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**GUIDE
for
ITU-T
and
ISO/IEC JTC 1
COOPERATION**

2010

ITU-T
Recommendation A.23
Annex A

ISO/IEC JTC 1
Standing Document 3

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Guide for ITU-T and ISO/IEC JTC 1 cooperation

Recommendation ITU-T A.23

Annex A

(Approved February 2010)

ISO/IEC JTC 1

Standing Document 3

(Approved June 2010)

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Guide for ITU-T and ISO/IEC JTC 1 cooperation

1 Introduction

1.1 Purpose

This document contains a set of procedures for cooperation between ITU-T and ISO/IEC JTC 1. It is written in an informal style, much like a tutorial, to be a practical, educational and insightful reference for both leaders and participants in cooperative work.

1.2 Background

The ITU-T and ISO and IEC have long established cooperative relationships. For many years, the continued merging of technologies for which these individual organizations have been responsible has resulted in an increasing interdependency of a growing portion of the work programs. This has led, for example, to the creation by ISO and IEC of Joint Technical Committee 1 (JTC 1) on Information Technology. Cooperative arrangements between the ITU-T and ISO/IEC have been growing.

In June 1988, an ad hoc group of CCITT and ISO/IEC JTC 1 leaders met to review the then existing situation of cooperation. Recognizing that these cooperative efforts will continue to grow, the ad hoc group felt it would be beneficial to develop and document a set of procedures which builds upon past successes to facilitate future efforts. As a result, an *Informal Guide on CCITT and ISO/IEC JTC 1 Cooperation* was produced.

This Informal Guide recognized that the areas for cooperative work between CCITT and ISO/IEC JTC 1 are a small portion of the total work program of both organizations. Therefore, it was determined that the practical way to achieve successful cooperation is to work within the flexibility existing within the procedures of each organization rather than to define a fundamentally new framework.

Since that time considerable experience has been gained in the use of the procedures. Consequently, a second meeting of the ad hoc group was held in September 1991 to review and refine the procedures. A draft revised Guide was produced at that meeting and adopted by both CCITT and JTC 1 for interim use, pending formal approval.

The draft revised Guide recognized the value of collaboration between the two organizations in building consensus in areas of common interest and in extending this collaboration to the publication of common text Recommendations and International Standards to better serve the needs of industry and users. Considerable attention was given to defining efficient collaborative procedures that make the best use of resources to produce timely results.

Further revision was made as a result of the formal review and to reflect updated procedures of both organizations. The Guide was adopted by the WTSC and JTC 1 in March 1993.

By 1996, with the experience of developing more than 150 collaborative Recommendations | International Standards, the Guide was updated to reflect insights gained through this experience and to reflect revisions in the procedures of both organizations. The updated Guide was adopted by the WTSC in October 1996 and JTC 1 in December 1996.

In 2001, the Guide was again updated to reflect revisions in the procedures of both organizations. The updated Guide was adopted by the ITU-T in November 2001 and JTC 1 in November 2001.

In 2010, the Guide was again updated to reflect closer alignment of the JTC 1 procedures to those in common between ISO and IEC, and to reflect revised procedures in the ITU-T. It also takes into account the common patent policy for ITU-T/ITU-R/ISO/IEC adopted in 2006. The updated Guide was adopted by the ITU-T in February 2010 and JTC 1 in June 2010.

1.3 Organization of the Guide

The remainder of clause 1 provides a listing of useful references, definitions and abbreviations pertinent to ITU-T and JTC 1 cooperation. Clauses 2 and 3 provide tutorial information on the structure and procedures of ITU-T and JTC 1.

The detailed procedures for ITU-T and JTC 1 cooperation are given in clauses 4 through 10 and Appendix I. They supplement, and sometimes repeat for clarity, the basic procedures of each organization (for example, those given in WTSA Resolution No. 1, in Recommendation ITU-T A.1 and in the JTC 1 Supplement to ISO/IEC Directives) which remain controlling.

Drafting rules for editors to use in the preparation of common text Recommendations | International Standards are specified in Appendix II.

