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CANADIAN NATIONAL ORGANIZATION

**INTERNATIONAL TELECOMMUNICATION UNION –
STANDARDIZATION**

CNO / ITU-T

Canada

**CANADIAN NATIONAL ORGANIZATION /
INTERNATIONAL TELECOMMUNICATION UNION –
STANDARDIZATION (CNO/ITU-T)**

CNO/ITU-T MANUAL

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SECTION 1 - International Telecommunication Union - Telecommunication Standardization Sector (ITU -T)

1.0 Duties

The duties of the ITU-T are to study and issue recommendations on technical, operating and tariff questions relating to telecommunication services, other than technical or operating questions relating specifically to radiocommunication which come within the purview of the Radiocommunication Sector.

2.0 Membership and Participation

The ITU-T has as members:

1. The Administrations of all Member States of the ITU
2. Sector Members as set out in the Convention CV 229-231
3. Associates of specific Study Groups

In addition to its members who may participate in all activities of the ITU-T, international organizations and regional telecommunication organizations which coordinate their work with the ITU activities are invited to participate in meetings of the World Telecommunication Standardization Assembly (WTSA).

3.0 Organization

The ITU-T conducts its work using the rules of procedure published in ITU-T [Resolution No. 1:](#)

1. WTSA, which meets approximately every four years
2. Study Groups set up by the WTSA
3. The Telecommunication Standardization Advisory Group (TSAG)
4. Regional Groups which are established to deal with Questions and studies of particular interest to a group of countries and Administrations in an ITU region
5. A Director elected by the ITU Plenipotentiary Conference.

4.0 Working Methods and Procedures

The terms of reference, working arrangements and general provisions regarding the ITU-T are set out in the basic texts of the ITU. These are amplified and supplemented by rules of procedure and instructions published in the form of ITU-T Resolutions.

5.0 ITU-T Texts, Work Program and Contributions

ITU-T texts take the form of:

1. **Questions:** A Question is a statement of a technical, tariff or operational problem to which an answer is required.
2. **Recommendations:** A Recommendation is an answer to a Question which is considered by the WTSA to be sufficiently complete to serve as a basis for international standardization.

The ITU-T work program is defined by the Questions proposed for study by the Study Groups (or proposed for further study) and approved by the WTSA. The complete list of Questions and their allocation to Study Groups is published in Book No. 1 of the ITU-T. The full texts of the Questions are published, by Study Group, in Contribution No. 1 of each study group, at the start of each study period.

New and Revised ITU-T Recommendations can be approved between WTSA as per the rules of Resolution No. 1 or by the WTSA, and the Alternative Approval Process for new and revised Recommendations is contained in ITU-T Recommendation A.8.

ITU-T Contributions are the input documents submitted by members and participating organizations, relating to the studies being made, to the Director of the TSB. The rules governing the form and processing of Contributions are given in ITU-T Recommendation A.1 Section 3.2.

SECTION 2 - The Canadian National Organization for the International Telecommunication Union - Standardization

1.0 Introduction

The Canadian National Organization for the ITU-T (CNO/ITU-T) was established in 1973. The objective of the CNO/ITU-T is to promote and coordinate Canadian participation in the activities of the ITU-T. The CNO/ITU-T comprises members from the public and private sectors of the Canadian telecommunication community.

2.0 Objective

The objective of the CNO/ITU-T shall be to promote and coordinate full Canadian participation in the study program of the ITU-T so that an effective and coherent Canadian viewpoint will be expressed in the ITU-T and ITU-T Recommendations. Consequently, the CNO/ITU-T shall consolidate, promote and protect the interests of the Canadian Government, Canadian telecommunications carriers, users and manufacturers and other Canadian organizations concerned with the work of the ITU-T. This objective will require thorough examination of Canadian interests, determination of Canadian positions on ITU-T matters and the co-ordination of the preparation of Canadian Contributions to ITU-T Study Groups.

Canadian Contributions will be encouraged, and procedures will be developed and maintained to ensure that Canada's telecommunication interests will be advanced internationally. Significant Canadian experimental results, new designs, operating arrangements and experience, tariff principles and technical planning will be presented in the appropriate ITU-T Study Groups.

3.0 Constitution of the CNO/ITU-T

The Constitution of the CNO/ITU-T defines the role, participation and structure of the CNO/ITU-T, and the terms of reference of the organizational elements defined therein. The provisions of the Constitution are supplemented by procedures, guidelines and additional information presented in this manual.

3.1 Participation

The CNO/ITU-T shall be made up of representatives of Industry Canada, other Government Departments concerned with ITU-T work, and Canadian Sector Members and Associates that participate in the work of the ITU-T. Canadian experts in the telecommunications field representing user groups, consultants, manufacturers, universities or other organizations may also be invited to participate. Participants who are not ITU-T members shall not prevent consensus. Consultants (funded from outside Canada) shall not divulge to their funders the nature of discussions leading up to the adoption of Canadian positions. Consultants shall support Canadian positions, or refer the matter to the Canadian Head of Delegation. Consultants shall clearly indicate who is providing the funding in relation to their participation in CNO activities and are

responsible for ensuring full compliance with the terms and conditions of the Lobbyist Registration Act <http://www.orl-bdl.gc.ca/epic/site/lobbyist-lobbyiste.nsf/en/home> .

