

Global Standards Collaboration (GSC)

Governing Principles and Operating Procedures

Version 1.8.1

GSC Governing Principles and Operating Procedures

Revision History

<u>Version</u>	<u>Date Accepted</u>
1.0	June 2006
1.1	December 2006
1.2	February 2007
1.3	April 2007
1.4	July 2007
1.5	June 2009
1.6	July 2009
1.7	February 2011
1.8	January 2012
1.8.1	April 2012

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1.0 Background

The first Global Standards Collaboration (GSC) meeting was hosted by the Communications Alliance's¹ predecessor in Melbourne Australia in 1994. The GSC builds upon the cooperative efforts started at the Interregional Telecommunications Standards Conference (ITSC)² and brings together senior representatives of the Participating Standards Organizations (PSOs) and the International Telecommunication Union (ITU) ("GSC Members" (see section 3.0)) to discuss areas of mutual interest. The Heads of Delegation (HoDs) of each GSC Member meet via teleconference several times prior to each GSC to discuss strategic direction of the upcoming meeting. From time to time, decisions are made either at the teleconference or at the GSC itself that alter the rules, administration or function of GSC meetings.

The GSC does not have a permanent secretariat. Each GSC meeting is hosted by one or more of the PSOs or the ITU. The host is rotated so all PSOs and the ITU have an equal opportunity to host the event. The host provides a secretariat to manage the particular event. GSC has evolved over the years to incorporate new PSOs and Observers.

2.0 Scope and Mandate of GSC

The mandate of GSC is to provide a venue for the leaders of the GSC Members to:

- Freely exchange information on the progress of standards development in the different regions and the state of the global standards development environment; and
- Collaborate in planning future standards development to gain synergy and to reduce duplication.

Further, the mandate of GSC is to provide a venue for the leaders of the Participating Standards Organizations to:

- Support the ITU as the preeminent global telecommunication and radiocommunication standards development organization.

GSC is not a standards development organization.

Decision making in GSC is by consensus of the Heads of Delegation. This can either be expressed in HoD-only meetings/teleconferences or in GSC Plenary sessions.

3.0 Members of GSC

The Members of GSC are the Participating Standards Organizations and the ITU.

PSOs are recognized or accredited to write standards for (tele)communications, radiocommunications or Information and Communications Technology (ICT) in their area of practice, and/or are national or regional consensus development organizations that input to the ITU or use ITU outputs, and are working on similar areas of standardization. That is, PSOs are by definition standards organizations that potentially exhibit a high degree of overlap in their work programs.

¹ Communications Alliance (Australia) withdrew as a GSC Member in March 2010.

² ITSC-1 was a meeting of ATIS (T1), ETSI, TTC, together with the ITU, and invited Observers, held in February 1990.

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New PSOs may be added by a consensus decision of the existing GSC Members.

3.1 Role of GSC Members

GSC Members have the following duties:

- Host GSC meetings following the agreed GSC hosting sequence;
- Present an activity report to the Opening Plenary of each GSC meeting; and
- Participate in the preparation and consensus approval of the GSC Meeting Report, Resolutions, and the Communiqué.

GSC Members have the following privileges:

- May participate with a delegation at each GSC meeting;
- May author and present contributions at GSC meetings;
- May propose High Interest Subjects (HISs);
- May take the lead on HISs at GSC meetings assigned to them by the HoDs; and
- May participate in the drafting of the GSC meeting Resolutions and the Communiqué.

4.0 Observers

Observers are other standards-related organizations that may be recommended by the HoDs and are invited at the discretion of the host to promote further cooperation. It is the responsibility of the host Organization to advise Observers of their privileges.

4.1 Role of Observers

Observers have the following privileges:

- May participate at a GSC meeting;
- May author and present contributions and/or status reports if invited to do so by the host Organization or on an HIS by the relevant PPSO (see Section 7.1.1.2 Prime PSO (PPSO));
- May submit an ISS (information sharing subject) document (i.e., it will be posted but not discussed);
- May provide input on Resolutions for consideration by the Members; and
- May participate in the discussion of GSC Members' or other Observers' contributions if invited to do so by the meeting Chair.