1.4 References

1.4.1 ITU-T references

1.4.1.1 General

Most information about the ITU and the ITU-T can be found on the ITU website at <http://www.itu.int>.

The fundamental documents of the ITU are its Constitution and its Convention, which can be found in "Collection of the basic texts of the International Telecommunication Union adopted by the Plenipotentiary Conference, Edition 2007".

The ITU-T WTSA Proceedings of the current Study Period contains the Resolutions and A-series Recommendations approved by the last World Telecommunication Standardization Assembly (WTSA), and includes a listing of the Study Groups and a listing of the Questions allocated to each Study Group.

Contribution No. 1 of each Study Group contains the detailed text for each Question assigned to the Study Group by the WTSA. Changes concerning A-series Recommendations and Questions are published via TSB Circulars and available on the ITU website.

1.4.1.2 WTSA Resolutions

The latest set of WTSA Resolutions is available on the ITU website at <http://www.itu.int/publ/T-Res/>. Five Resolutions of particular relevance to ITU-T and ISO/IEC JTC 1 cooperation are listed below.

- Resolution 1, *Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T)*.
- Resolution 2, *ITU-T study group responsibility and mandates*.
- Resolution 7, *Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC)*.
- Resolution 22, *Authorization for TSAG to act between WTSAs*.
- Resolution 67, *Creation of a Standardization Committee for Vocabulary*.

1.4.1.3 A-series Recommendations

A-series Recommendations are adopted by the WTSA or by the Telecommunication Standardization Advisory Group (TSAG) between WTSAs. The latest set is available on the ITU website at <http://www.itu.int/rec/T-REC-A>. Ten A-series Recommendations of particular relevance to ITU-T and ISO/IEC JTC 1 cooperation are listed below.

- Recommendation ITU-T A.1 (2008), *Work methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)*.
- Recommendation ITU-T A.2 (2008), *Presentation of contributions to ITU-T*.
- Recommendation ITU-T A.4 (2002), *Communication process between ITU-T and Forums and Consortia*.
- Recommendation ITU-T A.5 (2001), *Generic procedures for including references to documents of other organizations in ITU-T Recommendations*.
- Recommendation ITU-T A.6 (2002), *Cooperation and exchange of information between ITU-T and national and regional standards development organizations*.
- Recommendation ITU-T A.8 (2008), *Alternative approval process for new and revised ITU-T Recommendations*.
- Recommendation ITU-T A.11 (2008), *Publication of ITU-T Recommendations and WTSA proceedings*.
- Recommendation ITU-T A.12 (2008), *Identification and layout of ITU-T Recommendations*.
- Recommendation ITU-T A.13 (2000), *Supplements to ITU-T Recommendations*.
- Recommendation ITU-T A.23 (1996), *Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology*.

1.4.2 ISO/IEC references

1.4.2.1 General

Most information about the ISO can be found on its web site at <http://www.iso.org>. Similarly, most information about the IEC can be found on its web site at <http://www.iec.ch>. This information includes:

- Catalogue of IEC Publications [This online publication lists all IEC standards issued as of the first day of the year]
- IEC Yearbook [This annual publication lists all the Technical Committees and Subcommittees of IEC and, for each, lists the subjects under consideration and the publications prepared]
- ISO Catalogue [This online publication lists all published International Standards and Technical Reports of ISO]
- ISO Memento [This annual publication lists all the Technical Committees of ISO and gives their scope and committee structure]
- ISO Technical Programme [This semi-annual publication lists the status of all documents that have reached the balloting stage (e.g., CD, DAM, DIS, DTR)]
- ISO/IEC Directives – Part 1:2009, Procedures for the technical work
- ISO/IEC Directives – Part 2:2004, Rules for the structure and drafting of International Standards
- ISO/IEC Directives – JTC 1 Supplement:2010

1.4.2.2 JTC 1

Most information about ISO/IEC JTC 1 can be found on its site at <http://www.jtc1.org>. The key document setting forth the specific procedures for JTC 1 is the ISO/IEC Directives – JTC 1 Supplement "Procedures Specific to JTC 1".

