

International Telecommunication Union

**ITU-T**

TELECOMMUNICATION  
STANDARDIZATION SECTOR  
OF ITU

**Guideline**

(25 October 2019)

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**ITU-T CASC procedure to appoint ITU-T  
technical experts**

ITU-T

## **Summary**

This Guideline describes the procedures to appoint an ITU-T technical expert to be involved in the TL assessment teams of existing conformity assessment programmes (e.g. ILAC, IECEE, etc.), for assessing /checking the competence of Testing Laboratories which requested such recognition against one or a set of ITU-T Recommendation(s).

## **Keywords**

Testing, recognition, testing laboratory, technical expert

## **Change Log**

This document contains Version 2 of the Guideline on “ITU-T CASC procedure to appoint ITU-T technical experts” approved at the ITU-T Study Group 11 meeting held in Geneva, 25 October 2019.

<b>Editor:</b>	Khoa Nguyen Van	Tel:	+84 243 943 6608
	Ministry of Information and	Fax:	+84 243 782 0998
	Communications	E-mail:	<a href="mailto:nvkhoa@mic.gov.vn">nvkhoa@mic.gov.vn</a>
	Viet Nam		

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## ITU-T SG11 GUIDELINE

### ITU-T CASC procedure to appoint ITU-T technical experts

#### 1. Scope

The current approach of the ITU testing laboratory recognition procedure shall be based on the the existing conformity assessment programs of ILAC and IECCE. That is the ITU-T CASC shall provide ITU-T's technical experts to the ILAC and/or IECCE for making relevant TL's assessment against particular ITU-T Recommendations.

This document describes the procedure of appointing an ITU-T technical expert, which is an essential part of the ITU-T TL recognition procedure.

#### 2. References

The following ITU-T Guidelines and other references contain provisions which, through reference in this text, constitute provisions of this operational document. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of these Guidelines are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and/or Guidelines and other references listed below. A list of the currently valid ITU-T Recommendations and /or Guidelines is regularly published. The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation. It is instructive to read this document in conjunction with the approved ITU-T guideline "Testing Laboratories recognition procedure" which specifies the high level framework of the TL recognition procedure

[[ITU-T Guideline](#)] Guideline ITU-T, *Testing Laboratories recognition procedure*.

#### 3. Definitions

<b>Candidate ITU-T technical expert</b>	an expert from ITU membership who has competence to assess a Testing Laboratory in at least one ITU-T Recommendation and who has applied to the ITU-T CASC to be appointed as an ITU-T technical expert
<b>ITU-T technical expert</b>	a candidate ITU-T technical expert who has been assessed by the ITU-T CASC appointment team and as result appointed by the ITU-T CASC as an ITU-T Technical expert
<b>ITU-T CASC appointment team</b>	a group of experts from ITU-T membership setup by the ITU-T CASC in collaboration with relevant ITU-T Study Groups to assess the competence of candidate ITU-T technical experts and report their results to the ITU-T CASC for final appointment
<b>TL assessment team</b>	a group of experts appointed by ILAC or IECCE, to perform the assessment of a Testing Laboratory. A number of ITU-T technical experts will join the TL assessment team, as decided by the ITU-T CASC.

#### **4. Abbreviations and acronyms**

These Guidelines use the following abbreviations and acronyms:

CASC Conformity Assessment Steering Committee

C&I Conformity and Interoperability

CV Curriculum vitae

IEC International Electrotechnical Commission

IECEE IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components

ILAC International Laboratory Accreditation Cooperation

SG Study Group

TL Testing Laboratory

#### **5. Endorsement**

ITU-T CASC

#### **6. General framework**

In accordance with the approved ITU-T Guideline “Testing Laboratories recognition procedure”, the ITU-T testing laboratory recognition procedure is to recognize TLs which are accredited by IECEE and/or ILAC on ITU-T Recommendation(s). In this regard, ITU-T CASC working under the auspices of ITU-T SG11 is aimed to provide the list of ITU-T technical experts which shall assess the competence of the particular testing laboratory that has requested recognition on specific ITU-T Recommendations(s). These ITU-T technical experts shall be involved in the TL assessment teams of IECEE and ILAC assessing a TL on ITU-T Recommendation(s).

The appointment of the ITU-T technical experts is based on a transparent personnel competence assessment which allows any interested candidate (expert from ITU membership) who have competence in one or a set of ITU-T Recommendation(s) to be assessed and appointed as an ITU-T technical expert. The ITU-T Conformity Assessment Steering Committee (CASC) is responsible for the management of such procedure.

