

ATIS Operating Procedures and Committee T1 Procedures:
Key Areas of Comparison for Educational Purposes
A Quick Reference Guide

General

The purpose of this comparison of ATIS Operating Procedures and Committee T1 Procedures is to educate people on ATIS Operating Procedures (who are familiar with Committee T1 Procedures). This comparison is not exhaustive, i.e., only key areas are selected for comparison. See the Reference section at the end of this document for links to the ATIS Operating Procedures and Committee T1 Procedures – among other references of interest.

General observations of note are as follows:

- For general committee (administrative) business, the new ATIS procedures call for the use of the consensus development process – *not* formal Assembly (Parliamentary) rules, i.e., *not* the formal use of *Robert's Rules of Order*.
- For non-ANS (American National Standards) development, the new ATIS procedures are very similar to procedures used in 2003 ATIS forums (other than Committee T1) where the *Issues* process is used with the consensus development process.
- For ANS development, the new ATIS procedures are very similar to Committee T1 procedures (including Letter Ballots, voting, and the use of *Robert's Rules of Order*.)
- ATIS Mission Statement explicitly refers to “using a pragmatic, flexible and open approach.” *The Alliance for Telecommunications Industry Solutions (ATIS) is a U.S.-based organization that is committed to rapidly developing and promoting technical and operations standards for the communications and related information technologies industry worldwide using a pragmatic, flexible and open approach.*

Organization Structure

ATIS OP

- Hierarchy: *Committee (or Forum), Subcommittee*
- A Task Force is allowed at any level.
- Task Force Chair can be assigned (not elected).
- Chair/Vice-Chair or Co-Chairs are allowed at the Committee level and Subcommittee level

Committee T1 Procedures

- Hierarchy: *Committee (Committee T1), Technical Subcommittee (e.g., T1M1), Working Group, Sub Working Group.*
- An Ad Hoc Group is allowed at any level except under a Sub Working Group.
- Sub Working Group Chair or Ad Hoc Group Chair is assigned (not elected).

Elections

ATIS OP

- *Nominations* are made by committee participants
- Elections can be executed via Letter Ballot
- Term of Office: two years
- Term Limits: two (based on person – not member/organization)

Committee T1 Procedures

- *Letters of Support* are issued by sponsoring organizations.
- Term of Office: two years
- Term Limits: two (based on member/organization)

Meeting Notices

ATIS OP

- Minimum *two week notice for virtual meetings.*
- Minimum *four week notice for face-to-face meetings*
- Urgent short notice meetings are allowed.

Committee T1 Procedures

- Minimum *three week notice for TSC meetings.*
- Minimum *~two week notice for interim WG meetings.*
- Urgent short notice meeting are allowed.

Meeting Participation

ATIS OP

- Meetings are open to participants from *Committee Member Organizations*.
- *Industry Experts* (non-members) are designated at the *discretion of the Committee Chair* and are allowed to participate in meeting.

Committee T1 Procedures

- Meetings are open to all interested parties.
- *Industry Experts* (non-members) are designated at the *discretion of the Committee (or Technical Subcommittee)*.

Work Initiation

ATIS OP

- *Issues* are created to initiate work
- *Issues* related to the development of a standard may be introduced by the Technical Operations (“TOPS”) Council of the ATIS Board of Directors, or by an ATIS Member Company Representative or a Forum or Committee participant.

Committee T1 Procedures

- A *Project* is created (or a Work Item is initiated under an existing Project) to initiate work
- Work is typically initiated by TSC participants

Work Progress

ATIS OP

- ANS and non-ANS work is progressed via the *Issue* and consensus process
- Letter Ballots (LBs) nominally apply to ANS documents
- *Issue process for ANS*: Submit Issue for Acceptance (with an Issue Form), Work Issue (in accordance with Appendix A in ATIS OP), and Close/Resolve Issue with ANS Publication Request.
- *Issue process for non-ANS*: Submit Issue for Acceptance (with an Issue Form), Work Issue (in accordance with main body of ATIS OP), and Close/Resolve Issue with movement to Final Closure.
- *Non-ANS Issue Status*: Active, Initial Closure, Initial Pending, Final Closure, Withdrawn, No Industry Agreement

Committee T1 Procedures

- ANS and non-ANS work is progressed via the consensus and LB process

General Subcommittee and Task Force Operations

ATIS OP

- Consensus process

Committee T1 Procedures

- Consensus process

General Committee Plenary Session Operations

ATIS OP

- *Consensus* process applies (except for ANS related approval)
- Quorum, Voting, and Robert's Rules apply only for *ANS related approvals* where *ANS related approvals* are interpreted very narrowly (e.g., LB request, Publication Request, etc.).
- Proxies are not allowed (i.e., one person one vote).
- Any appropriately authorized/assigned person can represent a member organization (employee, contractor, etc.)

Committee T1 Procedures

- *Formal Assembly (Parliamentary)* rules apply for entire Plenary Session
- Designated Temporary Representatives (e.g., proxies) are allowed via member notice
- Representative and Alternative Representatives are assigned by member organizations in advance of meetings (and can be temporarily changed by assigning a Designated Temporary Representative)

ANS Document Development

ATIS OP

- Procedures explicit in Appendix A of ATIS OP
- The ANS development procedures are very similar to Committee T1 procedures
- Uses LB process
- *Interest Categories*: Producers, Users, General Interest
- *Termination of Membership*: Failure to return at least 75 percent of the letter ballots issued during a calendar year or failure to attend or otherwise participate in at least one Forum or Committee Meeting a calendar year. [Note, termination criteria is under review.]
- *Approved Actions*: Approvals of, substantive changes to, and interpretations of all Standards shall be considered approved when all of the following conditions have been met:
 - At least 50 percent of the members have returned their letter ballot.
 - At least 75 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
 - All negative votes with reasons have been addressed in accordance ATIS OP.
- *Editorial changes* to Standards may be decided by a majority of the members present at a regularly scheduled meeting of a Forum or Committee or by letter ballot.

Committee T1 Procedures

- Procedures are explicit in main body of procedures
- Uses LB process; other ANS development procedures are similar to ATIS OP areas (above).

Non-ANS Document Development

ATIS OP

- Procedures explicit in main body of OP
- The non-ANS development procedures are very similar to 2003 ATIS forums (other than Committee T1) where the Issues process is used with a consensus development process.

Committee T1 Procedures

- Procedures are explicit in main body of procedures (very similar to ANS Procedures)
- Uses LB process

USSGB/ITU-T Contribution Development

ATIS OP

- Procedures not explicit. [Note procedures are under study.]
- Follow consensus process and use normal USSGB/ITU-T channels

Committee T1 Procedures

- Procedures are explicit

Program Coordination

ATIS OP

- Procedures not explicit. Coordination among committees/forums is encouraged. [Note procedures are under study.]

Committee T1 Procedures

- Procedures are explicit (e.g., use of Program Coordination Document and web page).

Miscellaneous Item of General Similarity

- *Intellectual Property Rights Policy*
- *Liaisons (personal) and correspondence.*
- *Appeals Process*
- *Consensus process*

References

- Committee T1 Procedures: <ftp://ftp.t1.org/pub/t1/t1-proc.pdf>
- ATIS OP: <http://www.atis.org/ATISop122203.pdf>
- At a Glance - The ATIS Membership Initiative: ftp://ftp.t1.org/T1/At_a_Glance_The_ATIS_Membership_Initiative.pdf
- T1 Quick Reference Guide: <ftp://ftp.t1.org/pub/T1/T1-Quick-Ref.pdf>
- TOPS Council Web Site: <http://www.atis.org/topscouncil.shtml>