3.2 Structure

The CNO/ITU-T shall be composed of a Steering Committee and National Study Groups.

3.3 The Steering Committee

- i) The Steering Committee shall have a Chairman and a Secretariat appointed by and from Industry Canada, one representative of each Canadian organization which is a paid up ¹[Footnote 1](#) member of the ITU-T, and one representative from Industry Canada.
- ii) The Steering Committee shall provide general policy guidelines and oversee the work of the National Study Groups. The Steering Committee shall appoint the Chairmen of the National Study Groups.
- iii) The Steering Committee shall approve the acceptance by Canadians to the positions of International Study Group Chairman, TSAG Chairman, Study Group Vice-Chairman, TSAG Vice-Chairman, Working Party Chairman and Working Party Vice-Chairman.
- iv) The Steering Committee shall reach decisions on the basis of consensus, as defined in Section 3.6 below.
- v) The Secretariat shall coordinate the distribution of relevant information, excluding Contributions published by the ITU-T in general, to the National Study Groups and provide general secretariat services for the CNO/ITU-T Steering Committee and National Study Group Chairmen.

3.4 National Study Groups

- i) A National Study Group may be established for each current ITU-T Study Group.
- ii) Each National Study Group so established shall have a Chairman appointed by the CNO/ITU-T Steering Committee. Each NSG Chairman will be responsible to the Steering Committee for the work of his NSG.
- iii) Membership of each National Study Group may include representatives of organizations designated in Section 3.1. Soliciting appropriate membership shall be the responsibility of the respective National Study Group Chairman in consultation with the Secretariat.
- iv) Each National Study Group shall:
 - a. work under the guidance of its Chairman;

¹ 1. "Paid up" means not in arrears in Canadian ITU-T membership payments. The Chairman shall exercise discretion in the case of a member in arrears where there is a clear indication of action to make good the arrears.

- b. develop its own work program and encourage the preparation of Contributions;
- c. review and recommend Contributions and position papers submitted and prepared by National Study Group members;
- d. review other relevant ITU-T documents; and recommend the action to be taken on these;
- e. keep the Steering Committee fully informed on the progress of its activities.

3.5 National Security

Members of, and participants in the work of the CNO/ITU-T shall at all times avoid the inclusion of material of a classified nature in reports, recommendations, proposals and other documentation or correspondence. No such material shall under any circumstances be released for foreign circulation. The primary responsibility to protect classified material shall rest with the person or persons who originate correspondence or documentation.

3.6 Consensus

Within the CNO/ITU-T, all decisions including those on Canadian positions and Contributions shall be arrived at by consensus. In this context, consensus means a general agreement and the lack of sustained opposition from CNO/ITU-T members who have a substantive material interest. The consensus process requires that all views and objections be considered, and that a concerted effort be made towards their resolution. Consensus shall not be prevented by CNO/ITU-T members who are not ITU-T Sector Members or Associates.

4.0 Structure, Working Methods and Responsibilities

4.1 Organization

The CNO/ITU-T is composed of a Steering Committee and National Study Groups (NSGs). The technical terms of reference of each NSG are the same as the technical terms of reference of the corresponding ITU-T Study Group. The working methods and responsibilities of the Steering Committee, the National Study Group Chairmen, the CNO/ITU-T Secretariat, the National Study Group members and other participants are given in sections 4.3.1 to 4.3.4.

4.2 CNO/ITU-T Structure

i) Steering Committee:

- Chairman - Industry Canada
- CNO/ITU-T Secretariat - Industry Canada

ii) Steering Committee Members:

The Steering Committee is made up of Canadian ITU-T members. For a current list, see [membership](#).

iii) National Study Groups:

National Study Groups mirror one-for-one the ITU-T Study Groups plus TSAG as shown on the ITU-T web site <http://www.itu.int/ITU-T/index.html#>

4.3 Working Methods and Responsibilities

4.3.1 Steering Committee

- i) Should meet at least once a year. However, the frequency of the Steering Committee meetings will vary during the World Telecommunication Standardization Assembly period and it is anticipated that at certain times it will meet at least three or four times a year.
- ii) Should ensure and advise the National Study Group Chairmen in the delineation of their work and of the activities and decisions of the Steering Committee. This should be done through direct correspondence from the Steering Committee to the NSGs and vice versa and during meetings between the NSG Chairmen and the Steering Committee as required.
- iii) Should receive a written progress report (1-3 pages) once a year, at a date to be determined by the Chairman, from National Study Group Chairmen.
- iv) Should review and resolve all grievances submitted by members and/or NSG Chairmen which have occurred during the consensus process in establishing NSG approval of Canadian Contributions.
- v) Should be informed of the results of relevant ITU conferences and meetings by Industry Canada.
- vi) Should recommend revisions to the Constitution as necessary.
- vii) Should establish and revise working methods as necessary.

