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| **Telecommunication Standardization Bureau** |  |
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Geneva, 24 March 2014

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| Ref:  Tel: Fax:  E-mail: | **TSB Circular 86**  +41 22 730 5591 +41 22 730 5853 [bsg@itu.int](mailto:bsg@itu.int) | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU-T Academia | |
|  |  | **Copy to:**  - Chairmen and Vice-Chairmen of ITU-T Study Groups and TSAG;  - Director of the Radiocommunication Bureau;  - Director of the Telecommunication Development Bureau;  - Directors of ITU Regional Offices | |
| Subject: | | **Bridging the Standardization Gap: Guidelines on the establishment of a National Standardization Secretariat (NSS) for ITU-T** | |

Dear Sir/Madam,

1 WTSA-12 Resolution 44, Bridging the Standardization Gap[[1]](#footnote-1) (BSG), calls upon the Director of the Telecommunication Standardization Bureau (TSB) to implement measures to reduce the standardization gap. In this context, one of the new measures adopted under Resolution 44 is the development of guidelines for developing countries to set up a national standardization secretariat with the objective of enhancing coordination of standardization activities at the national level and participation in ITU-T study groups.

2 The primary goal of the BSG 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. One of the findings of the ITU-T study on the “*ICT Standardization Capabilities of Developing Countries*” carried out in 2011 was that developing countries face challenges to coordinate standardization activities at the national level. The “*Guidelines on the establishment of a National Standardization Secretariat (NSS) for ITU-T*” takes into account the different capability levels for standardization across the developing countries, showing how it is possible to establish an NSS at a basic level with minimal cost or resource requirements. The main target audience for the guidelines are developing countries which have just put in place measures to coordinate ICT standardization activities at the national level, or would like to do so.

3 A copy of the “*Guidelines on the establishment of a National Standardization Secretariat (NSS) for ITU-T*” is available for download on the BSG website <http://www.itu.int/ITU-T/gap/>. An Annex to the Guidelines, containing additional practical information and operation procedures for the National Standardization Secretariat, is also available on the BSG website. The “*Guidelines on the establishment of a National Standardization Secretariat (NSS) for ITU-T*” and the Annex are currently being translated into the other five languages.

4 I would like to take this opportunity to invite candidate countries that would like to establish a national standardization secretariat but might need assistance in doing so to contact TSB (e-mail: [bsg@itu.int](mailto:bsg@itu.int)) for more information.

I look forward to your active participation in this exercise.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

1. For more details, please visit the BSG website: <http://www.itu.int/en/ITU-T/gap> [↑](#footnote-ref-1)