

International Telecommunication Union

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

A.6

(11/2012)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

**Cooperation and exchange of information
between the ITU Telecommunication
Standardization Sector and national and
regional standards development organizations**

Recommendation ITU-T A.6



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Cooperation and exchange of information between the ITU Telecommunication Standardization Sector and national and regional standards development organizations

Summary

This Recommendation describes the establishment of the process for cooperation and information exchange between ITU-T and national and regional standards development organizations, and the communication process once an organization has been A.6-qualified.

History

| Edition | Recommendation | Approval | Study Group |
|---------|-------------------------|------------|-------------|
| 1.0 | ITU-T A.6 | 1998-09-07 | TSAG |
| 2.0 | ITU-T A.6 | 2000-10-06 | Assembly |
| 3.0 | ITU-T A.6 | 2002-06-21 | TSAG |
| 3.1 | ITU-T A.6 (2002) Amd. 1 | 2006-07-07 | TSAG |
| 3.2 | ITU-T A.6 (2002) Amd. 2 | 2007-12-07 | TSAG |
| 4.0 | ITU-T A.6 | 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/>.

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Recommendation ITU-T A.6

Cooperation and exchange of information between the ITU Telecommunication Standardization Sector and national and regional standards development organizations

(1998; 2000; 2002; 2006; 2007; 2012)

1 Scope

In order to facilitate the development of cooperative relationships with national and regional standards development organizations, and to encourage cooperation and information exchange, procedures are provided, founded on the basis of reciprocity, for use when structuring the cooperation and information exchange process.

"National and regional standards development organizations", referred to as "standards development organizations" (SDOs) in the text that follows, are those organizations that develop standards recognized and implemented at the national and/or regional level. In this Recommendation, the term "approved document" refers to an official output of a standards development organization that has been formally approved. The term "draft document" refers to an output, which is still in draft form.

2 Procedures

Study groups are encouraged to make use of documents, both approved and in draft form, provided by standards development organizations, as appropriate. Similarly, standards development organizations are encouraged to make use of draft or approved ITU-T Recommendations. This Recommendation contains procedures for formal cooperation and exchange of information between ITU-T study groups and standards development organizations that qualify, according to the criteria in Annex A. In particular, this Recommendation addresses the case of an organization accepting texts, in part or in whole, from another organization. The case of normative referencing is addressed in Recommendation ITU-T A.5. Establishing a communication process provides a framework for ongoing communications 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 process for cooperation and exchange of information

Establishment of a process for cooperation and exchange of information between ITU-T study groups and standards development organizations 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. For ITU-T, the process is established at the study group level; for standards development organizations, the process is established at the appropriate level. To avoid multiple requests to a standards development organization for information pertaining to the criteria in Annex A, and to facilitate evaluation by study groups, the Director of TSB makes such requests, and subsequently makes an analysis of the responses to verify that the organizations meet the relevant criteria. A schematic diagram of the process is provided in Appendix I.

2.1.1 Exchange of information initiated by an ITU-T study group

If a study group considers that it is beneficial to establish an exchange of information or documents with a standards development organization, the study group should first consult the ITU-T A.6-qualified organizations list (see 2.3) and obtain an analysis of that standards development organization from the Director. The study group reviews the analysis and decides whether or not to communicate with the standards development organization. If the standards development organization in question is not on the list, the study group chairman asks the Director to request the standards development organization 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 standards development organization 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 establishes the cooperation document acceptance and exchange processes in accordance with 2.2.

2.1.2 Exchange of information initiated by a national or regional standards development organization

If a standards development organization contacts the Director of TSB to establish an exchange of information or documents with ITU-T, the Director should first determine whether the exchange of information or documents is relevant to:

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

In case *a)*, the Director evaluates the standards development organization according to the criteria in Annex A. If the Director decides to approve, he establishes the exchange and informs TSAG and all ITU-T study groups.

In case *b)*, the Director performs an analysis and transmits it to the affected study group(s), which shall review the analysis and make a decision whether or not to communicate. If multiple study groups are involved, the decision of each study group should be communicated to the others, to the TSAG and to the Director of TSB.

2.2 Process for cooperation and exchange of information once the process is established

2.2.1 Documents sent to ITU-T A.6-qualified national and regional standards development organizations

A standards development organization may accept, in whole or in part, the text of a draft or approved ITU-T Recommendation, as all or part of the text of its draft document, with or without modification to the ITU-T text.

When a standards development organization decides to accept ITU-T texts, it notifies TSB about the actions taken concerning those texts. The use, acceptance or reproduction of such texts by the standards development organization is subject to the copyright arrangements set out in 2.4.

A proposal to send a liaison statement to an ITU-T A.6-qualified standards development organization 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 text is sent to the standards development organization 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.6-qualified national and regional standards development organizations

An ITU-T study group may accept from an ITU-T A.6-qualified standards development organization, in whole or in part, the text of a draft document, or an approved document, as all or part of the text of a draft ITU-T Recommendation, with or without modification to the text.

When an ITU-T study group decides to accept texts from an ITU-T A.6-qualified standards development organization, it notifies the organization about the actions taken concerning those texts. The use, acceptance or reproduction of such texts by the ITU-T study group is subject to the copyright arrangements set out in 2.4.

Documents submitted to the ITU-T study groups by ITU-T A.6-qualified standards development organizations 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 standards development organization, 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.6-qualified organizations list

The Director of TSB is requested to maintain an up-to-date ITU-T A.6-qualified organizations list and associated analyses of the national and regional standards development organizations that are under evaluation and/or have been approved for cooperation and exchange of information, 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 ITU-T A.6-qualified standards development organizations and their publishers and others, is a matter to be agreed upon between TSB and the particular standards development organization. However, the originating organization retains the copyright for its texts.

2.5 Electronic document exchange

Where possible, the exchange of documents will be in electronic format. Questions of electronic links to enable document exchange is to be agreed upon by the Secretariats of the organizations concerned.

Annex A

Qualifying criteria for cooperation and exchange of information process with national and regional standards development organizations

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

NOTE – An administration may require that cooperation and exchange of information with ITU-T or its study groups, by a national or regional standards development organization within that administration's jurisdiction, follow its established national procedures.

| National or regional standards development organization attributes | Desired characteristics |
|---|--|
| 1) Objectives/relationship of work to ITU-T work | Objectives should be the development, adoption and implementation of standards and the provision of input into international standards organizations, especially ITU-T. |
| 2) Organization: – legal status; – accreditation; – secretariat; – nominated representative. | – should indicate in which country/countries it has legal status; – should indicate the accrediting entity; – should identify the permanent secretariat; – should identify a representative. |
| 3) Membership (openness) | – national or regional standards development organization membership criteria should not preclude any party with material interest; – 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 and Guidelines on: a) patents; b) software copyright (if applicable); c) marks (if applicable); and d) copyright; | a) 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"*; b) should be consistent with "ITU-T Software Copyright Guidelines"*; c) should be consistent with "ITU-T Guidelines related to the inclusion of Marks in ITU-T Recommendations"; d) 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. |
| National or regional standards development organization attributes | Desired characteristics |
| 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 indicate source within the national or regional standards development organization (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 status of document (i.e. working document, draft, interim or approved standard). |
| * 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.6

(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.6-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 <i>a</i>) | Initiation of the request by an SDO 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 an SDO 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 the SDO under evaluation to the list | Director indicates on the list that the SDO is ITU-T A.6-qualified | |

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