



***GENERAL PRINCIPLES IN SPONSORSHIP OF
JOINT STANDARDS ACTIVITIES***

BETWEEN

***THE ALLIANCE FOR TELECOMMUNICATIONS
INDUSTRY SOLUTIONS (ATIS)***

AND

***THE TELECOMMUNICATIONS INDUSTRY
ASSOCIATION (TIA)***

ATIS and TIA General Principles in Sponsorship of Joint Standards Activities

Introduction

The Alliance for Telecommunications Industry Solutions (ATIS) and the Telecommunications Industry Association (TIA) agree to jointly sponsor and work cooperatively in the development of joint standards documents that are of mutual interest. This encompasses joint standards documents in all maturation stages, from initial development and all drafts through final publication release. In the cases of joint standards documents that are American National Standards, both ATIS and TIA processes are documented and in full compliance with ANSI requirements of ANSI accredited standards development organizations. Additionally, those joint standards documents that are not American National Standards will be processed with the same scrutiny as with joint standards documents that are American National Standards.

The following general principles are intended to serve both ATIS and TIA in the sponsorship of joint standards activities by maximizing the integrity of the process through openness, due process and communication. This document replaces any prior Memorandum of Understanding (MoU) regarding joint standards activities in place between TIA and ATIS and stays in effect until mutually modified or rescinded. Either party may rescind this agreement with notice in writing to the other party.

Unless otherwise specified in this MoU, communications between ATIS and TIA shall be made between appropriate staff representatives of these organizations. These representatives shall be responsible for communications with their organizations' relevant constituted forums, committees, or subcommittees holding decision-making status (formulating groups) and ad hocs and task forces (subtending groups).

General Principles

- 1. Designation as "Joint Work":** The scope of new work, initiated in either organizations' forums, committees or subcommittees that is proposed to become a joint standard shall be approved in writing by both organizations before the work can be termed or publicized as joint ATIS and TIA work. Should either organization determine that the new work is not suitable for joint collaboration, that work may progress separately in the originating organization following that organization's standard operating procedures.
- 2. Revisions to Scope of Joint Standards Work:** Any modifications to the scope of joint standards work in ATIS or TIA shall not be finalized without input and written concurrence from the other organization.
- 3. Determination of Lead Organization:** The lead organization is determined on a project-by-project basis prior to the start of any joint standards work by mutual agreement between relevant ATIS and TIA committee/forum leadership and staff. The lead organization on any existing joint standards work shall remain in effect while the joint standard exists. The lead

organization shall be responsible for the administration and maintenance of the joint standard and will copy the non-lead organization on any correspondence pertaining to the joint standard. Should there be a need to revisit the lead organization once a project begins, relevant ATIS and TIA committee/forum leadership and staff shall meet to discuss and mutually agree in writing upon any necessary changes.

4. **Forum, Committees or Subcommittee Undertaking Joint Work:** For the purposes of joint standard development between ATIS and TIA, all work will be undertaken in formulating groups. Joint work shall not be assigned to subtending groups unless both ATIS and TIA agree in writing.
5. **Procedures:** Once it is decided that joint work is to be undertaken, the procedures of the lead organization shall be followed in the development of the joint standard. Particular attention shall be paid to the following functions so that they comply with the lead organization's procedures:
 - a. Distribution of Meeting Notices
 - b. Distribution of Meeting Agenda
 - c. Distribution of Meeting Notes
 - d. Conducting Leadership Elections
 - e. Establishing Quorum
6. **Co-location of Meetings:** Co-location of ATIS and TIA meetings to facilitate joint standards work is encouraged. In recognition of limited resources, a drive towards efficiency in standards development and continued inclusiveness of all parties, the following points should be observed in scheduling co-located meetings for joint standards work:
 - a. Meetings should be located within the continental United States or Canada and in close proximity to a tier one city airport (i.e., no further than sixty miles from an airport served by at least two major carriers)
 - b. Whenever possible, meetings should be scheduled in conjunction with other standards activities or where meetings of mutual interest are held
 - c. Consideration should be given to cost-effective locations and hotels
 - d. At co-located meetings, the lead organization shall establish quorum
7. **Openness:** Any meeting where joint standards work is addressed (formulating or subtending group) must be open to any interested party, unless legal, regulatory, or government policy prohibits such openness. It is understood by the parties that all participants in such a meeting must be either a member of ATIS or TIA or otherwise comply with ATIS or TIA requirements to attend. Also, all participants are subject to any cost recovery fees being charged by the meeting host. Should cost recovery fees be anticipated, an estimate of the fees shall be provided by the organizing party to the other party in advance of the meeting.
8. **Communications:** An e-mail address for use in joint standards communications (i.e., joint-standards@atis.org, joint-standards@tiaonline.org) shall be established by each organization. The Chair of the formulating group undertaking the joint work, or his designee, shall

