framework, the implementation procedure and roadmap of C&I regimes, that shall cover the following subjects:
   i. Telecommunication Act previsions: placing products in the market; institutions rights and responsibilities; identification of approved products;
   ii. Methodology to calculate the fee of Type Approval process, including issue and renewal of certification;
   iii. Law enforcement and surveillance; trail procedures and safeguards; Post-market surveillance; Sanctioning and other legal previsions and procedures;
   iv. Investigation of possibilities to use the C&I programme for combating the counterfeit ICT equipment on the market;
   v. Coordination of responsibilities with other national regulatory agencies, as the Quality and Metrology institute.

3. Definition and publication of the reference standards, interface specifications, essential requirements (EMC, Safety, SAR, etc.) for conformance assessment of ICT equipment;
   i. Benchmark of a list of national and international standards which should cover the basic requirements (health and safety, EMC, protocols, interfaces and so on), and additional standards which might be applicable;
   ii. Methodology on how execute an ICT market survey to discover if a specific equipment is suitable for conformance assessment.
   iii. Benchmark of a list of equipment, under the conformance assessment system, with references to the relevant national and international standards, publicizing the technical requirements and test procedures.

4. Accreditation, recognition and acceptance of laboratories and qualified professional;
   i. Description on how execute designation of Accreditation and Certification Bodies, and policies making on how Test Labs (TL) should be recognized;
   ii. Policy for developing quality of the national laboratories; international standards certification (ISO 17025, ISO Guide 65, etc.);
   iii. Strategies on how to become accredited by International accreditation bodies (ILAC, IAF, APLAC, IECEE, etc.) in the relevant scope;

iv. Definition of procedures to accept Self-Declaration and testing results which were issued by Testing Laboratories (TL) which are recognized.

5. Prevision and use of Mutual Recognition Agreement (MRA): harmonized standards; test specifications and reports ([integrated with the ITU guidelines on MRA](#)).

6. Budget strategy for establishing of a conformity assessment test lab. (* Shall be integrated with the ITU publications: a) ITU [Feasibility Study](#) on Testing Laboratories; and b) [Establishing Conformity Assessment Test Labs in Different Regions](#)).

7. Training needs for the staff to review testing reports based on the requirements of the C&I regime and issue of the Certificate of Conformity.