



**Operating Procedures for
ATIS Forums and Committees**

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Operating Procedures for ATIS Forums and Committees

The purpose of this document is to describe the Operating Procedures that apply to the ATIS Forums and Committees. These Operating Procedures have been developed to assist leadership, participants and administrators with understanding the processes of the ATIS Forums and Committees. If a Forum or Committee determines it is appropriate to develop an American National Standard (“ANS”), the “ATIS Procedures for the Development of an American National Standard” shall apply for that work activity. The ATIS Procedures for the Development of an American National Standard are found at **Appendix A** to these Operating Procedures.

1 ORGANIZATIONAL STRUCTURE

In general, the standards work of ATIS is accomplished in various Functional Groups of Forums and Committees. ATIS Forums and Committees are established by the ATIS Board of Directors and are defined in the ATIS Bylaws. Forums and Committees may form Subgroups (Committees or Subcommittees) as needed, based on work programs. Task Forces are created by either a Forum or Committee to accomplish a definite objective, usually within a defined period of time.

The current ATIS organizational structure is provided in **Appendix B** and the Forum and Committee mission statements are provided in **Appendix C** to these Operating Procedures.

2 PARTICIPATION

Participation in the ATIS Forums and Committees or any subtending Committees or Subcommittees formed thereunder, is open to Full and Affiliate ATIS Member Companies (referred to collectively as “ATIS Member Companies”). The ATIS membership qualifications and funding requirements are found on the ATIS web site. Companies may opt-out of ATIS Membership and pay an annual non-member supplemental payment in order to participate in an ATIS Forum or Committee, or any subtending Committee or Subcommittee formed thereunder. The opt-out option and the annual non-member supplemental payment are described on the ATIS web site at www.atis.org.

A Forum or Committee funding and/or participation fee may be assessed to cover the costs of the meeting and administrative support. Forum or Committee funding or participation fees are in addition to the ATIS membership dues or the non-member supplemental payment. The written funding and/or participation fee policies of the various ATIS Forums and Committees are available at www.atis.org.

An ATIS Member Company, or a company that has paid its annual non-member supplemental payment, and that is also in compliance with any Forum or Committee funding or participation requirement is considered a Funding Company of that Forum or Committee (referred to as a “Forum or Committee Funding Company” throughout these Operating Procedures).

3 LEADERSHIP

3.1 Chair and Vice Chair of ATIS Forum or Committee

The Chair and Vice Chair preside over each ATIS Forum or Committee and have, at a minimum, the responsibility to ensure that these Operating Procedures are followed and that meetings are conducted in a fair and efficient manner. The Chair and Vice Chair should remain neutral in all discussions and should not influence the disposition of Issues and events based on his/her leadership position. A Forum or Committee may agree by consensus to select two Co-Chairs rather than a Chair and Vice Chair where work area, responsibilities, and available resources require a split of the leadership authority.

3.1.1 Terms and Limitations

The Chair and Vice Chair (or Co-chairs) are elected by the Forum or Committee, in accordance with Section 4 of these Operating Procedures. Each shall serve two years in their position, with a limit of two

consecutive terms. Candidates should come from the Forum or Committee participants and should have previous Forum or Committee and industry experience.

3.2 Co-Chairs of Subtending Committee or Subcommittee

Co-Chairs preside over each meeting of a subtending Committee or Subcommittee and have, at a minimum, the responsibility to ensure that these Operating Procedures are followed and that meetings are conducted in a fair and efficient manner. The Co-Chairs should remain neutral in all discussions and should not influence the disposition of Issues and events based on his/her leadership position. A Committee or Subcommittee may agree by consensus to select a Chair and Vice Chair rather than Co-Chairs where work area, responsibilities and available resources require.

3.2.1 Terms and Limitations

The Co-Chairs (or Chair and Vice Chair) are elected by the Forum or Committee, unless delegated by the Forum or Committee to the subtending Committee or Subcommittee, in accordance with Section 4 of these Operating Procedures. Each shall serve two years in their position, with a two consecutive term limitation. Candidates should come from the subtending Committee or Subcommittee participants and should have previous subtending Committee or Subcommittee and industry experience.

3.3 Leader(s) of Task Force

The leadership of a Task Force may be elected in accordance with Section 4 of these Operating Procedures, or appointed by the formulating Forum or Committee.

3.3.1 Terms and Limitations

The term of a leader of a Task Force is for the life of the group or one year, whichever is shorter.

4 ELECTION OF LEADERSHIP

Forum, Committee, subtending Committee or Subcommittee and Task Force (where not appointed) leadership elections will follow the general guidelines below:

4.1 Announcement/Notification of Election of Leadership Position(s)

All leadership elections should be announced at the meeting prior to the election, but must be announced at least 30 calendar days in advance of the election. The election announcement shall be distributed by email exploder to the relevant electing body.

4.2 Nominations

Nominations shall be solicited from the appropriate electing body following an election announcement. Nominations shall also be sought from the floor at the time of the election.

4.3 Elections

The election of leadership is by secret ballot, unless there is one candidate in which case the election may be by acclamation. The election of leadership is by a simple majority of those Forum or Committee Funding Companies in good standing and present at the time of election; each has one vote. A Forum or Committee Funding Company in good standing is defined as an ATIS Member Company, or a company that has paid its annual non-member supplemental payment and that is also in compliance with any Forum or Committee funding or participation requirement. For purposes of determining the simple majority, abstentions or invalid ballots are not counted. If there are multiple candidates and no one candidate receives a simple majority on the first ballot, a second ballot is held between the top two vote-receiving candidates. Proxies are not permitted, unless a quorum requirement is invoked as provided for in Section 8.2 of these Operating Procedures.

Elections may be held via electronic mail or other forms of electronic balloting. In order for a valid election to have occurred via electronic means, at least one half of the relevant Forum and Committee Funding Companies in good standing must vote in the election. The election of leadership is by a simple majority of those Forum or Committee Funding Companies who voted; each Forum or Committee Funding Company has one vote. A minimum of 10 business days must be allowed for a Forum or Committee Funding Company to vote via electronic means.

5 ISSUE PROCESS

An Issue is the means by which work is progressed in the ATIS Forums and Committees, and any subtending Committee, Subcommittee or Task Force. An Issue may be thought of as similar to a project proposal, where the problem/Issue and proposed resolution are defined, and a suggested timeline for completing the Issue resolution is developed. Work corresponding to Issue resolution is tracked via the Issue process defined below.

5.1 Submitting an Issue

An ATIS Issue Identification Form must be completed by the Issue Champion in order for a new Issue to be introduced into an ATIS Forum or Committee. An ATIS Issue Identification Form is provided in **Appendix D** to these Operating Procedures. An Issue Champion may be an ATIS Member Company Representative or a Forum or Committee participant. An Issue that requires expedited handling should be brought to the attention of the leadership when presented to the Forum or Committee.

5.2 Acceptance of Issue

Once an Issue is submitted, the appropriate Forum or Committee must determine whether to accept the Issue based on the following criteria:

- The Issue is clearly defined via the ATIS Issue Identification Form (**Appendix D**);
- The Issue is within the scope of the Forum or Committee; and
- There is no existing solution or the existing solution can be enhanced to gain efficiencies, i.e., operational, functionality, etc.

5.3 Working an Issue

Once a Forum or Committee accepts an Issue, work may begin on resolving the Issue. Forums and Committees are encouraged to prioritize work to ensure efficient and timely completion of industry priorities. If an Issue is identified as potentially resulting in the revision of an American National Standard or a new American National Standard, the Forum or Committee must follow the procedures provided for in **Appendix A** - "ATIS Procedures for the Development of an American National Standard" - for that specific Issue.

An ATIS Committee may delegate to its Subcommittee(s) the responsibility to accept, work and close Issues.

Once an Issue is accepted, the Issue is automatically placed into Active Status and addressed by the industry in an effort to reach a final resolution. The status of an Issue is indicated by one of the following categories:

5.3.1 *Active*

An Issue that has been accepted and is currently being addressed.

5.3.2 *Initial Closure*

An Issue that has reached a consensus resolution. The purpose of Initial Closure is to provide the industry an opportunity to review the resolution prior to the Issue being placed into Final Closure.

Issues in Initial Closure can be removed from the Initial Closure status and placed back into Active status when the Forum or Committee that accepted the Issue decides the proposed resolution needs additional work.

5.3.3 *Initial Pending*

An Issue that has been placed into Initial Closure may be automatically moved into the Initial Pending category as long as 21 calendar days have passed since the Issue's Initial Closure resolution was posted on the ATIS Web Site and notification of Initial Closure was distributed via the email exploder list, if one of the following occurs:

- Prior to the time that the Issue would go to Final Closure, new and substantive information that directly impacts the resolution is brought to the attention of the Forum or Committee; or

- If the Forum or Committee determines that it is appropriate to hold the Issue in the Initial Pending category in anticipation of the output of another industry group, regulatory body or similar organization.

In either of the above situations, the Forum, Committee, or Subcommittee that accepted the Issue shall subsequently determine, via consensus, if the Issue should be revisited, in which case it would be placed in the Active category; or go to Final Closure if no further work is required, as long as 21 calendar days have passed since the Issue's Initial Closure resolution was posted on the ATIS Web Site and notification of Initial Closure was distributed via the email exploder list.

Corrections to spelling, punctuation or grammar would not require an Issue to be placed into the Initial Pending category.

5.3.4 *Final Closure*

An Issue is automatically placed into Final Closure provided:

- 21 calendar days have passed since the Issue's Initial Closure resolution was posted on the ATIS Web Site and notification of Initial Closure was distributed via the email exploder list; and
- No new information surfaces that would require the Issue to be placed into the Active or Initial Pending category.

5.3.5 *Withdrawn*

An Issue that was accepted by the Forum, Committee or Subcommittee and later withdrawn pursuant to the consensus agreement of the accepting Forum, Committee or Subcommittee.

5.3.6 *Tabled*

An Issue that has been addressed by the Forum, Committee or Subcommittee that accepted it but cannot be further pursued until additional information becomes available.

5.3.7 *No Industry Agreement*

No Industry Agreement exists when a Forum or Committee is unable to reach consensus on the resolution of an Issue. If this situation should occur, the ATIS Issue Identification Form should document that the Forum or Committee could not agree on a resolution and state the alternative viewpoints with the pros and cons of each. In this situation, the Issue will be closed under the category, "No Industry Agreement."

