

International Telecommunication Union

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

A.4

(11/2012)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

**Communication process between the ITU
Telecommunication Standardization Sector and
forums and consortia**

Recommendation ITU-T A.4



Recommendation ITU-T A.4

Communication process between the ITU Telecommunication Standardization Sector and forums and consortia

Summary

This Recommendation describes how to initiate a communication process between ITU-T and a forum/consortium. It lists the A.4-qualifying criteria for forums/consortia, and it describes the document exchange between A.4-qualified forums/consortia and the ITU-T.

History

Edition	Recommendation	Approval	Study Group
1.0	ITU-T A.4	1996-10-18	Assembly
2.0	ITU-T A.4	2000-10-06	Assembly
3.0	ITU-T A.4	2002-06-21	TSAG
3.1	ITU-T A.4 (2002) Amd. 1	2006-07-07	TSAG
3.2	ITU-T A.4 (2002) Amd. 2	2007-12-07	TSAG
4.0	ITU-T A.4	2012-11-30	Assembly

FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications, information and communication technologies (ICTs). 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.

Compliance with this Recommendation is voluntary. However, the Recommendation may contain certain mandatory provisions (to ensure, e.g., interoperability or applicability) and compliance with the Recommendation is achieved when all of these mandatory provisions are met. The words "shall" or some other obligatory language such as "must" and the negative equivalents are used to express requirements. The use of such words does not suggest that compliance with the Recommendation is required of any party.

INTELLECTUAL PROPERTY RIGHTS

ITU draws attention to the possibility that the practice or implementation of this Recommendation may involve the use of a claimed Intellectual Property Right. ITU takes no position concerning the evidence, validity or applicability of claimed Intellectual Property Rights, whether asserted by ITU members or others outside of the Recommendation development process.

As of the date of approval of this Recommendation, ITU had not received notice of intellectual property, protected by patents, which may be required to implement this Recommendation. However, implementers are cautioned that this may not represent the latest information and are therefore strongly urged to consult the TSB patent database at <http://www.itu.int/ITU-T/ipr/>.

© ITU 2013

All rights reserved. No part of this publication may be reproduced, by any means whatsoever, without the prior written permission of ITU.

Table of Contents

	Page
1 Introduction	1
2 Procedures	1
2.1 Establishment of the communication process	1
2.2 Communication process once established	2
2.3 ITU-T A.4-qualified organizations list	3
2.4 Copyright arrangements	3
Annex A – Qualifying criteria for forums/consortia communication process.....	4
Appendix I – Establishment of a process for cooperation and exchange of information under Rec. ITU-T A.4.....	5

Recommendation ITU-T A.4

Communication process between the ITU Telecommunication Standardization Sector and forums and consortia

(1996; 2000; 2002; 2006; 2007; 2012)

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. Establishing a communication process provides a framework for ongoing communications, in order to:

- prevent inadvertent duplication of effort, while allowing each organization to pursue its own mandate;
- provide authoritative information regarding one organization's dependencies on the other's work;
- exchange information on topics of mutual interest.

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 ITU-T 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 on 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 ITU-T 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 on the list, the procedure described for this case in 2.1.1 is applied. Any areas of concern should immediately be 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 ITU-T A.4-qualified forums/consortia

A proposal to send a liaison statement to an ITU-T A.4-qualified forum/consortium can arise from work by a rapporteur group, working party or study group. The decision to send such information is made by the study group chairman in consultation with the relevant working party chairman, and, if arising from a study group meeting, with the agreement of the study group. The documentation is sent to the forum/consortium by TSB on behalf of the study group.

When necessary, between scheduled meetings, the liaison statement may be prepared by an appropriate correspondence process and approved by the study group chairman in consultation with the study group management.

2.2.2 Documents received from ITU-T 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. As soon as they arrive they are made available, with the agreement of the study group chairman for advance consideration by the relevant group. Moreover, they are issued as a document to the relevant group with a reference to the originating forum/consortium, i.e. as a Temporary Document at a study group or working party meeting, or as a document at a rapporteur meeting. In the latter case, the receipt and disposition of the document received should be recorded in the report of the rapporteur meeting.

2.3 ITU-T A.4-qualified organizations list

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

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

(This annex forms an integral part of this Recommendation.)

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 telecommunication interests.
4) Technical subject areas	Should be relevant to a particular study group(s) or ITU-T as a whole.
5) IPR Policy and Guidelines on: <i>a)</i> patent; <i>b)</i> software copyright (if applicable); <i>c)</i> marks (if applicable); and <i>d)</i> copyright.	<i>a)</i> should be consistent with "Common Patent Policy for ITU-T/ITU-R/ISO/IEC" and "Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC"*; <i>b)</i> should be consistent with "ITU-T Software Copyright Guidelines"*; <i>c)</i> should be consistent with "ITU-T Guidelines related to the inclusion of Marks in ITU-T Recommendations"; <i>d)</i> ITU and ITU Member States and Sector Members should have the right to copy for standardization-related purposes (see also Rec. 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.
8) Documents submitted to ITU-T	– should contain no proprietary information (no distribution restriction); – should indicate source within the forum/consortium (e.g., committee, subcommittee, etc.); – should indicate degree of stability of the document (e.g., preliminary, mature, stable, proposed date of adoption, etc.); – 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).
*) Particularly, licences must be offered on a non-discriminatory basis on reasonable terms and conditions (whether free of charge or with monetary compensation) to both members and non-members.	

Appendix I

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

(This appendix does not form an integral part of this Recommendation.)

	1 Initiation (includes questionnaire in Annex A)	2 Evaluation according to the criteria	3 Decision	4 Process once established = implementation
2.1.1	Initiation of the request by an SG	The SG checks the ITU-T A.4-qualified list and reviews the analysis; if not on the list, see 2.1.2 <i>b)</i>	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 ITU-T A.4-qualified list and reviews the analysis; if not in the list, see 2.1.2 <i>b)</i>	The SG makes a decision to approve communication	Communication process put into practice by the SG
2.1.2 <i>a)</i>	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 <i>b)</i>	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 on the list that forum is ITU-T A.4-qualified	

SERIES OF ITU-T RECOMMENDATIONS

Series A Organization of the work of ITU-T

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 Telecommunication management, including TMN and network maintenance

Series N Maintenance: international sound programme and television transmission circuits

Series O Specifications of measuring equipment

Series P Terminals and subjective and objective assessment methods

Series Q Switching and signalling

Series R Telegraph transmission

Series S Telegraph services terminal equipment

Series T Terminals for telematic services

Series U Telegraph switching

Series V Data communication over the telephone network

Series X Data networks, open system communications and security

Series Y Global information infrastructure, Internet protocol aspects and next-generation networks

Series Z Languages and general software aspects for telecommunication systems