

Standardization is one of the essential building blocks of the Information Society. It is not only a fundamental architectural component of the global information society, but also a precursor to the diffusion of affordable and accessible information and communication technologies (ICTs) in the developing world. International standards aim to create an environment where people can access services worldwide, regardless of the underlying technology.

The goal of the ITU-T Bridging the Standardization Gap program is to facilitate increased participation of developing countries in standardization, to ensure that developing countries experience the economic benefits of associated technological development, and to better reflect the requirements and interests of developing countries in the standards development process.

Acknowledgements

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Please send your feedback and comments to bsg@itu.int.

This report, along with other Bridging Standardization Gap material, can be found at <http://www.itu.int/en/ITU-T/gap/Pages/default.aspx>.



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INTRODUCTION

This document provides information that is supplementary to the Guidelines on Establishment of a National Standardization Secretariat for the ITU-T (NSS). It provides detailed examples useful to developing countries for their initial and on-going implementation of their National Standardization Secretariats. Examples for NSS procedures are included for a wide range of activities associated with preparation for and participation in the ITU-T, including:

- Preparing and submitting contributions to ITU-T study groups and TSAG
- Approval and deletion of ITU-T Recommendations
- Approval and deletion of study Questions
- Role of the Member State in the process for private sector entities to join the ITU-T

- Authorizing delegations to ITU-T meetings
- Requests for TIES accounts

Appendix I shows additional information on the ITU's Bridging the Standardization Gap programme on standardization capacity building and training.

Appendix II summarizes the types of communications from ITU-T, such as Circulars, Collective Letters, questionnaires and consultations of the Member States, and the volume of each type of communication expected during a typical four-year study period.

Appendix III is a listing of all abbreviations used in the document.



1. Preparing and submitting contributions to ITU-T SGs and TSAG

Member States (MS) and ITU-T Sector Members (SM) are authorized to submit inputs to all ITU-T study groups, TSAG and WTSA as contributions. Associates are authorized to submit contributions to the one ITU-T study group they have joined. Academia participants are authorized to submit inputs to all ITU-T study groups and TSAG as contributions.

Recommendation ITU-T A.2 includes directives that should be followed when preparing contributions (<http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=11921>). In brief:

- Contributions should be concisely drafted, avoiding unnecessary details.
- A contribution should not, as a rule, exceed about five printed pages of text.

- Documents of purely theoretical interest, published in the technical press or containing passages of a commercial nature should not be submitted.
- Electronic material (e.g., software, test data, etc) should be attached to the submitted text.
- Contributions should use a standardized template available on the ITU-T 's website (<http://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx>).

Section 3 of Recommendation ITU-T A.1 (<http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=11920>) and other delegate resources on the ITU-T website provide instructions on submitting contributions, including:

- Contributions are submitted electronically (<http://groups.itu.int/ITU-T/EWMServices/tabid/1941/ArticleId/74/Document-Submission.aspx>) using e-mail or the ITU-T 's Direct Document Posting system
- Contributions must be received by the Telecommunication Standardization Bureau (TSB) at least 12 calendar days before the beginning of the ITU-T study group, TSAG or working party meeting.
- Contributions that are to be translated into the official languages of ITU must be received by TSB at least 2 months before the beginning of the meeting.
- Contributors are reminded, when submitting contributions, that early disclosure of patent information is desired, as contained in the statement on Common Patent Policy of ITU-T/ITU-R/ISO/IEC (<http://www.itu.int/en/ITU-T/ipr/Pages/policy.aspx>).

Policies and guidelines regarding intellectual property rights (IPR) contained in contributions, such as patents and copyrighted material, are documented on the ITU-T 's IPR web page (<http://www.itu.int/en/ITU-T/ipr/Pages/default.aspx>)

The National Standardization Secretariat for ITU-T would manage the preparation, review and approval of

Member State contributions to the ITU-T study groups, working parties, regional groups of the ITU-T study groups, TSAG and WTSA.

The National Study Group (NSG) corresponding to an ITU-T study group is responsible for preparations for that ITU-T study group's meetings, including submitting national contributions. It would also be responsible to review contributions and TDs to that ITU-T study group from other sources and to develop responses as necessary. The National Advisory Committee for ITU-T (T-NAC) is responsible for preparations for WTSA and TSAG, including preparation of contributions and review of contributions and TDs from other sources to those meetings.

Responsibilities for approval of contributions to ITU-T are:

- The appropriate preparatory advisory committee (i.e., National Study Group X for ITU-T Study Group X, T-NAC for WTSA and TSAG) would consider inputs to its meetings from any interested party, agree on positions and the need for written contributions, and ensure that draft contributions are prepared sufficiently in advance of the document due date for the ITU-T meeting.
- The advisory committee (i.e., a National Study Group or the T-NAC) would decide by consensus whether or not to recommend

submission of the contribution to the ITU-T meeting. The Chairman of the appropriate advisory committee would declare if and when consensus has been reached. The advisory committee's recommendation could be agreed in a physical meeting or through a consultation process open to all participants of the advisory committee.

- The Chairman of the appropriate advisory committee would assign responsibility to a committee participant for preparation of the final, clean version of the draft pro-

posed contribution, which should conform to the relevant ITU-T guidelines on writing and submitting contributions.

- The Chairman, in cooperation with the Secretary of the advisory committee, would forward, at least 10 calendar days before the ITU-T document due date, the proposed contribution to the Chairmen of other National Study Groups with interest in the subject of the contribution for their information and comment, and to the Responsible Agency (RA) for approval.

