



Standardization is one of the essential building blocks of the Information Society. It is not only a fundamental architectural component of the global information society, but also a precursor to the diffusion of affordable and accessible information and communication technologies (ICTs) in the developing world. International standards aim to create an environment where people can access services worldwide, regardless of the underlying technology.

The goal of the ITU-T Bridging the Standardization Gap program is to facilitate increased participation of developing countries in standardization, to ensure that developing countries experience the economic benefits of associated technological development, and to better reflect the requirements and interests of developing countries in the standards development process.

## Acknowledgements

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This report, along with other Bridging Standardization Gap material, can be found at <http://www.itu.int/en/ITU-T/gap>





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# Executive Summary

To support the goal of full participation by developing countries in international ICT standardization, ITU-T has embarked upon an ambitious effort called Bridging the Standardization Gap (BSG) between developing and developed countries. One of the BSG action items is to assist developing countries in establishing a National Standardization Secretariat to coordinate standardization activities and participation in ITU-T study groups.

Recognizing that areas of interest in ICT standardization continue to undergo evolution and change, and as they are addressed in multiple standardization bodies, coordination among a national government and its industry players becomes more and more important. Without a means to address these complex technical areas in a unified and coordinated way, national players from government and industry may find their effectiveness and influence diminished through uncoordinated and conflicting positions in key international standardization bodies such as the study groups of ITU-T.

It is therefore in the interest of a developing country to provide national-level perspectives, coordination and actions for the benefit of both its public and private sectors. One way to achieve these goals is to establish a national-level standardization secretariat. Such a National Standardization Secretariat would also serve to clearly indicate who is authorized to speak for the developing country at the international level, avoiding confusion and conflicting views which could possibly delay or negate the country's positions.

Some of the benefits of having a National Standardization Secretariat to manage these activities include increased effectiveness, avoidance of conflicting positions in the same or in different ITU-T study groups, improved awareness regarding exchange of information with ITU-T, national dissemination of information from the ITU to appropriate national experts and increased efficiency in use of limited human and financial resources.

Once a National Standardization Secretariat for ITU-T has been established, it can provide a number of ITU-T-related functions such as preparation for international meetings, development and submission of contributions, authorization and management of national delegations, development of national responses to consultations from ITU-T, development of national strategies and policies for ICT standardization, dissemination of information from ITU-T to appropriate national stakeholders and authorization of requests to join ITU-T by private sector entities from their country. How such a national secretariat can be established is described in this Guidelines document.

The Guidelines on Establishment of a National Standardization Secretariat (NSS) for ITU-T takes into account the different capability levels for standardization across the developing countries, showing how it is possible to establish an NSS at a basic level with very little new cost or resource requirements. At this "NSS-General Level", the developing country would focus mainly on the general, high-level activities of ITU-T, such as the World Telecommunication Standardization Assembly (WTSA) and the Telecommunication Standardization Advisory Group (TSAG). It would also accommodate involvement in a limited number of the ITU-T study groups through creation of ad hoc groups on an as-needed basis.

Moving to a level of greater involvement in ITU-T when a developing country is engaged in several of the ITU-T study groups on a continuous basis, the NSS can easily evolve from an "NSS-General Level" to an "NSS-Study Group Level" by adding some additional national committees to cover study groups of interest, adding some additional support staff and upgrading former ad hoc national groups to permanent national study groups.

Finally, for developing countries engaged in all or nearly all of the ITU-T study groups, the Guidelines show how an NSS can smoothly evolve from an "NSS-Study Group Level" to an "NSS-Full Sector Level". For the option of an NSS-Full Sector Level structure, there would be a national study group for each of the ITU-T study groups, with a corresponding increase in secretariat support functions, including maintenance of a website and a document archive system.

In all three options (i.e., NSS-General Level, NSS-Study Group Level and NSS-Full Sector Level), the same Responsible Agency of the government which has been given authority for relations with the ITU-T would be responsible for the organization and operation of the NSS. Each of the subordinate national committees comprising the NSS, relating to e.g., WTSA, TSAG or particular ITU-T study groups, reports its proposals





and advice to the Responsible Agency for formal approval on behalf of the Member State. Estimates of human and financial resources for each of the three NSS options are provided.

The Guidelines show, for each group within the NSS, information on its responsibilities, leadership, membership and working methods. The Guidelines also include a step-by-step roadmap to assist developing countries to establish a National Standardization Secretariat from the initial determination of the legal basis for the Responsible Agency to organize and manage an NSS process, to determination of human and financial resource requirements and establishment of the appropriate national level committees and appointment of their leadership.

The Annex document of the Guidelines provides examples on the operation of the three NSS options for preparing and submitting contributions to ITU-T, for approval of Recommendations, for approval of study Questions, for approving applications for ITU-T Sector Membership or participation by Associates and Academia, for accrediting delegations and for authorizing applications for TIES accounts. Additional information on standardization capacity building and training, and on the volume and types of formal written communications from the ITU-T are included in the Annex document appendices.

# Introduction



The International Telecommunication Union's Telecommunication Standardization Sector (ITU-T) remains at the forefront of efforts to improve the capacity of developing countries to fully participate in the development and implementation of information and communication technology (ICT) standards. Inequality in national capabilities to fully participate in ICT standardization continues to be a contributing factor to the persistence of the digital divide between the developed and developing worlds and to reduced opportunities for economic development and technological innovation. This guideline document is part of an ITU-T programme to assist developing countries to overcome these deficiencies and to reap the benefits of greater involvement in the ITU-T standardization process.

To support the goal of full participation by developing countries in international ICT standardization ITU-T has embarked upon an ambitious effort called Bridging the Standardization Gap (BSG)<sup>1</sup> between developing and developed countries. This document is one of the deliverables of the Bridging Standardization Gap programme.

The standardization gap is defined as disparities between developing and developed countries in the ability to access, implement, contribute to and influence international ICT standards, specifically ITU Recommendations. Resolution 44<sup>2</sup> (Bridging the Standardization Gap between developing and developed countries) of the ITU-T World Telecommunication Standardization Assembly recognizes that the disparity in standardization between developing and developed countries includes disparities in human resources skilled in standardization and in effective participation in ITU-T activities. Resolution 44 also recognizes that:

- “[I]t is of high importance for developing countries to increase their participation in the establishment of telecommunication standards”
- “[E]stablishment of national standardization secretariats could enhance

both the standardization activities at national level and the contributions in ITU-T study groups”

These Guidelines directly address these two points.

The Resolution 44 Action Plan on Bridging the Standardization Gap defines four programmes to achieve these objectives. Two of the action items in the Action Plan are to assist developing countries in establishing a standardization secretariat to coordinate standardization activities and participation in ITU-T study groups, and to conduct consulting projects designed to support developing countries in the development of standardization plans, strategies, policies, etc.

The first phase of the BSG programme developed indicators and presented concrete recommendations and best practices for improving standards capabilities in developing countries. It was observed during this phase that the standardization gap can be made smaller if there is an understanding of the importance of ICT standards which leads to adequate levels of funding for standardization work along with corresponding levels of coordination at the national level for participation in international standards fora. Two ITU-T reports, “Measuring and reducing the standards

1. <http://www.itu.int/en/ITU-T/gap/Pages/default.aspx>

2. <http://www.itu.int/pub/T-RES-T.44-2012>

gaps" (2009)<sup>3</sup> and "ICT Standardization Capabilities of developing countries" (2012)<sup>4</sup> were published in the first phase of the BSG programme.

In the second phase, the ITU has produced these Guidelines to assist developing countries to establish a National Standardization Secretariat for ITU-T (NSS). With such a National Standardization Secretariat for ITU-T, the developing countries would be able to enhance their standardization activities at the national level, their interface with the ITU-T study groups and their contributions to ITU-T standardization activities.

These guidelines are organized in the following Sections:

- **Section 1:** Describes the benefits and functions of a National Standardization Secretariat (NSS) for the ITU-T.
- **Section 2:** Defines three structural options for a National Standardization Secretariat for ITU-T that could be applied by developing countries at different capability levels, with an organizational structure, funding and resource estimate for each of the three options.

- **Section 3:** Provides details on the roles, responsibilities, leadership, membership and working methods for the committees comprising the National Standardization Secretariat options and how to smoothly evolve from one NSS level to the next.
- **Section 4:** Presents a roadmap with steps to establish a National Standardization Secretariat.
- **Section 5:** Official points of contact with ITU.
- **Abbreviations:** Shows abbreviations used in these Guidelines

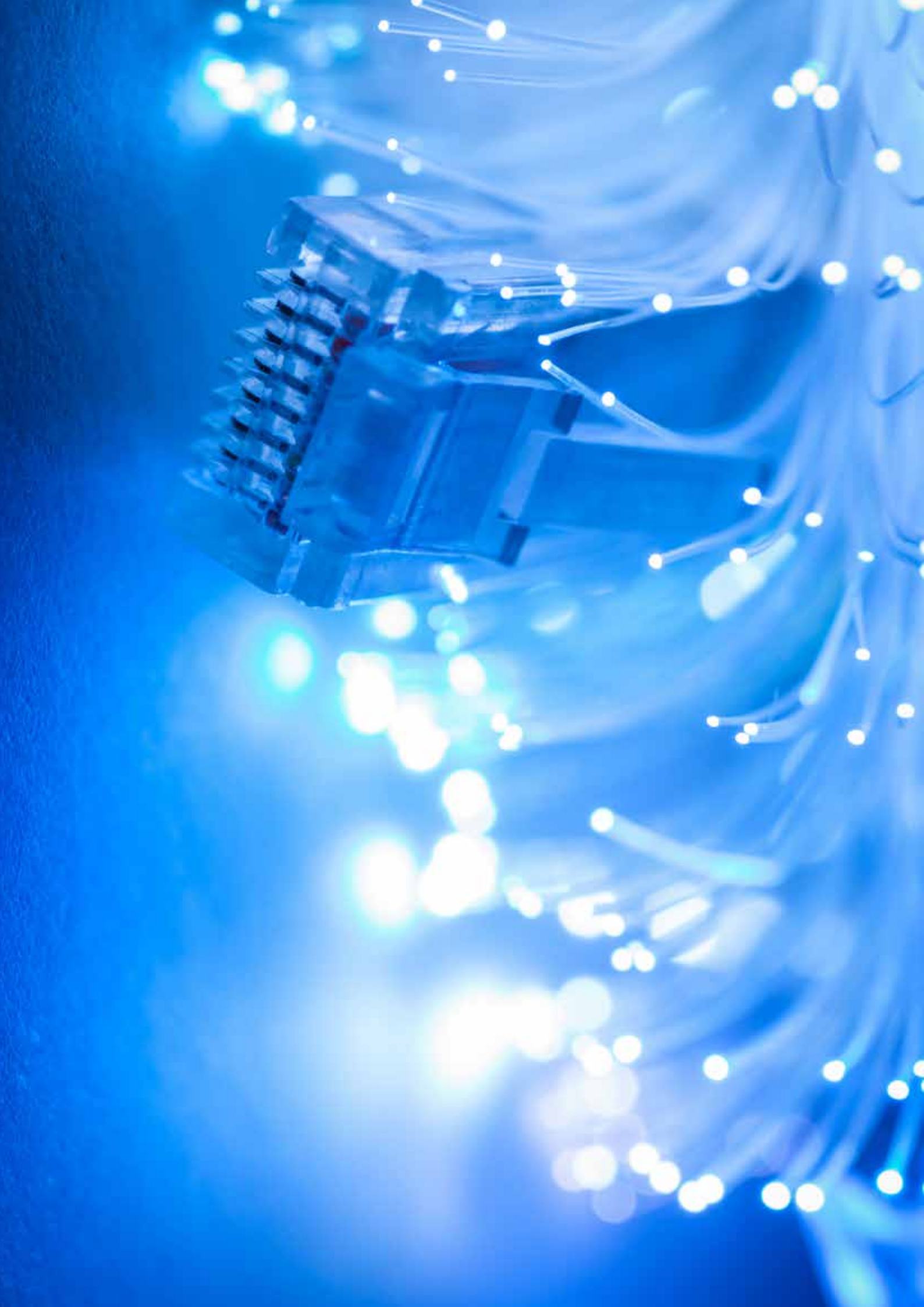
An Annex (available as a separate document) to the Guidelines provides information and detailed procedures for submitting contributions to ITU-T meetings, implementing national procedures for approval and deletion of Recommendations and study Questions, applying for Sector Membership, authorizing delegations to ITU-T meetings and requesting TIES accounts.

