Towards the Establishment of a National Standardization Secretariat for ITU-T : Options and Guidelines





### FOREWORD

This publication is part of the ITU-T "Bridging the Standardization Gap" (BSG) programme within the Study Group Department (SGD) of the Telecommunication Standardization Bureau (TSB). BSG is a fundamental part of ITU's historic mission to connect the world. The overarching goal of the BSG programme is to address the disparities in the ability of developing countries, relative to developed ones, to access, implement and influence international ITU-T standards. In this context, the BSG programme aims to facilitate the efficient participation of developing countries in ITU's standards-making process, to disseminate information about existing standards, and to assist developing countries in the implementation of standards.

The BSG programme is structured around 5 pillars: Awareness, Know-how, Community, Engagement and Partnership.

The establishment of National Standardization Secretariats (NSS) is a key component under the Community pillar. The present report was developed further to a call by ITU membership to provide a more flexible guideline for NSS that can be easily tailored to the specific needs of developing countries.

For more information about the BSG Programme, please visit : https://www.itu.int/go/bridging Contact us at : Bridging@itu.int

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# Abbreviations

ΑΑΡ	Alternate Approval Process
BSG	Bridging the Standardization Gap
ІСТ	Information Communication Technology
IIN	Issuer Identifier Number
ITU	International Telecommunication Union
ITU-D	ITU Telecommunication Development Sector
ITU-R	ITU Radiocommunication Sector
ITU-T	ITU Telecommunication Standardization Sector
ITU-T SGs	ITU-T Study Groups
MCC	Mobile Country Codes
MNC	Mobile Network Codes
NAC	National Advisory Committee for ITU
NSC-T	National Standardization Committee for ITU-T
NSGs	National Study Groups
NSS	National Standardization Secretariat
RA	Responsible Agency
ΤΑΡ	Traditional Approval Process
TSAG	Telecommunication Standardization Advisory Group
TSB	Telecommunication Standardization Bureau
WTSA	World Telecommunication Standardization Assembly





# 1. Introduction

To further the goal of full participation by developing countries in international ICT standardization, the ITU-T has established a programme to bridge the standardization gap between developing and developed countries.

WTSA-16 Resolution 44 on Bridging the Standardization Gap recognizes:

- "that the disparity between developing and developed countries in standardization has five components: disparity of voluntary standardization, disparity of mandatory technical regulations, disparity of conformity assessment, disparity in human resources skilled in standardization and disparity in effective participation in ITU-T activities;
- that it is of high importance for developing countries to increase their participation in the establishment and widespread use of telecommunication standards, and to enhance their contribution in ITU-T study groups;
- that coordination at national level in many developing countries needs to be developed to handle ICT standardization activities in order to contribute to work in ITU-T; and
- that the development of guidelines and the establishment of national standardization secretariats could enhance standardization activities at national level and the participation and contribution of developing countries in ITU-T study groups".

One of the action items of the Bridging the Standardization Gap (BSG) Programme is to assist developing countries in establishing a National Standardization Secretariat to coordinate standardization activities and participation in ITU-T study groups.

The present document sets out a number of options for developing national procedures and processes for effectively participating in the standards-making process at the ITU-T. The working procedures of the ITU-T are briefly outlined, together with the benefits of establishing a National Standardization Secretariat (NSS) to support effective participation in ITU-T. A National Standardization Secretariat as described in this document is the full set of arrangements by which participation in and contributions to the ITU-T are coordinated within a country and include an NSS Bureau to support these activities. An extensive set of functions that a National Standardization Secretariat could perform are presented with the intention that a country may select functions and organizational arrangements in a modular fashion according to its requirements for the support of standardization activities considering factors such as its telecommunication standardization policies, the number and type of organizations with an interest in telecommunication standardization in the country (e.g. number of service providers, equipment manufacturers and academic institutes) and the level of participation in ITU-T Study Groups (e.g. whether as an initiator of work items, active contributor or observer in one or more Study Groups).





# 2. Making standards at the ITU-T

The ITU is an intergovernmental organization governed by an international treaty in which each Member State is represented by a Responsible Agency (RA) (see page 11) given authority by the Member State for relations with the ITU.

The ITU consists of three sectors: Development (ITU-D), Radiocommunications (ITU-R) and Standardization (ITU-T).