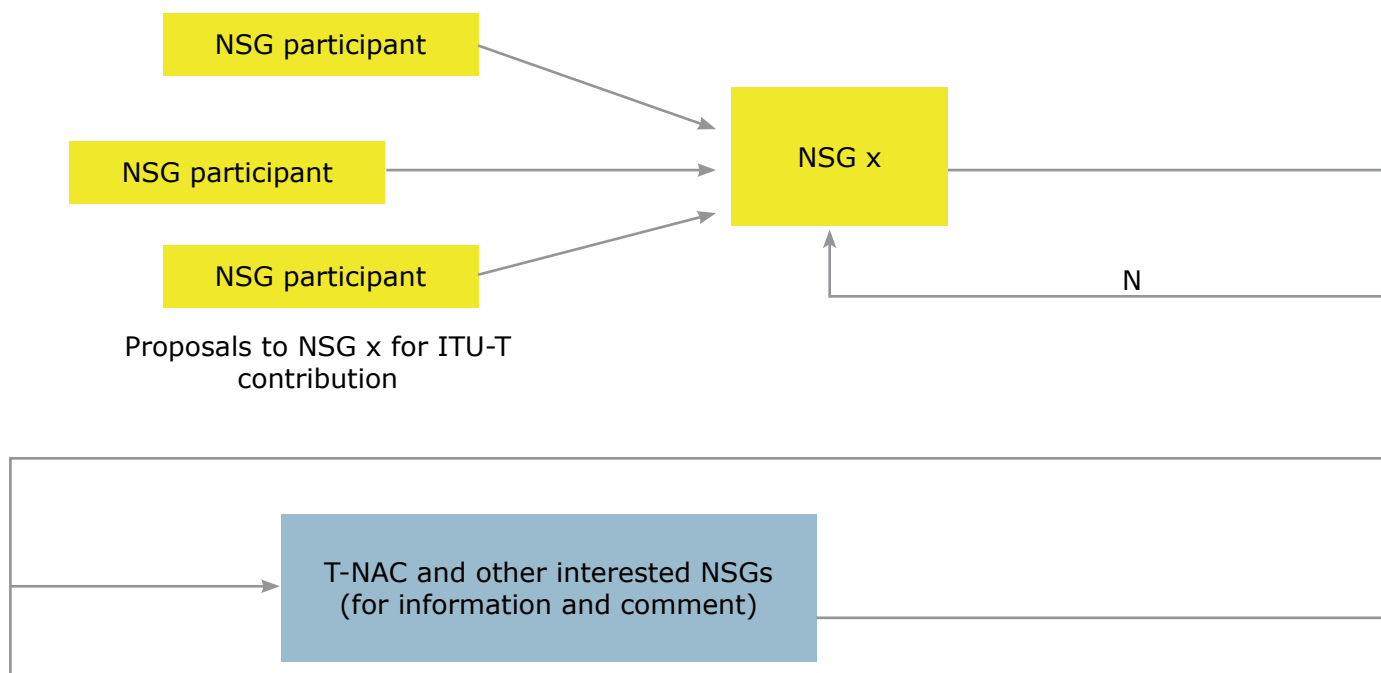


Figure 1 – ITU-T contribution development, approval and submission process

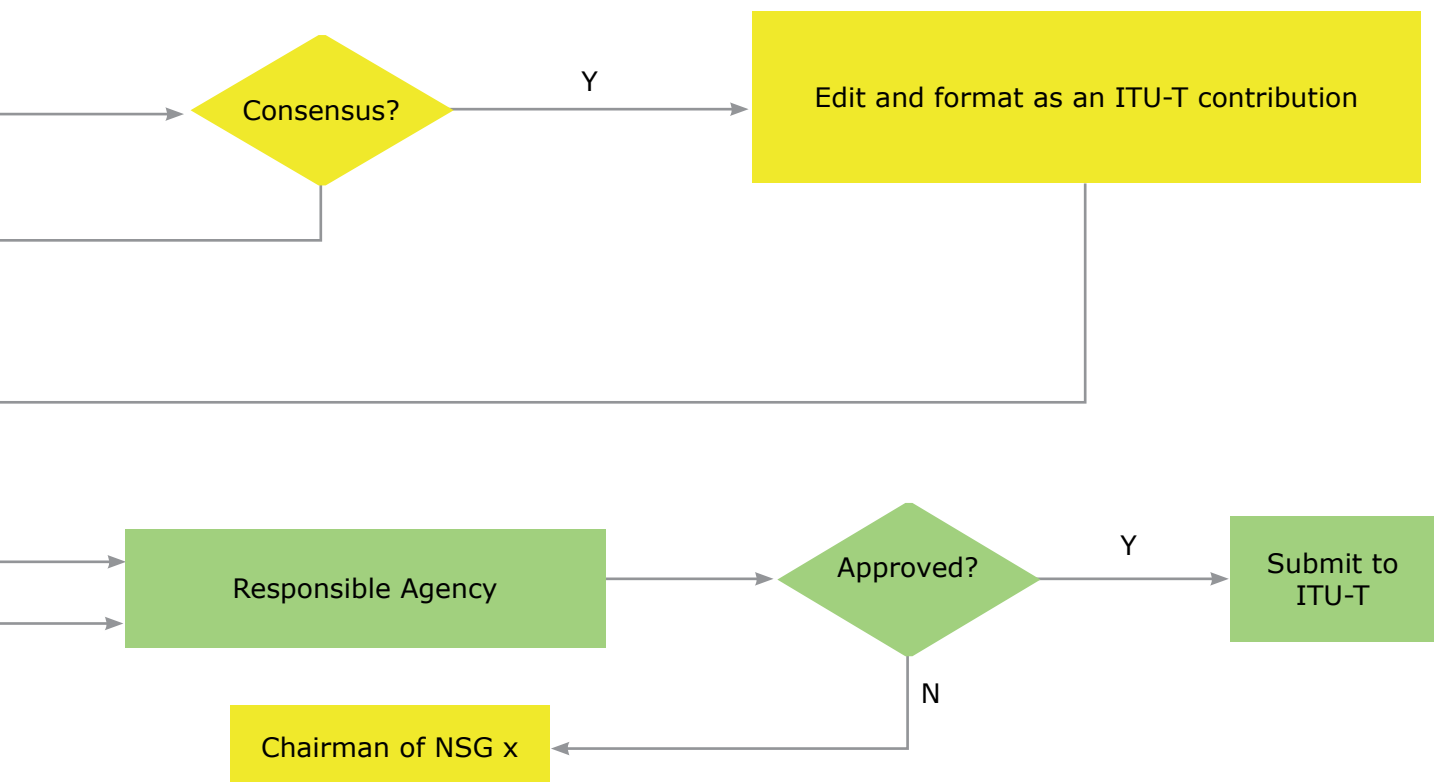
- The Responsible Agency would consult with other organizations and persons as deemed appropriate, requesting comments or objections to the proposed contribution.
- The Responsible Agency would approve or not approve submission of the proposed contribution.