4.3.2 National Study Group Chairmen

The duties and responsibilities of the National Study Group Chairmen include the following:

- i) The organization and expeditious handling of the work of their Study Groups and should establish such working parties as may be required to facilitate the conduct of the work.
- ii) Ensure that participating organizations have reasonable time to review and discuss new Contributions before attempting to establish a consensus.
- iii) Ensure that CNO/ITU-T consensus has been achieved in approval of all Canadian Contributions to all ITU-T meetings. This involves

forwarding the approved Canadian Contributions to other appropriate National Study Group Chairmen to ensure that these Contributions are not incompatible with positions emanating from other National Study Groups. It is the responsibility of the receiving NSG Chairman to act, if necessary, on a Contribution received from another National Study Group.

- iv) Ensure that one copy of each approved Canadian Contribution is submitted to the CNO/ITU-T Secretariat ten (10) days before the ITU-T meeting, unless otherwise arranged.
- v) Establish formal liaison with other NSG Chairmen on matters of mutual interest, to ensure that there are no incompatibilities between Canadian Contributions.
- vi) Establish by consensus, Canadian positions on foreign Contributions, for the use of Canadian participants at ITU-T meetings.
- vii) Where necessary establish by the consensus process the National Study Group position on matters that concern his Study Group. Examples are the final approval of ITU-T Recommendations by letter ballot.
- viii) Where a National Study Group Chairman is unable to attend a specific National Study Group or ITU-T meeting, a deputy should be appointed to carry out these responsibilities.
- ix) Ensure that the members of the specific National Study Group and other attendees at related ITU-T meetings are aware of these CNO/ITU-T guidelines governing participation.
- x) Arrange for the preparation and distribution to NSG participants of briefs and reports of all international meetings attended by members of the specific Study Group.
- xi) Identify those issues and Contributions emanating from NSG activities which have broad significance and bring them to the attention of the Steering Committee.
- xii) Submit a brief annual progress report (1-3 pages) of the NSG activities to the Steering Committee, as requested by the Chairman of the Steering Committee.
- xiii) Advise the CNO/ITU-T Secretariat of the CNO/ITU-T of any changes occurring in the membership of his group, as well as the schedule of future NSG meetings.
- xiv) Advise the CNO/ITU-T Secretariat at least one month before a recognized ITU-T meeting of the NSG members planning to attend the ITU-T meeting and also indicate as well the name of the person who the ITU-T Secretariat should consider as the "Head of Delegation".

4.3.3 CNO/ITU-T Secretariat

- i) Will provide secretariat services to National Study Group Chairmen and Steering Committee.

- ii) Should assist the Chairman and other members of the CNO/ITU-T Steering Committee as-well as the NSG Chairmen in the discharge of their responsibilities.
- iii) When necessary, should ensure that comprehensive reports, covering the activities of the Organization, are submitted to the Steering Committee for its approval.
- iv) Should be responsible for keeping an up-to-date list of participants in the work of CNO/ITU-T and advising Steering Committee members and the Chairman of changes.
- v) Should be responsible for preparing the summary record of each meeting of the Steering Committee, when required.
- vi) Should arrange for expeditious transmission of approved Contributions to the TSB through the Chairman of the Steering Committee, and provide copies of the transmittal letter together with the Contribution to the appropriate National Study Group Chairmen.
- vii) Should maintain an up-to-date record of all documents issued by the TSB (ITU-T), including circular and collective letters.
- viii) Should inform the CNO/ITU-T Steering Committee members and National Study Group Chairmen of results of votes, particularly as they relate to the final approval of Recommendations as per ITU-T Resolution No.1.
- ix) Will maintain an up-to-date record of the status of the payment of Canadian Sector Member and Associate membership dues in the ITU-T and can provide such status as required.
- x) Should observe the operation of the CNO/ITU-T and propose appropriate improvements in operation.
- xi) On matters which Administrations are required to reply to the ITU-T, the CNO/ITU-T Secretariat should determine the position within the CNO/ITU-T as an input for the reply by Industry Canada. Such replies are required, for example, for final approval by letter ballot of ITU-T Recommendations and/or new Questions.
- xii) The CNO Secretariat shall draw the attention of all CNO members to Collective Letters and TSB Circulars that are of general interest. Each NSG Chairman shall draw the attention of the members of his NSG to Collective Letters and TSB Circulars that are of specific interest to his NSG.

4.3.4 National Study Group Members and Other Participants

While this list of responsibilities is directed towards participation in international meetings of ITU-T, it should be recognized that the work in the National Study Groups is an integral part of the process in that it involves all of the preparations for international meetings.

- i) NSG members are responsible for ensuring familiarity with and abiding by the procedures in the CNO/ITU-T manual.