Member States, supported by sector members and academia, define the work of the ITU-T through the World Telecommunication Standardization Assembly (WTSA) and the Telecommunication Standardization Advisory Group (TSAG). Member states, through their Responsible Agencies, handle policy issues and ITU-T Recommendations (international standards) relating to numbering, addressing, tariff, charging and accounting. ITU-T Recommendations on these topics follow a Traditional Approval Process (TAP) that requires consultation by member states. However, most of the work of ITU-T Study Groups is concerned with technical aspects of ICT/Telecommunications and is conducted mainly by representatives of the ICT sector, for which there are three categories of membership - sector, associate and academia. The participation rights for these categories of membership are described in Annex A.

ITU-T Recommendations relating to questions that do not have policy or regulatory implications follow the Alternative Approval Process (AAP) in which a Recommendation that is considered mature is "consented" by a Study Group and then sent to all member states and sector members. If no comments, other than those indicating typographical errors, are received within 4 weeks by the Telecommunications Standardization Bureau (TSB) of the ITU announcing the intension of applying AAP to the Recommendation, the Recommendation is considered approved.

Member states may wish to coordinate all activities related to participation in the ITU-T and follow the guidelines for establishment of a National Standardization Secretariat (NSS) as described in this document fully or allow sector members, associates and academia from their states to participate in ITU-T SGs with more autonomy. They may, for example, not require prior review and coordination of contributions to meetings on non-policy issues.

Other administrative procedures such as submitting a list of the people that will participate in an ITU-T meeting, submitting contributions, and authorizing online access (TIES) accounts can be handled by the sector, associate or academia members. Even applications for sector, associate and academia membership can be made directly to the ITU rather than via the Member State's responsible agency if the Member State so wishes.

A critical mass of standards experts will be needed by the NSS to carry out the work and to represent the Member State at the ITU-T. Ideally, experts should come from



both the public and private sectors to take advantage of as wide a range of expertise as possible. Use of electronic document handling and electronic working methods will enable direct and indirect engagement with the ITU-T, so as to minimize travel expenses as much as possible.

If there is an insufficient number of appropriate experts in the policy and technical areas, then the initial steps for creation of the National Standardization Secretariat for ITU-T could still be taken with near-term goals related to awareness-raising, networking with other Member States and standardization capacity-building. As knowledge of the issues grows and contacts with the ITU-T standardization system matures, the Responsible Agency should seek new resource commitments from national stakeholders whose success could be enhanced by participation in international standardization, such as network providers, service providers, manufacturers, testing laboratories and regulators.





# **3**. Benefits of a National Standardization Secretariat

Given that areas of interest in ICT standardization continue to evolve, and that many are addressed by multiple standardization bodies, coordination among a national government and its industry players becomes more and more important. Without a means to address these complex technical areas in a unified and coordinated way, national players from government and industry may find their effectiveness and influence diminished through uncoordinated and conflicting positions in key international standardization bodies such as the study groups of ITU-T.

It is therefore in the interest of a country to provide national-level perspectives, coordination and actions for the benefit of both its public and private sectors. One way to achieve these goals is to establish a national-level standardization secretariat. Such a National Standardization Secretariat could also serve to clearly indicate who is authorized to speak for the country at the international level, avoiding confusion and conflicting views that could possibly dilute, delay, or even negate the country's positions.

Some of the benefits of having a National Standardization Secretariat to manage these activities include:

- increased effectiveness through coordinated participation and positions by industry and government players across multiple ITU-T study groups;
- avoidance of conflicting positions in the same or in different ITU-T study groups;
- improved awareness regarding exchange of information with ITU-T;
- better dissemination of information from the ITU to appropriate national experts;
- increased efficiency in the use of limited human and financial resources; and
- implementation of more ITU-T Recommendations.



# **4** Functions of a National Standardization Secretariat

### 4.1 Overview

A National Standardization Secretariat can provide a number of functions related to standardization activities at the ITU-T, including:

- preparation for international and regional meetings (including agreement of national positions);
- development and submission of contributions;
- authorization and management of national delegations;
- heading up national delegations to international meetings;
- representing the Member State at international meetings;
- delegation management policies for before and during an international meeting;
- reporting from international meetings;
- development of national responses to consultations from ITU-T (e.g. for questionnaires and Alternative Approval Process (AAP) and Traditional Approval Process (TAP) approval decisions);
- development of national strategies and policies for ICT standardization;
- dissemination of information from ITU-T to appropriate national stakeholders;
- authorization of requests to join ITU-T by private sector entities from their country;
- authorization of requests for TIES accounts; and
- coordination of capacity building for international standardization activities, including standardization forums aimed at bridging the standardization gap.