5.0 Size of Delegations

The recommended maximum size of a GSC Member delegation is ten. The host Organization and GSC Members with leadership positions generally have larger delegations to accommodate the leadership positions.

Observers are limited to one delegate per day. Observers may designate some other Observer-affiliated attendee who is already at the meeting to make a presentation, per Section 4.1 Role of Observers, on behalf of the Observer.

The target for overall GSC attendance is 100-120 delegates (Members and Observers).

6.0 Operational Structure of GSC

The GSC is structured as follows:

- HoD group
- Plenary
- GRSC and GTSC
- Working Groups
- Ad Hoc Groups
- Task Forces
- Accompanying Workshops or Symposia

6.1 HoD group

The Heads of Delegations of GSC Members prepare, coordinate and steer the content of the GSC meetings.

The HoD group uses teleconferences and electronic communication means between GSC meetings, and typically meets immediately prior to and during GSC meetings, as required. The responsibility for convening teleconferences rests with the host of the next GSC meeting. Meetings held during GSC are chaired by the current GSC host.

6.2 Plenary

Normally in GSC meetings, there are two Plenary sessions (Opening and Closing).

6.2.1 Opening Plenary

During the GSC Opening Plenary, the following actions are foreseen:

- Exchange and discuss the state and progress of the global standards environment (e.g., via presentation of Member activity reports, or presentation of Observer contributions (if invited by the host Organization), or presentation of other appropriate contributions at the discretion of the host Organization or by decision of the HoDs,
- Discuss contributions (i.e., presentations) on the Plenary HISs in panel format,
- Discuss New and Novel Contributions (NNC) (i.e., presentations), and
- Address issues of common interest, including addition/removal of HISs (*this action may also occur during the Closing Plenary*).

6.2.2 Closing Plenary

During the GSC Closing Plenary, the following actions are foreseen:

- Address issues of common interest, including addition/removal of HISs (*this action may also occur during the Opening Plenary*),
- Approve the Communiqué,
- Ratify the Resolutions, and
- Approve the Meeting Report.

6.3 GTSC and GRSC

The common practice in GSC is to divide the meeting into two main parts. Issues pertaining to telecommunications in general and to fixed networks are discussed in the Global Telecommunications Standards Collaboration (GTSC) sessions. Issues pertaining to radiocommunications are discussed in the Global Radiocommunications Standards Collaboration (GRSC) sessions. Members' contributions (i.e., presentations) on technical subjects are limited to the respective GTSC/GRSC HISs and will be in panel format.

Issues of common interest are discussed at the GSC Plenary sessions.

6.4 Working Groups, Ad Hoc Groups, and Task Forces

The GSC may establish and disband Working Groups. A Working Group is a standing group which may meet at a GSC meeting with a planned agenda. The current Working Groups are:

- Intellectual Property Rights (IPR)
- Administrative
- User

Ad Hoc Groups may be established during a GSC meeting and only have a life for that specific GSC meeting. Ad Hoc Groups have historically been:

- Communiqué drafting group
- Resolution drafting groups

Task Forces may be established or disbanded at a GSC meeting to support the continued coordination of work between GSC meetings. Participation in a Task Force is open to any interested GSC Member, or a group/individual invited by the Chair of the Task Force. Active Task Forces are:

- Radio Microphone Task Force
- Intelligent Transportation Systems (ITS) Task Force
- International Mobile Telecommunications (IMT) Task Force
- Electronic Article Surveillance (EAS) Task Force
- Machine-to-Machine (M2M) Standardization Task Force

6.5 Accompanying Workshops and Symposia

Workshops and Symposia are foreseen in order to present and discuss some interesting topics of general interest that are not covered by the normal GSC agenda with its HISs, e.g., User Workshops, or latest R&D developments. It is left to the discretion of the host Organization whether or not and how to organize such one day events.

With the organization of Workshops and Symposia, the chance is given to attract additional participants beyond the normal delegations.