6 ATIS DELIVERABLES

6.1 ATIS Standards

An "ATIS Standard" is an ATIS deliverable developed by an ATIS Forum or Committee that defines a technical or operational solution for voluntary implementation by the industry. An "ATIS Standard" includes, but is not limited to, an American National Standard, a Technical Requirement, a Technical Specification, a Technical Report, an industry guideline or a white paper.

An "ATIS Standard" is developed according to the Issue Process as defined in Section 5 above, and numbered in accordance with the ATIS Document Numbering System in **Appendix G**.

6.2 ATIS Implementable End-to-End Standard

An "ATIS Implementable End-to-End Standard" is an ATIS deliverable comprised of "ATIS Standard(s)" and/or deliverable(s) from other Forums or Committees external to ATIS that defines a complete, implementable end-to-end solution for the industry. An "ATIS Implementable End-to-End Standard" defines frameworks for services and performance requirements, interfaces and physical characteristics for technologies, systems and business processes, and ensures interoperability. An "ATIS Implementable End-to-End Standard" may require work in

multiple venues or disciplines. Issues related to the development of an “ATIS Implementable End-to-End Standard” may be introduced by the ATIS Board of Directors Technical Operations (“TOPS”) Council, a representative of an ATIS Member Company, or a participant of an ATIS Forum or Committee.

An “ATIS Implementable End-to-End Standard” is developed according to the Issue Process as defined in Section 5 above. A process flow relating to the development of an “ATIS Implementable End-to-End Standard” in multiple venues is attached at **Appendix E**.

7 RESOLUTION PROCESS

7.1 Consensus

Consensus is the method used by the ATIS Forums and Committees to reach resolution of Issues, unless specifically otherwise provided for in these Operating Procedures or in the “ATIS Procedures for the Development of an American National Standard” (**Appendix A**). Consensus is established when substantial agreement has been reached among those participating in the Issue at hand. Substantial agreement means more than a simple majority, but not necessarily unanimous agreement.

Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution. Under some circumstances, consensus is achieved when the minority no longer wishes to articulate its objection. In other cases, the opinions of the minority should be recorded with the report of the substantial agreement, or consensus, of the majority.

When there are questions or disputes regarding consensus, leaders or participants should ask an objecting participant(s) to state the rationale for the objection and provide an opportunity for full discussion aimed at achieving full understanding and consideration of the objection.

A participant’s silence is perceived as agreement by the committee and its leadership. If participants do not agree, they should be encouraged to speak up and voice their opinion.

7.2 Voting

During any Forum or Committee voting process, each Forum or Committee Funding Company is given a single vote. Each entity shall designate a Voting Member. Proxies are not permitted, unless a quorum requirement is invoked as provided for in Section 8.2 of these Operating Procedures.

8 MEETINGS

Meetings, whether face-to-face, virtual or conference call, are scheduled on an as-needed basis, based upon the Forum or Committee workload and industry priorities.

8.1 Notice

Where possible, all face-to-face meetings shall be announced via the e-mail exploder and posted to the ATIS Web Site no less than 30 calendar days prior to the meeting date. All other meetings, including virtual meetings and conference calls, should be announced via the e-mail exploder and posted to the ATIS Web Site no less than 14 calendar days prior to the meeting date. Special exceptions may be made on an as-needed basis. When an exception is necessary, the Forum or Committee Leadership will announce the meeting as soon as practicable.

8.2 Quorum

A quorum is not required for a Forum or Committee to conduct business. However, a Forum or Committee may agree via consensus to observe a quorum requirement, provided such requirement is announced in the meeting notice. One-third of the members of the Forum or Committee shall constitute a quorum for conducting business at a meeting. Proxies are counted in determining whether a quorum requirement is met.

8.3 Industry Expert Attendance

Forum or Committee Leadership may at its discretion invite an industry subject matter expert(s) to attend specific Forum or Committee meetings when his/her expertise is required to assist the Forum or Committee in resolving a specific Issue. The expert shall not participate in consensus decisions or voting processes.

9 MEETING NOTES

ATIS Forums and Committees shall publish fair, objective and unbiased meeting notes developed by consensus and ensure they accurately reflect the activities, resolutions and action items that result from meetings. All meeting notes shall be published in a timely manner.

9.1 Meeting Note Content

Meeting notes shall include at a minimum:

- Date(s), type of meeting (i.e., virtual meeting, conference call, face-to-face), leadership, person taking the notes;
- Attendance list;
- Approved agenda;
- Identification of Issues discussed at the meeting and their status;
- A notation of corrections/additions made to a previous meeting record;
- Points noted/alternatives discussed including opposing viewpoints;
- Agreements reached;
- Action items indicating responsible party and due date;
- Participants' contributions or similar documents or, a reference to where those documents are available on the ATIS web site;
- Copies of presentations made during the meeting or, a reference to where the presentations are available on the ATIS web site.

10 INTELLECTUAL PROPERTY RIGHTS POLICY

10.1 General Policy Statement

In all matters of intellectual property rights, it is the intention of ATIS and its Forums and Committees to benefit the public while respecting the legitimate rights of intellectual property owners.

10.2 Confidentiality

As a general rule, neither ATIS nor its Forums or Committees will consider any contributions, presentations or other documentation that is subject to any requirement of confidentiality or any restriction on its dissemination. Neither ATIS nor its Forums or Committees assume any obligations of confidentiality with respect to any contribution, presentation, documentation or other submissions. Exceptions to the general rule are determined on a case-by-case basis by the relevant Forum or Committee leadership in conjunction with ATIS General Counsel and are only appropriate where the work cannot be accomplished through other means. Prior to the distribution or discussion of any materials accorded exception status and considered as confidential or otherwise restricted, full disclosure of the status must be made to the audience Forum or Committee.

10.3 Copyright

10.3.1 Copyright Policy

In order that ATIS may facilitate, promote and disseminate the work of its Forums and Committees, it is necessary that each contributor grant ATIS the rights necessary to adapt, copy, and publicly distribute any contribution or submittal made to an ATIS Forum or Committee. In accordance with this policy, each contribution or document submitted to an ATIS Forum or Committee is subject to an unlimited perpetual, non-exclusive, royalty-free, world-wide right and license to ATIS of any copyrights in such contribution. This license includes the right to copy, publish and distribute the contribution in any way, and to prepare derivative works that are based on or incorporate all or part of the contribution, the license to such derivative works to be of the same scope as the license of the original contribution.

10.3.2 ATIS Deliverables

All ATIS guidelines, standards or other ATIS deliverables are copyrighted by ATIS. Except as expressly permitted by ATIS, no guideline, standard or other ATIS deliverable, or any portion thereof, may be reproduced or distributed in any form, without the prior express written permission of ATIS.

10.3.3 Notice

The following copyright notice shall be included in all guidelines, standards or other ATIS deliverables:

“Copyright © ATIS [date of publication]. All Rights Reserved.”

10.4 Patents

10.4.1 Patented Inventions Generally

As a general matter, there is no objection for an ATIS Forum or Committee to develop guidelines, standards or other ATIS deliverables that refer to or, primarily in the case of American National Standard, require the use of patented inventions.

In the case of standards, guidelines and other ATIS deliverables that make reference to a patented invention, but do not require use of the invention for purposes of adopting, complying with or following the guideline or deliverable, the following statements shall be expressly included in the published work:

- The patented invention is for reference only.
- Neither ATIS nor the relevant Forum or Committee is responsible for identifying the existence or evaluating the applicability of any patents referenced in or that may be relevant to any standard, guideline or other ATIS deliverable.
- Neither ATIS nor the relevant Forum or Committee shall be responsible for interpreting or making any determination concerning the validity, enforceability or scope of any patented invention referenced in or that may be relevant to any standard, guideline or other ATIS deliverable.

Further in the case of standards, guidelines and other ATIS deliverables the following procedures shall apply:

- If reference to a patented invention shall be made in a standard, guideline or other ATIS deliverable, disclosure of the patented invention should be encouraged at the earliest possible time in the development of the standard, guideline or other ATIS deliverable. The party making any such disclosure should provide an explanation regarding the relevancy of the patented invention to the work under development.
- Where possible, the standard, guideline or other ATIS deliverable referencing a patented invention should identify the patent number and name, as well as the identity of the patent owner.
- To the extent a Forum or Committee participant, or any other third party, desires a license for a patented invention referenced in a standard, guideline or other ATIS deliverable, all negotiations and discussion of license terms shall occur between the patent owner and the prospective licensee *outside* the deliberations of the Forum or Committee. No discussion or negotiation of license terms shall be permitted in any Forum or Committee.
- In the event that use of the patented invention is required for purposes of adopting, complying with or otherwise utilizing the standard, guideline or other ATIS deliverable, the provisions of the ANSI Patent Policy, as adopted by ATIS and as set forth below, shall apply.

Any deviation from the foregoing procedures shall occur only after prior consultation with and approval of the ATIS General Counsel.

10.4.2 American National Standards

In connection with the development of American National Standards, or other deliverables that require use of patented inventions, the use of patented inventions shall be governed by the American National Standards Institute ("ANSI") Patent Policy as adopted by ATIS and as set forth below. In addition, disclosure of relevant patented inventions at the earliest possible time in the development process should be encouraged. Further, as with standards, guidelines and other ATIS deliverables, no discussion or negotiation of license terms shall occur in the relevant Forum or Committee. All such discussions and negotiations shall occur directly between the owner of the patented invention and each prospective licensee.

The terms of the ANSI Patent Policy adopted by ATIS are as follows:

ANSI Patent Policy – Inclusion of Patents in American National Standards

There is no objection in principle to drafting a proposed American National Standard in terms that include the use of a patented item, if it is considered that technical reasons justify this approach.

If ATIS or ANSI receives a notice that a proposed American National Standard may require the use of a patented invention, the procedures in this clause shall be followed.

10.4.2.1 Statement from patent holder

Prior to approval of such a proposed American National Standard, ATIS or ANSI shall receive from the identified party or patent holder (in a form approved by ATIS or ANSI) either: assurance in the form of a general disclaimer to the effect that such party does not hold or does not currently intend holding any invention the use of which would be required for compliance with the proposed American National Standard or assurance that:

- A license will be made available without compensation to the applicants desiring to utilize the license for the purpose of implementing the standard; or
- A license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

10.4.2.2 Record of Statement

A record of the patent holder's statement shall be placed and retained in the files of ANSI and ATIS.

10.4.2.3 Notice

When ANSI receives from a patent holder the assurance set forth above, the standard shall include a note as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from the standards developer.