An NSS should support a Member State's policies with regard to ICT and assist those organisations in the Member State that wish to participate in the work of ITU-T Study Groups. The organisation and functions of a specific country NSS should reflect the interests of the Member State and its ICT stakeholders.

The guidelines that follow describe many possible functions of a National Standardization Secretariat. A country should select functions and organizational arrangements in a modular fashion according to its requirements for the support of standardization activities considering factors such as its telecommunication standardization policies, the number and type of organizations with an interest in telecommunication standardization in the country (e.g. number of service providers, equipment manufacturers and academic institutes) and the level of participation in ITU-T Study Groups (e.g. whether as an initiator of work items, active contributor or observer in one or more Study Groups).

NSS functions are presented in this document in a "top-down" manner beginning with the Responsible Agency for ITU affairs, followed by an advisory committee on high-level ITU matters, a national standardization committee for ITU-T, national study groups and ad-hoc committees, all supported by an NSS Bureau. However, it may in some cases be appropriate for a country to take a "bottom- up" approach and focus on coordination



for Study Group meetings in ad-hoc groups, and limit activities at the policy level to monitoring and ensuring that Study Group Questions are established in the areas of interest, in order to enable stakeholders to participate effectively. Also, although functions are described as appropriate for a specific NSS committee or group, it is possible to have these functions performed in other groups. For example, an ad-hoc group could also perform functions that are allocated to a National Study Group in the present guidelines.

The responsibilities of the following entities are described below:

- Responsible Agency for ITU matters
- NSS Bureau
- National Advisory Committee for ITU
- National Standardization Committee for ITU-T
- National Study Groups
- Ad-hoc Groups

## 4.2 Responsible Agency (RA)

The National Standardization Secretariat for ITU-T may be established under the government agency or official governmental position that has been assigned responsibility for ITU, or any other government organization designated by the Member State. The Member State's role in establishing a National Standardization Secretariat for the ITU-T is to bring all interested parties, including representatives of both the public and private sectors, together to support national interests at the ITU-T. The government could initiate programmes, with assistance from the ITU-T Bridging the Standardization Gap Programme for example, to support capacity-building efforts that bring the benefits of standardization to the country. As mentioned earlier, the body nominated by the Member State to handle ITU affairs is referred to as the Responsibly Agency (RA) in this document.

In some countries, the Responsible Agency might be the Ministry of Foreign Affairs, or equivalent, since the ITU is an intergovernmental organization governed by an international treaty. In other countries, responsibility for ITU might be assigned to the Ministry of Communications, or equivalent.

The RA is responsible for policy issues and the higher-level meetings of ITU such as the ITU Plenipotentiary Conference (PP) and the ITU Council. The ITU Plenipotentiary Conference is an international treaty-level conference of Member States held once every 4 years and the ITU Council is a representative body of one quarter of the Member States elected by the Plenipotentiary Conference on a regional basis. Member States that are not council members may attend Council as observers. The ITU Council sets the budget for the ITU Sectors and monitors the annual financial plan of the ITU.

The responsibilities of a Responsible Agency (RA) may include, but are not limited to, the following:

• establishment of the national procedures for ITU and/or ITU-T engagement;

- approval of the Rules of Procedure for the National Standardization Secretariat;
- appointment of the Chairmen of the committees;
- designation of the Head of Delegation to ITU meetings;
- approval of Member State delegations to ITU and ITU-T, ITU-R, ITU-D meetings;
- adjudication of cross-Sector issues;
- approval of Member State contributions to ITU-T;
- acting as official communication point with ITU on behalf of the Member State; and
- approval of private sector applications to become Sector Members, Associates and Academia participants.

### 4.3 NSS Bureau

Administrative support should be provided by a Secretariat Bureau for the individuals, organizations and committee leaders involved in the NSS. This support could be provided by, or contracted by, the Responsible Agency.