If it is not approved, the contribution and the reasons for its failure to be approved should be returned to the Chairman of

the appropriate national preparatory committee.

If it is approved, the Responsible Agency, in cooperation with the Secretariat Bureau, would ensure timely and appropriate submission of the contribution to the ITU-T.

Figure 1 shows a flowchart of this contribution development, approval and submission process.



2. Approval and deletion of Recommendations

2.1 Member State role in the TAP for new and revised Recommendations

In the Traditional Approval Process (TAP) for new and revised ITU-T Recommendations, a study group or working party reaches determination that the draft text is sufficiently mature to apply the approval procedures found in Section 9 of WTS Resolution 1 (<http://www.itu.int/pub/T-RES-T.1-2012>). This first step in the TAP is referred to as DETERMINATION.

The TSB Director then initiates a consultation of the Member States in which the intention to apply the approval procedures at the next meeting of the relevant ITU-T study group is announced and the opinion of the Member States is requested on whether they assign authority to that study group meeting to consider the approval.

The National Standardization Secretariat for ITU-T would manage the receipt, consideration and response to this TAP consultation of Member States. The relevant National Study Group would consider the proposal in detail and recommend an appropriate response for the Member State.

It should be emphasized that this consultation is not asking the Member State to approve the draft Recommendation, or even to comment on its content, but only if the Member State agrees to assign authority to the study group to consider approval.

Responsibilities for the TAP consultation are:

- The Member State contact for ITU-T will receive the Circular from TSB with the announcement of DETERMINATION, a summary of the draft Recommendation and information on where to find the document with the draft Recommendation text. The due date for response is seven working days before the next study group meeting.
- The Circular is forwarded to the T-NAC Chairman and the appropriate NSG Chairman.
- The Secretariat Bureau, in cooperation with the NSG Chairman, distributes

the Circular to the appropriate NSG e-mail reflector with a request for comment by a date to be specified by the NSG Chairman. Consideration of the Member State position on the consultation could take place through electronic means or during a meeting of the NSG. In either case, the NSG should develop its recommendation at least three weeks before the ITU-T due date.

- The NSG forwards its recommendation, if any, to the RA, to the Chairman of T-NAC and to the Secretariat Bureau. The Secretariat Bureau distributes the proposed response to the T-NAC reflector.
- The RA, subject to further advice from the T-NAC, submits the MS response to the TAP consultation prior to the ITU-T due date.

If the NSG review of the draft Recommendation text results in comments and proposals to revise the draft prior to approval, the NSG should consider developing a contribution to the next meeting of the ITU-T study group, bearing in mind that contributions are due at least 12 calendar days before the start of the study group meeting.

2.2 Member State role in the AAP for new and revised Recommendations

In the Alternative Approval Process (AAP) for new and revised ITU-T Recommendations, a study group or working party reaches consent that the draft text is sufficiently mature to apply the approval procedures found in Recommendation ITU-T A.8 (<http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=9641>). This first step in the AAP is referred to as CONSENT. AAP can be applied to draft Recommendations that do not have policy or regulatory implications, so Sector Members, Associates and Academia participants can also respond to AAP notifications distributed by TSB following CONSENT.

The National Standardization Secretariat for ITU-T manages the receipt, consideration and response to the AAP notifications on behalf of the Member State. Sector Members, Associates and Academia participants can respond to AAP notifications in their own names, if desired.

The relevant National Study Group considers the draft Recommendation in detail and recommends an appropriate response for the Member State for the following steps of the AAP:

Last Call – after final edited text is available, a four week Last Call period is announced by TSB in an AAP

Notification. Notifications are issued twice every month, on the 1st and 16th of the month. Member States, Sector Members, Associates and Academia participants can submit comments on the Last Call text. If there are no comments, the Recommendation is approved. If there are comments, the draft Recommendation and comments are considered by the ITU-T study group experts and revised text could be prepared.

Additional Review – if there were Last Call comments, the draft Recommendation text could be revised and announced for a three week Additional Review period; Member States and Sector Members can submit comments. (Associates and Academia participants cannot submit Additional Review comments.) If there are no comments, the Recommendation is approved. If there are Additional Review comments, the draft Recommendation and all comments are sent to the next meeting of the study group for decision.

Decision Meeting – if there were Additional Review comments, the ITU-T study group will consider the comments and any new contributions submitted to the study group meeting, and decide on approval of the draft Recommendation.

In order for the Member State to participate in the AAP Last Call and Additional Review processes, it must designate “AAP focal points”, either

one AAP focal point for each ITU-T study group and TSAG, or one AAP focal point for all ITU-T (see the Section on “Points of Contact” in Guidelines on Establishment of a National Standardization Secretariat). AAP comments from the Member State (or from a Sector Member, Associate or Academia participant) are accepted by TSB only if it comes from the designated AAP focal point.

Responsibilities for responding to the AAP notifications are:

- The Member State AAP contact receives the AAP Notification, which includes Recommendations under Last Call and Additional Review, from TSB. The response to a Last Call is due within four weeks; the response to an Additional Review is due within three weeks.
- The AAP Notification, with an indication of which ITU-T study groups are involved is forwarded to the T-NAC Chairman and all appropriate NSG Chairmen.
- The Secretariat Bureau, in cooperation with the NSG Chairmen, distributes the AAP Notification to the appropriate NSG e-mail reflectors with a request for comment by dates to be specified by the NSG Chairmen. Consideration of the Member State positions on the AAP Recommendations could take place through electronic means or during meetings of the NSGs.

In either case, the NSGs should develop their recommendations quickly, as the AAP review periods are very short.

- The NSGs forward their recommendations for AAP comments, if any, for consideration by the RA, to the Chairman of T-NAC and the Secretariat Bureau. If there are no comments, no recommendation to the RA is required. The Secretariat Bureau distributes the proposed response to the T-NAC reflector.
- The RA, subject to further advice from the T-NAC, submits the MS response to the AAP Last Call or Additional Review prior to the ITU-T due date. Note that if there are no comments on a draft Recommendation, then no response to the Last Call or Additional Review shall be made.
- If the draft Recommendation will be sent to the next meeting of the

ITU-T study group for decision, then the National Standardization Secretariat follows its procedures for developing positions and contributions to a study group meeting.