7.0 GSC Contributions

7.1. Management of Contributions at GSC meetings, including GTSC and GRSC

7.1.1 Definition of High Interest Subject (HIS)

- (1) An HIS is defined as a subject of sufficient importance such that GSC Members are willing to exchange views and information on their work programs as a means to stimulate, facilitate, accelerate, and support global standardization activities on ICT.
- (2) An HIS shall be relevant to and/or of interest to multiple GSC Members and be one that would benefit from collaboration/information sharing between and amongst the GSC Members. Efforts on the HIS shall have been identified as being required, or are already in progress, for standardization.
- (3) An HIS must be of global interest (i.e., not solely a regional issue), impact and importance or defined as a priority by the global industry. The HIS may not be specific to only one country or region; should have a global impact; and/or may be defined as a priority by the industry, PSOs, and/or the ITU.

7.1.1.1 Criteria for Adoption/Deletion of an HIS

Criteria for adopting/deleting a subject as an HIS is desirable to make the discussions at GSC meetings both effective and efficient.

- (1) Criteria for adopting a subject as a new HIS:
 - When a proposal for a new HIS is made by a GSC Member, GSC will adopt the subject as a new HIS if **at least three (3)**³ of the GSC Members support the proposal.
- (2) Criteria for deleting an HIS⁴:
 - An HIS will be deleted if **a majority** of the GSC Members support the proposal for its removal or it receives **fewer than three (3)** presentations at each meeting for two consecutive GSC meetings.

Proposals for a new HIS may be introduced by an HoD at or between GSC meetings. The HoDs will decide whether or not to adopt a proposed HIS either face-to-face during an HoD meeting, via an HoD conference call, or during a GSC Plenary session.

7.1.1.2 Prime PSO (PPSO)

A Prime PSO (PPSO) will be appointed for each HIS. A PPSO is the discussion leader for each HIS and may be any GSC Member. In the context of each GSC meeting, the PPSO is responsible to:

- Liaise with each GSC Member's contact person for the HIS in advance of the meeting;
- Prepare and present a keynote contribution on the topic;
- Be prepared to moderate the discussion;

³ The originator of the proposal to add/remove an HIS is included in the tally when determining if *at least three (3)* GSC Members support the proposal.

⁴ A majority of the GSC Members may propose the deletion of a new HIS if it had been included as an HIS during at least one meeting. If an HIS is deleted, it cannot be reestablished at the next GSC meeting as an HIS unless: 1) at least three members propose its reestablishment, and 2) the deletion is no longer supported by a majority of the GSC Members.

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- Summarize views and eventually conclusions; and
- Determine if there is a requirement/need for a Resolution.

The PPSO is expected to serve as a moderator on the HIS topic between the meetings and during the meeting.

7.1.2 Definition of ISS (Information Sharing Subject)

An ISS is defined as a subject on which information will be collected and shared among GSC Members with no substantial formal discussions being held at the GSC meeting. GSC Resolutions will not typically be drafted on ISSs.

7.1.3 Definition of New and Novel Contribution (NNC)

An NNC is defined as a contribution on a subject that does not fall into an existing HIS category that a Member proposes to present. An abstract of a proposed NNC must be submitted to the HoDs by a Member, and reviewed and approved by the HoDs, in order to be included on the Meeting agenda. Subsequently, the NNC presentation must be submitted in accordance with the timeline established by the host Organization. Typically, a separate NNC agenda item has been allocated to the GSC Opening Plenary.

NNCs are approved on a contribution-by-contribution basis (i.e., each Member must submit an abstract describing the proposed NNC if they wish to provide an NNC presentation, even if an abstract on the same topic has been already been proposed by another Member and/or approved by the HoDs).

7.1.4 Other Contributions

In addition to the contributions described above, other contributions are presented during the Opening Plenary:

- Member activity reports,
- Observer contributions (if invited by the host Organization), and
- Other appropriate contributions at the discretion of the host Organization or by decision of the HoDs.

7.2. HIS/ISS/NNC Contributions

7.2.1 Categorization of HIS/ISS/NNC Contributions

A contribution submitted to a GSC meeting shall be categorized into the following:

- a) a contribution assigned to a particular HIS(s) for decisions/discussions (i.e., presentations);
- b) a contribution assigned to particular HIS(s) for “providing information” to foster the discussions on the HIS (i.e., no presentations);
- c) an ISS contribution for information sharing; or
- d) an NNC that is not currently an HIS for presentation.