The responsibilities of the Secretariat Bureau could include the following:

- monitoring Circular and Collective Letters;
- tracking due dates for Member State responses to ITU and ITU-T (e.g. questionnaires, formal consultations of Member States for the Recommendation approval procedures, proposals to delete Questions, proposals to delete Recommendations, consultations of Member States on WTSA date and venue);
- national distribution of information, documentation, announcements, etc;
- development and maintenance of a National Organization website;
- keeping records;
- submitting approved documents to the appropriate recipient at ITU-T prior to the relevant deadline;
- submitting responses to the ITU-T;
- assisting the national committees as required;
- arranging appropriate training of ITU-T delegates;
- providing administrative support for National Standardization Secretariat committee meetings, e.g.: meeting organization, announcement, meeting room teleconference bridge and document distribution; and
- ensuring annual Member State dues are paid to ITU.

### 4.4 National Advisory Committee for ITU (NAC)

The Responsible Agency will most likely have responsibility for the Radio and Development Sectors of the ITU in addition to the Standardization Sector. It may therefore establish a National Advisory Committee for the ITU (NAC) to address matters applying to the overall ITU, such as ITU Constitution and Convention, Plenipotentiary Conference and ITU Council. An NAC should be open to public and private sector participation and be attended by the chairmen of the National Standardization Committee for ITU-T (see 4.5) and National Study Groups (see 4.6), if these have been established.



NAC responsibilities include:

- harmonization of policies, as appropriate, for the national processes for various ITU Sectors;
- management of the preparatory process for ITU-level events such as Plenipotentiary Conference, ITU Council, World Conference on International Telecommunications;
- maintenance of national procedures for ITU engagement;
- adjudication of ITU and cross-ITU Sector issues; and
- acting as parent body of the national advisory committees for: o ITU-T matters
  - o ITU-R matters
  - o ITU-D matters.

## 4.5 National Standardization Committee for ITU-T (NSC-T)

The National Standardization Committee for ITU-T may consider contributions to ITU-T meetings and responses to requests for information from the ITU-T. In many countries, submissions related to the technical work of ITU-T are developed and agreed at the standardization committee level and the Responsible Agency only gets involved when there are policy issues or internal disagreements to be resolved.

Technical contributions to the work of Study Groups may be submitted by sector, associate or academia members rather than as contributions from the Member State and it is for the Member State to determine whether contributions are to be reviewed by a National Standardization Committee before submission to the ITU-T.

A National Standardization Committee for ITU-T could handle all ITU-T related matters, creating ad-hoc groups as necessary to address issues, respond to ITU-T inquiries and prepare for ITU-T meetings. The NSC-T may create sub-committees to address ITU-T level matters and would become the parent body of National Study Groups (NSGs) related to each of the ITU-T study groups, if these are established.

The National Standardization Committee for ITU-T (NSC-T) should be open to public and private sector participation and be attended by the chairmen of the National Study Groups, if applicable.

NSC-T responsibilities may include:

- proposal of policies related to ITU-T participation for RA approval;
- maintenance of written procedures for ITU-T engagement;
- international delegation management;
- management of preparatory process for ITU-T meetings such as WTSA and TSAG;
- adjudication of ITU-T, WTSA and issues that cut across study groups;
- representation to regional telecommunication groups and regional groups of ITU-T study groups;
- consideration and recommendation for RA approval of Member State contributions to WTSA and TSAG;



- consideration of Sector Member, Associate or Academia participant contributions to WTSA, TSAG and other relevant ITU-T bodies;
- distribution of ITU-T Circular and Collective Letters and other announcements to NSC-T members;
- responding to enquiries;
- participation in meetings;
- creation of permanent subcommittees (SCs) of NSC-T, for example:
  - o ITU-T policy matters and WTSA: SC-WTSA
  - o ITU-T TSAG: SC-TSAG
  - o ITU-T general study group matters: SC-SGs
- acting as parent body to National Study Groups corresponding to ITU-T studygroups; and
- coordination of National Study Groups to:
  - o enhance support for national positions and for national industry interests, and o avoid conflicting or incompatible positions and duplication of work in different NSGs.

## 4.6 National Study Groups (NSGs)

National Study Groups, associated one-to-one with the ITU-T Study Groups, can be established if there are a number of stakeholders actively participating in the work of an ITU Study Group. National Study Groups should be open to public and private sector participation.