Designation of the AAP contact point(s) is done on the ITU-T website at: <http://www.itu.int/en/ITU-T/info/Pages/aap-contact.aspx>.

Note that any individual in the country that has a TIES account could subscribe to receive e-mail notices from the TSB that an AAP Notification has been posted.

In many countries with private sector participants, some of whom are Sector Members, Associates or Academia participants of ITU-T, the Member State chooses not to take an active part in AAP unless one of the private sector entities raises an issue with the draft Recommendation.

2.3 Deletion of Recommendations

2.3.1. Deletion of a TAP Recommendation – ITU-T procedures

TAP Recommendations can be deleted between WTSA's by action of the study groups. At a study group meeting, it may be agreed by unopposed agreement of the Member States present to delete a Recommendation. Notification about this agreement, including an explanatory summary about the reasons for the deletion, is provided

to the Member States by a Circular in which the Member State is requested to notify the TSB Director within three months whether they object to the deletion. If there are no objections from a Member State within the three month period, the deletion comes into force and the Member States are notified in another Circular (see section 9.8 of WTSA Resolution 1).

2.3.2 Deletion of an AAP Recommendation – ITU-T procedures

AAP Recommendations can be deleted between WTSAs by action of the study groups. At a study group meeting, it may be agreed by unopposed agreement of the Member States and Sector Members present, or failing that, by opposition of no more than one Member State present, to delete the Recommendation. Notification about this agreement, including an

explanatory summary about the reasons for the deletion, is provided to the Member States and Sector Members by a Circular in which they are requested to notify the TSB Director within three months whether they object to the deletion. If there are no objections from a Member State or Sector Member, the deletion comes into force and the results are given in another Circular (Section 8.2 of Recommendation ITU-T A.8).



2.3.3 Consultation of Member States for deletion of a Recommendation

The National Standardization Secretariat for ITU-T manages the receipt, consideration and response to the consultations on proposed deletion of TAP and AAP Recommendations. The relevant NSG considers the proposal in detail and recommends an appropriate response for the Member State. If there is no objection to the deletion, no response to the TSB shall be made.

It is very rare that there would be an objection to delete a Recommendation, as the reasons are usually that it has become obsolete or it has been superseded by another Recommendation.

Responsibilities for the consultation of Member States on the deletion of a Recommendation are:

- The Member State contact for ITU-T receives a Circular from TSB with a summary of the proposal to delete the Recommendation, and a due date by which any response must be received by TSB.
- The Circular is forwarded to the T-NAC Chairman and the appropriate NSG Chairman.
- The Secretariat Bureau, in cooperation with the NSG Chairman, distributes the Circular to the appropriate NSG reflector with a request for comment by a date to be specified by the NSG Chairman. Consideration of the Member State position on the proposed deletion could take place through electronic means or during a meeting of the NSG. In either case, the NSG should develop its recommendation at least three weeks before the ITU-T due date.
- The NSG forwards its recommendation for consideration by the RA, if any, to the Chairman of T-NAC and the Secretariat Bureau. The Secretariat Bureau distributes the proposed response to the T-NAC reflector.
- The RA, subject to further advice from the T-NAC, submits the MS response to the consultation on the deletion of the Recommendation prior to the ITU-T due date.



3. Approval and deletion of Questions

3.1 Approval of new and revised Questions

The work projects of ITU-T are defined in study Questions. Questions, and their allocation among the ITU-T study groups, are approved by WTSA once every four years, and Questions can also be approved or revised between WTSA by action of the study groups.

TSB will distribute the proposed new or revised Question to Member States and Sector Members of the concerned study group at least one month before the study group meeting that will consider the approval. New or revised Questions may be approved by the study group if consensus at the study group meeting is achieved. If consensus of the study group to approve the Question is not achieved, the study group may request approval by consultation of the Member States (see Sections 7.1-7.2 of WTSA Resolution 1).

The National Standardization Secretariat for ITU-T manages the receipt, consideration and response to this

consultation, in which the Member State is requested to notify the TSB Director within two months whether they approve or do not approve the proposed new or revised Question. The proposed Question is approved if a simple majority of the Member States responding are in agreement and at least ten replies are received by TSB. The relevant NSG considers the proposal in detail and recommends an appropriate response for the Member State.

Responsibilities for the consultation on approval of a new and revised Question are:

The Member State contact for ITU-T will receive the Circular from TSB with a summary of the proposal to approve a new or revised Question, and a due date by which any response must be received by TSB.

The Circular is forwarded to the T-NAC Chairman and the appropriate NSG Chairman.

The Secretariat Bureau, in cooperation with the NSG Chairman, distributes the Circular to the appropriate NSG reflector with a request for comment by a date to be specified by the NSG Chairman. Consideration of the Member State position on the proposed new or revised Question could take place through electronic means or during a meeting of the NSG. In either case, the NSG should develop its recommendation at least three weeks before the ITU-T due date.

The NSG forwards its recommendation, if any, to the RA, to the Chairman of T-NAC and to the Secretariat Bureau. The Secretariat Bureau distributes the proposed response to the T-NAC reflector.

The RA, subject to further advice from the T-NAC, submits the MS response to the consultation on the new or revised Question prior to the ITU-T due date.

3.2 Deletion of Questions

Questions can be deleted between WTSAAs by action of the study groups. At a study group meeting, it may be agreed by consensus among those present to delete a Question. Notification about this agreement, including an explanatory summary about the

reasons for the deletion, is provided to the Member States by a Circular in which the Member State is requested to notify the TSB Director within two months whether they object to the deletion.



If a simple majority of the Member States responding has no objection to the deletion, the deletion will come into force. Otherwise the issue will be referred back to the study group (see section 7.4 of WTSA Resolution 1).

The National Standardization Secretariat for ITU-T manages the receipt, consideration and response to this consultation. The relevant NSG considers the proposal in detail and recommends an appropriate response for the Member State.

Responsibilities for the consultation on deletion of a Question are:

- The Member State contact for ITU-T will receive a Circular from TSB with a summary of the proposal to delete the Question, and a due date by which any response must be received by TSB.
- The Circular is forwarded to the T-NAC Chairman and the appropriate NSG Chairman.
- The Secretariat Bureau, in cooperation with the NSG Chairman, distributes the Circular to the appropriate NSG reflector with a request for comment by a date to be specified by the NSG Chairman.