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3. [http://www.itu.int/dms\\_pub/itu-t/oth/32/02/T32020000010001PDFE.pdf](http://www.itu.int/dms_pub/itu-t/oth/32/02/T32020000010001PDFE.pdf)

4. [http://www.itu.int/dms\\_pub/itu-t/oth/0B/1F/T0B1F0000013301PDFE.pdf](http://www.itu.int/dms_pub/itu-t/oth/0B/1F/T0B1F0000013301PDFE.pdf)





# 1. Benefits and functions of a National Standardization Secretariat

## 1.1. Benefits of a National Standardization Secretariat for ITU-T

When a developing country sees that there is a growing awareness and use in its national environment of information and communication technologies (ICTs) and their associated international standards, there is a corresponding need to implement a national-level process to address those existing and emerging standards. Areas of primary interest to the Member States and areas of primary interest to industry players are constantly undergoing change and are the subjects of work across multiple standardization bodies including the ITU-T study groups, so coordination across all interested and affected parties becomes more and more important.

Without a means to address these complex topics in a unified and coordinated way, national players from

government and industry may find their effectiveness and influence diminished through uncoordinated and conflicting positions in key international standardization bodies such as the ITU-T.

It is therefore in the interest of a developing country to enable national-level perspectives, coordination and actions for the benefit of both its public and private sectors. One way to achieve these goals is to establish a national-level standardization secretariat. Such a national standardization secretariat would also serve to clearly indicate who is authorized to speak for the developing country government at the international level, avoiding confusion and conflicting views which could possibly delay or negate the country's positions.

Such a National Standardization Secretariat would provide benefits to the developing country, including:

- Increased effectiveness through coordinated participation and positions by industry and government players across multiple ITU-T study groups.
- Avoidance of conflicting positions which would tend to neutralize each other in the same ITU-T study group and across different but related study groups.
- Improved awareness through a centralized national interface for exchange of information with ITU-T and national dissemination of information to the appropriate national experts.
- Increased efficiency in the use of limited technical resources through management of national delegations to ITU-T meetings and required reporting on results of international meetings to the appropriate sets of national experts who do not personally attend the international meetings.
- Lower costs through coordinated purchasing of ITU-T publications.



## 1.2. Functions of a National Standardization Secretariat for ITU-T

The National Standardization Secretariat for ITU-T may be established under the government agency or official governmental position that has been assigned responsibility for ITU, or any other government organization designated by the Member State. That body will hereafter be referred to as the Responsible Agency in this document. Each Member State would replace the term "Responsible Agency" by its own appropriate term.

In some countries, the Responsible Agency might be the Ministry of Foreign Affairs, or equivalent, since the ITU is an intergovernmental organization governed by an international treaty. In other countries, responsibility for ITU might be assigned to the Ministry of Communications, or equivalent. This is discussed in more detail in the Section "Evolution of the National Standardization Secretariat".

### Domestic functions of the National Standardization Secretariat

*The National Standardization Secretariat would provide a number of ITU-T-related functions for activities that take place domestically. These include, e.g.:*

Management of a centralized national secretariat organization structure (e.g., funding, legal authority, establishment of national advisory committees, appointment of committee chairmen, appeals processes)

Dissemination of information from ITU-T to appropriate national stakeholders

Development of national strategies and policies for ICT standardization

Coordination of capacity building for international standardization activities, including standardization forums aimed at bridging the standardization gap

## Coordination functions of the National Standardization Secretariat with the ITU-T

*The National Standardization Secretariat for ITU-T would provide a number of ITU-T-related functions on behalf of the Responsible Agency for activities that take place internationally. These include, e.g.:*

Preparation process for international meetings, including developing national positions, contributions and representation

Accrediting national delegations to international meetings

Heading national delegations to international meetings

Representing the Member State at the international meeting

Delegation management policies for before and during an international meeting

Reporting after the international meeting

Developing responses to inquiries from ITU-T (e.g., response to questionnaires, response to Formal Consultation of MSs, Alternative Approval Process (AAP) and Traditional Approval Process (TAP) approval decisions)

Authorizing requests to join ITU-T by private sector entities from their country

Authorizing requests for a TIES account

Through appropriate enabling legislation only the Responsible Agency of the government can speak for the Member State at the ITU. The proposals for Member State submissions

to the ITU-T, whether as a response to a request for information or as a contribution to an ITU-T meeting, are agreed at the appropriate NSS committee as recommendations sub-





ject to approval by the Responsible Agency prior to being communicated outside the national process. It is expected that the subject matter experts participating in the NSS committees will reach their agreements by consensus and that all views will have been addressed and considered fairly, so that in nearly all cases, the recommended advice would go forward without change or rejection by the Responsible Agency. Thus, the committees that are described in the following sections of these guidelines are referred to as advisory committees.

A best practice found in countries with years of experience and broad cover-

age of issues throughout the ITU-T is that most submissions related to the technical work of ITU-T would be developed and agreed at the advisory committee level and the Responsible Agency would only get involved when there are policy issues or internal disagreements to be resolved.

Nevertheless, the rules of procedure for the National Standardization Secretariat must include at least a short time, usually no more than a few days, for recommendations of the advisory committees to be considered by the Responsible Agency to obtain official Member State agreement, as necessary.

### 1.3. Administrative functions

The Responsible Agency and the various levels of advisory committees of the National Standardization Secretariat for ITU-T would address matters of ITU-T policy, strategy and technology; examine the actions and proposals of other Member States and Sector Members; determine actions to be taken and authorize par-

ticipation at ITU-T meetings. To do so effectively, it is essential that appropriate administrative support be provided by a Secretariat Bureau for the individuals, organizations, committee leaders and national processes authorized to represent the Member State to the ITU-T.

## Secretariat Bureau functions

Monitor Circular Letters from the ITU-T

Track due dates for Member State response to ITU and ITU-T (e.g., questionnaires, formal consultations of Member States for the Recommendation approval procedures, proposals to delete Questions, proposals to delete Recommendations, consultations of Member States on WTSA date and venue)

Collaborate with the appropriate national committee chairmen to ensure timely responses to ITU-T Circulars and formal consultations

National distribution of ITU-T related information, documentation, announcements, etc

Host and maintain a web site

The web site could contain, e.g., national rules of procedure, national and international meeting calendars, archived national meeting reports and documentation, contact information for the National Standardization Secretariat committee leaders

Maintain e-mail reflector lists

Arrange for appropriate training of ITU-T delegates

Assist with organizing meetings of the National Standardization Secretariat committees

Administrative support for National Standardization Secretariat committee meetings, e.g.:

- Meeting announcement
- Meeting room
- Teleconference bridge
- Document distribution

Record keeping

Process and submit inputs to ITU-T

Ensure annual Member State dues are paid to ITU

Ensure timely payment for ITU publications purchased by the Member State



## 2. Evolution of the National Standardization Secretariat

This Section of the Guidelines describes how the functions described above could be translated into an organizational structure that supports the Member State's ITU-T involvement, and provides options for advisory committee structures to implement those functions. Since every country would be at its own level of capability and resources, no single organizational structure would fit all cases. Some developing countries would have a minimal level of current capabilities, some would have an advanced capability level, and many would be somewhere in between. Three levels of options for a National Standardization Secretariat are presented to accommodate these situations. These three levels are referred to as:

- **General Level** (see Section 2.1) – for developing countries with a high-level, general interest in ITU-T but minimal involvement with any of the ITU-T study groups.
- **Study Group Level** (see Section 2.2) – for developing countries that are engaged in some ITU-T activities and that participate in one or more of the ITU-T study groups.
- **Full Sector Level** (see Section 2.3) – for developing countries that are engaged throughout the ITU-T activities and actively participate in many or most of the ITU-T study groups.

These National Standardization Secretariat options, including their groups and processes, are designed to allow a graceful evolution from one level to the next. It is not necessary that every country must move to the highest level presented in these Guidelines.

The Member State's role in establishing a National Standardization Secretariat for ITU-T is to bring all interested parties together to support national interests at the ITU-T, including representatives of both the public

and private sectors. The government could initiate programmes, with assistance from the ITU-T Bridging the Standardization Gap Programme for example, to support capacity building efforts that bring the benefits of standardization to the country.

The initial establishment of a National Standardization Secretariat for ITU-T presented in these Guidelines recognizes that new, dedicated resources and funding for such an effort might not be available, so the starting point builds on existing structures and functions. Even at the most basic level, the mere act of establishing a national structure at the General Level would reflect the government's commitment to take action and to move

up on the Standards Capability Scale, but does not have to imply commitments to build a new bureaucracy or to seek large financial outlays.

At each of the three National Standardization Secretariat options, an appropriate critical mass of standards experts will be needed to carry out the work and to represent the Member State at the ITU-T. Experts could, and should, come from both the public and private sectors to take advantage of the widest range of expertise as possible. Use of electronic document handling and electronic working methods will enable direct and indirect engagement with the ITU-T, so expenses for travel could be minimized as much as possible.





If there is an insufficient number of appropriate experts in the policy and technical areas, then the initial steps for creation of the National Standardization Secretariat for ITU-T could still be taken with near-term goals related to awareness-raising, networking with other Member States and standardization capacity building. As knowledge of the issues grows and contacts with the ITU-T standardization system matures, the Responsible Agency should seek new

resource commitments from national stakeholders whose success could be enhanced by participation in international standardization, such as network providers, service providers, manufacturers, type approval organizations and regulators.