Their responsibilities include:

- preparing for ITU-T Study Groups and regional Study Group meetings;
- preparing contributions;
- reviewing and developing national positions on contributions from other members and other relevant documents (e.g. reports, liaison statements, draft Recommendations);
- submitting draft responses to relevant questionnaires to NSC-T for approval;
- considering and recommending approval of Member State contributions to the ITU-T Study Groups and their working parties;
- proposing national delegation members;
- encouraging Sector Members, Associates and Academia participants to submit their proposed ITU-T contributions to the NSG for discussion and information (Sector Members, Associates and Academia participants do not require NSG approval to submit their own contributions but are highly advised to submit them to the NSG for information); and
- report on ITU-T meeting results.

Some countries may also consider setting up national working groups to mirror more than one Study Group, or deal with specific topics. Zambia has successfully established an NSS based on the existing guidelines. More countries are expected to follow suite in the coming years.



## 4.7 Ad-hoc Groups

These groups can be established on an as-needed basis.

They should be open to public and private sector participation and may:

- consider matters for ITU-T Study Groups, working party and regional group meetings, such as:
  - o prepare contributions,
  - o propose national delegation members,
  - o report on ITU-T meeting results; and
- consider national matters, such as:
  - o draft national process procedures, and
  - o develop national positions on topics not associated with a specific ITU-T meeting.







# **5**. Resources and Funding

Other human resources, such as chairs and secretaries of National Study Groups, ad hoc groups and other national committees, delegation members to ITU-T meetings, and technical experts that support the preparation process for national delegations to ITU-T (but who might or might not personally attend the ITU-T meetings) would be provided on a voluntary basis by those with an interest in the work. Funding would normally not be provided to support those individuals although the government could provide financial support to its own experts and consultants to represent government interests. This is distinguished from governmental support of the National Standardization Secretariat for ITU-T, which is for the benefit of the country at large.

International standardization, by its very nature, will also incur additional costs for international travel, communication, telephone and teleconference facilities, and occasional hosting of meetings. Such items will not be insignificant when compared with management base salaries and should be estimated as accurately as possible.

A stable funding arrangement would be needed to support the functions of an NSS. In most countries with an established NSS, the government agency that has been given the responsibility to serve as the Responsible Agency would also be allocated sufficient funds to carry out that role. The funds would go towards supporting, for example, required staff, travel, communications facilities, website, ITU membership dues and a Secretariat Bureau. In some countries, financial support is gained from other involved government agencies and yet others have either solicited funds or imposed fees on some or all of the private sector entities wishing to participate. The latter arrangement might be useful when there is only a small number of major players, such as an incumbent network provider, but it is not sustainable nor recommended when there are multiple, competing private sector companies, some of whom are required to pay and some of whom are not. The recommended arrangement is that the necessary funding is provided for under the Responsible Agency's budget.





# 6. Participation in national standardization activities

Member States have important choices to make regarding participation in the national committees, and most of the following choices have been implemented at one time or another in various countries.

Membership in any of the committees might be:

- fully open to all interested parties;
- restricted to citizens of the country;
- open to government employees and representatives of ITU-T Sector Members and Associates;
- open but with numerical limits on how many persons could participate from a given company or agency; for
- a fixed membership, with members appointed by the RA for fixed terms.

Members of academia may or may not be included, and the same goes for members of the general public. Best practices favour processes that bring together the best contributors and stakeholders from as wide a range of national interests as possible. And these Guidelines propose that the national committee processes be fully open.

The reasons for this are manifold, e.g.:

- Standardization matters are complex and knowledgeable input and analyses from the broadest range of experts and interested parties is in the Member State's best interest;
- Some experts developing technical solutions and attending ITU-T meetings for their company which is located in that Member State's territory are, in fact, citizens of another country;
- Some national companies and academics contributing to the national preparatory process are not ITU-T Sector Members or Associates.





# 7 Roadmap to establish a National Standardization Secretariat

Before embarking on the establishment of an NSS, it is recommended initially to conduct a standardization capability assessment exercise with the objectives listed below:

- Evaluate the extent of a country's involvement in standards-setting processes and development, including international and regional activities involving ITU and other standards-setting bodies.
- Assess the country's human capital for standardization, e.g. number of standards expert, number of individuals engaged in standards development nationally, regionally, or internationally.
- Examine the organizational framework for standardization activities, i.e. national legislation, procedures and strategies regarding standardization, as well as national funding for standardization activities.
- Gauge the use and adoption of standards within the country. This would include an analysis of government policies on the use of standards in government ICT infrastructure, and the proportion of a country's ICT products that adhere to international standards.

