Working methods for the collaboration between ETSI TC EE and ITU-T Study Group 5

(Revised in June 2025)

Background:

Collaboration between ETSI TC EE and ITU-T Study Group 5 started in 2013. The present document sets out the working arrangements to be applied both to physical and online meetings. This collaboration is based on the assumption that "technically aligned deliverables" will be approved and published by both parties in accordance with their mandate, rules and policies.

Note: ETSI is a sector member of ITU. Both organizations have a Memorandum of Understanding (MoU) in force, which applies to the SG5/TC EE collaboration.

Note: For the purpose of this collaboration deliverable refers to work items that will be developed together by both groups and that are aiming at becoming EN, TR, TS, EG, ES, in ETSI and Recommendations, Technical Papers or Supplements in ITU-T, as applicable.

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1. Title of Meetings

The title of meetings concerning this collaboration will mention both ITU and ETSI respective groups. The title of the meetings shall indicate whether it is
- a joint meeting between ETSI TC-EE and ITU-T SG5, or
- a joint meeting between ETSI TC-EE and an ITU-T SG5 WP, or
- a joint meeting between an ETSI TC-EE WG and an ITU-T SG5 WP, or
- a joint meeting between an ETSI TC-EE WG and an ITU-T SG5 Rapporteur group.

2. Meeting Participation

Meetings concerning this collaboration are open to ITU-T and ETSI members.

3. Registration

Each organization will keep records of meeting participants.

If the registration with the meeting host is required because of security reasons and for access control (physical and online), the host may then require a separate registration.

For example:
- Registration for meetings concerning this collaboration should be done by delegates on the website of ETSI except when the meeting will be hosted by ITU.
- if a meeting is hosted by ITU, ITU delegates need to register once, ETSI delegates need to register to the ITU and ETSI websites.

The secretariat of each organization shall ease the registration process, by providing direct links and assistance as required.

4. Intellectual Property

IPR Policies

Each organization has its own IPR policy and guidelines. The Chairs will make sure that IPR calls from both organizations are made at every meeting (physical and online).

The IPR form and policies of ITU can be found at: http://itu.int/en/ITU-T/ipr.

The IPR form and policies of ETSI can be found at: http://www.etsi.org/about/iprs-in-etsi

5. Guidelines for antitrust compliance

ETSI antitrust policies have to be reminded at the opening of the meetings. The ETSI antitrust policies can be found here: https://www.etsi.org/intellectual-property-rights/antitrust-guidelines?jjj=1749668249020

6. Code of Conduct

The ETSI code of conduct shall be referenced at the opening of the meetings.

Reference to ETSI Code of Conduct (page 94) can be found here: https://portal.etsi.org/directives/50_ETSI_directives_dec_2024.pdf

The ITU Code of Conduct applies for the Study Group meeting and Working Parties, and shall also be referenced at the opening of the meetings.

Information is available here:

- Delegates' corner page: https://www.itu.int/en/delegates-corner/Pages/visitor-information.aspx
- Code of conduct to prevent harassment, including sexual harassment, at UN system events: https://www.un.org/management/sites/www.un.org.management/files/un-system-model-code-conduct.pdf

7. Editors/Rapporteurs

Joint work items will have an assigned person (named "rapporteur" in ETSI and "editor" in ITU) from each organization. If the "rapporteur/editor" is a member of both organizations, active in both groups, he/she may perform the role for both organizations. It is recommended that editors/rapporteurs of each organization work in a coordinated manner. Before submitting for approval the draft deliverable, the ITU-T editor and the ETSI rapporteur will prepare the draft deliverable in line with the template of each organization.

8. Drafting rules

Each organization will apply its own editorial rules after the technical development of the specification has been finalized and before the specification is submitted for final approval of the respective members. During the development phase editors/rapporteurs should ensure that the specification contains the necessary elements that will allow the organization's templates to be applied (e.g. mandatory sections like Summary, Scope, Normative references, etc.).

