

## Telecommunications Standards Advisory Committee

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### Organisation and Methods of TSTC Working Groups

#### TSTC WG Organisation

1 Either IDA or any industry players can propose to TSAC work items for a TSTC Working Group (WG) to study. The proposal shall include the objective, scope and planned activities, expected deliverables, inclusive of prospective members from at least 4 organisations or more that would actively participate in the work.

2 A WG is formed with the adoption of a work item by TSAC/TSTC and the appointment of the WG Chair by TSAC. Within 2 weeks of the formation of the WG, TSTC members are invited to return nominations of technical experts and representatives from member organisations to join the WG. Nominations shall be made available to the TSAC/TSTC Secretariat (name of expert, designation, organisation, address, phone and email address). TSAC Secretariat shall prepare the Letter of Appointment to the new members

3 With a reasonable composition of the WG (of acceptable size and representation with the relevant expertise) accepted by the TSAC Chair, the WG Chair shall arrange for the first WG meeting to:

- a. Firm up the conception of the work item, including its scope, purpose, reference standards / documents;
- b. Appoint a WG Secretary and a WG editor who will undertake the preparatory work (prepare an outline of the Initial Draft for discussion);
- c. Appoint a WG Co-Chair if necessary;
- d. Establish the WG work programme, mapping out the target dates for completion of the Initial Draft, the TSTC Draft, and the Final Draft for TSAC endorsement; and
- e. Accept the Organisation and Methods of TSTC WG as Terms of Reference, noting that the WG term will end with the completion of the WG work programme or can be terminated at the discretion of the TSAC.

#### WG Meetings

4 As far as possible, electronic means should be used to discuss the standards drafting work of the WG. Whenever WG meetings need to be held to

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discuss the various Drafts, notification by the WG Secretary shall be sent to the WG members and to the TSAC/TSTC Secretariat at least 2 weeks in advance of the WG meeting. WG meetings should be hosted by member organisations.

5 If the WG meeting is to be held in conjunction with the TSTC meeting to discuss the TSTC Draft, the WG Chair shall coordinate with the TSAC/TSTC Secretariat.

### Standards Drafting Process

6 Once the Initial Draft becomes the TSTC Draft, the TSAC/TSTC Secretariat shall arrange for it to be circulated for TSTC members' comments. The time limit for comments is 2 weeks. The Secretariat will compile the comments received and will indicate proposals in consultation with the TSTC Chair before returning the comments to the WG Chair for revising the TSTC Draft. Once TSTC consensus is obtained, the TSAC/TSTC Secretariat will post the standard on IDA's website for public comments. The time limit for comments is 2 weeks. The Secretariat will compile the comments and return to WG Chair. Upon approval by the WG Chair, the TSTC Draft will become the Final Draft, and it will be circulated to TSAC members for endorsement.

7 Once the Final Draft is endorsed by TSAC, the Secretariat will perform the final editing before submitting for adoption by IDA and for distribution on IDA's website.

### Roles of Key WG Members

8 Roles of the WG Chair are as follows:

- a. Act from a neutral position;
- b. Direct the debates and discussions during the WG meetings with the view to reach consensus on the TSTC Drafts;
- c. Guide the WG Secretary to perform his duties; and
- d. Ensure that all views have been taken into account, and all decisions have been clearly formulated by the WG Secretary and confirmed at the WG meetings.

9 Roles of the WG Secretary are as follows:

- a. Establish agendas and circulate documents for discussions;
- b. Record decisions, making available in writing for confirmation;

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- c. Prepare notes of meetings; and
  - d. Prepare outline of Initial Drafts.
  - e. Keep the TSAC/TSTC Secretariat informed of the progress of the WG work programme
- 10 Roles of the WG Editor are as follows:
- a. Update Initial Drafts, TSTC Drafts and Final Drafts; and
  - b. Edit Initial Drafts, TSTC Drafts and Final Drafts, ensuring conformity to TSTC's templates.