10.4.2.4 Responsibility for Identifying Patents

Neither ATIS nor ANSI shall be responsible for identifying all patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

11 COMMUNICATIONS

11.1 Internal to ATIS

Informal internal communications between leadership of the ATIS Forums, Committees and Subcommittees is encouraged. ATIS Forum, Committee and Subcommittee leadership is encouraged to communicate directly, via electronic mail or otherwise, regarding general information and questions (e.g., status updates). Formal internal communications conveying a Forum or Committee position must be approved by the appropriate Forum or Committee.

11.2 External to ATIS

Formal communications to external organizations must be agreed upon and sent from an ATIS Forum or Committee. The ATIS General Counsel must review any communication to a regulatory, legislative or governmental body, as well as any other sensitive material, prior to distribution unless otherwise authorized by the ATIS General Counsel.

12 LIAISONS

Liaisons are established internally within ATIS Forums or Committees and externally to ATIS Forums or Committees to facilitate the gathering and sharing of information required by the Forums and Committees in the production of their work products.

12.1 Internal Liaisons

Any Forum or Committee may designate a participant to act as a liaison to other ATIS Forum(s) or Committee(s). The liaison shall seek to represent the Forum or Committee and respond to questions in a manner that would be acceptable to the Forum or Committee. Each time a liaison attends a meeting representing the originating Forum or Committee, a report shall be given to the originating Forum or Committee. The report should contain any significant Issues discussed or resolved, or those that are expected to arise, any conflicts, and the views expressed.

12.2 External Liaisons

Any Forum or Committee may designate a participant to act as a liaison to an organization external to ATIS. The liaison shall seek to represent the Forum or Committee and respond to questions in a manner that would be acceptable to the Forum or Committee. Each time a liaison attends an external meeting representing the originating Forum or Committee, a report shall be given to the originating Forum or Committee. The report should contain any significant issues discussed or resolved, or those that are expected to arise, any conflicts, and the views expressed.

13 APPEALS PROCESS

Individuals and entities possessing directly and materially affected interests and believing that they have been or will be adversely affected by the actions or inaction of an ATIS Forum or Committee, as related to the process of the Forum or Committee, shall have the right to appeal such action or inaction. Individuals and entities are encouraged to first approach the Forum or Committee leadership with an informal complaint before pursuing the official appeals process detailed in this section.

13.1 Informal Complaint

Any participant with a concern regarding the Forum or Committee process is encouraged to first discuss their concern with the Forum or Committee leadership.

13.2 Formal Complaint

After exhausting the appeals options internal to the Forum or Committee, any individuals and entities *not satisfied that their grievance has been properly addressed* may file a written complaint with ATIS.

13.2.1 Written Complaint

The written complaint must be filed with the ATIS General Counsel within thirty calendar days after the date of notification of the final determination of the Forum or Committee appeals process. The complaint shall state the nature of the objections, including any adverse effects, the section of the ATIS Operating Procedures or ATIS Procedures for the Development of an American National Standard or other Forum

or Committee document that may be at issue, the action or inaction itself and the specific remedial actions that would satisfy the appealing party's concerns. Previous efforts to resolve the objections and the outcome of each should be included.

13.2.2 Response

Within thirty days after receipt of the complaint, a written response shall be issued to the appealing party by the ATIS General Counsel addressing each allegation of fact in the complaint. The ATIS General Counsel shall have the option to facilitate discussion between the parties, clarify the ATIS Operating Procedures or the ATIS Procedures for the Development of an American National Standard or recommend an appeals panel. If the process is not proceeding to the satisfaction of a party, that party retains the right to have a hearing with an appeals panel.

13.2.3 Hearing

If the parties are unable to resolve the written complaint informally in a manner consistent with these Operating Procedures, ATIS shall schedule a hearing with an appeals panel on a date agreeable to all parties, giving at least ten business days notice. Appropriate notice of this hearing will be distributed to the Forum or Committee leadership if not party to the action.

13.2.4 Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appealing party and at least two members shall be acceptable to the responding party.

ATIS shall supply each member of the appeals panel with a copy of the complaint filed, a copy of these Operating Procedures, and any Forum or Committee meeting notes directly pertaining to the matter. The appeals panel may serve written questions to the parties before the hearing to assist in focusing the issue. Any answers received will be made available to the other party and that party will be allowed to submit a brief response. No party shall communicate with any member of the appeals panel once convened and until a decision has been rendered except as provided for in the Section 13.1.

13.2.5 Conduct of Hearing

The appealing party has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The responding party has the burden of demonstrating that the Forum or Committee and ATIS, if applicable, took all actions in compliance with these Operating Procedures and that the requested remedial action would be ineffective or detrimental. Each party may introduce other pertinent arguments, and members of the appeals panel may address questions to individuals.

The hearing shall be conducted in an informal manner and subject to such reasonable rules as the appeals panel sets forth. The appeals panel and the parties shall not be bound by any formal rules of evidence. Representatives of other interested parties shall be allowed to observe the hearing but will not be permitted to directly participate unless requested to participate by the appeals panel.

13.2.6 Decision

The appeals panel shall render its decision in writing within thirty calendar days, stating the findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision: (1) finding for the appealing party, remanding the action to the Forum or Committee with a specific statement of the issues and facts in regard to which fair and equitable action was not taken; (2) finding for the responding party with a specific statement of the facts that demonstrate fair and equitable treatment of the appealing party and the party's objections; (3) finding that new, substantive evidence has been introduced, and remanding the entire action to the Forum or Committee for appropriate consideration and action.

14 PARTNERSHIP SPECIFICATIONS

14.1 Acceptance of Partnership Specifications

Under the organizational partners' terms for a partnership project, ATIS and its Forums and Committees agree to cooperate in the production of specifications applicable for regional or global adoption.

These specifications are approved by the appropriate Forum or Committee as ATIS Technical Specifications. The list of specifications proposed for acceptance must be announced in the official announcement of the Forum or Committee meeting and the URL of their location must be provided. No changes are permitted in the text of the partnership's specification. If changes are necessary, they must be adopted in accordance with Section 14.2 below.

The appropriate Forum or Committee is responsible for notifying ATIS of the availability of the ATIS Technical Specifications. ATIS Technical Specifications are published electronically for free download via the ATIS website and are available in paper format by request. The ATIS Technical Specifications may then be converted, transposed, or adopted into relevant American National Standards (ANS), or other ATIS documents that reflect the specific needs of North America. The ATIS Technical Specifications may also be submitted to the International Telecommunications Union (ITU) via the national process or referenced directly by the ITU.

14.2 Adoption of Partnership Project Specifications

Whenever an ATIS Technical Specification is determined to be directly applicable, in whole or in part, to the specific needs of North America, the ATIS Technical Specification will be the basis for development of a proposed ANS or other ATIS document. In most cases, the appropriate Forum or Committee will adopt a "delta-document" approach in which the ANS or other ATIS document is reduced to a selection of options from the ATIS Technical Specification. The ATIS Technical Specification is then cited as a normative reference.

15 INTERACTION WITH ITU-T

Interaction with the International Telecommunications Union – Telecommunications Standardization Sector (ITU-T) may be necessary in connection with the work of an ATIS Forum or Committee. These activities include preparing transmittal through national coordination bodies to international meetings, receiving external positions and developing comments and participating in external meetings as a representative of an ATIS Forum or Committee. Guidelines to assist in this activity are found in **Appendix F**.

16 REVISIONS TO THE OPERATING PROCEDURES

These Operating Procedures are maintained by ATIS. Proposed revisions to these Operating Procedures may be submitted in writing by any ATIS Member or Forum/Committee Funding Company to the ATIS General Counsel along with the supporting rationale for the proposed change. The ATIS General Counsel will present the proposed revisions to the ATIS Board Advisory and Liaison Committee for review and consideration. Any approved revisions to these Operating Procedures shall be effective upon publication.

APPENDIX A – ATIS PROCEDURES FOR THE DEVELOPMENT OF AN AMERICAN NATIONAL STANDARD**A.1 INTRODUCTION**

These Operating Principles and Procedures describe the Alliance for Telecommunications Industry Solutions' (ATIS) procedures to develop American National Standards ("American National Standards" or "Standards"). Where these Operating Principles and Procedures are silent on an issue, the American National Standards Institute's ("ANSI") Essential Requirements shall serve as the precedent document.

A.2 ORGANIZATION**A.2.1 Forums and Committees**

Forums and Committees now in place or those to be established by ATIS shall be responsible for developing and maintaining Standards that fall within the scope of these procedures. When necessary, Forums and Committees may form Subgroups (Committees, Subcommittees) that shall report back to their parent Forum or Committee. Forums or Committees may delegate approval authority to a subtending Committee or Subcommittee. The Forum or Committee shall operate in a manner consistent with operating principles and procedures found herein.

A.2.2 Secretariat

ATIS shall be the Secretariat for all Forums and Committees operating in accordance with these procedures.

The Secretariat shall:

Organize the Forums and Committees.

Oversee compliance with these procedures, including legal review as necessary.

Apply for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements.

Maintain rosters of all Forums, Committees and Subcommittees.

Submit standards approved by the Forums/Committees with supporting documentation for ANSI review and approval as American National Standards.

Ensure adherence to periodic maintenance of Standards.

Maintain all records pertaining to the Forums and Committees.

Provide administrative support, and secretarial services as necessary, for the Forums and Committees.

Publish approved Standards and revisions thereto.

Perform other functions as required.

A.2.3 Records

Material associated with the development of a Standard (including reaffirmations and withdrawals) shall be retained for one complete Standards cycle, or until the Standard is revised. Records regarding the withdrawal of all Standards shall be retained for at least five years from the date of withdrawal.

A.2.4 Membership

Participation in the ATIS Forums/Committees, and their subtending Committees and Subcommittees, is open to Full and Affiliate ATIS Member Companies. Companies eligible for Full Membership include providers of telecommunications services with a plant investment in transport and/or switching equipment, as well as providers engaged in the resale of those services; manufacturers of telecommunications equipment; developers of telecommunications software; providers of enhanced services; and providers of operations support used in the provision of such telecommunications services. Affiliate membership is open to any organization that does not qualify for Full Member status.

Organizations may also opt-out of ATIS membership. In order to participate in an ATIS Forum or Committee or its subtending Committees or Subcommittees, an organization that elects to opt-out of ATIS membership will be

required to pay an annual non-member supplemental payment in addition to its Forum or Committee participation fee(s).

