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Abstract: This document contains the working methods for collaboration between ITU-T SG12 WP3 and ETSI TC STQ Mobile.

The working methods in **Annex A** are submitted to the SG12 Plenary for approval.

After approval the TSB is requested to place the working methods on the SG12 webpage for reference.

The text of the MoU between ETSI and the ITU can be found here:

<http://www.itu.int/en/ITU-T/extcoop/Documents/mou/MoU-ETSI-ITU-201605.pdf>

and here:

http://docbox.etsi.org/partners/agreements/MoU_ETSI-ITU_signed_2016.pdf

Annex A

Working Methods for Collaboration between

**ITU-T Study Group 12 on Performance, Quality of Service and Quality of Experience,
Working Party 3 on Multimedia Quality of Service and Quality of Experience (ITU-T SG12
WP3)**

and

**ETSI Technical Committee Speech and Multimedia Transmission Quality, Working Group
on Mobile Services (ETSI TC STQ Mobile)**

Abstract

This document describes the objectives, technical areas and working methods for collaboration between ITU-T SG12 WP3 and ETSI TC STQ Mobile (the parties). This collaboration is based on the assumption that “technically aligned deliverables” will be approved and published by both parties in accordance with their mandate, and the rules and policies of their respective parent organizations.

Note 1: ETSI is a Sector Member of ITU.

Note 2: 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 in ETSI, European Standard (EN), Technical Report (TR), Technical Specification (TS), ETSI Guide (EG) and ETSI Standard (ES), and in ITU-T, Recommendations, Technical Papers, Technical Reports or Supplements, as applicable.

Note 3: These working methods derive from the ETSI-ITU Memorandum of Understanding renewed on 5 May 2016.¹

1 Objective and technical areas of collaboration

The objective of this collaboration between ITU-T Study Group 12 on Performance, Quality of Service and Quality of Experience, Working Party 3 on Multimedia Quality of Service and Quality of Experience (ITU-T SG12 WP3) and ETSI Technical Committee Speech and Multimedia Transmission Quality, Working Group on Mobile Services (ETSI TC STQ Mobile) (the parties) is to facilitate the development of technically aligned deliverables in the following technical areas:

- Update and maintenance of the ETSI TS 102 250 series and Recommendation ITU-T E.804;
- QoS and QoE aspects of digital financial services;
- QoS and QoE aspects of IMT-2020 (5G); and
- Statistical framework for QoE-centric benchmarking, scoring and ranking.

2 Type of meetings

Activities of this collaboration shall be conducted in electronic meetings to the greatest extent possible.

¹ See <http://www.itu.int/en/ITU-T/extcoop/Documents/mou/MoU-ETSI-ITU-201605.pdf>

3 Title of meetings

The title of joint meetings concerning this collaboration shall mention both parties.

4 Meeting participation

Meetings concerning this collaboration shall be open to ITU-T and ETSI members eligible to attend the meetings of the respective parties.

5 Registration

Each party will keep records of meeting participants.

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

The secretariat of each party will discuss before every joint meeting the best way to set up registration in order to comply with both parties' working methods, and to facilitate the registration process for delegates.

6 Intellectual property

Each party has its own IPR policy and guidelines. Chairmen will make sure that IPR calls from both parties are made at every meeting.

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>

7 Editors/Rapporteurs

Joint work items will have an assigned person (named "rapporteur" in ETSI and "editor" in ITU) from each party. If the "rapporteur/editor" is a member of both parties, active in both groups, he/she may perform the role for both parties. It is recommended that editors/rapporteurs of each party work in a coordinated manner. The document Sherpa on the ITU-T side will be the editor, and on the ETSI side will be the rapporteur.

8 Drafting rules

Each party 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 shall ensure that the specification contains the necessary elements that will allow the party's templates to be applied (e.g., mandatory sections like summary, scope, normative references).

9 Decision making

Each party will apply its own decision process. It is recognized that ETSI and ITU-T 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 Chairmanship

The chairmanship of meetings concerning this collaboration is to be shared between the chairmen of the parties, as appointed by each party. In ITU-T it will be the Rapporteur of the concerned Question.

11 Meeting reports

A report of the meeting will be provided by the Chairman of each party 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 Approval of technically aligned deliverables

Information on the ITU-T approval process for Recommendations can be found in Resolution 1 of the World Telecommunication Standardization Assembly (WTSA) and in Recommendation ITU-T A.8.

Information on ETSI approval process can be found in the ETSI Directives.

13 Publication of technically aligned deliverables

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

Technically aligned deliverables will be published following the editorial rules of each party.

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

14 Maintenance of technically aligned deliverables

The parties agree to consult each other regarding the maintenance of such jointly developed deliverables.

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