9. Decision making

Each organization will apply its own decision process. It is recognized that ETSI and ITU may come to different conclusions and reserve the right to publish different texts, as appropriate. In this case, the parties shall have the right to publish/distribute material that was communicated prior to the decision of publishing different texts.

10. Chairs

The following meetings should be chaired by one of the two chairs:
- Joint meetings between ETSI TC-EE and ITU-T SG5
- Joint meetings between ETSI TC-EE and an ITU-T SG5 WP
- Joint meetings between an ETSI TC-EE WG and an ITU-T SG5 WP

For the joint meetings between an ETSI TC-EE WG and a ITU-T SG5 Rapporteur Group : the meeting should be chaired either by the ETSI WG chairs or by the rapporteur of the ITU-T SG5 Question

11. Meeting reports

A report of the meeting will be provided by the Chair, identified as described in clause 10, of each organization in collaboration with the other. A list of participants should be included in the report of the meeting. For ITU-T reports, the provisions contained in Recommendation ITU-T A.1 (ref. clause 1.7) apply.

12. Meeting contributions

Contributions for joint meetings shall be made available in both organizations (i.e. in ETSI TC-EE/WG and ITU-T SG5/WP/Q) by the contributors. The chairs of the joint meetings shall ensure the availability of the contributions in both organizations.

Annex 1: Draft working methods concerning this collaboration

Approval of "Technically aligned deliverables" between ITU-T Study Group 5 and ETSI TC EE

Information on ITU-T approval process can be found at: http://www.itu.int/ITU-T/recommendations/index.aspx?ser=A and http://www.itu.int/en/ITU-T/info/Pages/resources.aspx

Information on ETSI approval process can be found at: ETSI approval process

Publication of Technically Aligned Deliverables

Each publication will include in its introductory material (e.g. in the Foreword or in the Introduction), specific reference to the fact that document in question has been developed jointly and is in substance technically equivalent to the specification published from the other organization.

Technically aligned deliverables will be published following the editorial rules of each respective Standards Developing Organization (SDO).

As result of this collaboration, two separate documents will be published with different editorial styles but with technically aligned content.

Maintenance of technically aligned deliverables

ETSI and ITU agree to to consult each other regarding the maintenance of such jointly developed deliverables.

If members of one organization decide to revise a "technically aligned text", the organization concerned will inform the other organization accordingly. It is desirable that such review process be coordinated as much as possible with the other organization, in order to avoid the technical alignment of the specification to be broken.

Annex 2: ETSI statements to be presented at the opening

ETSI Intellectual Property Rights Policy

The attention of the members of this Technical Body is drawn to the fact that ETSI Members shall use reasonable endeavours under Clause 4.1 of the ETSI IPR Policy, Annex 6 of the Rules of Procedure, to inform ETSI of Essential IPRs in a timely fashion. This section covers the obligation to notify its own IPRs but also other companies' IPRs.

The members take note that they are hereby invited:

- to investigate in their company whether their company does own IPRs which are, or are likely to become Essential in respect of the work of the Technical Body,
- to notify to the Chairman or to the ETSI Director-General all potential IPRs that their company own, by means of the IPR Information Statement and the Licensing Declaration forms that they can obtain from the ETSI Technical Officer or http://www.etsi.org/WebSite/document/Legal/IPRforms.doc.

Members are encouraged to make general IPR undertakings/declarations that they will make licenses available for all their IPRs under FRAND terms and conditions related to a specific standardization area and then, as soon as feasible, provide (or refine) detailed disclosures.

ETSI Antitrust & Competition laws

Please note the fact that ETSI activities are subject to applicable antitrust and competition laws and that compliance with said laws is therefore required of any participant of this TC-EE and WG meetings including the Chairmen and Vice Chairmen. In case of question it is recommended that you contact your legal counsel. The leadership shall conduct the present meeting with strict impartiality and in the interests of ETSI. Furthermore, it is reminded that timely submission of work items in advance of TC-EE meetings is important to allow for full and fair consideration of such matters. More details can be found in the ETSI Directives.

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