The membership of the ATIS Forums and Committees shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group. Unless it is claimed by a directly and materially affected party that a single interest category dominated the standards development process, no test for dominance is required. ATIS, however, strives to assure that any single interest category does not constitute a majority of the membership of the formulating group dealing with Standards. Reasonable dues and fees directly relating to the support provided and activities of a given Forum or Committee shall be assessed with the approval of the Forum or Committee.

A.2.5 Interest Categories

For purposes of developing an American National Standard, all members of ATIS Forums and Committees shall be classified as Producers, Users or General Interest representatives in accordance with the definitions below. An individual in professional practice or a consultant, retained under an agreement indefinitely continuing with an organization, shall be classified in accordance with the classification of the organization retaining the individual and shall be so identified.

A.2.5.1 Producers

An entity that produces or supplies telecommunications equipment or infrastructure for the provision of telecommunications services. Examples include various types of testing, monitoring, routing, and central office equipment manufacturers, software developers, etc.

A.2.5.2 Users

An entity that uses telecommunications equipment or infrastructure and provides services to an end user. Examples include incumbent local exchange carriers (ILECs), competitive local exchange carriers (CLECs), interexchange carriers (IXCs), wireless service providers, etc.

A.2.5.3 General Interest

General Interest members are neither Producers nor Users. This category includes, but is not limited to, regulatory agencies (state and federal), researchers, other organizations and associations, and educators.

A.2.6 Membership Roster

The Secretariat shall prepare and maintain a membership roster documenting the classification of each Forum and Committee member.

A.3 MEETINGS

A.3.1 Frequency

The Forums and Committees will meet to develop American National Standards on an as needed basis.

A.3.2 Notification

Where possible, all face-to-face meetings shall be announced via the e-mail exploder and posted to the ATIS Web Site no less than four (4) weeks prior to the meeting date. All other meetings, including virtual meetings and conference calls, should be announced via the e-mail exploder and posted to the ATIS Web Site no less than two (2) weeks prior to the meeting date. Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the Forum or Committee Leadership will announce the meeting as soon as practicable. A draft agenda shall be prepared and distributed with the meeting notice.

A.3.3 Open Meetings

All meetings of ATIS Forums and Committees shall be open and attendance by any interested party shall be welcome, subject to any relevant membership requirement and the individual policy of each Forum and Committee (e.g., regarding registration, meeting fee if required, etc.). Non-Forum and Non-Committee members shall not have the right to vote.

A.3.4 Quorum

One-third of the members of a Forum or Committee shall constitute a quorum for conducting business at a meeting. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in Section A.6. If a quorum is not present, actions on agenda items may be taken but shall be subject to ratification by the Forum or Committee.

A.3.5 Parliamentary Procedures

For any procedural issues not covered under these procedures, Robert's Rules of Order (Revised) shall apply on questions of parliamentary procedure.

A.4 NOTIFICATION OF STANDARDS DEVELOPMENT

Notification of Standards activity shall be announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise a Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in Standards Action. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw a Standard.

A.5 SUBSTANTIVE CHANGE

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes are below:

“shall” to “should” or “should” to “shall”;
the addition, deletion or revision of requirements, regardless of the number of changes; or
the addition of mandatory compliance with referenced standards.

A.6 VOTING PROCEDURES FOR LETTER BALLOTS

A.6.1 Letter Ballots

Documentation associated with American National Standards will undergo the letter ballot process. Substantive changes to and interpretations of all Standards shall be approved by letter ballot of the Forum or Committee.

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.

A.6.2 Voting

Each member shall vote one of the following positions on letter ballots:

Affirmative.

Affirmative with comment.

Negative, with reasons. If possible, the negative ballot shall include specific actions that will resolve the negative.

Abstain.

A.6.3 Voting Rights

A member's representative shall ordinarily cast that member's vote. The member's alternate representative shall cast that member's vote only if the member's representative fails to vote.

A.6.4 Proxies

Proxies are not permitted.

A.6.5 Voting Period

The closure date for letter ballots shall be at least 30 days from the date of the issuance of the ballots. The Secretariat shall be authorized to grant an extension of the voting period if deemed necessary.

A.6.6 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 with 6.9.

A.6.7 Reporting Votes

The results of each vote on all Standards shall be reported as follows:

Number of members.

Number of members voting affirmatively.

Number of members voting negatively with reasons.

Number of members voting negatively without reasons.

Number of members abstaining.

Number of members not returning ballots.

A.6.8 Negative Votes

A negative ballot shall be required to be accompanied by a reason and, if possible, should include specific wording or actions that would resolve the objection. A negative ballot not supported by a reason is not required to be recirculated but is recorded as a negative without comment on the BSR-9 during submittal to ANSI. The ballot shall be counted as returned for the purpose of establishing a quorum.

A.6.9 Consideration of Views and Objections

The Forum or Committee shall use the following procedures in attempting to resolve negative votes:

All negative ballots and comments will be forwarded to the Forum or Committee that drafted the proposed Standard for response and resolution. The Forum or Committee Officers (with other Forum or Committee members as necessary) will draft the response on behalf of the Forum or Committee. Negative ballots may be judged as valid, invalid or nongermane. All comments are given a comprehensive response.

The responses to unresolved negative ballots (and other comments that result in a substantive change) will be circulated to the Forum or Committee by a new ballot to give the commentor the opportunity to change the vote based on the reply. Additionally, all members of the Forum or Committee will have the opportunity to change their vote. In the case of public review comments, which are not votes, these comments with the accompanying responses will be circulated for new ballot as well.

All substantive changes shall be submitted to ANSI via the BSR-8 for further public review.

Voting members or public review participants who have unresolved negative votes (comments) shall be notified of their right to appeal and of the appeals process.

A.7 DRAFT AMERICAN NATIONAL STANDARDS FOR TRIAL USE

The technical work of an ATIS Forum or Committee is advanced by a Subcommittee. At some point in time, the Subcommittee completes a draft document and presents it to the ATIS Forum or Committee for a vote authorization.

Upon approval by an ATIS Forum or Committee, the document is normally forwarded for approval as a draft proposed American National Standard. However, upon ATIS Forum or Committee approval, a draft standard may be forwarded for approval as a "draft standard for trial use." ATIS complies with the procedural and publication requirements as established in the ANSI Essential Requirements with regard to draft American National Standards for trial use.

Materially affected interests wishing to initiate a challenge at ANSI to a decision at the ATIS Forum or Committee level to register with ANSI a draft standard for trial use shall first exhaust all methods of challenge at the ATIS Forum or Committee level prior to submitting an appeal to the ANSI ExSC. The only basis on which such an appeal shall be filed is the alleged failure of the Accredited Standards Developer to follow either its own procedures or any other relevant ANSI requirements. The burden of proof shall be on the appellant. An announcement regarding the appeal will appear in Standards Action.

"Draft standards for trial use" are published by ATIS. Draft standards for trial use shall not be issued to address a need for an emergency standard.

A.8 INTERPRETATIONS

A.8.1 Processing Interpretations

Requests for interpretations of Standards shall be submitted in writing to the Secretariat and shall be forwarded by the Secretariat to Forum or Committee Officers. Proposed interpretations may be prepared by any Forum or Committee member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the Secretariat for a letter ballot of the Forum or Committee. Interpretations shall be approved in accordance with section 6.

A.8.2 Notification of Interpretations

Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the Standards via the appropriate ATIS Forum or Committee email exploder list(s) and posted on the ATIS web site.

A.9 METRIC POLICY

In accordance with 3.4 of the ANSI Essential Requirements, ATIS accepts ANSI's Metric Policy which states that, "Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards."

A.10 PUBLIC REVIEW AND COMMENT

Proposals for new Standards or reaffirmation, revision, or withdrawal of existing Standards shall be transmitted to ANSI for listing in Standards Action for comment. The Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final committee letter ballot and whether announcement in other suitable media is appropriate. All comments that are received shall be considered by the Forum or Committee and the commenter shall be notified, in writing, of the Forum's or Committee's decision/response.

A.11 PATENT POLICY

ATIS has adopted the ANSI Patent Policy, as outlined in section 3.1 of the ANSI Essential Requirements.

A.12 CORRESPONDENCE

A.12.1 Committee Correspondence

Correspondence from a Forum or Committee member to the entire membership of the Forum or Committee shall be forwarded to the Secretariat for screening and distribution. All official Forum or Committee correspondence, including meeting notices, agendas, reports and letter ballots, shall be distributed by the Secretariat. Copies of all other correspondence between Forum or Committee members, relating to ATIS Standards activities, shall be forwarded to the Secretariat.

A.12.2 External Correspondence

All official Forum and Committee correspondence to external parties must be approved by the Forum or Committee or its delegated representative and distributed by the Secretariat. Inquiries relating to the Forum or Committee and Standards shall be directed to the Secretariat. Forum or Committee members should advise individuals who contact them that responses to all inquiries are handled by the Secretariat.

A.13 APPEALS

A.13.1 Complaint

Persons who have been or may be affected by any Forum or Committee action or inaction shall have the right to appeal such action or inaction. The appellant shall file a written complaint with the Secretariat within 30 days after the date of notification of any action, or at any time with respect to inaction. The complaint shall state the nature of the objection, the procedures or the sections of the Standards that are at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objections and the outcome of each shall be noted.

A.13.2 Response

Within 30 days after the receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The Secretariat shall attempt to resolve, informally, the complaint of the appellant.

A.13.3 Appeals Panel and Hearing

If the Secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 working days notice. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to the Secretariat.

A.13.4 Conduct of the Hearing

The appellant has the responsibility of demonstrating improper action or inaction, the adverse effects there from, and the efficacy of the requested remedial action. The Secretariat has the responsibility to demonstrate that the Committee took all actions in question in compliance with these procedures.

A.13.5 Decision

The appeals panel shall render its decision in writing within 30 days of the hearing, based upon a preponderance of the evidence, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The Secretariat shall notify the appellant and the Forum or Committee of the decision of the appeals panel, which shall be binding and final on all concerned.