For the purpose of this procedure, the ITU-T CASC is responsible for:

- Raising awareness on ITU-T CASC activities, e.g. requesting all ITU-T SGs to inform their members about the possibility for their experts with competence on certain ITU-T Recommendation(s) to apply for ITU-T technical experts;
- Receive and process applications from candidates applying to be appointed as ITU-T technical experts;
- Establish the ITU-T CASC appointment team in collaboration with ITU-T SGs to assess the competence of candidate ITU-T Technical expert applicants;
- Make the final decision on acceptance/refusal of the application(s) based on the results of the ITU-T CASC appointment team;
- Maintain the list of ITU-T technical experts.
- Recommend to the bodies, such as IECEE or ILAC, the name and respective competence of ITU-T technical experts which may join their TL assessment team to assess Testing Laboratories.

## 7. Criteria and duties for ITU-T technical experts

- a. The candidate wishing to be assessed as an ITU-T technical expert, should be an expert from ITU members.
- b. The prospective ITU-T technical expert should have a good technical knowledge and experience on particular ITU-T Recommendation(s) to perform respective conformity assessment.
- c. In agreement with ITU-T CASC, ITU-T technical experts shall provide technical assistance in the scope of the particular ITU-T Recommendation(s) for which they have been positively assessed, to the TL assessment team of bodies, such as IECEE and ILAC.
- d. ITU-T technical expert shall follow rules and procedures of bodies, such as IECEE and ILAC, for the assessment of testing laboratories.
- e. to be involved to TL assessment team of IECEE and ILAC, the ITU-T technical expert should be familiar with the Rules of the IEC and ILAC. An experience in ISO/IEC 17025 will be added advantage;
- f. For being involved to the IECEE and ILAC TL assessment teams, the ITU-T technical expert may be requested by IECEE and ILAC to pass relevant “assessor training” which will be related to the assessment against ITU-T Recommendations.
- g. In addition, in accordance with the ITU-T guideline “TL recognition procedure”, the candidate shall also comply with the following requirements:
  - knowledge and experience on the development of relevant ITU-T Recommendation(s) and corresponding test suites; experience in testing and measuring of the relevant ITU-T Recommendation(s) ; competence to review Test Report(s);
  - completed relevant training programmes to be determined by the ITU-T CASC (optional);
  - shall not have a conflict of interest with the TL being assessed.

NOTE: For example, all editors of ITU-T Recommendations which are listed in the [living list of key recommendations suitable for C&I testing](#), [reference table of ITU-T Recommendations under C&I testing in the industry](#) as well as the focal points of all pilot projects listed in [the living list of pilot project for C&I testing against ITU-T Recs](#) may be considered candidates ITU-T technical experts.

## 8. Application and submission procedure

A candidate willing to be appointed as an ITU-T technical expert should complete the application form ([ANNEX 1](#)) and submit it with supporting documents to the ITU-T CASC ([tsbcasc@itu.int](mailto:tsbcasc@itu.int)). The online form is also made available on the ITU-T CASC [web page](#).

## 9. Evaluation of the candidate

ITU-T SGs are invited to encourage as many competent experts as possible to apply for ITU-T Technical experts on relevant ITU-T Recommendations within the scope of their respective SG.

*NOTE: The ITU-T technical expert can be appointed only for approved ITU-T Recommendations.*

9.1 ITU-T Study Group can directly appoint ITU-T technical expert(s) on certain ITU-T Recommendations, if the ITU-T Recommendations are under the mandate of the Study Group concerned, by simply notifying the ITU-T CASC and completing the application form defined in ([ANNEX 1](#)). In this case, it is not necessary for ITU-T CASC to establish an appointment team to evaluate the candidate. In all other cases the evaluation procedure in 9.2 will be applied.

9.2 In case of a new application from a candidate ITU-T expert, the ITU-T CASC shall establish an ITU-T CASC appointment team aiming to assess the competence of the candidate who submitted the application. The ITU-T CASC appointment team includes technical experts appointed by the relevant ITU-T SG(s), representative(s) of the management team of the ITU-T CASC as well as the TSB secretariat.

The ITU-T CASC appointment team shall analyze the submitted application and provide a feedback to the ITU-T CASC.

