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**ITU-T**

TELECOMMUNICATION  
STANDARDIZATION SECTOR  
OF ITU

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SERIES A: ORGANIZATION OF THE WORK OF ITU-T

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**Communication process between ITU-T and  
forums and consortia**

ITU-T Recommendation A.4

(Formerly CCITT Recommendation)

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## **ITU-T Recommendation A.4**

### **Communication process between ITU-T and forums and consortia**

#### **Summary**

This Recommendation provides the generic procedures, the document exchange basis, and the qualifying criteria for forums and consortia for the communications process between ITU-T and these entities.

#### **Source**

ITU-T Recommendation A.4 was prepared by TSAG (1997-2000) and approved by WTSA (27 September – 6 October 2000).

## FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications. The ITU Telecommunication Standardization Sector (ITU-T) is a permanent organ of ITU. ITU-T is responsible for studying technical, operating and tariff questions and issuing Recommendations on them with a view to standardizing telecommunications on a worldwide basis.

The World Telecommunication Standardization Assembly (WTSA), which meets every four years, establishes the topics for study by the ITU-T study groups which, in turn, produce Recommendations on these topics.

The approval of ITU-T Recommendations is covered by the procedure laid down in WTSA Resolution 1.

In some areas of information technology which fall within ITU-T's purview, the necessary standards are prepared on a collaborative basis with ISO and IEC.

## NOTE

In this Recommendation, the expression "Administration" is used for conciseness to indicate both a telecommunication administration and a recognized operating agency.

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## **ITU-T Recommendation A.4**

### **Communication process between ITU-T and forums and consortia**

*(Geneva, 1996; Montreal, 2000)*

#### **1 Introduction**

The purposes of the International Telecommunication Union are contained in Article 1 of the Constitution. These include the aim "to promote, at the international level, the adoption of a broader approach to the issues of telecommunications in the global information economy and society, by cooperating with other world and regional intergovernmental organizations, and those non-governmental organizations concerned with telecommunications".

Also noted are the challenges faced by the Union in achieving its purposes in the changing telecommunication environment, both in the period covered by the Strategic Plan for the Union for 1995-1999 and in the following period, as stated in Resolution 1 (Plenipotentiary Conference, Kyoto, 1994). The Annex to Resolution 1 elaborates the Strategic Plan. For the Standardization Sector, its strategy includes recognition of the growing influence of industry forums, and a specific goal to develop appropriate agreements and cooperative relationships with other organizations including forums. Among the priorities identified for the Sector is the objective "to continue to cooperate with other global and regional standardization organizations and industry forums to harmonize the development and implementation of global telecommunication standards".

In order to facilitate the development of cooperative relationships with forums, and to encourage information exchange, it is deemed necessary to provide guidance on the means of communication. In particular, it is of benefit to establish procedures for use when structuring the communications process between ITU-T and forums and consortia.

WTSA decides that the following procedures be applied.

#### **2 Procedures**

Study group chairmen are encouraged to engage in two-way communication, where appropriate, with representatives of forums/consortia, and to invite presentation to their study groups of the work of the forums/consortia, as identified by the study group.

In addition, procedures have been introduced for a formal communication process between ITU-T (or one or more of the study groups) and forums/consortia that qualify according to the criteria in Annex A. The communication process permits document exchange between ITU-T and qualified forums/consortia.

##### **2.1 Establishment of the communication process**

Establishment of a communication process with a forum/consortium should be considered on a case-by-case basis, and should be evaluated with due care and diligence using the set of criteria in Annex A. Normally, the process is established at the study group level. In the case of groups associated with one or more study groups, the evaluation and decision to proceed should be carried out by the lead study group. To avoid multiple requests to a forum/consortium for information pertaining to the criteria in Annex A, and to facilitate evaluation by study groups, the Director of TSB should make the request to the forum/consortium and subsequently make a preliminary analysis of the response. A schematic diagram of the communication process is provided in Appendix I.

### **2.1.1 Communication process initiated by an ITU-T study group**

If a study group considers that it is beneficial to establish a communication process with a forum/consortium, the study group should first check the A.4-qualified organizations list (see 2.3) and obtain the Director's analysis. The study group shall review the analysis and make a decision whether or not to communicate with the forum/consortium. If the forum/consortium in question is not in the list, the study group chairman asks the Director to request the forum/consortium to provide the information and fill in the questionnaire relating to the qualifying criteria set forth in Annex A. The Director performs a preliminary analysis of the forum/consortium and transmits it to the affected study group(s) which shall review the analysis and make a decision whether or not to communicate. Any areas of concern should be immediately shared with other interested study group chairmen and the Director. If the study group decides to approve, the study group chairman shall establish the communication process. The study group chairman should facilitate the process as described in 2.2.

### **2.1.2 Communication process initiated by a forum/consortium**

If a forum/consortium wishes to establish a communication process with a study group, that study group should first check the A.4-qualified organizations list (see 2.3) and obtain the Director's analysis. The study group shall review the analysis and make a decision whether or not to communicate with the forum/consortium. If the forum/consortium is not in the list, the procedure described for this case in 2.1.1 is applied. Any areas of concern should be immediately shared with other interested study group chairmen and the Director. If the study group decides to approve, the communication process can be established. The study group chairman should facilitate the process as described in 2.2.

If a forum/consortium contacts the Director of TSB to establish a communication process with ITU-T, the Director should first determine whether it is appropriate for:

- a) ITU-T (for related policy issues); or
- b) one or more study groups (for topics relating to their work).

In case (a), the Director evaluates the forum/consortium according to the criteria in Annex A. If the Director decides to approve, he shall establish the communication process and inform TSAG and all study groups.