The following sections describe the three option levels of a National Standardization Secretariat and how a Member State could evolve smoothly from one level to the next.

## 2.1. National Standardization Secretariat for ITU-T at the General Level

The NSS-General Level is appropriate for a developing country that has had minimal involvement with ITU-T and its study groups, and other than the government agency that is the Responsible Agency for ITU (RA), it might not have a dedicated organizational group responsible for ITU-T. At this stage, a general, informal structure could be established by consensus among existing government agencies and within the existing responsibilities for those agencies.

Interest in the ITU-T might be limited to the World Telecommunication Standardization Assembly (WTSA) and to the study groups addressing matters with policy and regulatory implications, such as ITU-T SG3 on tariff matters.

The government should take advantage of resources in place without having to add new resources or secure significant amounts of new funding. The initial implementation of a structure and process to relate to ITU-T might be achieved by informal agreement among the responsible agency (RA), the regulatory authority and other concerned agencies.

The RA would be responsible for the higher level ITU meetings and policy issues. These include:

- **ITU Plenipotentiary Conference:** An international treaty level conference of the Member States held once every 4 years; also called the Plenipot and abbreviated as PP.
- **ITU Council:** A representative body of one quarter of the Mem-



ber States, elected by the Plenipot on a regional basis once every four years; Council acts for the Plenipot at annual Council meetings held between Plenipots. Member States that are not Council Members can attend Council as observers.

- **ITU budget:** Council sets the budget for the ITU Sectors, monitors the annual financial plan of the ITU and can adjust Member State dues within limits specified by the Plenipot.

The main, working level advisory committee at the heart of all the National Standardization Secretariat options is the National Advisory Committee for ITU-T (T-NAC). The T-NAC is created and its leadership is appointed by the RA. Participation in T-NAC is open to

all interested public and private organizations. This T-NAC addresses all matters of interest in ITU-T and it could create smaller ad hoc groups as needed to address particular ITU-T matters. T-NAC is responsible for the ITU-T WTSA, the ITU-T advisory group (TSAG) and the ITU-T study groups.

Secretariat Bureau functions could be provided from within the RA, as the necessary activities would not be very extensive at this point.

Figure 1 shows this very simple, two-level structure for the National Standardization Secretariat – General Level.

One of the first tasks for the T-NAC should be drafting of written rules of procedure for the national process,

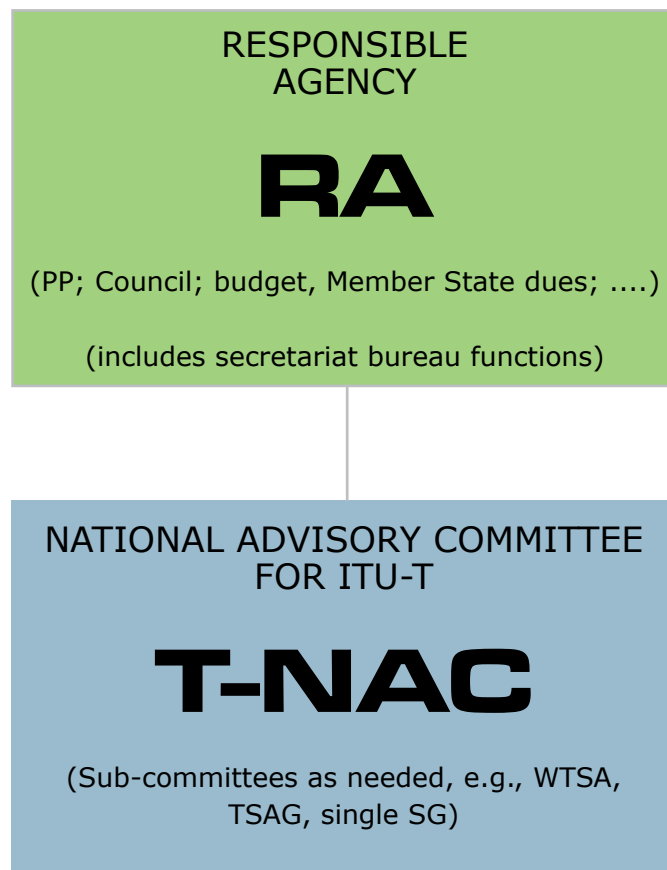


Figure 1 – National Standardization Secretariat for ITU-T at the General Level

adapting this Guidelines document to their own particular national requirements and laws. The draft rules of procedure would be submitted to the RA for approval.

**Characteristics of the National Standardization Secretariat – General Level include:**

- There is an agreement on which agency becomes the Responsible Agency (RA) for the National Standardization Secretariat;
- There are minimal national resources, limited international experience and interest in only a small set of international telecommunication standards matters;
- There is a National Advisory Committee for ITU-T (T-NAC);
- Involvement and activities regarding ITU-T matters are on an as-needed basis for WTSA, TSAG and issues arising in ITU-T study groups;
- Secretariat Bureau functions are provided, or contracted, by the Responsible Agency.

# GENERAL LEVEL

## Components

### Responsible Agency (RA)

| <b>Responsibilities</b>  |
|--|
| Establish the national structure for ITU-T   |
| Appoint the Chairman of the National Advisory Committee for ITU-T  |
| Establish national procedures  |
| Approve Member State contributions to ITU-T  |
| Official communication point with ITU on behalf of the Member State  |
| Approve submission of private sector applications to become Sector Members, Associates and Academia participants |

### National Advisory Committee for ITU-T (T-NAC)

| <b>Organization</b>   |
|---|
| Chairman appointed by RA  |
| Open to public and private sector participation   |
| <b>Responsibilities</b>   |
| Propose policies related to ITU-T participation for RA approval   |
| Manage preparatory process for ITU-T meetings   |
| Adjudicate ITU-T, WTSA and cross-SG issues  |
| Provide representation to regional telecommunication groups and regional groups of ITU-T study groups <ul style="list-style-type: none"><li>Monitor activities</li><li>Respond to inquiries</li><li>Participate in meetings</li></ul> |

# GENERAL LEVEL

## Components (continued)

### T-NAC Ad hoc groups

#### Organization

Established on an as-needed basis by T-NAC

Terms of reference and chairman approved by T-NAC

Open to public and private sector participation

#### Responsibilities

Consider matters for ITU-T study group, working party and regional group meetings, e.g.:

- Prepare contributions
- Propose national delegation members
- Report on ITU-T meeting results

Consider national matters, e.g.:

- Draft national process procedures
- Develop national positions on topics not associated with a specific ITU-T meeting

### Secretariat Bureau

#### Organization

Provided by or contracted by the Responsible Agency

#### Responsibilities

Monitor Circulars (The Annex shows a listing of types of Circulars and the expected volume)

National distribution of information, documentation, announcements, etc

Development and maintenance of a National Organization web site

Record keeping

Submit responses from MS to ITU-T



## 2.2. National Standardization Secretariat for ITU-T at the Study Group Level

The National Standardization Secretariat for ITU-T at the Study Group Level is appropriate for a developing country that has public and private entities participating on a regular basis in some of the ITU-T study groups, there is a legal basis assigning responsibility for ITU to a Responsible Agency of the government and there are sufficient human and financial resources to support a set of national committees and functions.

Countries that were at the General Level could move to the Study Group Level when the informal arrangement among government agencies for the national process leadership is replaced by a clearly designated Responsible Agency, national interests extend to the ITU as well as the ITU Sectors, and secretariat administrative functions are extensive enough to benefit from dedicated resources.

The Responsible Agency would create a National Advisory Committee for the ITU (NAC) and appoint its leadership. The T-NAC from the General Level would continue but now reporting to the NAC, along with an R-NAC which relates to the ITU-R and a D-NAC which relates to the ITU-D.

The internal ad hoc groups of the T-NAC that had been formed to address study group issues on an as-needed basis would become permanent advisory committees reporting to the T-NAC, operating as National Study Groups (NSG), each relating to one of the ITU-T study groups. A National Study Group would only be created for an ITU-T study group in which the country actively participates. The T-NAC Chairman appoints each NSG Chairman.

The T-NAC itself could establish permanent, internal sub-committees for matters affecting the whole ITU-T Sector such as WTSA, TSAG or matters of interest affecting all the ITU-T study groups. Matters that are specific to a particular ITU-T study group are addressed in the appropriate NSG.

The evolution from the General Level to the Study Group Level could be done smoothly by enhancing existing, informal arrangements and establishing formal committees with clear responsibilities and authorities in place of ad hoc groups utilized at the General Level.

Figure 2 shows the structure for the National Standardization Secretariat – Study Group Level, with the RA, NAC, T-NAC and NSG levels.

Characteristics of the National Standardization Secretariat – Study Group Level include:

- A Responsible Agency (RA) with overall responsibility for ITU matters is assigned under enabling legislation specific to ITU;
- There is a National Advisory Committee for ITU (NAC), reporting to the Responsible Agency;
- There is a National Advisory Committee for ITU-T (T-NAC) with subcommittees on broad, general areas of ITU-T (e.g., WTSA, TSAG, all SGs), reporting to the NAC;
- There are permanently established National Study Groups with involvement and activities associated one-to-one with a number of the ITU-T study groups;
- Member State delegations, Sector Members, Associates and Academia participants contribute to the work of several ITU-T study groups and their regional groups, and to the approval procedures for ITU-T Recommendations;
- There are dedicated resources from the public and private sectors;
- There is a permanent Secretariat Bureau provided, or contracted, by the Responsible Agency;
- There is stable funding for the RA and the National Standardization Secretariat.