1.4.2.3 Subcommittees of JTC 1

Subcommittees of JTC 1 maintain their respective web sites, linked from the JTC 1 site. Prior to each JTC 1 plenary, SC Chairmen prepare the Subcommittee Business Plans, including a management summary, a period review and the priorities for the next period.

1.5 Definitions

1.5.1 ITU-T definitions

1.5.1.1 Additional Review: A 3-week period in the Alternative Approval Process where Member States and Sector Members review the text of a Recommendation put for approval and can submit comments.

1.5.1.2 Alternative Approval Process (AAP): The procedure for approval of Recommendations that do not have regulatory or policy implications.

1.5.1.3 Consent: A step in the Alternative Approval Process where a Study Group or Working Party agrees that the text of a Recommendation is sufficiently mature.

1.5.1.4 Consultation: A step in the Traditional Approval Process where Member States are asked to delegate authority for approval of a Recommendation to the next meeting of the Study Group.

1.5.1.5 Determination: A step in the Traditional Approval Process where a Study Group or Working Party agrees that the text of a Recommendation is sufficiently mature.

1.5.1.6 Last Call: A 4-week period in the Alternative Approval Process where Member States, Sector Members and Associates review the text of a Recommendation put for approval and can submit comments.

1.5.1.7 Question: Description of an area of work to be studied, normally leading to the production of one or more new or revised Recommendations.

1.5.1.8 Traditional Approval Process (TAP): The procedure for approval of Recommendations that may have regulatory or policy implications.

1.5.2 ISO/IEC JTC 1 definitions

1.5.2.1 Amendment (AMD): A published amendment to an International Standard.

1.5.2.2 Category A Liaison: An external liaison organization which participates actively in a broad spectrum of work in JTC 1 or in a JTC 1/SC.

1.5.2.3 Committee Draft (CD): Text for a proposed International Standard which has been registered for ballot at the Subcommittee (SC) level – stage 3, committee stage.

1.5.2.4 Draft Amendment (DAM): Text for a proposed amendment to an International Standard which is at stage 4, enquiry stage.

1.5.2.5 Draft International Standard (DIS): Text for a proposed Draft International Standard which is at stage 4, enquiry stage.

1.5.2.6 Draft Technical Report (DTR): Text for a proposed Technical Report which has been submitted for balloting by National Bodies of JTC 1.

1.5.2.7 Final Draft Amendment (FDAM): Text for a proposed amendment to an International Standard which has been submitted for balloting by ISO and IEC National Bodies – stage 5, approval stage.

1.5.2.8 Final Draft International Standard (FDIS): Text for a proposed International Standard which is at stage 5, approval stage.

1.5.2.9 International Standard: A published ISO/IEC standard.

1.5.2.10 International Standardized Profile (ISP): A published ISO/IEC standardized profile.

1.5.2.11 Information Technology Task Force (ITTF): A group of individuals from the staffs of the ISO Central Secretariat and the IEC Central Office that provide joint support for the activities of JTC 1.

1.5.2.12 New work item Proposal (NP): Text for a proposed item to be added to the program of work which is at stage 1, proposal stage and has been registered for ballot at the JTC 1 or Subcommittee (SC) level.

1.5.2.13 Proposed Draft Amendment (PDAM): Text for a proposed amendment to an International Standard which has been registered for ballot at the Subcommittee (SC) level.

1.5.2.14 Proposed Draft Technical Report (PDTR): Text for a proposed Technical Report which has been registered for ballot at the Subcommittee (SC) level – stage 3, committee stage.

1.5.2.15 Technical Report (TR): A document not suitable for issue as an International Standard but valuable for publication in the interests of standardization.

1.5.2.16 Technical Specification (TS): A document not mature for issue as an International Standard but valuable for publication in the interests of standardization.

1.5.2.17 Working Draft (WD): A document at stage 2, preparatory stage, pertaining to a work item with a view to leading toward a Committee Draft.

1.5.3 ITU-T and JTC 1 cooperation definitions

1.5.3.1 Collaborative Interchange: A mode of ITU-T and JTC 1 collaboration aimed at producing one or more common (or twin) text Recommendations | International Standards by means of close liaison and synchronized approval (see clause 7).