Consideration of the Member State position on the proposed deletion could take place through electronic means or during a meeting of the NSG. In either case, the NSG should develop its recommendation at least three weeks before the ITU-T due date.

- If the Member State objects to the deletion, it is requested to provide its reasons and to indicate the possible changes that would facilitate further study of the Question.
- The NSG forwards its recommendation for consideration by the RA, if any, to the Chairman of T-NAC and the Secretariat Bureau. The Secretariat Bureau distributes the proposed response to the T-NAC reflector.
- The RA, subject to further advice from the T-NAC, submits the MS response to the consultation on the deletion of the Question prior to the ITU-T due date.

4. Member State role in the process for Sector Members, Associates or Academia to join ITU-T

When an organization from the Member State's country applies to become an ITU-T Sector Member, Associate or Academia participant, the application is sent first to the Member State and the Member State has to decide whether or not to forward the application to the ITU¹.

The application form from the prospective Sector Member, Associate or Academia participant is submitted to the Member State, which would review and take action on such applications. The application form for Sector Members and Associates is found at <http://www.itu.int/en/membership/Documents/application-form.pdf>² and the application.

1. A Member State can waive this provision, in which case the application may be sent directly to the ITU without need for the Member State's intervention.

2. French version, SM and Associate: <http://www.itu.int/en/membership/Documents/application-form-fr.pdf> Spanish version, SM and Associate: <http://www.itu.int/en/membership/Documents/application-form-es.pdf>



form for Academia, Universities and Associated Research Establishments is found at <http://www.itu.int/en/membership/Documents/application-formforacademia.pdf>³.

At the end of those forms an explanation of the voluntary choice of the monetary contribution (i.e., annual dues) to be selected for each kind of application can be found. The entity seeking to join ITU-T shall pay their annual contribution in advance.

If the Member State supports the application, the Member State forwards the completed application to the ITU at the following address:
Corporate Governance and Membership Division
International Telecommunication Union
Place des Nations
CH 1211 Geneva 20, Switzerland

E-mail: membership@itu.int
Phone: +41 22 730 5027/6018
Fax: +41 22 730 6675

3. French version, academia: <http://www.itu.int/en/membership/Documents/applicationformforacademia-fr.pdf> Spanish version, academia: <http://www.itu.int/en/membership/Documents/applicationformforacademia-es.pdf>

5. Delegations to ITU-T meetings

5.1 ITU-T groups with national delegations

Meetings of WTSA, TSAG, ITU-T study groups and working parties will have delegations of the Member States in addition to other entities that are authorized or invited to attend.

The national advisory committee responsible for preparation for a particular ITU-T meeting, e.g., a National Study Group preparing for the ITU-T study group meeting or the T-NAC preparing for a TSAG meeting, should prepare a proposed list of Member State delegation members, a Head of Delegation and if necessary, one or more Deputy Heads of Delegation. The proposed delegation list along with any other pertinent information,

such as the citizenship status, employer and expertise relevant to the ITU-T meeting, should be forwarded to the Responsible Agency for review and approval.

The Secretariat Bureau, under the direction of the Responsible Agency, should submit the delegation list to the TSB by the due date specified in the appropriate meeting notice.

Representatives of Sector Members, Associates and Academia participants who will participate in the ITU-T meeting should submit their own participant information to the TSB.

5.2 ITU-T groups without national delegations

Other groups within ITU-T will meet in order to progress their work, but they do not engage in decision-making. Such groups include, for example, rapporteur groups, ad hoc groups, editing groups, drafting groups and focus groups.

While participants in those meetings may register as a representative of their Member State, Sector Member, Associate or Academia participant, there are no official delegations.

The Responsible Agency does not submit a list of delegation members to the ITU-T for such meetings.

5.3 National delegations to meetings of WTSA

The T-NAC is responsible for the national process to prepare for WTSA, which meets once every four years, usually in the 4th quarter of the year. The next WTSA meetings are expected to be around October/November 2016 and every fourth year thereafter.

The meeting announcement for WTSA will contain a request for the Member State to indicate the names of those to be on the national delegation to WTSA.

T-NAC should prepare a list of delegates who will attend WTSA according to the following procedures:

- Solicit interest from the government agencies and private sector entities active in ITU-T for those who want to be on the national delegation.
- Solicit interest from other government agencies related to international telecommunications matters for those who want to be on the national delegation.
- The Chairman of T-NAC, in cooperation with the RA and the Chairman of NAC, should propose a delegation membership list for approval by the RA or other appropriate governmental body.

- The delegation list should include a designated Head of Delegation who shall be authorized to act on behalf of the Member State at the ITU-T meeting.
- The delegation list could also include one or more Deputy Heads of Delegation, who shall be authorized to act on behalf of the Member State at the ITU-T meeting.
- The Secretariat Bureau should inform TSB of the Head of Delegation, Deputy Head(s) of Delegation and other delegation members for WTSA.

Sector Members receive their own invitations to WTSA and will be responsible for informing TSB of the names of those who will represent the Sector Member at that meeting. It is encouraged that the Sector Member inform the Member State of their representatives. It is possible that a Sector Member representative also be registered on the national, Member State delegation.

5.4 National delegations to meetings of TSAG

The T-NAC is responsible for the national process to prepare for TSAG, which meets approximately once per year, but usually has an additional meeting several months before a WTSA.

The meeting announcement for TSAG will contain a request for the Member State to indicate the names of those to be on the national delegation to TSAG.

T-NAC should prepare a list of delegates who will attend TSAG according to the following procedures:

- Solicit interest from the government agencies and private sector entities active in ITU-T for those who want to be on the national delegation.
- Solicit interest from other government agencies related to international telecommunications matters for those who want to be on the national delegation.
- The Chairman of T-NAC, in cooperation with the RA and the Chairman of NAC, should propose a delegation membership list for approval by the RA or other appropriate governmental body.



- Individuals holding ITU-T study group chairman positions are expected to attend TSAG.
- The delegation list should include a designated Head of Delegation who shall be authorized to act on behalf of the Member State at the ITU-T meeting.
- The delegation list could also include one or more Deputy Heads of Delegation, who shall be authorized to act on behalf of the Member State at the ITU-T meeting.
- The Secretariat Bureau should inform TSB of the Head of Delegation,

Deputy Head(s) of Delegation and other delegation members.