*NOTE: where necessary, the ITU-T CASC appointment team may communicate with the candidate directly and ask additional information which may help them to understand better the candidate's competence.*

The ITU-T CASC makes the final decision on acceptance/refusal of the application, based on the results of the ITU-T CASC appointment team and updates the list of experts in case of positive decision.

The ITU-T CASC shall inform applicant about the result (positive or negative) of the assessment. ITU-T CASC is not obliged to inform applicant about any details of this assessment.

9.3 The ITU-T CASC shall inform the ITU-T SG(s) on newly appointed ITU-T technical experts for ITU-T Recommendation(s) under the SG(s) competence.

## Annex 1

### Application form to request ITU-T CASC to be appointed as an ITU-T technical expert

This annex provides an application form, which should be used by the ITU-T CASC for verifying the competence of an Applicant to be appointed as an ITU-T technical expert in the scope of given ITU-T Recommendation(s).

**This Application Form should be returned to:**

Secretariat Conformity Assessment Steering Committee (ITU-T CASC)

E-mail: [tsbcasc@itu.int](mailto:tsbcasc@itu.int)

#### A. PERSONAL DETAILS

<b>Title (Mr, Ms, Dr, etc.)</b>	
<b>First name</b>	
<b>Last name</b>	
<b>Company</b>	
<b>Post address</b>	
<b>Country</b>	
<b>Representative of ITU member</b>	ITU member _____ ITU-T SGs_____ Years _____
<b>Phone</b>	
<b>Fax (supplementary)</b>	
<b>E-mail</b>	

#### B. EDUCATION

<b>Dates</b>	<b>Qualifications</b>

#### C. PROFESSIONAL EXPERIENCE

<b>Date from</b>	<b>Date to</b>	<b>Employer</b>	<b>Duties</b>



**D. EXPERIENCE IN STANDARDIZATION OF ICT IN SDO**

<b>Date(s)</b> (year)	<b>SDO</b> (ITU, ETSI, etc.)	<b>Task/Standard</b>	<b>Status</b> (Editor, rapporteur, author, participant, etc.)

**E. TESTING EXPERIENCE OF ICT PRODUCTS AGAINST ITU-T RECOMMENDATIONS**

<b>Date(s)</b> (year)	<b>ICT Product</b> (vendor, product category, name of tested product)	<b>Testing Laboratory</b>	<b>ITU Recommendations</b> (Series, Numbers)	<b>Certificate</b> (the copy is encouraged)

**F. PROFESSIONAL TRAINING (supplementary)**

<b>Date(s)</b> (year)	<b>Training provider(s)</b> (Company, focal point)	<b>Course title</b>	<b>Duration</b>	<b>Certificate</b> (the copy is encouraged)

**G. REQUESTED COMPETENCE ON ITU-T RECOMMENDATIONS**

Please, indicate in which of the following ITU-T Recommendations you consider yourself qualified and are prepared to act as an ITU-T technical expert to assess the relevant scope of TLs which are candidate for recognition.

<b>ITU-T Recommendation</b> (Series, numbering)	<b>Title</b>	<b>Version</b>	<b>Status</b> (is completed by Examiner, passed/not passed)

**H. EXPERIENCE IN ISO/IEC 17025 (OPTIONAL)**

<b>Please indicate whether you have an expertise in ISO/IEC 17025</b>		
Yes		<i>Note: in case of "Yes" the relevant evidence needs to be provided</i>
No		
<b>Please indicate whether you are familiar with existing CA schemes</b>		
IEC Rules		<i>Note: the relevant evidence needs to be provided</i>
IECEE Rules		

**I. GUARANTOR**

Please, indicate the guarantor(s) who may be contacted to ascertain personal attributes and competence as declared in this form.

<b>Title (Mr, Ms, Dr, etc.)</b>	
<b>First name</b>	
<b>Last name</b>	
<b>Company</b>	
<b>Address of Company</b>	
<b>Country</b>	
<b>Phone</b>	
<b>Fax (supplementary)</b>	
<b>E-mail</b>	

If I am appointed as an ITU-T technical expert, I will be conducting my work with integrity, competence, impartiality and confidentiality, in accordance with the required ITU-T Recommendations.

Confidentiality Commitment

I agree to handle the overall documentation and information gathered from assessments for which I'm appointed with confidentiality and that I will not disclose this information to anyone else other than the ITU even if I leave the organization within which I am employed.

I confirm that the information given in this questionnaire is true and correct.

Signature:

Date:

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