7.2.2 Determination of Categorization

Categorization of the status of a contribution as an HIS will initially be proposed by the contributing GSC Member and will be concurred by the PPSO in consultation with the contributing GSC Member.

7.2.3 Presentation of Contributions

The table below provides the guidelines used to determine whether a contribution is to be presented at the GSC meeting or not. The PPSO, in consultation with the overall session Chairs and Vice Chairs, shall assist in determining if “for information” HIS contributions should be presented at the meeting, bearing in mind time limitations during the meeting (for example, the time allocated to the HIS by the Chair and the number of contributions to be presented).

		Contributions	
		for decision/discussion	for information
Subjects	HIS	to be presented	to be determined by PPSO
	ISS	to be presented	no presentation
	NNC	to be presented	no presentation

7.4 Recommended Working Methods for HIS

7.4.1 Before each GSC Meeting

- Each GSC Member identifies a contact person for each HIS. The default is the HoD for each Member.
- PPSO shall conduct e-mail discussions and conference calls as necessary among Members (time zones and times for these calls should reflect the make-up of the active Member participation on the HIS).
- PPSO should review other Members' inputs and agreement should be reached via teleconferences or other electronic working methods to combine common elements and reflect them in the final presentation(s). Other Members should provide their specific information for their portion of the final HIS presentation, as needed. (Alternatively, other Members can provide a full presentation “for information only” and the PPSO can extract and summarize that Member’s information for the presentation to be presented at the meeting, but the actual presentation of those slides is by the Member whose material they contain.) Therefore, it is recommended that the PPSO should lead the e-mail discussions and conference calls among Member contact persons of each HIS well in advance of the next GSC meeting to seek a single presentation with opening slides (presented by PPSO), Member-specific slides (presented by each Member), and summary slides and conclusions slides (presented by PPSO).
- Final HIS presentation should be reviewed by PPSO to compress storage size, reduce animations that take time and do not add value, and provide a common look and feel using the GSC host’s presentation template. (Font size and amount of material per slide should follow recommended good practices, *i.e.*, “no eye chart tests.”)
- The PPSO should work with the GSC Plenary Chair and the GTSC and GRSC Chairs to recommend time allocations for HIS items on GSC/GRSC/GTSC agendas.

7.4.2 At each GSC Meeting

- The PPSO may make an opening statement or contribution on HIS reflecting an overview of each Member’s opinions and contributions, and then other Members can present their Member-specific contributions as necessary in a panel format. Therefore, each Member should prepare his or her own contribution and may present them. (Members can also prepare “for information only” material on a HIS that does not require presentation time.)

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- The PPSO should then summarize action items, common views, and areas that differ among all Members.
- The PPSO then leads discussions and questions for clarification. The PPSO summarizes areas of concurrence and areas of difference among all Members.
- The PPSO organizes the results of meeting after discussion on the HIS and chairs any Resolution drafting group.
- As noted, each Member may also submit supplemental contributions that elaborate on Member-specific information, but these are not for presentation during the meeting. The PPSO will recommend to HoDs whether any supplemental contributions should be presented or not at the next GSC meeting.
- The Working Groups (WGs) may choose not to follow the panel format.

8.0 GSC Resolutions and Other Documents

The Telecommunication Standardization Bureau (TSB) of the ITU is the permanent repository of all GSC documents, which are publicly available.

In principle, decisions undertaken in GSC meetings are summarized in the form of a GSC Resolution from that meeting. Resolutions may be prepared in Plenary, GTSC, GRSC, Working Groups, Ad Hoc Groups and Task Forces. All of these groups approve their proposed Resolutions, which are subsequently ratified at the closing GSC Plenary.

Typically, an HIS will have an associated Resolution, and a Resolution will be associated with an existing HIS; however, this is not a requirement.