- ii) Members of the NSGs attending recognized meetings of ITU-T, do so both as representatives of their parent organization and Canada. Unless specifically identified they will be considered by other participating organizations to be a Canadian spokesperson.
- iii) Members of NSGs or any other representatives of participating organizations of CNO/ITU-T shall identify their intention to attend a recognized ITU-T meeting to the appropriate NSG Chairman prior to the meeting.
- iv) In order for members of the Canadian delegation to make a useful Contribution to an international meeting of the ITU-T, they must be fully cognizant of Canada's position and the reasons for that position. This level of knowledge is normally only attained by regular participation in the NSG process. When an organization finds it necessary to send a representative who is not a NSG member, it is the responsibility of the organization to ensure that its representative is fully knowledgeable of the responsibilities, positions, and procedures established by the CNO/NSG.
- v) NSG members attending an ITU-T meeting should be aware of any relevant Canadian positions so that interventions are consistent with the agreements reached within the NSG and the spirit of consensus within the CNO. Invitees (see para 3.1) shall be cognizant of their status as members on the Canadian delegation and shall support Canadian Contributions and positions and shall refrain from unauthorized interventions.
- vi) Effective input to the work of the ITU-T is normally based on Contributions. Members are encouraged to present their organization's position to the NSG. Their Contribution would normally be presented to the ITU-T meeting by a member of the originating organization who has participated in the NSG discussions.
- vii) Approval of Contributions is achieved by consensus among the participating organizations. Members must therefore ensure that Contributions are submitted to the appropriate NSG meetings with sufficient lead time to permit effective review of the document by other members. Contributions submitted at the last moment may not get reviewed in time for submission to the desired ITU-T meeting.
- viii) In cases where the approval of a Canadian Contribution by a National Study Group aggrieves a CNO/ITU-T member, such a member may raise the matter with the Steering Committee Chairman via the CNO/ITU-T Secretariat.
- ix) Registration at the ITU-T meeting is the responsibility of individual participants. This registration facilitates the work of the TSB (e.g. in the distribution of documents). Members of Canadian organizations who are not members of ITU-T must obtain permission from the CNO Secretariat to register under the auspices of Industry Canada.
- x) Canadian participants at ITU-T meetings should attend CNO meetings called at the request of NSG Chairman or his deputy. These meetings may be for logistical reasons or to resolve Canadian positions.
- xi) If, during the course of an ITU-T meeting, any matters arise which are considered to require the establishment of a Canadian position or appear

to impinge upon an established position, a meeting of Canadian participants can be requested by any NSG member. In particular, differences on positions between Canadian organizations should be resolved in this manner and not on the floor of the international meeting.

- xii) NSG members at an ITU-T meeting, when making an intervention, should make it clear when necessary whether their statement reflects a proposal by their organization or a national position. NSG members attending an ITU-T meeting in leadership positions shall conduct themselves in a neutral and impartial manner and, as appropriate, shall make it clear when they intervene that it is as the leader of their activity.
- xiii) Designated NSG members are expected to report back on recognized ITU-T meetings they have attended.

4.4 Appointment of CNO/ITU-T Officials

As provided in the constitution, CNO/ITU-T officials are appointed as follows:

- i) the Steering Committee Chairman and CNO/ITU-T Secretariat are appointed by and from Industry Canada;
- ii) each participating organization (Sector Member or Associate), and Industry Canada appoints a representative to the Steering Committee;
- iii) the NSG Chairmen are appointed by the Steering Committee at the beginning of each Study Period and as needed during the Study Period as described in section 3.4.

4.5 Procedures for the Replacement of National Study Group Chairmen (NSG)

Procedures for the replacement of NSG Chairmen are as follows:

- i) The National Study Group Chairmen are appointed by the Steering Committee. The following is the procedure where it is necessary to replace an NSG Chairman.
- ii) Any National Study Group Chairman who cannot continue his duties should inform the CNO/ITU-T Secretariat in writing. The latter should then propose a possible candidate(s) to assume the vacant position. This would be done through consultation with the retiring Chairman or through any other suitable means. The CNO/ITU-T Secretariat would then inform the CNO/ITU-T Steering Committee Chairman of the vacancy and the recommended candidate.
- iii) The Steering Committee Chairman would seek the approval of the Steering Committee members and, if the members concurred, would advise the National Study Group Chairman designated to assume the responsibilities. The CNO/ITU-T Secretariat would then inform all others concerned.
- iv) If there should be some disagreement among the Steering Committee members, the Steering Committee Chairman would bring the matter to the attention of the Steering Committee at its next meeting.