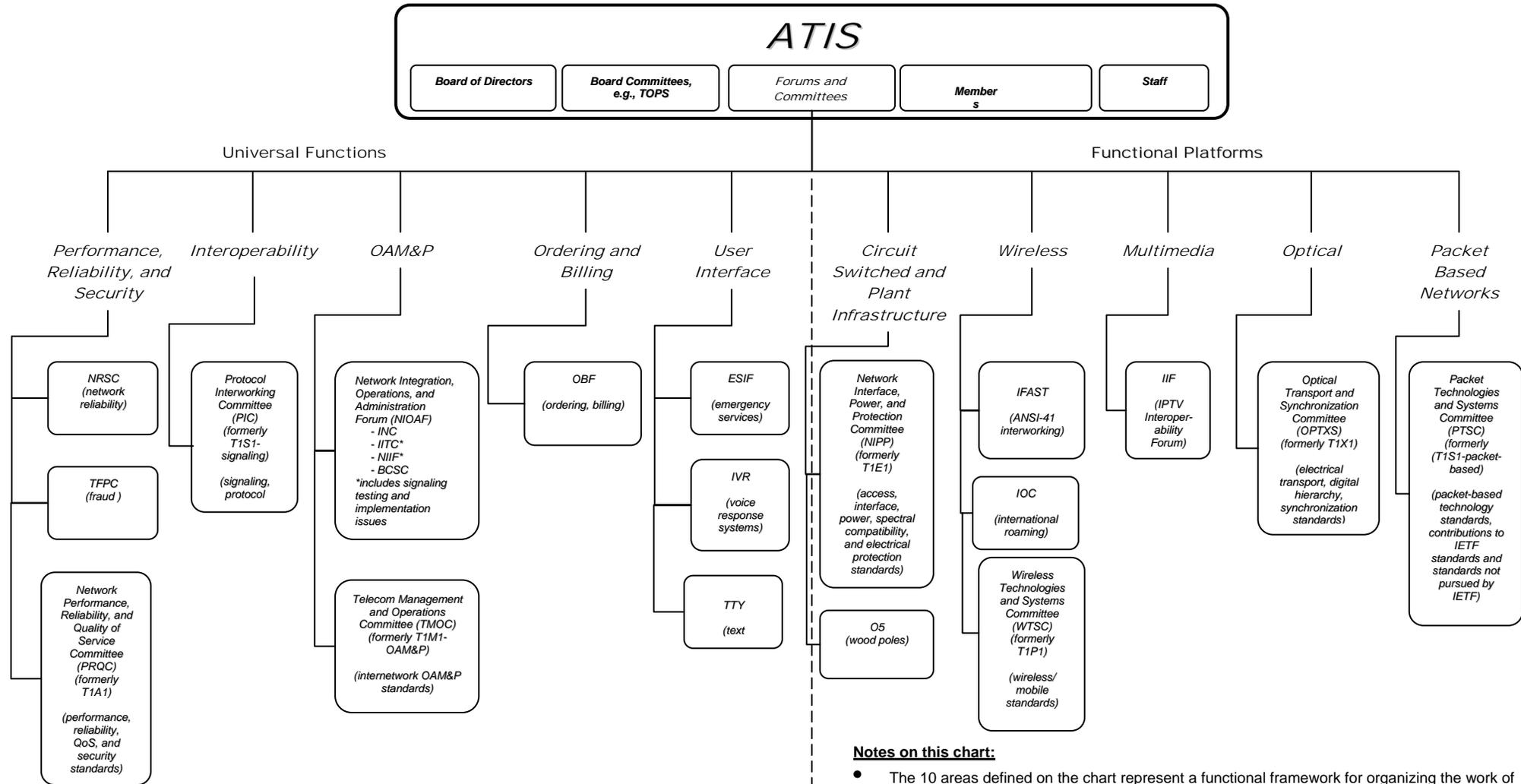
Further appeal may be made directly to ANSI. If the appellant gives notice to ATIS that such a further appeal to ANSI is intended, all relevant materials, including the decision made by the appeals panel set forth above, shall be submitted to ANSI by ATIS.

A.14 REVISIONS TO PROCEDURES

These Operating Procedures are maintained by ATIS. Proposed revisions to these Operating Procedures may be submitted in writing by any ATIS Member or Forum/Committee Funding Company to the ATIS General Counsel along with a the supporting rationale for the proposed change. The ATIS General Counsel will present the proposed revisions to the ATIS Board Advisory and Liaison Committee for review and consideration. The revised procedures are then submitted to ANSI for public comment, and ANSI review and approval. Any approved revisions to these Operating Procedures shall be effective upon publication.

The Secretariat shall be responsible for the interpretation of these Operating Principles and Procedures.

APPENDIX B – ATIS ORGANIZATIONAL STRUCTURE CHART



Notes on this chart:

- The 10 areas defined on the chart represent a functional framework for organizing the work of ATIS and for marketing it externally. They are not actual committees or individuals with administrative or oversight responsibilities.
- The remaining layers of the chart identify where the existing ATIS committees fall in the functional structure.
- PEG (Protection Engineers Group) is not included on this chart as it meets only once annually for an information exchange meeting, rather than for developing technical standards.
- It is intended that the structure presented on this chart will be dynamic and will grow and change over time as work flows through ATIS.

APPENDIX C – FORUM AND COMMITTEE MISSION STATEMENTS**C.1 COMMITTEE O5 – WOOD POLES (O5)**

Committee O5 develops standards and specifications for industry use in areas dealing with wood poles, cross arms and other wood products.

C.2 EMERGENCY SERVICES INTERCONNECTION FORUM (ESIF)

The ESIF is an industry committee comprised of wireless and wireline network service providers, manufacturers and providers of support services that facilitate the identification and resolution of technical issues related to the interconnection of telephony and emergency services networks.

C.3 IMSI OVERSIGHT COUNCIL (IOC)

The IOC is an open industry committee of telecommunications companies and other organizations responsible for overseeing management of International Mobile Subscriber Identifier (IMSI) codes.

C.4 IPTV INTEROPERABILITY FORUM (IIF)

The IIF enables the interoperability, interconnection, and implementation of IPTV systems/services by developing ATIS standards and facilitating related technical activities. This forum will place an emphasis on North American and ATIS Member Company needs in coordination with other regional and international standards development organizations.

C.5 INTERACTIVE VOICE RESPONSE (IVR) FORUM

The IVR Forum identifies features that make IVR and voice mail easier to use by persons with disabilities. It will also address the FCC's disabled-access concerns regarding voice mail services and interactive menu products.

C.6 Network INTERFACE, POWER, AND PROTECTION COMMITTEE (NIPP)

The Network Interface, Power, and Protection Committee develops and recommends standards and technical reports. The standards and technical reports are related to power systems, electrical and physical protection for the exchange and interexchange carrier networks, and interfaces associated with user access to telecommunications networks.

C.7 INTERNATIONAL FORUM FOR ANSI-41 STANDARDS TECHNOLOGY (IFAST)

IFAST functions as an open, international, technical forum with the voluntary participation of wireless carriers, network service providers, and infrastructure vendors. IFAST provides intersystem operations implementing the Advanced Mobile Phone Service (AMPS) family of standards, and facilitates interoperation of wireless systems around the world using the ANSI-41 (Analog, NAMPS, CDMA, TDMA) interworking protocol.

C.8 NETWORK INTEGRATION, OPERATIONS AND ADMINISTRATION FORUM (NIOAF)

The NIOAF is the collection of standalone Forums and Committees established by the ATIS Board of Directors to address concerns regarding network integration and OAM&P interfaces and procedures. The NIOAF Forums and Committees proactively examine new technologies and services to determine where network integration and OAM&P concerns may reside and develop solutions supporting the rollout of these technologies and services. Current groups within NIAOF include the Industry Numbering Committee (INC), the Network Interconnection Interoperability Forum (NIIF), the Internetwork Interoperability Test Coordination Committee (IITC), and the Bar Code/Standard Coding Committee (BCSC).

C.8.1 INDUSTRY NUMBERING COMMITTEE (INC)

INC provides an open forum to address and resolve telecommunications industry-wide issues associated with the planning, administration, allocation, assignment and use of resources and related dialing considerations for public telecommunications within the North American Numbering Plan (NANP) area.

C.8.2 NETWORK INTERCONNECTION INTEROPERABILITY FORUM (NIIF)

NIIF provides an open forum to encourage the discussion and resolution, on a voluntary basis, of industry-wide issues associated with telecommunications network interconnection and interoperability which involve network architecture, management, testing and operations and facilitates the exchange of information concerning these topics.

C.8.3 INTERNETWORK INTEROPERABILITY TEST COORDINATION (IITC) COMMITTEE

IITC provides an open forum in which North American telecommunications industry service providers, vendors, and the user community communicate. This committee coordinates internetwork, interoperability testing of telecommunications services and architectures resulting from the introduction of new network interconnections and technologies to determine potential effects on the reliability of the PSTN. Any services or technologies which have a potential to impair the PSTN's service performance are candidates for the IITC Committee's testing.

C.8.4 BAR CODE/STANDARD CODING (BCSC) COMMITTEE

The BCSC establishes guidelines for common shipping labels, product marking labels, product changes and software issuance standards.

C.9 NETWORK PERFORMANCE, RELIABILITY, AND QUALITY OF SERVICE COMMITTEE (PRQC)

The Network Performance, Reliability, and Quality of Service Committee develops and recommends standards, requirements, and technical reports related to the performance, reliability, and associated security aspects of communications networks, as well as the processing of voice, audio, data, image, and video signals, and their multimedia integration. The Network Performance, Reliability, and Quality of Service Committee also develops and recommends positions on, and fosters consistency with, standards and related subjects under consideration in other North American and international standards bodies.

C.10 NETWORK RELIABILITY STEERING COMMITTEE (NRSC)

The NRSC performs analyses of network outages and provides recommendations for corrective actions. NRSC issues quarterly and annual reports to the industry and the FCC, in liaison with the FCC's Network Reliability Council.

C.11 OPTICAL TRANSPORT AND SYNCHRONIZATION COMMITTEE (OPTXS)

The Optical Transport and Synchronization Committee develops and recommends standards and prepares technical reports related to telecommunications network technology pertaining to network synchronization interfaces and hierarchical structures for U.S. telecommunications networks, some of which are associated with other telecommunications networks. The Optical Transport and Synchronization Committee focuses on those functions and characteristics necessary to define and establish the interconnection of signals comprising network transport. This includes aspects of both asynchronous and synchronous networks. The Optical Transport and Synchronization Committee also makes recommendations on related subject matter under consideration in various North American and international standards organizations.

C.12 ORDERING AND BILLING FORUM (OBF)

The OBF provides a forum for representatives from the telecommunications industry to identify, discuss and resolve national issues, which affect ordering, billing, provisioning and exchange of information about access service, other connectivity and related matters.

C.13 PACKET TECHNOLOGIES AND SYSTEMS COMMITTEE (PTSC)

The Packet Technologies and Systems Committee develops and recommends standards and technical reports related to packet services and packet service architectures, in addition to related subjects under consideration in other North American and international standards bodies.