Consideration of the standardization capability assessment provides a basis for selecting the most appropriate NSS functions and committee structure in accordance with the specificities of a particular country. Steps in the roadmap below can then be taken to establish the most suitable and effective NSS.

#### NSS ROADMAP STEP 1: Identify RA and assign authority

- Determine if there is enabling legislation that assigns responsibility for ITU and ITU-T to a specific government position or government organization.
- If such an authority exists, then that party would assume the role of the Responsible Agency for the NSS for ITU-T.
- If such authority has not been assigned, or if the situation is not clear, the government agencies involved with areas such as telecommunications, regulation and foreign affairs should agree amongst themselves which agency shall temporarily assume the role of the Responsible Agency until such legal authority is more clearly established. One possible starting point could be the government agency already recognized in the ITU Global Directory.

#### NSS ROADMAP STEP 2: Identify suitable human resources

- Meet with other government agencies and representatives of the private sector, whether or not they are ITU-T Sector Members, to introduce the plans to establish the NSS for ITU-T and obtain resource commitments to support the NSS.
- Solicit nominations for experts to serve on NSS committees.



#### **NSS ROADMAP STEP 3: Allocate financial resources**

- Some countries use a system that imposes fees on each government agency or other organization that participates in the national process, but that raises many practical problems requiring additional resources to manage the financial aspects. It is more common that the Responsible Agency be given not only the responsibility for interactions with ITU, but also a budget to fulfill its responsibilities.
- Consideration should be given to identifying a domestic group or company that is already supporting national organizations engaged in technical matters, such as domestic standardization activities, or entities that provide logistical support to others for organizing meetings, maintaining documentation and maintaining websites. The Responsible Agency could engage such an organization to provide the Secretariat Bureau functions for the NSS for the ITU-T.

#### NSS ROADMAP STEP 4: Create NSS Bureau

• Establish an NSS Bureau with the relevant personnel or appoint staff to generally coordinate and support NSS efforts.

#### NSS ROADMAP STEP 5: Establish committees

- Committees should be established to reflect the nature of interest in ITU- T standardization activities considering factors such as the country's telecommunication standardization policies, the number and type of organizations with an interest in telecommunication standardization in the country (e.g. the number of service providers, equipment manufacturers and academic institutes) and the level of participation in ITU-T Study Groups (e.g. the number of Study Groups of interest and whether national stakeholders wish to initiate work items, submit contributions or monitor the work conducted in a Study Group).
- Rules of procedure should be developed for the Committees to establish working methods and facilitate decision-making.

#### NSS ROADMAP STEP 6: Begin operations and start standardizing

- The ITU and ITU-T should be informed of the appropriate contact names for communications between ITU and the Member State (see Annex B).
- Once the NSS is established, the country can more efficiently participate in and contribute to the work of the ITU-T, in a fashion appropriate to the conditions of the ICT industry in the country and the policies of its government.



### NSS Roadmap: Gearing up to Bridge the Standardization Gap (BSG)



Determine if there is enabling legislation assigning responsibility for ITU and ITU-T to a specific government organization.

If that is the case, assign the role of Responsible Agency (RA) to that organization for NSS; otherwise assign the RA role to another suitable organization.

Identify suitable human resources to effectively engage with ITU. Coordinate with other organisations, both public and private to solicit nominations for experts to support the NSS.

support NSS efforts.

HUMAN

RESOURCES

**FINANCIAL RESOURCES** Allocate sufficient financial

resources to the Responsible Agency for the establishment of an NSS. Seek private sector support if required.



National SGs and-hoc groups. Develop and agree on Rules of procedure. Appoint leadership.



Start making and influencing standards!





# 8. Conclusion

The guidelines presented in this document aim to provide modules for the establishment of a National Standardization Secretariat so as to allow those organizations within a country with an interest in telecommunication standardization to participate

effectively in the work of the ITU-T. The organizational structure of an NSS and the functions performed should be selected from the superset given in this document as is appropriate to the situation regarding ICT in the country. Factors to be considered include the availability of human and financial resources; the country's telecommunication standardization policies; the number and type of organizations with an interest in telecommunication standardization in the country (e.g. the number of service providers, equipment manufacturers and academic institutes); and the desired level of participation in ITU-T Study Groups (e.g. the number of Study Groups of interest and whether national stakeholders wish to initiate work items, submit contributions or monitor the work conducted in a Study Group).