4.6 Contributions to ITU-T Study Group Meetings

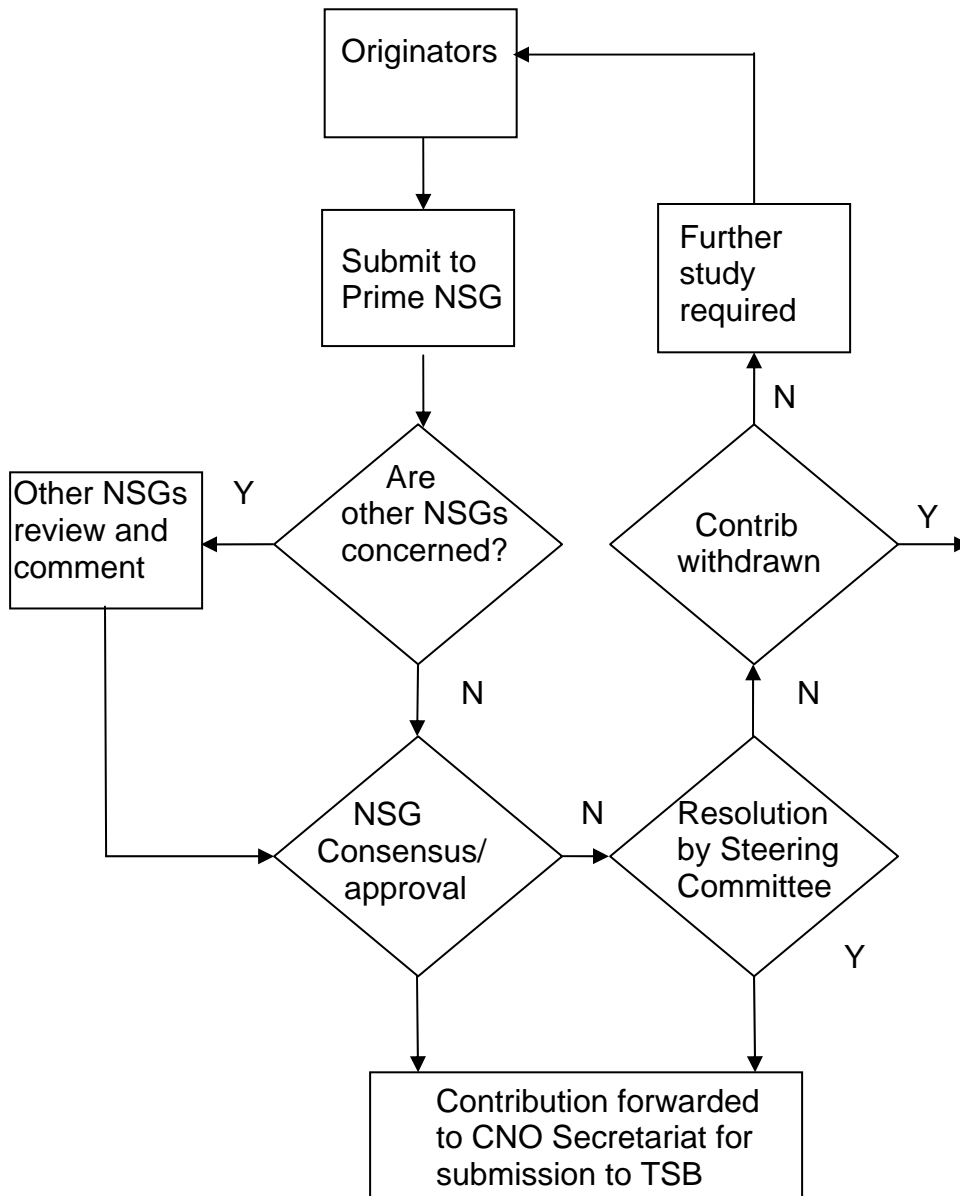
4.6.1 Submissions on Processing of Contributions

- i) The submission and processing of Contributions to ITU-T is laid down in ITU-T Recommendations [A.1](#) and [A.2](#).
- ii) Contributions submitted to the ITU-T Study Group and Working Party meetings are received by the Telecommunication Standardization Bureau (TSB) not less than 10 calendar days before the start of a Study Group meeting (Recommendation A.1).

4.7 Canadian Contributions to ITU-T Study Group Meetings

- i) Each approved Canadian contribution is sent electronically to the TSB by the CNO/ITU-T Secretariat.
- ii) Accordingly, once a Canadian Contribution is approved by the appropriate NSG, the NSG Chairman will submit to the CNO/ITU-T Secretariat for submission to the TSB.

4.8 Processing of Canadian Contribution



4.9 Flowchart for CNO/ITU-T Contributions

- i) A Canadian Contribution is submitted by the originators to the prime National Study Group.
- ii) The prime National Study Group must ensure that these Contributions are sent to other National Study Groups involved in the subject and that those are not incompatible with positions emanating from their National Study Groups.
- iii) If other NSG's have an interest, they will review and comment if appropriate on the Contribution and return it to the prime National Study Group to continue the approval process.

- iv) If approval/consensus has been reached at the NSG level, the Contribution can be forwarded to the TSB via the CNO/ITU-T Secretariat. The Contribution also may be sent to other National Study Groups for information.
- v) If no approval/consensus has been reached at the National Study Group level, then it is sent to the CNO/ITU-T Steering Committee Chairman for Resolution.
- vi) If the Steering Committee Chairman cannot resolve this issue, it is either sent back for further study or the Contribution is withdrawn. If the contentious issues resolved, the Contribution is then forwarded to the CNO/ITU-T Secretariat for transmission to the TSB.
- vii) The originators may withdraw a contribution at any time (not shown on the flowchart).