C.14 TELECOMMUNICATIONS FRAUD PREVENTION COMMITTEE (TFPC)

The TFPC provides a working forum to identify issues involving fraud, pertinent to the telecommunications industry, and to discuss and develop resolutions for voluntary implementation by the industry.

C.15 TELECOM MANAGEMENT AND OPERATIONS COMMITTEE (TMOC)

The Telecom Management and Operations Committee develops operations, administration, maintenance and provisioning standards, and other documentation related to Operations Support System (OSS) and Network Element (NE) functions and interfaces for communications networks - with an emphasis on standards development related to U.S.A. communication networks in coordination with the development of international standards.

C.16 TEXT TELEPHONE (TTY) FORUM

The TTY Forum develops alternatives that provide the deaf and hard-of-hearing, as well as those with speech or language disabilities, with access to telephone and wireless communications, through the use of a TTY device.

C.17 WIRELESS TECHNOLOGIES AND SYSTEMS COMMITTEE (WTSC)

The Wireless Technologies and Systems Committee develops and recommends standards and technical reports related to wireless and/or mobile services and systems, including service descriptions and wireless technologies. The Wireless Technologies and Systems Committee also develops and recommends positions on related subjects under consideration in other North American, regional and international standards bodies.

APPENDIX D – ATIS FORUM/COMMITTEE – ISSUE IDENTIFICATION FORM

Issue Title:

Forum/Committee:		Issue Number:	
Committee/Subcommittee Assigned:		Issue Status:	
Submission Date:		Initial Closure/Initial Pending Date:	
Acceptance Date:		Target Date for Moving Issue to Final From Initial Closure or Initial Pending:	
Targeted Resolution Date:		Final Closure Date:	

Issue Statement/Business Need:

Suggested Solution:

Resolution Statement:

Associated Committees/Issues:

Related work required for the solution to this issue to be implementable by the industry--consider functional platform; interoperability; performance, reliability, and security; OAM&P; ordering and billing; and user interface work.

Issue Champion(s):

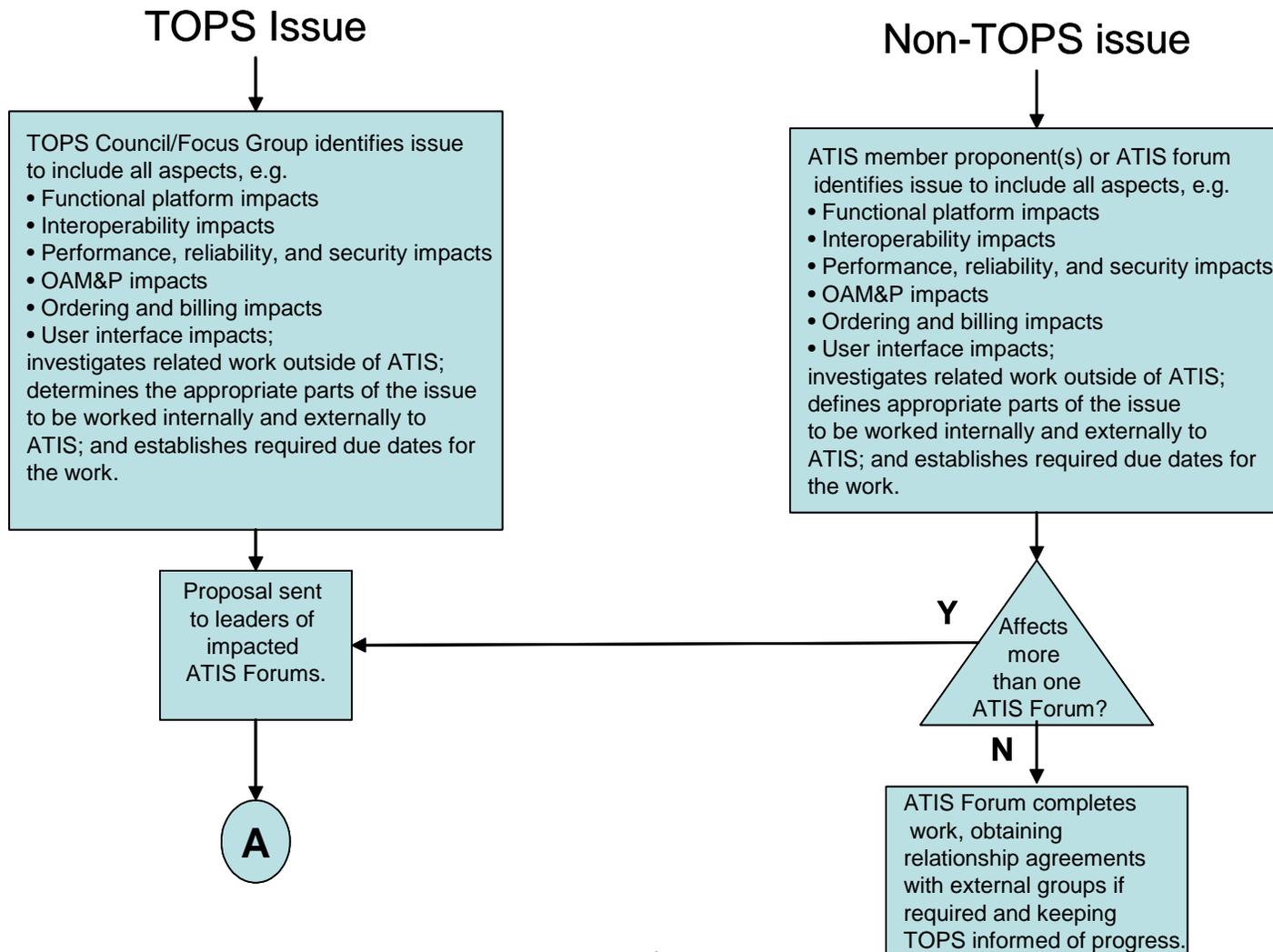
Name:
Company:
E-mail address
(optional):
Telephone number
(optional):

Name:
Company:
E-mail address
(optional):
Telephone number
(optional):

Activity Log (can be very brief but this must be regularly updated on a meeting-by-meeting basis and include all agreements reached and action items.

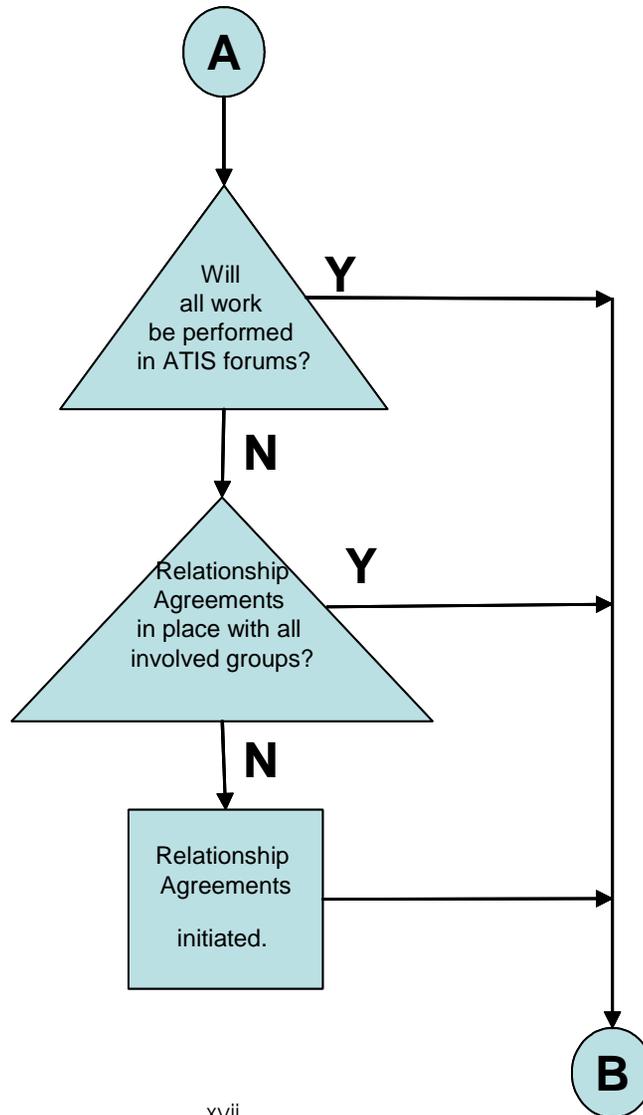
APPENDIX E – DEVELOPING AN “ATIS STANDARD”

Developing an “ATIS Implementable, End-to-End Standard” Internal ATIS Process 1 of 3