Sector Members and Academia participants receive their own invitations to TSAG and will be responsible for informing TSB of the names of those who will represent them at that meeting. It is encouraged that the Sector Member or Academia participant inform the Member State of their representatives. It is possible that a Sector Member representative or an Academia participant also be registered on the national, Member State delegation.

5.5 National delegations to meetings of study groups and working parties

The appropriate NSG is responsible for the national process to prepare for meetings of their ITU-T study group and that study group's Working Parties and regional groups. ITU-T study group meetings are held about every eight or nine months, but the interval between study group meetings could be somewhat more or somewhat less. Working Parties usually meet at the same time as their parent study group, and sometimes hold additional meetings between study group meetings to progress their work and do DETERMINATION and CONSENT.

The meeting announcement for a study group or working party meeting will contain a request for the Member State to indicate the names of those to be on the national delegation to the meeting.

The appropriate NSG should prepare a list of delegates who will attend the study group or working party meeting according to the following procedures:

- Solicit interest from the government agencies and private sector

entities active in the study group for those who want to be on the national delegation.

- Solicit interest from other government agencies related to international telecommunications matters for those who want to be on the national delegation.
- The Chairman of the NSG, in cooperation with the RA and the Chairman of T-NAC, should propose a delegation membership list for approval by the RA or other appropriate governmental body.
- Individuals holding study group leadership positions (e.g., chairman, vice chairman, working party chairman, working party vice chairman, rapporteur, editor) are expected to attend the study group and relevant working party meetings.
- The delegation list should include a designated Head of Delegation who shall be authorized to act on behalf of the Member State at the ITU-T meeting.
- The delegation list could also include one or more Deputy Heads of Delegation, who shall be authorized to act on behalf of the Member State at the ITU-T meeting.
- The Secretariat Bureau should inform TSB of the Head of Delegation, Deputy Head(s) of Delegation and other delegation members.

Sector Members, Associates and Academia participants receive their own invitations to the SG and Working Party (WP) meetings and will be responsible for informing TSB of the names of those who will represent them at that meeting. It is encouraged that the Sector Member, Associate or Academia participant inform the Member State of their representatives. It is possible that a Sector Member or Associate representative or Academia participant also be registered on the national, Member State delegation.

5.6 Delegations to meetings of other groups, such as Rapporteur Groups

Other groups (e.g., rapporteur groups, focus groups, joint coordination groups, drafting groups) do not have national delegations. Participation can be decided within the appropriate

NSG, if desired, but normal practice is that the Member State and each Sector Member, Associate or Academia participant will decide who, if anyone, they will send to the meeting.

6. Requests for a TIES account

6.1 TIES accounts

TIES, the Telecommunication Information Exchange Service, is a set of networked information resources and services offered by ITU without any charge to Member States, Sector Members, Associates and Academia participants to support their participation in the activities of the Union.

Participation in the work of ITU-T and its study groups is not possible without a TIES account. Representatives of a Member State, Sector Member, Associate or Academia participation can request a TIES id and password by filling out an on-line TIES application form (http://www.itu.int/online/mm/scripts/reg.screen1.html?_languageid=1). The ITU will request approval from the entity's TIES contact person by e-mail and, if approved,

will establish a new TIES account for the applicant within the same business day.

One of the functions to be assigned under the National Standardization Secretariat for ITU-T should be designation of the TIES contact point for the Member State. All active participants in the National Standardization Secretariat, whether or not they attend ITU-T meetings, should request a TIES id and the contact point will be called upon by ITU to approve that request. The TIES contact point person might also be called upon to validate existing TIES accounts associated with the Member State, Sector Member, Associate or Academia participant.

6.2 E-mail Notification System and mailing lists

In addition to TIES registrations, the ITU-T administers an e-mail notification system which alerts TIES users when a new document is posted in the ITU-T website. The ITU-T also establishes and maintains e-mail mailing lists as requested by each ITU-T study group. The list of mailing lists used by each study group is kept up-

to-date and is available from each study group's webpage. Information on subscribing to and using ITU-T mailing lists is found at <http://www.itu.int/ITU-T/edh/faqs-email.html>.



Appendix I

Standardization capacity building and training

ITU-T organizes many workshops and seminars, free of charge, at ITU headquarters and in the regions, many times in conjunction with other scheduled meetings to minimize travel and to maximize the potential audience. The programme, speaker profiles and presentations are available electronically for every workshop and seminar, from 2000 through the present, at <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/default.aspx>.

In the interests of developing countries as well as for new standardization participants, there are also many sources of training on the technical work of the study groups and on the international standardization process. TSB can be contacted to discuss such training programmes for the future while past training programmes can be accessed at any time for downloading and viewing.

Some of the training materials that may be of interest to developing countries starting to increase their ITU-T participation include:

- ITU overview brochure
http://www.itu.int/dms_pub/ITU-T/oth/0B/06/T0B060000033301P-DFE.pdf
- ITU-T delegate guide
<http://www.itu.int/oth/T0A0F000002/en>
- E-Meeting guide: Procedures for electronic meetings
<http://www.itu.int/oth/T0A0F000007/en>
- Tutorials presentations for ITU-T
<http://www.itu.int/en/ITU-T/tutorials/Pages/default.aspx>
- Technical papers and tutorials (technical content)
<http://www.itu.int/pub/T-TUT>

Appendix II

Member State communications with the ITU-T

II.1 Member State interactions with the ITU-T

Member States interact with the ITU-T through written documents, some of which provide information from ITU-T to the Member State and some of which request a response from the Member State, resulting in an exchange of information. The following sections describe:

- ITU-T Circulars and Collective Letters (Section II.2),
- Communications for which a response to ITU-T is not requested (Section II.3),
- Communications for which a response to ITU-T is requested (Section II.4), and
- Information on how often each type of communication is to be expected (Section II.5).

With this information, the Member State should be able to estimate the work effort and resources necessary to handle the volume of interactions between the ITU-T and the Member State. Whether a country is first starting to implement a National Standardization Secretariat for ITU-T or it has a more developed structure, the data shown below should make it possible to estimate how much work will be involved.

The National Standardization Secretariat should put in place a system to:

- Monitor the relevant ITU-T communications,
- Forward each communication to the appropriate parties within the National Standardization Secretariat, and
- Develop, approve and transmit responses to ITU-T when necessary.

