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**Establishing a National
Standardization Secretariat:
NSS Roadmap and Next Steps**

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NSS Establishment Roadmap

- 1. Determine if there is enabling legislation
- 2. Determine if there are sufficient human resources for desired structure
- 3. Determine if there are sufficient financial resources for desired structure
- 4. Appoint RA leader, support staff and secretariat staff
- 5. Establish necessary committees and appoint Leadership
- 6. Begin operations

(Guidelines 64)

NSS Establishment Roadmap

- Determine if there is enabling legislation assigning responsibility to a specific government organization for ITU and ITU-T
- If such authority exists, that organization could become the Responsible Agency (RA)
- If not, the involved government organizations should agree which agency shall temporarily assume role of RA
 - Possible starting point is the agency recognized as the contact point in the ITU Global Directory

NSS Establishment Roadmap

- Determine if there are sufficient human resources for desired structure
 - NSS-General Level has a simple, flat structure with one operational level: the T-NAC
 - T-NAC can include those already engaged in ITU-T
 - RA can provide the minimal Bureau support needed in this start-up phase
 - Meet with other agencies and private sector to get human resource commitments and participation
 - Solicit candidates for leadership of national committees

NSS Establishment Roadmap

- Determine if there are sufficient financial resources for desired structure
- Initial activities towards creating an NSS can be considered part of existing responsibilities, under existing budgets
- Explore short-term funding options, such as cost-sharing or fees
- Develop budget requirements for on-going operations, including funding or hiring an administrative support group as the Bureau

NSS Establishment Roadmap

- Appoint RA leader, support staff and Secretariat Bureau staff
- RA to designate personnel to serve the NSS, from Senior Manager to Support Staff positions
- RA to designate government personnel or hire an outside organization to provide Secretariat Bureau functions

NSS Establishment Roadmap

- Establish necessary committees and appoint leadership (following appropriate consultation)
- According to the NSS option chosen:
- RA to announce creation of the NAC and T-NAC (and R-NAC and D-NAC), and appoint their Chairmen
- Chairman of T-NAC to announce creation of T-NAC Sub-committees and permanent National Study Groups, and appoint their Chairmen

NSS Establishment Roadmap

- Begin operations
 - Hold initial meeting of NAC
 - Hold initial meeting of T-NAC
 - RA to assign responsibility for drafting NSS rules of procedure, for RA approval
 - Notify ITU and ITU-T of appropriate contact names for communications between ITU and the Member State

Concrete Steps to Get Started - 1

- What concrete steps can you take now to move towards creating an NSS? For example:
 - Get a TIES id
 - Check the ITU Global Directory to find your country's ITU contact point and list of SMs, Associates and Academia
 - Subscribe to ITU-T e-mail lists of interest
 - Find which organization “owns” the ITU and ITU-T interface

Concrete Steps to Get Started - 2

- What concrete steps can you take now to move towards creating an NSS? For example:
 - Give “Guidelines on the Establishment of a National Standardization Secretariat for ITU-T” and its Annex to a senior manager in the responsible agency
 - Set up an ITU-T training programme based on-line courses and information about structure, work programme and working methods
 - Etc.

Thank you

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