5.0 Meeting Records and Reports

- i) The respective Chairmen are responsible for the preparation and appropriate distribution of Summary Records of all CNO/ITU-T Steering Committee and NSG meetings.
- ii) NSG Chairmen are responsible for the preparation and appropriate distribution of reports of ITU-T SG and WP meetings at which Canadian delegations are present. Such reports may be incorporated in NSG meeting summary records. If not, separate reports shall be prepared.
- iii) Special reports shall be prepared as required, e.g., Canadian delegation report of a WTSA.
- iv) Meeting summary records and reports should be as brief as possible, and should include a concise summary of the principal points of discussion, decisions and action items. Voluminous attachments should be avoided wherever possible.
- v) The CNO/ITU-T Secretariat shall be included in the distribution of all CNO/ITU-T meeting records and reports.

6.0 Hosting of ITU-T Meetings

- i) It is the privilege of a CNO/ITU-T member organization to host an ITU-T meeting in Canada at its own discretion and expense. In such cases the CNO/ITU-T Steering Committee is informed through the CNO/ITU-T Secretariat.
- ii) All formal or informal requests from ITU-T (or from chairmen of study groups) should be channeled to the CNO/ITU-T Secretariat of the Steering Committee. If such requests are made in the course of an international meeting, the Head of the Canadian delegation to that meeting can confirm Canada's conditional acceptance, if one of the CNO/ITU-T member organizations present at the meeting is willing to be the host and defray all the expenses. Otherwise, the

Head of the Canadian delegation should refer the request in writing to the CNO/ITU-T Secretariat in Ottawa without making any commitment at the meeting.

- iii) The CNO/ITU-T Steering Committee will ensure that a consistent approach is taken in the hosting arrangements. For example, some flexibility exists in the funding arrangements of the traveling costs for the ITU-T Secretariat. Canada's approach to the negotiations of such funding should be consistent.
- iv) The opportunity for two or more CNO/ITU-T member organizations to agree to host and co-sponsor a meeting in Canada should be rationalized according to the following criteria:
 - 1. The area of activity of the group seeking to be hosted by Canada is of interest to two or more CNO/ITU-T member organizations;
 - 2. The dates of the meeting do not conflict with other events thus imposing undue overload on national resources;
 - 3. The organizational efforts required and the associated costs are of a level that warrants the sponsoring of the event by more than one organization.
- v) There are three categories of ITU-T meetings liable to be hosted by Canada:

1) Study Group:

The hosting of a study group requires a special organizational effort (usually a special organizational committee) and implies the provision of substantial support services (typing, photocopying, document distribution, etc.), interpretation services, protocol arrangements (i.e., opening ceremony) and social events. In addition, the hosting country defrays traveling costs and allowances for two or three members of the ITU-T Secretariat. Meetings of study groups are usually held in rented hotels or conference facilities implying additional cost and logistical effort.

2) Working Party:

While less formal than a study group the hosting of a working party implies nevertheless a substantial organizational effort due to the number of participants, large support requirements (document handling) and, in some cases, interpretation facilities. The hosting country is called to defray traveling costs and allowances for at least one ITU-T engineer. Social events are also customary.

It is acknowledged that the hosting of study groups or working parties in Canada warrants co-sponsoring by two or more CNO/ITU-T member organizations subject to the agreement of such organizations. It is implicitly acknowledged that it is the privilege of each CNO/ITU-T member organization to decide whether it should co-sponsor an event and to decide the level and magnitude of its Contribution.

3) Working Group: (or drafting groups, Rapporteurs groups, ad hoc groups, etc.)

These meetings are usually very informal and involve a relatively small number of people. Support services are minimal and no interpretation is provided. Social functions are kept at a minimum level.

It is generally assumed that the relatively low cost and organizational effort required to host working groups do not warrant the co-sponsorship of such events. In principle, an interested member of the CNO/ITU-T organization should consider hosting the meeting (usually in its own office facilities) and defraying the associated costs. This does not preclude the opportunity for two or more organizations to decide to share the costs of a given working group meeting.

6.1 Social events

Should, in general, correspond to the category of meeting being hosted. In the case of meetings co-sponsored by various organizations the following general guidelines are suggested:

- i) For Study Groups there should be a cocktail reception on the first day of the meeting and a farewell dinner on the last day. A third event, such as a week-end outing, is optional. It is also customary to provide coffee twice a day and to organize a companion's program if warranted.
- ii) For Working Parties there should be a cocktail reception either at the beginning or at the end of the meeting. Coffee should be provided twice a day.
- iii) For working groups it is assumed that, in general, they will be sponsored by only one member organization and that consequently the hosting organization will decide the level of social courtesy. In the event that a working group meeting is co-sponsored by two or more organizations it is recommended to provide coffee twice a day and to organize a welcome lunch at an appropriate time (first or second day of the meeting).