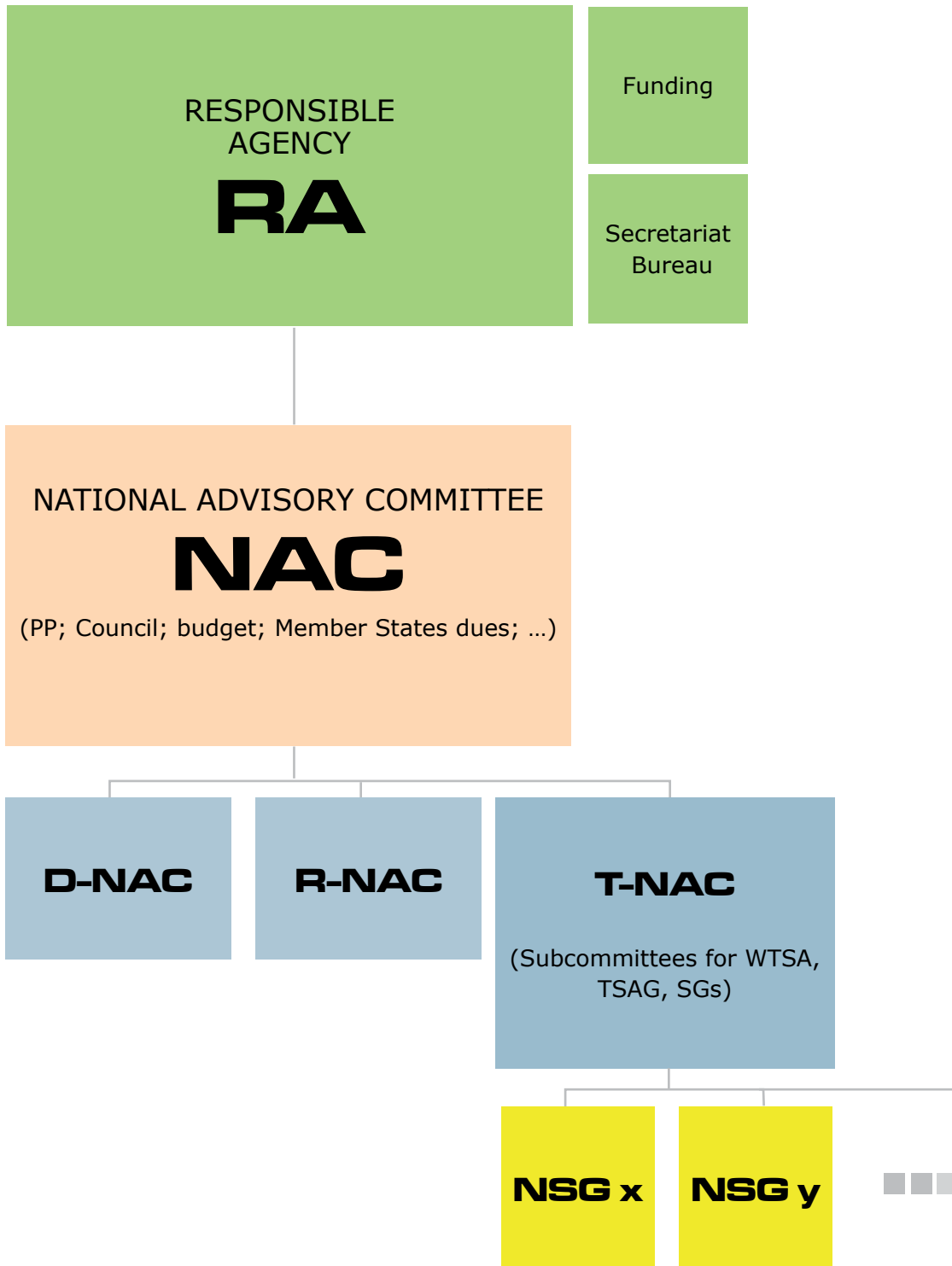


Figure 2 – National Standardization Secretariat for ITU-T at the Study Group Level

# STUDY GROUP LEVEL

## Components

### Responsible Agency (RA)

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#### Responsibilities

Establish the national structure for ITU and ITU-T

Appoint the Chairman of the National Advisory Committee for ITU (NAC)

Appoint the Chairman of the National Advisory Committee for ITU-T (T-NAC)

Establish national procedures

Approve Member State contributions to ITU-T

Official communication point with ITU on behalf of the Member State

Approve submission of private sector applications to become Sector Members, Associates and Academia participants

## National Advisory Committee (NAC) for ITU

### Organization

Chairman appointed by RA

Chairmen of T-NAC and National Study Groups are members of the NAC

Open to public and private sector participation

### Responsibilities

Manage the preparatory process for ITU-level events such as Plenipotentiary Conference, ITU Council, World Conference on International Telecommunications

Maintain national procedures for ITU

Adjudicate ITU and cross-ITU Sector issues

Parent body to the national advisory committees for:  
ITU-T matters: T-NAC  
ITU-R matters: R-NAC  
ITU-D matters: D-NAC



# STUDY GROUP LEVEL

## Components (continued)

### National Advisory Committee for ITU-T (T-NAC)

#### Organization

Chairman appointed by RA

T-NAC shall include the Chairmen of the National Study Groups for ITU-T

Open to public and private participation

#### Responsibilities

Propose policies related to ITU-T participation for RA approval

Maintain written procedures for ITU-T:  
Domestic process  
International delegation management

Manage preparatory process for ITU-T level meetings such as WTSA and TSAG

Adjudicate ITU-T, WTSA and cross-SG issues

Provide representation to regional telecommunication groups  
Monitor activities  
Respond to inquiries  
Participate in meetings

Create permanent subcommittees (SC) of T-NAC , for example:  
ITU-T policy matters and WTSA: SC-WTSA  
ITU-T TSAG: SC-TSAG  
ITU-T general study group matters: SC-SGs

Parent body to National Study Groups corresponding to ITU-T study groups



## National Study Groups

### Organization

One National Study Group for each ITU-T study group of interest

Chairman appointed by the T-NAC Chairman

Open to public and private sector participation

### Responsibilities

Preparatory process for ITU-T study groups and regional groups of ITU-T study groups

Prepare contributions

Propose national delegation members

Report on ITU-T meeting results

## Secretariat Bureau

### Organization

Provided by or contracted by the Responsible Agency

### Responsibilities

Monitor Circulars (The Annex shows a listing of types of Circulars and the expected volume)

National distribution of information, documentation, announcements, etc

Development and maintenance of a National Organization web site

Record keeping

Submit responses from MS to ITU-T

### 2.3. National Standardization Secretariat for ITU-T at the Full Sector Level

The National Standardization Secretariat for ITU-T at the Full Sector Level is appropriate for a developing country that has public and private entities participating on a regular basis in all or almost all of the ITU-T study groups, there is a legal basis assigning responsibility for ITU to a Responsible Agency of the government and there are sufficient human and financial resources to support a set of national committees and functions.

Countries that were at the Study Group Level could move to the Full Sector Level when the country's participation expands to nearly all of the ITU-T study groups, and the subcommittee of the T-NAC addressing general study group matters could be replaced by other, specialized subcommittees, as appropriate, addressing issues spanning multiple ITU-T SGs, such as policy issues, network technology issues, or service and application issues.

The Responsible Agency would create a National Advisory Committee for the ITU (NAC) and appoint its leadership. The T-NAC from the Study Group Level would continue, reporting as before to the NAC, along with an R-NAC which relates to the ITU-R and a D-NAC which relates to the ITU-D.

The internal subcommittee of the T-NAC that had been formed to address general study group issues would be replaced by more specialized subcommittees, as required, to address matters that involve multiple ITU-T study groups, such as network technology-related issues and service-related issues, or that might be Sector-wide, such as telecommunication policy matters. The T-NAC subcommittees for WTSA and TSAG would continue unchanged.

The National Study Groups for some of the ITU-T study groups would be expanded to include National Study Groups for all or nearly all of the ITU-T study groups. As in the Study Group Level of a National Standardization Secretariat, the T-NAC Chairman would appoint each NSG Chairman.

The evolution from the Study Group Level to the Full Sector Level could be done smoothly by (1) replacing one T-NAC subcommittee on general study group matters by one or more T-NAC subcommittees on more specialized areas that involve multiple study groups - these would serve as a means to coordinate sensitive or complex matters across study groups so the Member State could implement a coordinated strategy across all ITU-T study groups and it would



not inadvertently take conflicting positions in two or more of the ITU-T study groups; and (2) by adding National Study Groups as needed until there is one NSG for each of the ITU-T study groups.

Figure 3 shows the structure for the National Standardization Secretariat – Full Sector Level, with the RA, NAC, T-NAC and NSG levels.

Characteristics of the National Standardization Secretariat – Full Sector Level include:

- A Responsible Agency (RA) with overall responsibility for ITU matters is assigned under enabling legislation specific to ITU;
- There is a National Advisory Committee for ITU (NAC), reporting to the Responsible Agency;
- There is a National Advisory Committee for ITU-T (T-NAC) with subcommittees addressing major categories of ITU-T work (e.g., WTSA, TSAG, policy matters, network technology matters, service and application matters), reporting to the NAC;

## 2.4. Funding

To support the additional functions and committees, a stable funding arrangement will be needed. Best practice in many countries with an established National Standardization

- There are permanently established National Study Groups with involvement and activities associated one-to-one with each of the ITU-T study groups;
- Member State delegations, Sector Members, Associates and Academia participants contribute to the work of all or nearly all ITU-T study groups and their regional groups, and to the approval procedures for ITU-T Recommendations;
- There are dedicated resources from the public and private sectors;
- There is a permanent Secretariat Bureau provided, or contracted, by the Responsible Agency;
- There is stable funding for the RA and the National Standardization Secretariat.

The components of the National Standardization Secretariat for ITU-T – Full Sector Level are the same as the components at the Study Group Level, except the subcommittees of the T-NAC become more specialized and address higher level policy matters of the ITU-T.

Secretariat is that the government agency that has been given the responsibility to serve as the Responsible Agency would also be allocated sufficient funds to carry out that role.