formally communicate material (e.g., meeting agendas, meeting notes, ballot requests) to both ATIS and TIA via these e-mail addresses.

- 9. Correspondence:** Using the e-mail address described in the section entitled “Communications,” ATIS and TIA will be copied on all relevant correspondence or documentation pertaining to any joint standard or joint standards work. This includes, but is not limited to, all of the following: letter ballots and subsequent ballots, letter ballot closing tally report, including comments, responses to those comments, draft and final documents, ANSI transmittals, and liaisons. It is the responsibility of ATIS and TIA to inform their respective relevant forums, committees and subtending committees of such documentation. If, however, this information is not received, it will be reported for handling in the same manner as detailed in the conclusion portion of this document.
- 10. Ballots:** ATIS and TIA will work together to assemble the required materials to be distributed for ballot. All ballots pertaining to the joint activity will be provided by each organization to members of the relevant formulating group engaged in the joint activity and will be balloted according to the rules of each respective organization. Additionally, the letter ballots and recirculation ballots will be transmitted to both organizations. The ballot close date will be the same for both ATIS and TIA. A draft joint standard will not be approved unless approved by both ATIS and TIA.
- 11. Comments:** All comments will be fully considered, addressed and documented in writing by the Chair/Secretary with a copy to both organizations for any joint standard by the relevant formulating group. Any unresolved issues will be reported to both ATIS and TIA. Any comments or concerns of a procedural or legal nature will be elevated to ATIS and TIA legal counsels for consideration and response.
- 12. Liaisons:** Liaisons in joint standards work are established to facilitate the gathering and sharing of information required by formulating and subtending groups in the production of their work products. With respect to joint standards work, liaisons are primarily established in the lead organization doing the actual technical work. All relevant ATIS and TIA formulating and subtending groups will copy the relevant ATIS and TIA formulating and subtending groups in joint standards work to ensure appropriate communication with a copy to ATIS and TIA. Additionally, even though designated representative(s) are from both ATIS and TIA formulating and subtending groups, as liaison contacts, these individuals are in fact joint partners in the work between ATIS and TIA and should be recognized as such.
- 13. Intellectual Property Rights in Joint Deliverables:** ATIS and TIA shall hold joint copyrights on all joint standards developed pursuant to this agreement.
- 14. Joint Deliverable Covers and Front Matter:** A common cover and front matter elements produced by ATIS and TIA will be used for the joint standards. Both ATIS and TIA will review and approve the front matter of any joint standards document prior to publication release.

15. Joint Deliverable Pricing: The pricing of the joint standards will be set by both ATIS and TIA per their respective organization's policies. Revenue arising under this agreement from the sale of a joint standard by ATIS is solely the revenue of ATIS. Revenue arising under this agreement from the sale of a joint standard by TIA is solely the revenue of TIA.

16. Legal/Regulatory Issues: While each organization's legal counsel is responsible for advising their respective organizations, every effort should be made to copy the other on all legal and regulatory matters regarding joint standards work.

17. Press Releases: It is expected that ATIS and TIA will publicize these joint efforts. The organizations shall work together to develop and release any press releases or announcements pertaining to joint standards activities in a timely manner. Any press releases or other announcements pertaining to the joint standards work must be approved in writing by both organizations prior to release by either or both organizations. Those released by both organizations shall be released to the media simultaneously.

In Conclusion


ATIS and TIA both agree to abide by these general principles with respect to all joint standards documents and joint standards work. If these general principles are not followed by ATIS and/or TIA, or any subtending body where joint standards work is addressed, the organization in question, is obligated, at a minimum, to completely research and adequately respond in writing to any concerns for recording purposes.



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11-27-06

Date



Matthew Flanigan
President
Telecommunications Industry
Association (TIA)

11-17-06

Date