Each GSC will issue a complete set of current Resolutions. At the conclusion of each GSC, the host will produce a single document comprising all of the Resolutions of the meeting. Any Resolution from a previous GSC that is still determined to be of value will either be edited and approved or reaffirmed unaltered. It is at the discretion of the relevant group to determine whether or not standing Resolutions should be reaffirmed, modified, or withdrawn prior to being proposed to the GSC Closing Plenary. Resolution numbers are comprised of the GSC meeting number and sequential document numbers (i.e., GSC-N/M). Obviously, the GSC meeting number (N) increments at each GSC meeting. The sequential document number (M) is frozen (i.e., the sequential number of a deleted Resolution is not reassigned). Therefore, for example, if Resolution GSC-13/05 were reaffirmed/revised at GSC-14, it would become GSC-14/05. If, however, GSC-13/05 were withdrawn, the sequential document number “05” would never be reassigned.

The Communiqué is presented during the GSC Closing Plenary, and shall be approved during the Closing Plenary, or subsequently on the same day by the HoDs.

The Plenary Chair, assisted by the host-designated Plenary Rapporteur (see *GSC Guidance for Meeting Hosts*), prepares a Plenary Report for the primary purpose of recording any decisions of the Plenary that do not take the form of a Resolution, for example future meeting schedule or changes to GSC membership. Optionally, the Plenary Report may contain attendance data, sponsorship acknowledgements, a list of Resolutions or a list of current HISs. It may not be possible to prepare the Plenary Report in time for the Closing Plenary to approve it. In such case, the Plenary Report would be approved by the HoDs some time after the GSC closes.

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Final Resolutions can be found at the GSC's permanent document repository hosted by the TSB. It is located at <http://www.itu.int/ITU-T/gsc/index.html>.

9.0 Timetable of a GSC meeting

The current practice is that GSC meetings begin with an HoD meeting on Monday morning, followed by the Opening Plenary.

The host Organization may organize a one-day User Workshop or Symposium during the GSC week . If such an event is organized, it should be held on Thursday and the Closing Plenary will then be on Friday morning. Otherwise the Closing Plenary would be held on Thursday morning. The final timetable, after solicitation of input from the HoDs, is at the discretion of the host.

10.0 Calendar of Future GSC meetings

The frequency of GSC meetings is 15 +/- three (3) months. The currently agreed hosting sequence is as follows:

GSC-17, TTA – Korea

GSC-18, ITU

GSC-19, ETSI – Europe

GSC-20, ATIS/TIA – USA

GSC-21, CCSA – China

GSC-22, ARIB/TTC – Japan

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A summary of the past meetings is as follows:

- GSC-1, ACIF - Melbourne, Australia (March 1994)
- GSC-2, ISACC - Ottawa, Canada (June 1995)
- GSC-3, TTA - Kyongju, Korea (September 1996)
- GSC-4, ETSI - Sophia Antipolis, France (April 1998)
- GSC-5, ATIS/TIA - Williamsburg, VA, USA (August 1999)
- GSC-6, ARIB/TTC - Sapporo, Japan (August 2000)
- GSC-7, ACIF - Sydney, Australia (November 2001)
- GSC-8, ISACC - Ottawa, Canada (April 2003)
- GSC-9, TTA - Seoul, Korea (May 2004)
- GSC-10, ETSI - Sophia Antipolis, France (August 2005)
- GSC-11, TIA - Chicago, IL, USA (May 2006)
- GSC-12, ARIB/TTC - Kobe, Japan (July 2007)
- GSC-13, ATIS - Boston, MA, USA (July 2008)
- GSC-14, ITU - Geneva, Switzerland (July 2009)
- GSC-15, CCSA - Beijing, China (August 2010)
- GSC-16, ISACC - Halifax, Canada (November 2011)

11.0 List of GSC Members

ARIB	Association of Radio Industries and Businesses	Japan	http://www.arib.or.jp
ATIS	Alliance for Telecommunications Industry Solutions	USA	http://www.atis.org
CCSA	China Communications Standards Association	China	http://www.ccsa.org.cn
ETSI	European Telecommunications Standards Institute	Europe	http://www.etsi.org
ISACC	ICT Standards Advisory Council of Canada	Canada	http://www.isacc.ca
ITU	International Telecommunication Union	International	http://www.itu.int
TIA	Telecommunications Industry Association	USA	http://www.tiaonline.org
TTA	Telecommunications Technology Association	Korea	http://www.tta.or.kr
TTC	The Telecommunication Technology Committee	Japan	http://www.ttc.or.jp