II.2 ITU-T Circulars and Collective Letters

The Telecommunication Standardization Bureau (TSB), led by the Director of TSB, comprises the staff supporting the work of the ITU-T. TSB issues many kinds of documents, each serving a particular purpose and each is made available to appropriate distribution lists. These documents include:

Circulars: TSB Circulars are addressed to all the participants in the work of the ITU-T and contain information of general interest such as meeting schedules, working methods, the list of hotels in Geneva, etc. Study groups issue Circulars to implement procedures regarding the approval and deletion of Recommendations and Questions, and to request information via questionnaires. All TSB Circulars can be accessed at <http://www.itu.int/en/ITU-T/info/Pages/circulars.aspx>.

Member States may be requested to respond to some Circulars (see Section II.4 below)

Collective Letters: Collective Letters are issued for each study group and TSAG meeting, announcing the meeting date and venue, and inviting participation. The Collective Letter contains the following:

- Request that Member States inform TSB if they request interpretation for the opening and closing plenary sessions of the meeting;
- Request for the list of names of those to be on the national delegation attending the meeting and the name of the Head and, if applicable, Deputy Head of delegation;
- Application form for fellowships for participants from Least Developed Countries or Low Income Developing Countries;
- Key deadlines in preparation for the meeting;
- Draft agenda and work plan showing when each of the Questions will be addressed and when the working party and study group plenary sessions will be held.

Collective Letters for each study group are accessible from the study group's homepage; for example: <http://www.itu.int/md/T13-SGxx-COL>, where "xx" is the 2-digit study group number. Collective Letters for TSAG are accessible at <http://www.itu.int/md/T13-TSAG-COL>.

Member States are requested to respond to Collective Letters for meetings to which they will send representatives (see Section II.4 below).

II.3 Communication from ITU-T for which a response is not requested

The following kinds of communication from ITU-T do not require any response. No action, other than appropriate distribution within the National Standardization Secretariat, is required.

- Information from ITU-T, e.g., meeting calendars, availability of technical reports;
- Announcement that a Recommendation has been approved or not approved;
- Announcement that an ITU-T Recommendation has been deleted;
- Announcement that a Question has been approved or not approved;
- Announcement that a Question has been deleted.

The National Standardization Secretariat does not need to respond to the ITU-T on these communications, but should ensure that national distribution lists are established and maintained so that the information reaches all of the appropriate parties in the public and private sectors involved with ITU-T.

II.4 Communication from ITU-T for which a response is requested

The following types of communication from ITU-T include requests for response from the Member States. The National Standardization Secretariat procedures, enumerated in the Guidelines on Establishment of a National Standardization Secretariat for ITU-T and this Annex, address which parts of the National Standardization Secretariat should be responsible to disseminate the information, to develop a proposed response and to approve the result for submission to the ITU-T.

- The Collective Letter with a meeting notice and invitation to attend a study group or TSAG meeting includes a request that the Member State notify ITU-T of the names of those who will attend the meeting and the names of the Head and Deputy Head of delegation.
- Meeting notices for WTSA; for a study group or working party meeting intending to take action to approve Recommendations; for a Focus Group; for a Joint Coordination Activity; for other such coordination groups; or for other ITU-T sponsored events.
- Formal consultation of Member States for the Traditional Approval Process (TAP) for approval of Recommendations – the Member State will be asked if their Admin-

istration agrees to allow the next meeting of the study group to consider approval of the draft Recommendation.

- Request for review and comment for Recommendations being considered under the Alternative Approval Process (AAP), noting that in the AAP if there are no comments on the draft text, then the Recommendation has been approved since there were no objections or proposals for further change. AAP Notifications are posted two times every month on 1st and 16th of each month.
- Questionnaires and other requests for information (e.g., points of contact for each study group; telecommunication-related information requested at the national level).
- Announcement of a proposal to delete a Question.
- Announcement of a proposal to delete a Recommendation.
- Notice and invitation to workshops and seminars.
- Authorization for the ITU to assign a TIES (Telecommunication Information Exchange Service) id to an individual under the Member State's membership. This may apply to government employees and private sector individuals not employed by a Sector Member, Associate or Academia participant.

II.5 How often ITU-T communicates with Member States and requests a response

As noted above, ITU-T distributes information and requests responses from Member States for a variety of purposes. This section provides an estimate of how often these communications occur and how often a response is requested. Some of the information exchange would apply only when the Member State is interested in or participates in a particular ITU-T study group. Some requests for a response, for example to determine if the Member State has a comment on the approval of an ITU-T Recommendation under the Alternative Approval Process (AAP), do not require a response if there are no comments.

All of the ITU-T Circulars, Collective Letters and AAP Notifications for the three study periods between 2001 and 2012 were examined to determine the volume of correspondence in each four-year study period and to estimate coming trends for the number of Circulars, Collective Letters and AAP Notifications. Estimates of the future communications are shown in Table II.1.

An approximate total of 500 communications over a 4-year study period equates to about one every two days. The National Standardization Secretariat for ITU-T should not have to examine that many communications in the early stages of its ITU-T involvement as the government and private sector participants are not likely to be interested in the work of all the ITU-T study groups, nor in communications relating to other regions of the world. Of the

Type of Communication	Approximate number (per 4-year study period)	Proportion of Circulars
Circulars (approximately 300 during a 4-year study period)	300	
Meeting notice (Study Groups, Working Parties, TSAG, regional groups, coordination groups, special events)	75	25%
Announcement of a workshop, seminar, forum, tutorial	60	20%
Announcement that a Recommendation or Question was approved or not approved (for information only)	60	20%
Formal consultation of Member States for TAP approval process	30	10%
Questionnaire	30	10%
Consultation on proposed deletion of a Recommendation or announcement that a Recommendation has been deleted	15	5%
Consultation on proposed deletion of a Question or announcement that a Question has been deleted	15	5%
Information-only	15	5%
Collective Letters	100	
Alternative Approval Process (AAP) Notification	100	
Total	500	

Table II-1 – Number of communications from ITU-T to Member States per 4-year study period

rest that might be of interest, very few should need a response. As the country expands its interests into more of the ITU-T study groups, it could gradually and smoothly put in place additional resources and systems to handle more and more of the correspondence from ITU-T and eventually turn over most of the bureaucratic procedures to the National Standardization Secretariat Bureau.