Establishment of National Standardization Secretariats should enhance standardization activities at the national level and lead to the effective participation of developing countries in ITU-T Study Groups; so decreasing and eventually eliminating the current disparities between developing and developed countries in standardization activities. An NSS should also contribute to decreasing disparities in voluntary standardization, the adoption of mandatory technical regulations and conformity assessment schemes, and the development of human resources skilled in ICT standardization. Its establishment can go a long way in fulfilling the overall objective of bridging the standardization gap.



### **Annex A. ITU-T Membership Categories**

#### Membership Categories

https://www.itu.int/en/ITU-T/membership/Pages/default.aspx

**SECTOR MEMBER:** Get access to all ITU-T Study Groups and to the full range of ITU-T activities.

**ASSOCIATE:** Participate in one chosen Study Group, at a reduced price.

ACADEMIA: Get access all ITU-T Study Groups at a special fee.

To learn more about ITU-T membership fees or for more information, please contact: (ITU-TMembership@itu.int)

#### **Participation rights**

		Sector Member	Associate	Acade- mia
Meeting attendance	Study Groups (SGs)	٧	On SG	V
	TSB Director's Ad Hoc Group on IPR	٧		-
	Telecommunication Standardization Advisory Group (TSAG)	v		v
	World Telecommunication Standardization Assembly (WTSA)	V		v
	ITU Council	٧		-
	ITU Plenipotentiary Conference (PP)	V		-
Standards- making process	Contributions to Study Groups	٧	On SG	٧
	Comments on draft standards and working documents	v	On SG	v
	Consensus building process	٧	On SG	٧
	Final decision-making	٧	-	-
Study Group leadership roles	Edito	٧	On SG	٧
	Rapporteur	v	On SG	v
	Working Party Chair	V	-	V
	Study Group Vice Chair	V	-	-
	Study Group Chair	٧	-	-
Information access	ITU TIES account	٧	V	V
	ITU TIES email address	٧	V	V
	Mailing lists	V	On SG	V
	Contributions and working documents	٧	On SG	V
	Meetings' agenda and reports	٧	On SG	v
	Draft ITU-T Recommendations	V	On SG	v
Numbering Resources	International Numbering Resources database: Country Codes & International Shared Country Codes Issuer Identifier Number (IIN) MCC & MNC TMCC ISPC & SANC	v	-	-
	Application for Shared Mobile Country Codes (MCC) and associated Mobile Network Codes (MNC)	v	SG 2 only	-
	Application for International Shared Country Codes (CC)	V	SG 2 only	-

Pilot project for participation of SMEs: https://www.itu.int/en/join/smes/Pages/default.aspx. Please contact: ITU-TMembership@itu.int for more information.



### Annex B. Required contact points to engage with ITU-T

The ITU will periodically request information about the Member State and the names of those that the Member State has authorized to participate in the ITU under that Member States' name. Some of the information requested is to identify to the ITU-T the names and contact information of points of contact for various purposes.

At the beginning of each four-year study period, each Member State, Sector Member, Associate and Academia participant will receive a Circular requesting contact names such as:

- Contact name for ITU-T participation by the organization.
- Contact names for ITU-T communications. The contacts receive Circulars, Collective Letters, and reports.
- Contact name and postal address to receive a paper copy of Circulars, Collective Letters and reports. This is an "opt-in" service. If no request is made for a paper copy, none will be sent.
- TIES focal point this person is contacted to approve requests for individuals to be assigned a TIES id and password which is required to access ITU-T documents (see https://www.itu.int/en/ties- services/Pages/default.aspx)
- AAP focal points One contact point could be designated to receive all AAP Notifications or a different AAP focal point could be designated for each ITU-T study group, regional group and TSAG. Designation of the AAP focal points is important for the membership, as an official response to an AAP Notification can only be submitted by the designated focal point. Note that a technical contact name can also be included with the Member State's response to an AAP Notification as the person who will be contacted for the comment resolution process.

Updates to most of these contact points can be made on-line at any time.