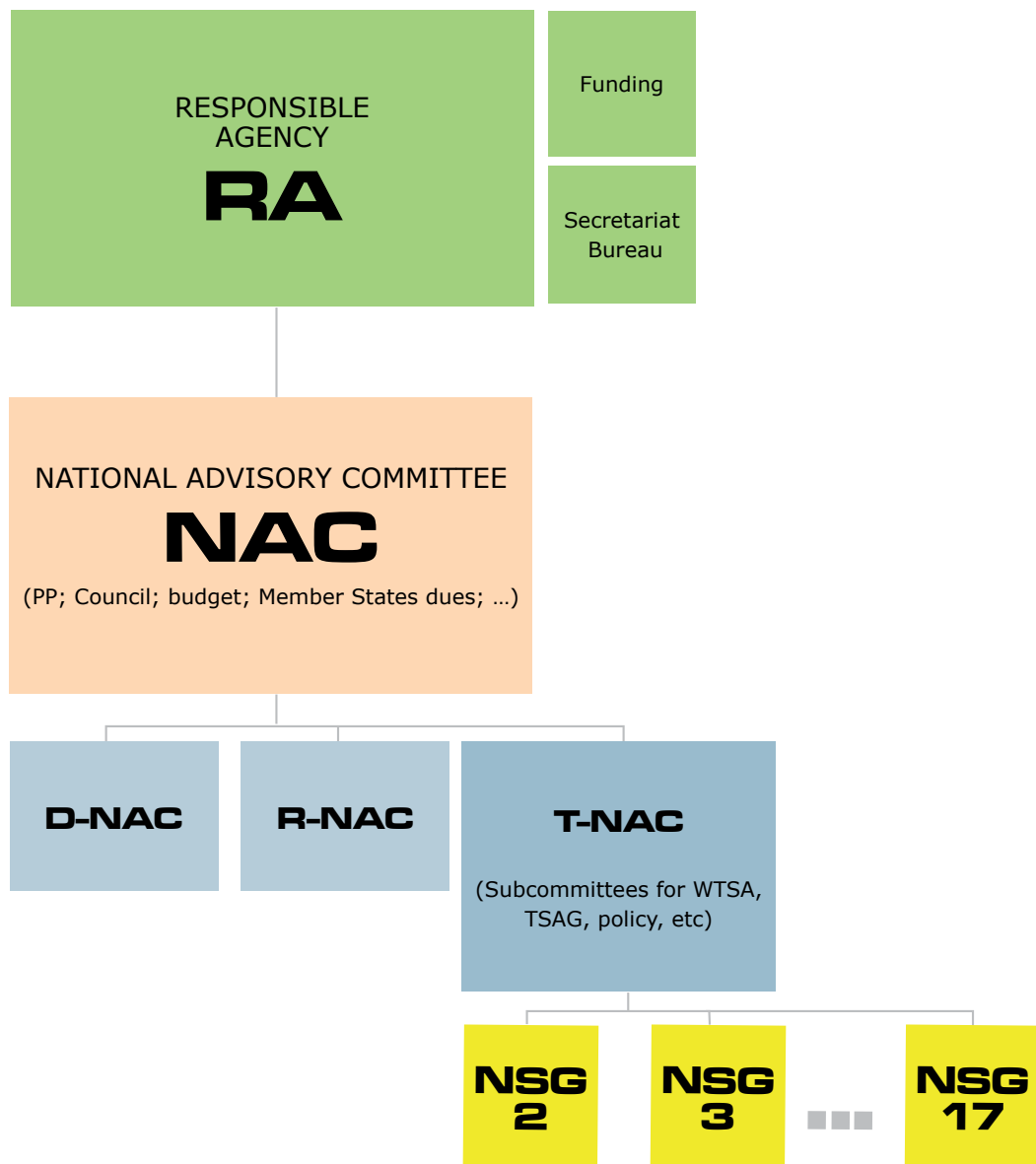


Figure 3 – National Standardization Secretariat for ITU-T at the Full Sector Level

The funds would be used to support, for example, required staff, travel, communications facilities, website, membership dues and a Secretariat Bureau. In other countries, financial support is contributed from other involved government agencies and some countries have either solicited funds or imposed fees on some or all of the private sector entities wishing to participate. The latter arrangement

might be useful when there is only a small number of major players, such as an incumbent network provider, but it is not sustainable nor recommended when there are multiple, competing private sector companies, some of whom are required to pay and some who are not. The recommended arrangement is that the necessary funding is provided for under the Responsible Agency budget.

|                    | General Level<br>Headcount  | Study Group Level<br>Headcount  | Full Sector Level<br>Headcount   |
|--------------------|---|---|--|
| Senior manager     | 0.2 headcount (ITU-T only):<br><i>e.g.: Top manager of National Standardization Secretariat; chair of T-NAC; Head of Delegation to ITU level meetings, conferences and assemblies</i>     | 0.2 – 1.0 headcount:<br><i>e.g.: Top manager of National Standardization Secretariat; chair of NAC; Head of Delegation to ITU level meetings, conferences and assemblies</i>  | 1.0 headcount:<br><i>e.g.: Top manager of National Standardization Secretariat; chair of NAC; Head of Delegation to ITU level meetings, conferences and assemblies</i>   |
| Manager            | 0   | 0 – 1 headcount<br>(for ITU-T only):<br><i>e.g.: Chair of T-NAC ; Head of Delegation to TSAG &amp; some SG meetings</i><br><br>or<br><br>0 – 3 headcount<br>(for ITU-T, ITU-D, ITU-R)   | 1 headcount<br>(for ITU-T only):<br><i>e.g.: Chair of T-NAC ; Head of Delegation to TSAG &amp; some SG meetings</i><br><br>or<br><br>3 headcount<br>(for all three ITU Sectors)<br><br>• 1 for ITU-T<br>• 1 for ITU-R<br>• 1 for ITU-D   |
| Assistant manager  | 1 headcount:<br><i>e.g.: Manager support; administrative functions; establishment of national process; website; financial matters; reporting; contact point for ITU-T communications.</i> | 1 – 2 headcount<br>(for ITU and ITU-T only)<br>for:<br><ul style="list-style-type: none"><li>• National processes and ITU-related matters</li><li>• ITU-T related matters</li></ul> or<br><br>1 – 4 headcount<br>(for ITU and the three ITU Sectors) for:<br><br>National processes and ITU-related matter:<br><ul style="list-style-type: none"><li>• ITU-T related matters</li><li>• ITU-R related matters</li><li>• ITU-D relate matters</li></ul> | 2 headcount<br>(for ITU and ITU-T):<br><br>1 for national processes and ITU-related matters<br><br>1 for ITU-T related matters<br><br>or<br><br>4 headcount<br>(for ITU and the three ITU Sectors):<br><br>• 1 for national processes and ITU-related matters<br>• 1 for ITU-T related matters<br>• 1 for ITU-R related matters<br>• 1 for ITU-D related matters |
| Support staff      | 0.4 headcount:<br><br>Secretarial support; recordkeeping  | 0.4 – 2.0 headcount:<br><br>Manager support; ITU contact point for Circulars, Collective letters, AAP Notifications; responses to ITU-T; standards library; web site  | 2 headcount:<br><br>Manager support; ITU contact point for Circulars, Collective letters, AAP notifications; web site; responses to ITU-T  |
| Secretariat Bureau | 0   | 1 headcount:<br><ul style="list-style-type: none"><li>• Administrative functions:<br/><i>e.g., meeting logistics; e-mail reflectors; recordkeeping; document distribution</i></li></ul>   | Approx 2 headcount:<br><ul style="list-style-type: none"><li>• Administrative functions:<br/><i>e.g., meeting logistics; e-mail reflectors; standards library; document distribution</i></li></ul>   |

Figure 4 – Estimated human resource headcount for National Standardization Secretariat options

| Human Resources – travel time | General Level Travel time | Study Group Level Travel time | Full Sector Level Travel time |
|-------------------------------|---------------------------|-------------------------------|-------------------------------|
| Senior manager travel         | 10%                       | 10-30%                        | 30-40%                        |
| Manager travel                | 0%                        | 0-30%                         | 30-40%                        |
| Assistant manager travel      | 0%                        | 0-20%                         | 20-30%                        |

Figure 5 – Estimate of travel time for National Standardization Secretariat options

## 2.5. Resource estimates

It is important to keep in mind that each country's situation is unique, each country's requirements for a National Standardization Secretariat for ITU-T will be its own, and the availability of resources cannot be assumed to be the same for every country. With that in mind, Figure 4 shows an estimate of human resources for initiating a National Standardization Secretariat at the General Level, through an estimate of human resources for a fully mature National Standardization Secretariat at the Full Sector Level and further, for a structure that covers all of the ITU. These estimates are based on interviews with developing and developed countries and on best practices of countries at the Full Sector Level.

International standardization, by its very nature, will also incur additional costs for international travel, communication (e.g., high-speed Internet access), telephone and teleconference facilities, and occasional hosting of meetings. Such items will not be insignificant when compared with management base salaries and

should be estimated as accurately as possible. An estimate of travel time as a percentage of total time is shown in Figure 5.

Other human resources, such as chairs and secretaries of National Study Groups, ad hoc groups and other national advisory committees, delegation members to ITU-T meetings, and technical experts that support the preparation process for national delegations to ITU-T (but who might or might not personally attend the ITU-T meetings) would be provided on a voluntary basis by those with an interest in the work. The National Standardization Secretariat would normally not provide funding to support those individuals although the government could provide financial support to its own experts and consultants to represent government interests. This is distinguished from governmental support of the National Standardization Secretariat for ITU-T, which is for the benefit of the country at large.



# 3. Responsibilities, membership and rules of procedure for National Standardization Secretariat Committees

The National Standardization Secretariat for ITU-T is presented in these Guidelines with three options — for those starting out with very limited capabilities and experience in ITU-T at one extreme, for those with substantial involvement, experience and resources at the other extreme, and for everyone else somewhere in between the extremes. Information has been gathered from a number of countries in each of these situations to determine best practices that could be employed regardless of a Member State's status on the Standards Capability Scale.

The three levels for implementation of a National Standardization Secretariat for ITU-T are designed to allow all Member States, especially those from developing countries, to put in place a structure most appropriate to their current situation while preparing a smooth evolutionary path to expand up to the extent and at the speed they would find reasonable.

The components of a National Standardization Secretariat for ITU-T presented in this Section are described for each of the three options described above in the Section on Evolution of



the National Standardization Secretariat:

- National Standardization Secretariat for ITU-T — General Level
- National Standardization Secretariat for ITU-T — Study Group Level
- National Standardization Secretariat for ITU-T — Full Sector Level

If the Member State implements at the General Level, it would not create all of the national advisory committees found in the Full Sector Level hierarchy, but the necessary functions would be the same in both. An advantage of the evolutionary approach of these Guidelines is that there is a place within each option associated with those necessary functions. For example, drafting of contributions for an ITU-T study group meeting at the Full Sector Level is done in the National Study Group with submission to the ITU-T being subject to approval by the Responsible Agency. If a Member State is, however, at the General Level, then the preparations are done by an ad hoc group of the T-NAC created for that purpose with approval still required by the RA.

The Member States have choices to make regarding participation in the national advisory committees, and most of the following choices have been implemented at one time or another in various countries. Member-

ship in any of the committees could be fully open to all interested parties, it could be restricted to citizens of the country, it could be open to government employees and representatives of ITU-T Sector Members and Associates, it could be open but with numerical limits on how many persons could participate from a given company or agency, or it could have a fixed membership with members appointed by the RA for fixed terms. Members of academia could be included or not, and members of the general public could be included or not. Best practices favor processes which bring together the best contributors from as wide a range of national interests as possible.

These Guidelines propose that the national advisory committee processes be fully open, as:

- Standardization matters are complex and knowledgeable input and analyses from the broadest range of experts and interested parties is in the Member State's best interest;
- Some experts developing technical solutions and attending ITU-T meetings for their company which is located in that Member State's country are, in fact, citizens of another country;
- Some national companies and academics contributing to the national

preparatory process are not ITU-T Sector Members or Associates;

- All of the national committees are only advisory with final decision-making authority residing in the RA.

Each advisory committee will have a Chairman and a Secretary. A committee Secretary, usually a member of that committee, is responsible for recording activities of the committee, while the Secretariat Bureau provides support functions for the overall National Standardization Secretariat.

The structure, responsibilities, leadership, participation and working

methods for components of the National Standardization Secretariat are shown below.