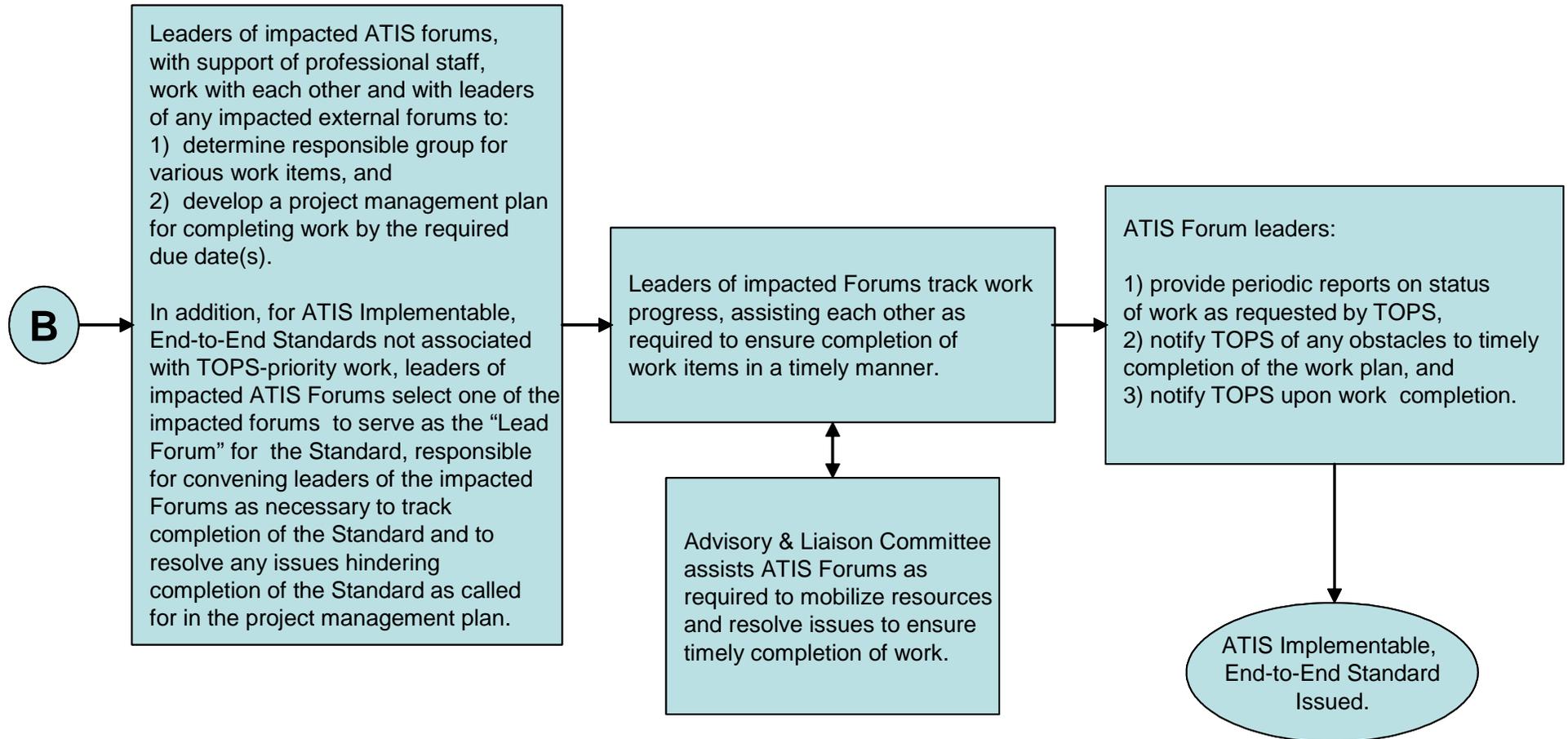


Developing an “ATIS Implementable, End-to-End Standard”

2 of 3



Developing an “ATIS Implementable, End-to-End Standard” 3 of 3



APPENDIX F – INTERACTION WITH THE ITU

Interaction with the International Telecommunications Union Telecommunications Standardization Sector (ITU-T) may be necessary in connection with the work of an ATIS Forum/Committee. These activities include preparing transmittals through national coordination bodies to international meetings, receiving external positions and developing comments, and participating in external meetings as a representative of an ATIS Forum/Committee.

Section 1 below provides procedures for communicating with the U.S. ITAC-T Study Groups regarding technical contributions into the ITU-T. Section 2 is concerned with procedures to establish and conduct liaisons with ITU-T.

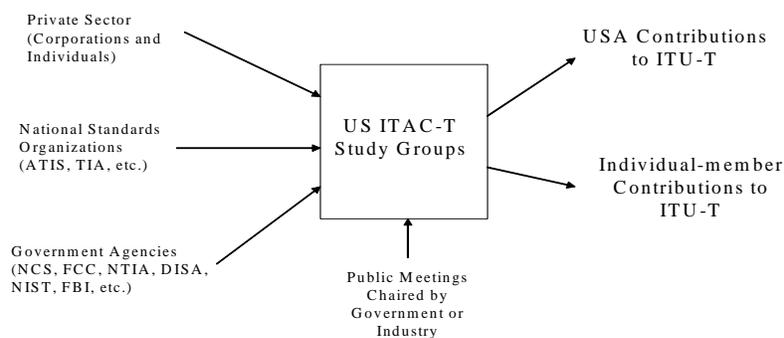
F.1 INTERACTION WITH THE U.S. ITAC-T STUDY GROUPS**F.1.1 GENERAL**

The U.S. telecommunications industry traditionally has been a very active contributor to the development of international standards in the ITU-T. It is in the interests of the U.S. to continue this work.

The U.S. contributions and participation in ITU-T are channeled through ITAC-T, a national organization referred to as the International Telecommunications Advisory Committee – Telecommunications administered by the U. S. Department of State. ITAC-T has several subordinate ITAC-T Study Groups which review and approve contributions to ITU-T Study Group meetings. The current subject areas and relevant ITU-T Study Groups assigned to each ITAC-T Study Group are:

U.S. ITAC-T Study Group	Assigned Subject Area	Relevant ITU-T Study Groups
A	Telephony Services	2, 3, 12
B	Network Infrastructure	4, 6, 10, 11, 13, 15
D	Data Communications	5, 7, 8, 9, 16

Contributions to ITU-T are of two types: individual-member contributions from organizations that have ITU-T (“small m”) membership, and “Member State” contributions that are developed by national standards organizations or government agencies, for our purposes the U.S Department of State. This flow of contributions is illustrated in the following Figure.



A private organization is encouraged to submit a proposed contribution to the work of ITU-T through the appropriate ATIS Forum/Committee when it can be identified. This will help facilitate the establishment of a unified U.S. position so that it may be approved by the ITAC-T Study Group as a U.S. Contribution.

Note: State Department procedures do not establish "U.S." positions for ITU-T Rapporteurs' meetings. Rather, documents are normally submitted as "individual-member contributions." Nonetheless, the Chairs of the ITAC-T Study Groups retain certain responsibilities regarding such contributions. See "Guidelines for the U.S. Preparatory Process for the ITU Telecommunication Standardization Sector," published by the Department of State, for those procedures.

F.1.2 DEVELOPMENT OF CONTRIBUTIONS WITHIN AN ATIS FORUM/COMMITTEE

Each ATIS Forum/Committee is expected to develop technical contributions and positions within its scope and range of interest to ITU-T study questions. Contributions developed in this manner are approved by the membership of the ATIS Forum/Committee. Formal voting or letter ballots are not required, and generally the process should be to obtain consensus. Proposed contributions approved by the ATIS Forum/Committee are then submitted by the ATIS Forum/Committee leader to the appropriate ITAC-T Study Group for its review and approval.

F.1.3 CITING ATIS FORUM/COMMITTEE REVIEW OF INDIVIDUAL-MEMBER CONTRIBUTIONS TO ITU-T MEETINGS

Under certain circumstances, participating organizations may be allowed to identify their ITU-T contributions as having received technical review in an ATIS Forum/Committee or subgroup.

F.1.3.1 CONTRIBUTIONS TO ITU-T RAPPORTEUR'S MEETINGS

As a matter of policy, State Department procedures do not establish "USA" positions for ITU-T Rapporteurs' meetings; documents are normally submitted as "individual-member contributions." However, to reduce the possibility that one's contribution will be weakened by adverse comments from other U.S. participants, organizations should seek to discuss them with other interested parties in the U.S.A. before the Rapporteur's meeting.

The role of an ATIS Forum/Committee is to provide the venue for such a discussion. Organizations present their proposed contributions to the appropriate ATIS Forum/Committee, just as they would if it were intended as a contribution to a full Study Group meeting. If the group agrees that the document should be a contribution to the Rapporteur's meeting, they "endorse" it and the contributing organization is allowed to cite that endorsement with an attribution on the contribution. This also enhances the credibility of the contribution, because it clarifies to other participants at the Rapporteur's meeting the level of technical support it has in the U.S.

The following guidelines apply:

- The attribution reads either "This document represents a consensus view of the ATIS [name of Forum/Committee]" or "This document represents a consensus view of Working Group [WG]."
- Permission to use the attribution is only granted for Rapporteur's meetings; it is not used on documents being submitted to U.S. ITAC-T Study Groups as proposed U.S. positions, even if they have been discussed and have achieved consensus in an interim meeting of a subgroup of an ATIS Forum or Committee.
- Once the attribution has been authorized, the contributing organization retains the decision as to whether or not to use it. If they decide to change the document after the discussion, they cannot, of course, use the attribution.
- The attribution is placed on the bottom of the first page of the contribution, immediately below the Contact information.

F.1.3.2 CONTRIBUTIONS UNDER REVIEW BY U.S. ITAC BY CORRESPONDENCE

Companies sometimes prepare contributions that they wish to submit to ITU-T Study Groups as individual-member contributions, rather than as “USA” positions. An ATIS Forum/Committee or subgroup discusses the paper, makes comments, and agrees that it should be submitted as an individual-member contribution, but does not take ownership of the paper and “approve” it. Sometimes, papers do not achieve enough support in an ATIS Forum/Committee or subgroup to be recommended to be “USA” positions, but the ATIS Forum/Committee or subgroup agrees to recommend that the document be submitted as an individual-member contribution.

When the appropriate U.S. ITAC-T Study Group conducts a face-to-face meeting to review proposed contributions, these facts – especially that the document has been reviewed in an ATIS Forum/Committee or subgroup – can be established by comments from the floor. However, the U.S. ITAC-T Study Groups sometimes work by correspondence. In this case, the ATIS Forum/Committee or subgroup may allow the use of an attribution in the cover letter to the U.S. ITAC-T SG members to clarify the status of the document.

The following guidelines apply:

- The attribution reads “ATIS Forum, Committee, or Subcommittee [name] has reviewed Document [identifying number] and has agreed that it should be submitted as an individual-member contribution.”
- Once the attribution has been authorized, the contributing organization retains the decision as to whether or not to use it. If they decide to change the document after the discussion, they cannot, of course, use the attribution.
- The attribution is placed in the cover letter to the U.S. ITAC-T Study Group.

F.1.4 PROPOSED CONTRIBUTIONS OF CONCERN TO MORE THAN ONE ATIS FORUM/COMMITTEE

An ATIS Forum, Committee or Subcommittee may judge that a proposed contribution to a U.S. ITAC-T Study Group warrants review by other ATIS Forums/Committees.

In such cases, the originating ATIS Forum, Committee, or Subcommittee leader should post the proposed contribution to its Forum/Committee web site and send an email request for review and comments to the other relevant ATIS Forum(s)/Committee(s). This is especially relevant when the contribution is generated in one ATIS Forum/Committee as part of a program that is being managed through another ATIS Forum/Committee. If comments are received, the leader of the ATIS Forum/Committee that approved the contribution should arrange to have them presented to the appropriate ITAC-T Study Group at the same time as the proposed contribution.

In rare cases, it may be deemed necessary to receive ATIS Board of Director review of the proposed contribution. In these cases, the originating ATIS Forum/Committee leader should transmit the document to the Advisory and Liaison Committee of the ATIS Board of Directors via the ATIS General Counsel.

F.2 WRITTEN LIAISONS TO ITU-T

ITU-T has a material interest in telecommunications and the membership of ATIS has an interest in global telecommunications standards. As such, liaison with ITU-T may occur in the normal course of ATIS Forum/Committee activities in the preparation of voluntary standards.