6.2 Funding

- i) Direct Financial Support: members will endeavor to commit direct financial support commensurate with the financial savings accruing as a result of having their representative(s) attend a particular meeting in Canada rather than overseas. Incremental Contributions over and above the financial savings mentioned above will be totally discretionary, based on the benefits of hosting a particular meeting in Canada, as perceived by individual members.
- ii) Contributions/Gifts in kind: such contributions (e.g. meeting facilities, equipment supplies, receptions, social events) may be sought from member organizations and other interested parties by those members assuming responsibility for hosting a particular meeting, in order to keep down the level of direct funding required to host, the meeting.

7.0 Approval of Contributions

7.1 Obtaining Consensus

- i) Each National Study Group is a collection of experts who aim to achieve consensus by discussion in a spirit of collective problem solving. This process, while respecting the rights and obligations of individual CNO member

organizations has, as its ultimate objective, the advancement of Canada's telecommunications interests internationally. In the spirit of this guideline "consensus" is defined in 3.6.

- ii) Consensus is reached by graceful accommodation which examines all points of view and eventually leads to the amendment of the contents of a Contribution to remove, as far as possible, the issues of contention. To assist consensus it is therefore incumbent upon NSG participants to act in a responsible manner by not intervening unnecessarily in issues which do not affect them. Opposition must be substantive.
- iii) The achievement of consensus within the CNO/ITU-T on all Canadian Contributions to all official ITU-T meetings is considered to be a principal objective. (Note: Canadian Contributions are those sourced either by Canada, or by one of the Canadian members of the ITU-T).
- iv) Canadian delegates attending ITU-T meetings must make every effort to reach consensus among themselves before expressing positions on issues which were not the object of prior review and discussion in Canada.
- v) Formal voting or the counting of a "majority view" is not part of this process.

7.2 Submission of Canadian Contributions to All Official ITU-T Meetings

- i) In the CNO/ITU-T, a Canadian Contribution is submitted to an NSG. It goes through a process of review and comment with the goal of having the NSG members arrive at a consensus on the Contribution. In the process of achieving consensus it is possible that the Contribution may go through some amendments. It is then passed through the review and comment process again. It follows this procedure until (1) consensus is reached, (2) consensus is not reached or (3) the Contribution is withdrawn.
- ii) Within certain NSGs, due to the nature of their work, it is sometimes difficult to achieve consensus on technical proposals. Different organizations within a particular NSG may have conflicting views. Resolution of those cases where conflicts arise should be achieved by following the guidelines for building consensus described in the preceding sections.
- iii) Member organizations should not block other organizations' proposals, but rather should seek to modify Contributions in ways acceptable to all parties. In some cases this can be achieved by removing points of contention from the Contribution so that it becomes neutral on these aspects.
- iv) In order to facilitate the achievement of consensus, it is necessary to allow a reasonable period of time for members to carry out a review process and to resolve areas of contention. Therefore all proposed Contributions must be circulated by E-mail, or exceptionally by other means, to the NSG members under normal circumstances at least one week before the final NSG meeting, prior to the desired Study Group presentation. The NSG Chairman could then be informed of areas of contention and these could hopefully be resolved prior to the NSG meeting. Any Contribution not receiving consensus by the final NSG

meeting will not be accepted as a Source: Canada Contribution for submission to the following ITU-T meeting.

- v) During the NSG approval process of a Contribution, a Canadian member organization may propose that the Contribution be marked as Source: Canada. (Note that the organization proposing Source: Canada is not necessarily the originator of the Contribution). The significance of the Source: Canada designation is that all members of the ITU can interpret the Contribution as representing a Canadian position actively supported (as opposed to simply concurred with) by all Canadian ITU members. Approval for the Source: Canada designation indicates full agreement in Canada with no substantive objections by any Canadian ITU-T members. If such approval cannot be obtained, then the option remains to approve the Contribution with a Source: ITU-T member name designation, which indicates a Canadian position concurred with by all Canadian ITU-T members and that the Contribution is not a Canadian position supported by all Canadian ITU-T members.
- vi) Every effort should be made to achieve consensus in Canada on proposed Contributions.
- vii) When it is not possible to reach consensus on a proposed Contribution, the originating ITU-T member may submit the Contribution to the Study Group/Working Party meeting as Source: ITU-T member name. Other Canadian ITU-T members may also submit Contributions to the same meeting under their own name as Source, giving alternative view(s) on the same subject. This procedure may not be used when the subject is one where a national opinion is required, for instance, the approval/disapproval of a proposed Recommendation or Regulatory or Telecommunications Policy issue.
- viii) **A Source:** ITU-T member name Contribution may not be jointly sourced with another member(s) in another delegation(s). If a Canadian member wishes to lend support to a foreign Contribution they may do so with a Source: ITU-T member name Contribution that cites the foreign Contribution or reproduces parts of it, subject to the usual NSG concurrence. A Source: Canada Contribution may be sourced jointly with another Member State(s) in a multi-country Contribution, at the discretion of the Canadian Administration.
- ix) In the CNO/ITU-T, an ITU-T Contribution other than Canadian may also be reviewed by an NSG to establish a Canadian position to support, oppose or abstain during the consideration of the Contribution in the ITU-T forum. The development of this Canadian position would require consensus within the NSG. In the case where agreement cannot be obtained at the NSG level, particularly if the Canadian position involves a draft Recommendation, this situation would then be referred to the Steering Committee for its consideration and resolution. If consensus cannot be reached by the Steering Committee, then the only Canadian position that can be taken would be one of abstention. Such a position should be avoided if at all possible and should be endorsed in exceptional cases only.
- x) During international meetings, new matters which have not been the object of previous study in Canada may be raised for discussion. Canadian representatives at these meetings should attempt to achieve consensus before opinions are stated on these matters. If it is not possible to achieve consensus within the Canadian delegation, any intervening Canadian representatives