- Responsible Agency (RA) (Section 3.1)
- National Advisory Committee for ITU (NAC) (Section 3.2)
- National Advisory Committee for ITU-T (T-NAC) and subcommittees (Section 3.3)
- National Study Groups (NSG) (Section 3.4)
- Secretariat Bureau (Section 3.5)



### 3.1. Responsible Agency

Implementation of a National Standardization Secretariat could begin informally with an agreement by consensus of the concerned government agencies about which agency has overall responsibility for a National Standardization Secretariat and process for ITU and ITU-T. This could be the agency with responsibility for intergovernmental organizations, such as the Ministry of Foreign Affairs, or the agency responsible for telecommunications, such as the Ministry of

Communications. This should evolve with enabling legislation specifically designating the Responsible Agency.

Each Member State has a relationship at the ITU level and it has designated a responsible contact point for formal consultations of the Member States for matters at the ITU level. The Responsible Agency would most likely be this contact point and would be listed in the ITU Global Directory.

#### RA Responsibilities Include

Appoint the Chairman of the NAC

Appoint the Chairman of the T-NAC (and R-NAC and D-NAC, if applicable)

Designate the Head of Delegation to ITU meetings

Approve Rules of Procedure for the National Standardization Secretariat

Secure appropriate funding

Approve submission of contributions to ITU-T bodies, considering the recommendations of the appropriate advisory committee (e.g., T-NAC for TSAG, NSG 2 for ITU-T SG2)

Approve Member State delegations to ITU and ITU-T, ITU-R, ITU-D meetings

Adjudicate cross-Sector issues

Hear appeals and rule on complaints of improper procedural matters at the NAC level

Select and fund a Secretariat Bureau for the National Standardization Secretariat

Member State point of contact for ITU and ITU-T

Consider and, if appropriate, forward applications to ITU for national entities to become Sector Members, Associates and Academia participants

### 3.2. National Advisory Committee for ITU (NAC)

The National Advisory Committee for ITU (NAC) could be established when the Member State becomes involved with matters at the ITU level on a regular basis. This could be before or after it becomes engaged in work of one of the ITU Sectors, such as the ITU-T. When the Member State finds that there is sufficient national and international activity in two or more of the ITU Sectors, then establish-

ment of a NAC is advised. The NAC addresses matters applying to the overall ITU, such as ITU Constitution (CS) and Convention (CV), Plenipotentiary Conference (PP) and ITU Council. The Chairman of the NAC is appointed by the Responsible Agency. An R-NAC for ITU-R and a D-NAC for ITU-D are outside the scope of this Guidelines document.

#### NAC Responsibilities Include

Harmonize policies, as appropriate, for the national processes for multiple ITU Sectors.

Coordinate national activities at the ITU level (e.g., preparations for ITU Plenipot, ITU Council)

Parent body for D-NAC, R-NAC and T-NAC

Hear appeals and rule on complaints of improper procedural matters at the T-NAC level

#### NAC Chairman

Appointed by the RA

## Responsibilities of NAC Chairman Include

Provide overall management of NAC

Schedule meetings and propose agendas of NAC

In cooperation with Secretariat Bureau, determine due dates for contributions to Plenipot, Council and other ITU groups under the responsibility of NAC

Schedule a final contribution review meeting of NAC to approve contributions at least 1 week before the relevant ITU meeting contribution due date, and schedule additional preparatory meetings as appropriate

Represent NAC to the Responsible Agency

Represent NAC to other bodies

Ensure timely distribution of documents to the NAC e-mail reflectors

Designate the TIES account contact point for the Member State

Announce meetings of NAC at least 14 days in advance. Meetings may be called on shorter notice with the agreement of the RA

Set up NAC sub-committees and ad hoc groups as needed, and appoint their chairmen

Following discussions within NAC, declare if and when consensus has been achieved

Ensure preparation of a report of each NAC meeting, including date and venue, names of participants, list of documents and their disposition, future meetings

Propose the Member State delegation members for ITU Plenipot, ITU Council and other relevant ITU meetings for RA approval. The Head of Delegation in each case is designated by the RA

Ensure timely submission by the Secretariat Bureau of approved documents to the appropriate recipient at ITU

Normally would assist the Head of Delegation to the relevant ITU meetings

## NAC Participants Include

Open to all interested parties

NAC shall include the Chairmen of D-NAC, R-NAC and T-NAC

NAC shall include the Chairmen of the National Study Groups

## NAC Operating Procedures

Meetings are chaired by the NAC Chairman, assisted by the Secretariat Bureau

Participants may join remotely by electronic means

NAC meetings could be physical meetings or electronic meetings

Documents being considered for approval by NAC should be available in advance of the NAC meeting considering the approval, with reasonable time for NAC participant review before its consideration

If there are objections to a proposal, the objector should be given the opportunity to express its concerns and to suggest possible amendments to resolve those concerns. If the proposed amendments have not been agreed, the same concerns should not be repeated in the same meeting

NAC should progress its work by consensus

Disputes claiming that NAC procedures have not been properly applied shall be addressed by the RA in a timely manner. Disputes over technical matters are not subject to such an appeals process

## NAC Secretary

Number all NAC documents (e.g., input documents, meeting reports, output documents, agendas, meeting calendars) in sequential order; a suggested format is: *NAC-yy (2-digit year)-N (sequential number) – Rx (Revision number)*

Maintain a document log that includes:

- NAC document number
- Source
- Title
- Contact

Maintain a database with an electronic copy of each NAC document

Post a meeting calendar for NAC one year in advance and update as required

Ensure provision of facilities for remote participation at NAC meetings (e.g., telephone conference bridge)

Distribute or post NAC documentation



### 3.3. National Advisory Committee for ITU-T (T-NAC)

The National Advisory Committee for ITU-T (T-NAC) is the first component that is created for the National Standardization Secretariat. At the General Level, it handles all ITU-T related matters, creating ad hoc groups as necessary to address issues, respond to ITU-T inquiries and prepare for ITU-T meetings. As the national organization matures, the T-NAC may create

sub-committees to address ITU-T level matters and it would become the parent body of National Study Groups (NSGs) that relate to each of the ITU-T study groups.

The T-NAC is open to all interested parties. T-NAC shall include the Chairmen of the National Study Groups.

#### T-NAC Responsibilities Include

Coordinate the National Study Groups to:

- Enhance support for national positions and for national industry interests,
- Avoid conflicting or incompatible positions in different NSGs and duplication of work

Resolve issues arising between and among the NSGs

Develop proposed policies and strategies for ITU-T

Consider and recommend for RA approval all Member State contributions to WTSA, TSAG and other relevant ITU-T bodies (e.g., Review Committee)

Encourage submission to T-NAC for information and discussion any Sector Member, Associate or Academia participant contributions to WTSA, TSAG and other relevant ITU-T bodies. SMs, Associates or Academia participants do not require T-NAC approval to submit their contributions but are highly advised to submit them to T-NAC for information

Respond on behalf of the Member State to inquiries from ITU-T (e.g., questionnaires, contact names)

Distribute to T-NAC members, through use of appropriate reflectors, information from ITU-T Circular Letters, Collective Letters and other announcements

#### T-NAC Chairman

The T-NAC Chairman is appointed by the RA; the Chairman could be from the public or private sector.

## Responsibilities of the T-NAC Chairman Include

|   |
|---|
| Provide overall management of the T-NAC   |
| Appoint the Chairman of each National Study Group   |
| Schedule meetings and propose agendas of T-NAC  |
| In cooperation with Secretariat Bureau, determine due dates for contributions to WTSA, TSAG and other ITU-T groups under the responsibility of T-NAC (e.g., ITU-T Review Committee)                                 |
| Schedule a final contribution review meeting of T-NAC to approve contributions at least 1 week before the relevant ITU-T meeting contribution due date, and schedule additional preparatory meetings as appropriate |
| Represent T-NAC in the National Advisory Committee (NAC)  |
| Represent T-NAC to other bodies   |
| Ensure timely distribution of documents to the T-NAC e-mail reflectors  |
| Announce meetings of T-NAC at least 14 days in advance. Meetings may be called on shorter notice with the agreement of the NAC Chairman.  |
| Set up T-NAC sub-committees and ad hoc groups as needed, and appoint their chairmen   |
| Following discussions within T-NAC, declare if and when consensus has been achieved   |
| Ensure preparation of a report of each T-NAC meeting, including date and venue, names of participants, list of documents and their disposition, future meetings   |
| Propose the Member State delegation for WTSA, TSAG and other relevant ITU-T meetings for RA approval. The Head of Delegation in each case is designated by the RA   |
| Ensure timely submission by the Secretariat Bureau of approved documents to the appropriate recipient at ITU-T  |
| Normally would be Head of Delegation to the relevant ITU-T meetings   |

## T-NAC Participants Include

|   |
|---|
| The T-NAC is open to all interested parties                   |
| T-NAC shall include the Chairmen of the National Study Groups |

## T-NAC Operating Procedures

Meetings are chaired by the T-NAC Chairman, assisted by the Secretariat Bureau

Participants may join remotely by electronic means

T-NAC meetings could be physical meetings or electronic meetings

Documents being considered for approval by T-NAC should be available in advance of the T-NAC meeting considering the approval, with reasonable time for T-NAC participant review before its consideration

If there are objections to a proposal, the objector should be given the opportunity to express its concerns and to suggest possible amendments to resolve those concerns. If the proposed amendments have not been agreed, the same concerns should not be repeated in the same meeting

T-NAC should progress its work by consensus

Disputes claiming that T-NAC procedures have not been properly applied shall be addressed by the NAC in a timely manner. Disputes over technical matters are not subject to such an appeal process

## T-NAC Secretary

Number all T-NAC documents (e.g., input documents, meeting reports, output documents, agendas, meeting calendars) in sequential order; a suggested format is:

*T-NAC -yy (2-digit year)-N (sequential number) – Rx (Revision number)*

Maintain a document log that includes:

- T-NAC document number
- Source
- Title
- Contact

Maintain a database with an electronic copy of each T-NAC document

Post a meeting calendar for T-NAC and its subordinate NSGs one year in advance and update as required

Ensure provision of facilities for remote participation at T-NAC meetings (e.g., telephone conference bridge)

Distribute or post T-NAC documentation



### 3.4. National Study Groups (NSG)

A National Study Group would be created by the T-NAC for each of the ITU-T study groups in which there is sufficient interest to be engaged in that study group on a continuous basis. At the Full Sector Level of the National Standardization Secretariat, there could be a National Study Group for each of the ITU-T Study Groups. At the General Level, for Member States with limited resources, the functions of a National Study Group could be carried out by an ad hoc group of the T-NAC, as necessary. In the 2013-

2016 study period, there are ten ITU-T study groups, so the Full Sector Level National Standardization Secretariat could include up to ten National Study Groups.

The National Study Group is responsible to prepare for the corresponding ITU-T study group meetings, approval procedures, nomination of Member State delegation members to the ITU-T study group and reporting on the activities of the ITU-T study group.