In case (b), the Director performs a preliminary analysis and transmits it to the affected study group(s) which shall proceed as outlined in the first paragraph of 2.1.2. If multiple study groups are involved, the decision of each study group should be communicated to the others, to TSAG and to the Director of TSB.

## **2.2 Communication process once established**

### **2.2.1 Documents sent to A.4-qualified forums/consortia**

The decision to send documentation (referred to as "communication statement", including requests for documentation) to an A.4-qualified forum/consortium should be made by a study group chairman with the agreement of the study group. The documentation is sent to the forum/consortium by TSB on behalf of the study group.

### **2.2.2 Documents received from A.4-qualified forums/consortia**

Documents submitted to ITU-T by qualified forums/consortia should conform to criterion 8 in Annex A. These documents are not issued as Contributions. They are issued by the study group concerned as Temporary Documents with a reference to the originating forum/consortium.

### 2.3 A.4-qualified organizations list

The Director of TSB is requested to maintain an up-to-date A.4-qualified list of the forums/consortia which are under evaluation and/or have been approved for the communication process, including identification of the study groups concerned and make it available on-line.

### 2.4 Copyright arrangements

The subject of modifications to texts and arrangements for royalty-free copyright licenses, including the right to sub-license, for texts accepted by either ITU-T or by forums/consortia and their publishers and others, is a matter to be agreed upon between TSB and the particular forums/consortia. However, the originating organization retains the copyright for its texts.

## ANNEX A

### Qualifying criteria for forums/consortia communication process

NOTE – An Administration may require that "communications" to ITU-T or its study groups, from a forum/consortium within that Administration's jurisdiction, follow its established national procedures.

Forum/consortium attributes	Desired characteristics
1 Objectives/relationship of work to ITU-T work	Objectives should refer to use of International Standards/Recommendations, or to the provision of input into international standards organizations, especially ITU-T
2 Organization: – legal status  – geographic scope  – secretariat – nominated representative	– should indicate in which country/countries it has legal status – should be global (i.e. should involve more than one region of the world) – permanent secretariat should exist – should be willing to nominate a representative
3 Membership (openness)	– forums/consortia membership criteria should not preclude any party with material interest, especially ITU Member States and Sector Members – membership should comprise a significant representation of telecommunications interests
4 Technical subject areas	Should be relevant to a particular study group(s) or ITU-T as a whole
5 IPR Policy: – patent – software copyright – copyright – trademark	– should be consistent with ITU-T Patent policy – should be consistent with ITU-T Software copyright Policy – ITU and ITU Member States and Sector Members should have right to copy for standardization related purposes (see also ITU-T A.1 with regard to copying and distribution)
6 Working methods/processes	– should be well-documented – should be open and fair – should support competition – should explicitly consider anti-trust issues
7 Outputs	– outputs available to ITU-T should be identified – process for ITU-T to obtain outputs should be identified

<b>Forum/consortium attributes</b>	<b>Desired characteristics</b>
8 Documents submitted to ITU-T	<ul style="list-style-type: none"> <li>– should contain no proprietary information (no distribution restriction)</li> <li>– should indicate source within the forum/consortium (e.g. committee, subcommittee, etc.)</li> <li>– should indicate degree of stability of the document (e.g. preliminary, mature, stable, proposed date of adoption, etc.)</li> <li>– should indicate degree of approval of document (i.e. per cent of total forum membership involved and per cent of total forum membership that approved the document)</li> </ul>

## APPENDIX I

### Establishment of a process for cooperation and exchange of information under ITU-T A.4

	1 <b>Initiation</b> (includes questionnaire in Annex A)	2 <b>Evaluation</b> according to the criteria	3 <b>Decision</b>	4 <b>Process once Established</b> = implementation
2.1.1	initiation of the request by an SG	the SG checks the A.4-qualified list and reviews the analysis; if not in the list, see 2.1.2 b)	the SG decides to communicate	communication process put into practice by the SG
2.1.2	initiation of the request by a forum to an SG	the SG checks the A.4-qualified list and reviews the analysis; if not in the list, see 2.1.2 b)	the SG makes a decision to approve communication	communication process put into practice by the SG
2.1.2 a)	initiation of the request by a forum to the Director for related policy issues	evaluation by the Director	the Director decides to approve and informs TSAG + SGs	communication process put into practice by the Director
2.1.2 b)	initiation of the request by a forum to the Director for SG issues	the Director performs a preliminary analysis, the SG reviews the analysis	the SG decides to communicate, the SG informs other SGs, TSAG and the Director	communication process put into practice by the SG
		Director adds forum under evaluation to the list	Director indicates in the list that forum is A.4-qualified	

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<b>Series A</b>	<b>Organization of the work of ITU-T</b>
Series B	Means of expression: definitions, symbols, classification
Series C	General telecommunication statistics
Series D	General tariff principles
Series E	Overall network operation, telephone service, service operation and human factors
Series F	Non-telephone telecommunication services
Series G	Transmission systems and media, digital systems and networks
Series H	Audiovisual and multimedia systems
Series I	Integrated services digital network
Series J	Cable networks and transmission of television, sound programme and other multimedia signals
Series K	Protection against interference
Series L	Construction, installation and protection of cables and other elements of outside plant
Series M	TMN and network maintenance: international transmission systems, telephone circuits, telegraphy, facsimile and leased circuits
Series N	Maintenance: international sound programme and television transmission circuits
Series O	Specifications of measuring equipment
Series P	Telephone transmission quality, telephone installations, local line networks
Series Q	Switching and signalling
Series R	Telegraph transmission
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Series Z	Languages and general software aspects for telecommunication systems