should indicate that their opinions expressed are only opinions of their organization.

- xi) The Canadian delegation at an ITU-T meeting, acting as a body and chaired by the Head of Delegation, has the authority to author Contributions and approve them by consensus of those present. This provision is intended to allow extemporaneous Canadian response to situations as they arise during the course of a meeting. Note that this provision does not have the usual safeguards which apply to the preparation of Contributions in Canada. Therefore CNO Steering Committee review of the use of this provision may be requested by Canadian members if concerns arise.
- xii) In all ITU-T studies, agreement on a single Canadian position on a subject must be achieved by the time the final draft of a Recommendation has been formulated by the appropriate ITU-T body. This position may be “approve”, “do not approve” or “abstain”. Whichever the case, the Head of Delegation shall state the position agreed to as a result of the consultation called for under ITU-T Resolution No. 1.
- xiii) The above consensus procedure applies for the submission of all Canadian Contributions to all official ITU-T meetings including Study Group and Working Party meetings. They must be routed through the CNO approval process.
- xiv) Canadian Contributions to Rapporteur meetings should follow the same sourcing procedures as Canadian submissions to Study Group and Working Party meetings.
- xv) Those Contributions to be submitted to Study Group and Working Party meetings should be submitted to the ITU-T via the CNO/ITU-T Secretariat accompanied by a covering letter from Industry Canada. Contributions for submission to Rapporteur meetings shall be provided to the relevant NSG Chair and the CNO/ITU-T Secretariat for information, and may be forwarded via the CNO/ITU-T Secretariat or directly by the NSG Chairman or by the originating member organization to the Rapporteur.

7.3 CNO Procedures

Format: Generally, Contributions for submission to Rapporteur meetings should appear and be written in the same style as regular Contributions going to the ITU-T.

Submission of Contributions: Contributions submitted to Rapporteur meeting generally do not require a covering letter from Industry Canada. A Contribution being submitted to a Rapporteur meeting should not be submitted to the Study Group at the same time. The response to the Contribution at the Rapporteur meeting should be assessed and any comments for improving the Contribution should be considered and implemented, and if at this time it is judged that this material would be beneficial as a Contribution to the Study Group, a new Contribution should be prepared, approved within the CNO, and submitted to the ITU-T.

8.0 Approval of New and Revised Recommendations

ITU-T Resolution No. 1 defines the procedure for approval of new and revised Recommendations. When a Study Group Chairman requests approval of new and revised Recommendations, the Director of the TSB explicitly announces the intention to seek to apply the approval procedure and includes the specific intent of the proposal in summarized form. Reference is provided in the meeting report or other documents where the text of the draft new Recommendation or the draft revised Recommendation to be considered may be found. This information is also distributed to all members. The text of the draft new or revised Recommendation must be available to the TSB in a final edited form in at least one of the working languages at the time that the Director makes the announcement of the intended application of the approval procedure set out in this Resolution. A summary that reflects the final edited form of the draft Recommendation must also be provided to the TSB. The invitation to the meeting, together with the summary of the draft new or revised Recommendation, announcing the intended application of this approval procedure, is sent by the Director of the TSB to all members so as to be received in the normal course of delivery at least three months before the meeting. The invitation and the enclosed summary is distributed according to normal procedures which include the use of the appropriate working languages.

The Director requests the Member States' opinions on whether they assign authority to the Study Group to consider the new or revised Recommendations for approval at the Study Group meeting. The ITU-T Secretariat will send a Circular Letter to all Administrations (with information copy to Study Group members, Sector Members and Associates) requesting their opinion.

When such a Circular is received by Industry Canada, the CNO/ITU-T Secretariat will:

- alert the Steering Committee members, and the National Study Group Chairman;
- request comments and opinions from Sector Members, Associates and Industry Canada (Industry Canada acts on behalf of all non Sector Member/Associate interests); and
- prepare a coordinated reply to the Circular based on responses to (b) above.

9.0 Approval of New and Revised Questions

Since the introduction of a new or revised Question influences the scope of the work of the ITU Sectors, and may have significant impact on telecommunication matters in Canada, consensus on a single Canadian position must be achieved by the CNO/ITU-T before a new or revised Question may be submitted to the ITU-T.