#### NSG Responsibilities Include

Review and develop national positions on foreign contributions and other relevant documents (e.g., reports, liaison statements, draft Recommendations)

Consider and recommend approval of Member State contributions to the ITU-T study group and its working parties

Encourage Sector Members, Associates and Academia participants to submit their proposed contributions to the ITU-T study group to the NSG for discussion and information. Sector Members, Associates and Academia participants do not require NSG approval to submit their own contributions but are highly advised to submit them to the NSG for information

Submit a proposed delegation membership list of names and affiliations to the RA for approval

Submit a draft response to relevant questionnaires to T-NAC for approval

#### NSG Chairman

The NSG Chairman is appointed by the T-NAC Chairman. The NSG Chairman could be from the public or private sector

## Responsibilities of the NSG Chairman Include

Inform other NSG Chairmen of items of potential interest to their NSG in order to improve national coordination of views and to ensure mutual support for related proposals and to avoid conflicting proposals

Report grievances regarding procedural complaints to the T-NAC for action

Provide overall management of the NSG

Schedule meetings and propose agendas of the NSG

In cooperation with Secretariat Bureau, determine due dates for contributions to their ITU-T study group or working party

Schedule a final contribution review meeting of NSG to approve contributions at least 1 week before the relevant ITU-T meeting contribution due date, and schedule additional preparatory meetings as appropriate

Represent NSG in the T-NAC and NAC

Represent NSG to other bodies

Ensure timely distribution of documents to the NSG e-mail reflectors

Announce meetings of NSG at least 14 days in advance. Meetings may be called on shorter notice with the agreement of the T-NAC Chairman.

Set up NSG ad hoc groups as needed, and appoint their chairmen

Following discussions within NSG, declare if and when consensus has been achieved

Ensure preparation of a report of each NSG meeting, including date and venue, names of participants, list of documents and their disposition, future meetings

## NSG Participants

NSG is open to all interested parties



## NSG Operating Procedures

Meetings are chaired by the NSG Chairman, assisted by the Secretariat Bureau

Participants may join remotely by electronic means

NSG meetings could be physical meetings or electronic meetings

Documents being considered for approval by NSG should be available in advance of the NSG meeting considering the approval, with reasonable time for NSG participant review before its consideration

If there are objections to a proposal, the objector should be given the opportunity to express its concerns and to suggest possible amendments to resolve those concerns. If the proposed amendments have not been agreed, the same concerns should not be repeated in the same meeting

NSG should progress its work by consensus

Disputes claiming that NSG procedures have not been properly applied shall be addressed by the T-NAC in a timely manner. Disputes over technical matters are not subject to such an appeals process

## NSG x Secretary

Number all NSG x documents, where 'x' is the corresponding ITU-T study group number (e.g., input documents, meeting reports, output documents, agendas, meeting calendars) in sequential order; a suggested format is: *NSG-Tx-yy (2-digit year)-N (sequential number) – Rx (Revision number)*

Maintain a document log with at least:

- NSG-Tx document number
- Source
- Title
- Contact

Maintain a database with an electronic copy of each NSG x document

Post meeting calendar 1 year in advance, and update as required, for NSG x

Ensure provision of facilities for remote participation at NSG x meetings (e.g., telephone conference bridge)

Distribute or post NSG x documentation

### 3.5. Secretariat Bureau

The Secretariat Bureau functions at the General Level, when there are limited resources and funding, would be very light and could be provided from within existing resources of the Responsible Agency, or by resources volunteered by one of the other involved agencies. As the National Standardization Secretariat evolves and additional resources are available, more functionality would be possible,

and that could be provided by the Responsible Agency itself or under contract with an outside organization.

The Secretariat Bureau does not contribute to the substance of the ITU-T related work but it is essential to the smooth and efficient functioning of the entire structure.

#### Secretariat Bureau Responsibilities Include

Maintain e-mail reflector for the NAC including: officers of NAC, T-NAC, R-NAC and D-NAC, NAC participants, other interested parties requesting to be included, and the Secretariat Bureau

Maintain e-mail reflector for the T-NAC including: officers of NAC, T-NAC, T-NAC subcommittees and the NSGs, T-NAC participants, other interested parties requesting to be included, and the Secretariat Bureau

Provide a template for a committee document log

Provide a template for a committee document database

Submit approved documents to the appropriate recipient at ITU-T prior to the relevant deadline (See the NSS Guidelines Annex section on "Preparing and submitting contributions to ITU-T SGs and TSAG")

Assist Chairmen of the national committees as required

## 4. Roadmap for **developing countries** to establish a **National Standardization Secretariat**

At the time a country's government first decides to establish a National Standardization Secretariat for ITU-T, the following steps could be taken to decide what level of a National Standardization Secretariat would be appropriate and to implement that decision. As this is a new undertaking, all elements of a National Standardization Secretariat for ITU-T might not yet be in place, and the initial steps could be implemented while the permanent elements are considered for future implementation.



**STEP 1:**

Determine if there is enabling legislation assigning responsibility for ITU and ITU-T to a specific government position or government organization.

- If such authority exists, then that party would assume the role of the Responsible Agency for the National Standardization Secretariat for ITU-T.
- If such authority has not been assigned, or if the situation is not clear, then the government agencies involved with areas such as telecommunications, regulation and foreign affairs should agree amongst themselves which agency shall temporarily assume the role of the Responsible Agency until such legal authority is more clearly established. One possible starting point could be the government agency already recognized in the ITU Global Directory<sup>5</sup>.

**STEP 2:**

Determine if there are sufficient human resources.

- These Guidelines recognize that many developing countries have limited or no human resources identified for ITU-T, so the National Standardization Secretariat for ITU-T at the General Level has been designed to have a very simple, flat organizational structure. There is only one operational level, the National Advisory Committee for ITU-T (T-NAC), providing all of the advisory functions related to the Member State's initial engagement with ITU-T. The T-NAC could include those currently involved with technical and/or policy matters under study by ITU-T and it could meet on an as-needed basis. The T-NAC would provide advice and recommendations to the Responsible Agency that represents the Member State to the ITU. Initially, very little new human resources would be dedicated to these activities, and the Responsible Agency could provide the minimal level of Secretariat Bureau support appropriate to this starting phase.

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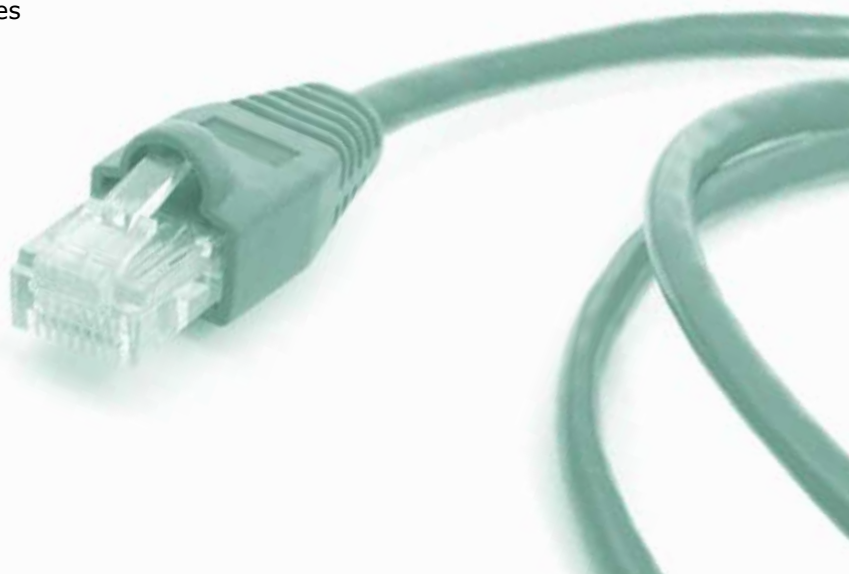
5. The ITU Global Directory (<http://www.itu.int/en/membership/Pages/global-directory.aspx>) contains detailed information on the mailing addresses of the Focal Points within the Member States of the ITU

- Meet with other government agencies and representatives of the private sector, whether or not they are ITU-T Sector Members, to introduce the plans to establish the National Standardization Secretariat for ITU-T and obtain resource commitments to support and participate in the national process.
- Solicit nominations to serve as chairmen of the appropriate committees.
- Some countries use a system that imposes fees on each government agency or other organization that participates in the national process, but that raises many practical problems requiring additional resources to manage the financial aspects. It is more common that the Responsible Agency be given not only the responsibility for interactions with ITU, but also a budget to fulfill its responsibilities.

### STEP 3:

Determine if there are sufficient financial resources.

- At the National Standardization Secretariat for ITU-T - General Level, which might not require any significant resources other than the time of the individuals taking part in this establishment phase, a dedicated budget would probably not be required. It should be expected that this situation would change shortly after the national process becomes operational, so funding should be one of the first issues addressed.
- Consideration should be given to identifying a domestic group or company that is already supporting national organizations engaged in technical matters, such as domestic standardization activities, or entities that provide logistical support to others for organizing meetings, maintaining documentation and maintaining websites. The Responsible Agency could engage such an organization to provide the Secretariat Bureau functions for the National Standardization Secretariat for ITU-T.





If a Member State has been involved with ongoing ITU-T activities and study groups, it might choose to implement its National Standardization Secretariat for ITU-T at the General Level, with a “light” national process, or it could implement the National Standardization Secretariat for ITU-T at the Study Group Level to formalize and bring coherence to their existing preparatory and participation arrangements. The benefit of the Study Group Level is that establishment of permanent National Study Groups corresponding to the ITU-T study groups of interest would provide more stability and more continuity, two important factors for success in standardization.

**STEP 4:**  
**Appoint support staff and a Secretariat Bureau**

- The Responsible Agency would designate personnel (from its own agency or other government agency, as agreed nationally) to serve as support staff for the National Standardization Secretariat.
- The Responsible Agency would designate government personnel or would contract with another organization to be the Secretariat Bureau for the National Standardization Secretariat.