Exchange of technical documents among standardization organizations is encouraged. For indication of the status of such documents they should be labeled into three categories:

- Preliminary** The initial concept or idea has been discussed in the working entity, but text has not been developed or has not been agreed to by the working entity.
- Maturing** The document, while in development, contains incomplete areas but reflects a general consensus on the concept. Future changes and additions are expected.
- Stable** The document contains relatively stable text and addresses all necessary areas and reflects a consensus agreement of the entity; substantive changes are not expected within the entity.

F.2.1 AUTHORIZING A WRITTEN LIAISON

A written liaison with ITU-T may be initiated by an ATIS Forum/Committee. For technical or non-policy liaisons with non-governmental and non-regulatory organizations on subjects either in the mission and scope of an ATIS Forum/Committee or where a lead ATIS Forum/Committee has been designated, approval of the liaison request is by that ATIS Forum/Committee membership. See also Section 12 of the Operating Procedures for ATIS Forums and Committees.

When there is a need for more than one ATIS Forum/Committee to communicate with an external organization, one of the ATIS Forums/Committees should be designated with lead responsibility. The designated ATIS Forum/Committee shall ensure that contributions are developed and circulated to other interested ATIS Forums/Committees and forwarded to the appropriate organization in a timely manner. Conflicting documents on the same topic must not be transmitted by different ATIS Forums/Committees and suspected overlapping submissions are to be resolved by the involved ATIS Forums/Committees.

Any material directed to an external standards committee should normally have a transmittal letter signed by an appropriate ATIS Forum/Committee leader on ATIS letterhead.

F.2.2 PROCEDURE FOR FORMULATING AND TRANSMITTING WRITTEN LIAISONS TO ITU-T

The responsible ATIS Forum/Committee is expected to develop advanced plans for external documentation work. This will allow candidate contributions to be reviewed in detail by concerned ATIS Forum/Committee membership prior to transmission to the external organization.

The ATIS Forum/Committee may authorize a delay of up to ten days to afford a participant with direct and material interest the opportunity to more thoroughly review a proposed distribution of documents to external organizations.

When such a delay is authorized, the participant(s) are required to formally respond to the ATIS Forum/Committee leader within the review period if they have specific technical objections. If, in the opinion of the ATIS Forum/Committee leader, the concerns are of a reasonable technical nature, that leader will attempt to resolve the concerns. If the concerns presented are not resolved, the leader will hold the document for further review and advise the ATIS Forum/Committee. If the participant(s) does (do) not respond with specific technical objections, or if, in the opinion of the leader, the objections are not appropriate to hold the contribution, the contribution is to be forwarded as recommended by the ATIS Forum/Committee. If no concerns are received by the leader during the review period, the contribution should be forwarded as recommended by the ATIS Forum/Committee.

F.2.3 ITU-T AND U.S. ITAC-T REQUIREMENTS FOR DIRECT CORRESPONDENCE WITH ITU-T STUDY GROUPS

ITU-T Recommendation A.6 permits approved and draft documents to be exchanged between qualified Standards Development Organizations (SDOs) and ITU-T Study Groups (SGs). It is implied that the documents might be adopted, in whole or in part, into the products (Recommendations, Supplements, etc.) of ITU-T. ATIS has been recognized by the Director of the ITU-T Telecommunication Standardization Bureau (TSB) as a qualified SDO.

Documents that are exchanged in this manner are not contributions. ITU-T procedures require that they are sent directly to the appropriate Study Group Chairperson who, if the documents are considered useful, will authorize them to be distributed as Temporary Documents at a Study Group or Rapporteur's meeting. **To comply with U.S. Department of State guidelines, documents exchanged in this manner must never contain any wording that could reasonably be construed as a proposal that the material be adopted or a suggestion that it is for consideration.** Such proposals and suggestions, which might be sent in parallel to an A.6-compliant submission, must be submitted in the normal contribution process described in Section 1.

Documents that are sent to the ITU-T in this manner may be approved documents, drafts, or works in progress. They may be American National Standards, ATIS Standards, or ATIS Forum/Committee Technical Reports. They also may be large or small excerpts from qualified documents.

For compliance with U.S. Department of State guidelines, documents to be sent to the ITU-T under Recommendation A.6 must be sent first to the appropriate U.S. ITAC-T Study Group for information and the leader of that U.S. ITAC-T SG must acknowledge that the document has been noted before it may be sent to the ITU-T.

There are four steps to be completed to submit documents to ITU-T Study Group Chairmen under Recommendation A.6.

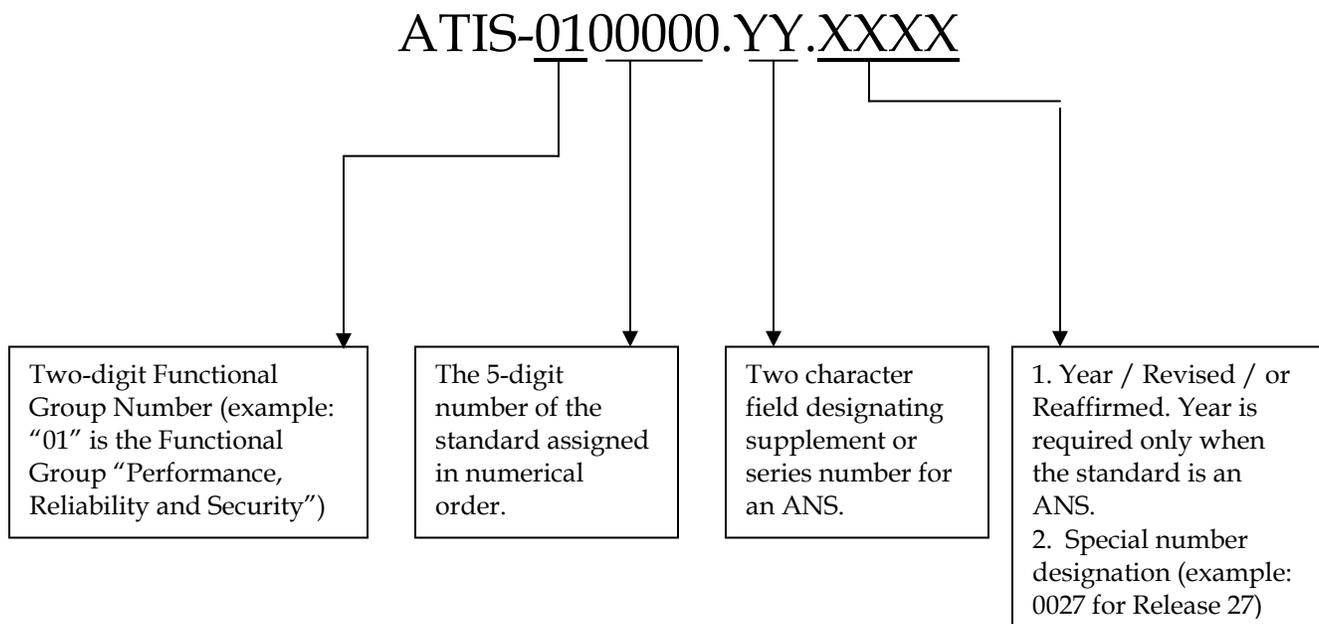
1. Prepare the transmittal in four parts: a transmittal letter to the appropriate ITAC-T SG Chair, a liaison to the appropriate ITU-T SG Chairman, a draft of the Temporary Document that the Chairman will send to the TSB, and the document itself (if it is not imbedded in the ITU-T Temporary Document). The liaison to the ITU-T SG Chairman must indicate the ATIS Forum/Committee sending the document, the degree of stability of the text (i.e., preliminary, mature, stable), proposed date of adoption, etc., and the status of the document (e.g., working document, draft, interim or approved standard).
2. Obtain approval of the ATIS Forum/Committee, as described in clauses 2.1 and 2.2.
3. Send the package to the Chair of the appropriate ITAC-T SG.
4. After the submission has been noted by the U.S. process, add a sentence to the cover letter indicating that it has been noted by the U.S. process and send it to the appropriate ITU-T SG Chair. As suggested in ITU-T Recommendation A.2, it is always good practice to send courtesy copies to the appropriate Councilor, Working Party Chair, and appropriate Rapporteurs for their use in planning the meeting.

APPENDIX G – ATIS DOCUMENT NUMBERING

The ATIS Document Numbering System is used for numbering “ATIS Standards.” The system catalogues ATIS Standards by Functional Group and also accommodates the requirements for the labeling of ATIS Standards as American National Standards when appropriate.

Documents developed prior to the implementation of the ATIS Document Numbering System will continue to have their current designation until they are revised. When a new document is issued, or an existing document is revised, the new numbering system will be used.

The format for numbering ATIS Standards according to the ATIS Document Numbering System is as follows:



Functional Group Numbers used in the ATIS Document Numbering System are:

Functional Group	Assigned Number
Performance, Reliability, and Security	01
Interoperability	02
OAM&P	03
Ordering and Billing	04
User Interface	05
Circuit Switched and Plant Infrastructure	06
Wireless	07
Multimedia	08
Optical	09
Packet Based Networks	10

Document numbers are assigned and administered by designated ATIS staff, typically a Forum or Committee administrator. In the case of ATIS Standards designated as American National Standards, the ATIS Manager of Standards Disciplines, will oversee numbering designations.

Relevant historical information regarding a document, including previous document numbers, if any (e.g., T1.231), will be contained in the introductory language found after the title page of the publication.

In some cases, such as supplements to American National Standards, special notations that are consistent with ANSI requirements will be added as necessary. Again, this type of notation will be provided by ATIS staff.

Examples of the new numbering system are:

Example 1 - New ATIS Standard not designated to become an American National Standard: ATIS-0100001

Example 2 - New ATIS Standard designated to become an American National Standard: ATIS-0100002.200x (x standing for the year in which designation was approved)

Example 3 - Former T1 Standard reaffirmed by its new ATIS consensus body: T1.417-2003 (R200x) [Note that the cover page will show ATIS as the publisher/ANSI accredited body and inside front cover will show the consensus body, i.e, forum/committee, responsible for the reaffirmation.]

Example 4 - Former T1 Standard (T1.417-xxxx) revised by its new ATIS consensus body: ATIS-0600417.200x

Example 5 - For former T1 Technical Subcommittees (TSCs), the series numbering [e.g., T1.105.01 where 01 is a document within the T1.105 (SONET) series] that was used in the past will be preserved in the 5-digit number of the standard or publication assigned following the 2-digit Functional Group number. For example, former T1 Standard (T1.105.01-xxxx) revised as part of a series by its new ATIS consensus body: ATIS-0900105.01.200x.