Figure II-1 shows a breakdown of the 500 communications that might be expected during a typical 4-year study period in the ITU-T, comprising about 300 Circulars and 100 each of AAP Notifications and Collective Letters. Figure II-2 shows a breakdown of the 300 Circulars that might be expected during that typical 4-year study period. As mentioned above, the National Standardization Secretariat for ITU-T would not have to respond to all of these.

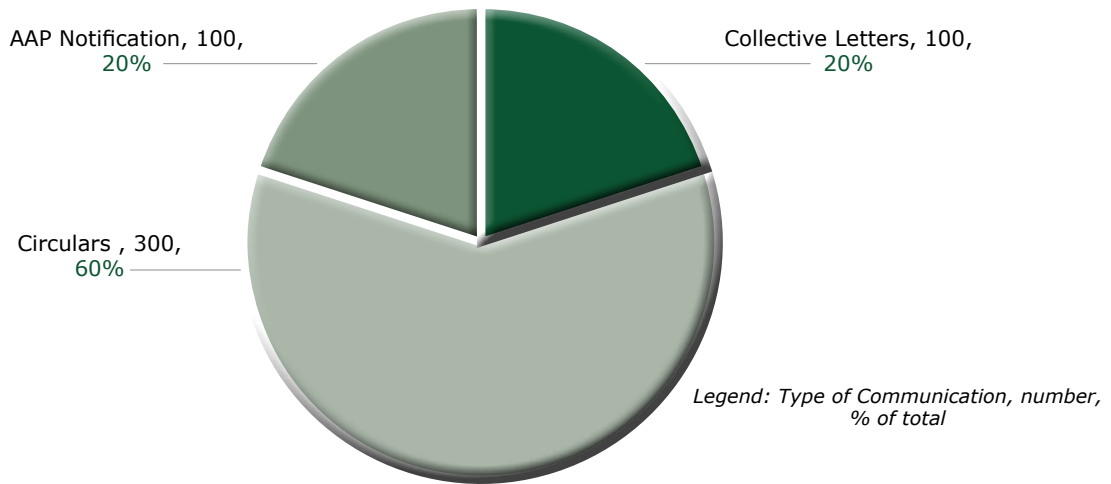


Figure II-1 – Communications from TSB to Member States (about 500 in each 4-year study period)

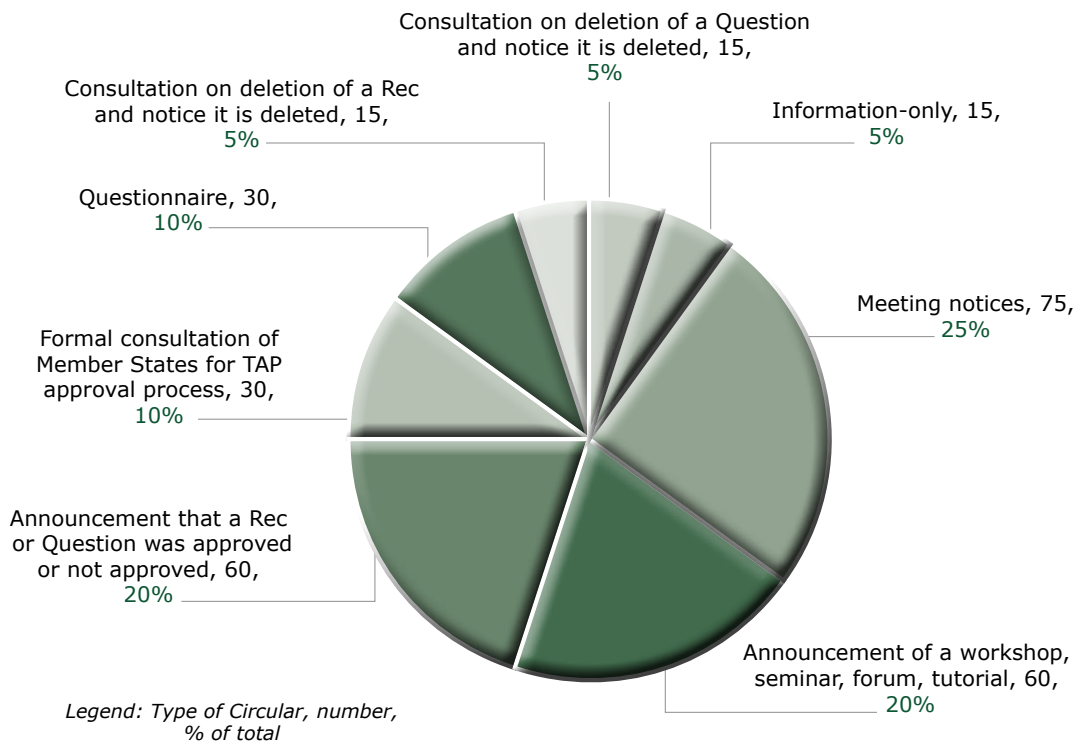


Figure II-2 – Circulars from TSB to Member States (about 300 in each 4-year study period)

Appendix III

Abbreviations

AAP	Alternative Approval Process	NSG	National Study Group
BSG	Bridging the Standardization Gap	RA	Responsible Agency for ITU
D-NAC	National Advisory Committee for ITU-D	R-NAC	National Advisory Committee for ITU-R
IEC	International Electrotechnical Commission	SG	Study group
IPR	Intellectual Property Right	SM	Sector Member
ISO	International Organization for Standardization	TAP	Traditional Approval Process
ITU	International Telecommunication Union	TD	Temporary Document (former usage); currently TD is the full designation
ITU-D	ITU Telecommunication Development Sector	TIES	Telecommunication Information Exchange Service
ITU-R	ITU Radiocommunication Sector	T-NAC	National Advisory Committee for ITU-T
ITU-T	ITU Telecommunication Standardization Sector	TSAG	Telecommunication Standardization Advisory Group
MS	Member State	TSB	Telecommunication Standardization Bureau
NAC	National Advisory Committee for ITU	WP	Working party
NSG x	National Study Group for ITU-T Study Group x	WTSA	World Telecommunication Standardization Assembly

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Printed in Switzerland
Geneva, 2014

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