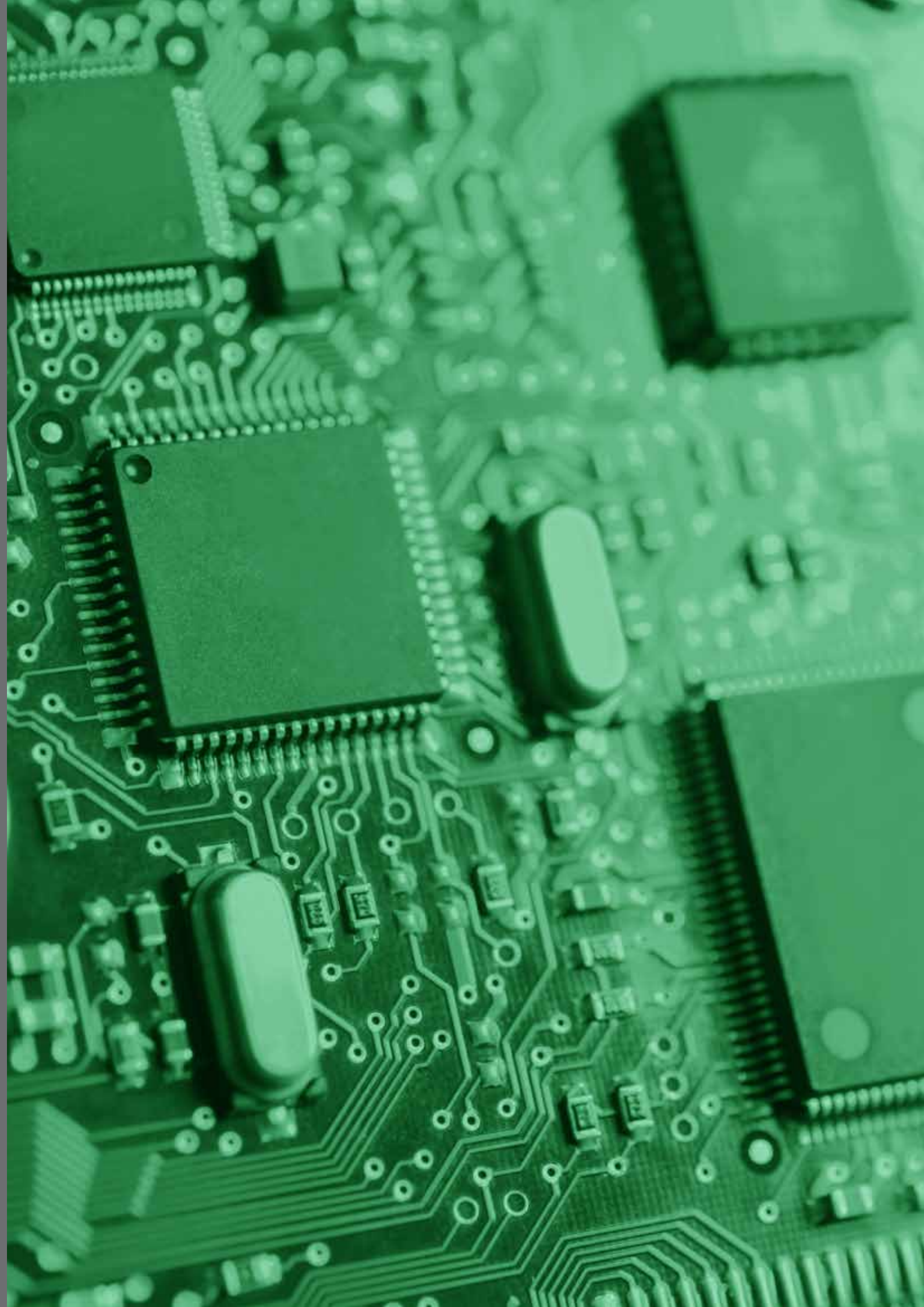
**STEP 5:**  
**Establish the necessary committees and appoint their leadership**

Depending on the option chosen, the General Level, the Study Group Level or the Full Sector Level:

- The Responsible Agency would announce creation of the NAC and T-NAC and appoint the chairmen of the NAC and T-NAC, as appropriate.
- The chairman of the T-NAC would announce creation of the National Study Groups and appoint the chairmen of the National Study Groups, as appropriate.

**STEP 6:**  
**Begin operations**

- The RA would assign responsibility, e.g., to the T-NAC or other equivalent body, develop draft rules of procedure for RA approval for the National Standardization Secretariat for ITU-T.
- The ITU and ITU-T would be informed of the appropriate contact names for communications between ITU and the Member State (see Section 5 below).



## 5. Points of contact

The ITU will periodically request information about the Member State and the names of those that the Member State has authorized to participate in the ITU under that Member States' name. Some of the information requested is to identify to the ITU-T the names and contact information of points of contact for various purposes.

At the beginning of each four-year study period, each Member State, Sector Member, Associate and Academia participant will receive a Circular requesting contact names such as:

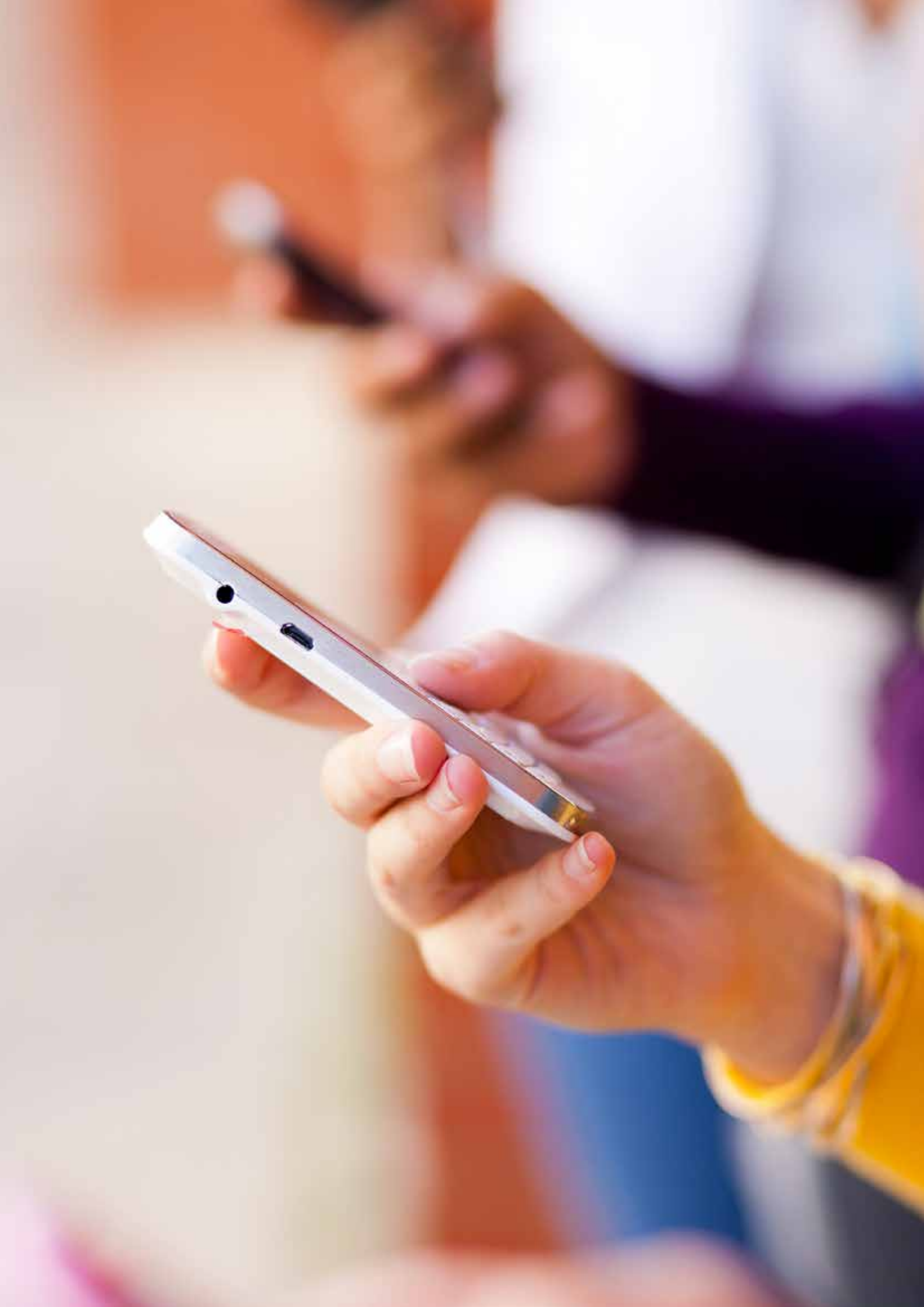
- Contact name for ITU-T participation by the organization.
- Contact names for ITU-T communications. The contacts receive Circulars, Collective Letters, reports.
- Contact name and postal address to receive a paper copy of Circulars, Collective Letters and reports. This is an "opt-in" service. If no request is made for a paper copy, none will be sent.
- TIES focal point – this person is contacted to approve requests for individuals to be assigned a TIES id and password under the Member State's membership.

- AAP focal points - One contact point could be designated to receive all AAP Notifications or a different AAP focal point could be designated for each ITU-T study group, regional group and TSAG. Designation of the AAP focal points is important for the membership, as an official response to an AAP Notification can only be submitted by the designated focal point. Note that a technical contact name can also be included with the Member State's response to an AAP Notification as the person who will be contacted for the comment resolution process.

*E-mail notification of the posting of AAP Notifications can be sent to any other TIES address requested.*

Updates to most of these contact points can be made at any time on the online form found at <http://www.itu.int/en/ITU-T/info/Pages/circulars.aspx>

The Annex to the guidelines (which is available as a separate document) shows an estimate of the volume of communications the RA and contact points should expect to handle during a typical 4-year study period, including Circulars, Collective Letters and Recommendation approval process notifications. This could be as high as approximately 500 communications every 4 years.





# Abbreviations

|                 |  |              |  |
|-----------------|--|--------------|--|
| <b>AAP</b>      | Alternative Approval Process                 | <b>RA</b>    | Responsible Agency for ITU                       |
| <b>BSG</b>      | Bridging the Standardization Gap             | <b>R-NAC</b> | National Advisory Committee for ITU-R            |
| <b>CS</b>       | ITU Constitution                             | <b>SC</b>    | Subcommittee                                     |
| <b>CV</b>       | ITU Convention                               | <b>SG</b>    | Study group                                      |
| <b>D-NAC</b>    | National Advisory Committee for ITU-D        | <b>SM</b>    | Sector Member                                    |
| <b>ICT</b>      | Information and communication technology     | <b>TAP</b>   | Traditional Approval Process                     |
| <b>ITU</b>      | International Telecommunication Union        | <b>TIES</b>  | Telecommunication Information Exchange Service   |
| <b>ITU-D</b>    | ITU Telecommunication Development Sector     | <b>T-NAC</b> | National Advisory Committee for ITU-T            |
| <b>ITU-R</b>    | ITU Radiocommunication Sector                | <b>TSAG</b>  | Telecommunication Standardization Advisory Group |
| <b>ITU-T</b>    | ITU Telecommunication Standardization Sector | <b>TSB</b>   | Telecommunication Standardization Bureau         |
| <b>MS</b>       | Member State                                 | <b>WP</b>    | Working party                                    |
| <b>NAC</b>      | National Advisory Committee for ITU          | <b>WTSA</b>  | World Telecommunication Standardization Assembly |
| <b>NSG x</b>    | National Study Group for ITU-T Study Group x |              |  |
| <b>NSG</b>      | National Study Group                         |              |  |
| <b>Plenipot</b> | ITU Plenipotentiary Conference               |              |  |
| <b>PP</b>       | ITU Plenipotentiary Conference               |              |  |





**ITU Committed to Connect the world**

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