1.5.3.2 Collaborative Team (CT): (1) A mode of ITU-T and JTC 1 collaboration aimed at producing one or more common (or twin) text Recommendations | International Standards by means of common meetings and synchronized approval (see clause 8); (2) A group composed of individuals from a JTC 1 SC and an ITU-T SG that collaboratively develops common (or twin) text for one or more Recommendations | International Standards (see clause 8).

1.5.3.3 Identical Recommendations | International Standards (or "common text"): These are Recommendations and International Standards which were developed jointly by ITU-T and ISO/IEC and have identical text. This expression "Identical Recommendations | International Standards" is the title of clause 2.1 in common texts according to the presentation style specified in Appendix II.

1.5.3.4 Paired Recommendations | International Standards (or "twin text"): These are Recommendations and International Standards which were developed in close collaboration between ITU-T and ISO/IEC, and whose texts are technically aligned but not identical. The expression "Paired Recommendations | International Standards" is the title of clause 2.2 in common texts according to the presentation style specified in Appendix II.

1.5.3.5 Working Level Group: A generic term to refer to a group of individuals in a JTC 1 SC responsible for progressing work on a specific project or a group of individuals in an ITU-T SG responsible for progressing work on a specific Question (see clause 7).

1.6 Abbreviations

For the purposes of this Guide, the following abbreviations apply.

1.6.1 ITU-T abbreviations

AAP	Alternative Approval Process
CCITT	International Telegraph and Telephone Consultative Committee (replaced by ITU-T in 1993)
ITU	International Telecommunication Union
ITU-T	International Telecommunication Union – Telecommunication Standardization Sector
SG	Study Group
TAP	Traditional Approval Process
TSAG	Telecommunication Standardization Advisory Group
TSB	Telecommunication Standardization Bureau
WP	Working Party
WTSA	World Telecommunication Standardization Assembly
WTSC	World Telecommunication Standardization Conference (replaced by WTSA in 2000)

1.6.2 ISO/IEC abbreviations

AMD	Amendment
CD	Committee Draft
COR	Technical Corrigendum
DAM	Draft Amendment
DCOR	Draft Technical Corrigendum
DIS	Draft International Standard
DTR	Draft Technical Report
FDAM	Final Draft Amendment
FDIS	Final Draft International Standard
IEC	International Electrotechnical Commission
IS	International Standard
ISO	International Organization for Standardization
ISP	International Standardized Profile
ITTF	Information Technology Task Force
JTC 1	Joint Technical Committee 1
NP	New Work Item Proposal
PDAM	Proposed Draft Amendment
PDTR	Proposed Draft Technical Report
SC	Subcommittee
SWG	Special Working Group

TR	Technical Report
TS	Technical Specification
WD	Working Draft
WG	Working Group

1.6.3 ITU-T and JTC 1 cooperation abbreviations

CT	Collaborative Team
----	--------------------

2 Organizational structures

ITU-T and JTC 1 have similar organizational structures for carrying out technical work. The major ITU-T organizational unit is the Study Group (SG) which is comparable to a Subcommittee (SC) within JTC 1. Table 1 lists the ten ITU-T Study Groups as of 30 April 2009 (an up-to-date list may be found on the ITU web site at <http://www.itu.int>). Table 2 lists the eighteen Subcommittees of JTC 1 as of October 2009 (an up-to-date list may be found on the JTC 1 web site at <http://www.jtc1.org>).

Table 1 – List of ITU-T Study Groups

Designation	Title
SG 2	Operational aspects of service provision and telecommunication management
SG 3	Tariff and accounting principles including related telecommunication economic and policy issues
SG 5	Environment and climate change
SG 9	Television and sound transmission and integrated broadband cable networks
SG 11	Signalling requirements, protocols and test specifications
SG 12	Performance, QoS and QoE
SG 13	Future networks including mobile and NGN
SG 15	Optical transport networks and access network infrastructures
SG 16	Multimedia coding, systems and applications
SG 17	Security
NOTE 1 – A brief description of the general work areas of the Study Groups is contained in WTSA Resolution 2.	
NOTE 2 – In addition to the Study Groups, the Telecommunication Standardization Advisory Group (TSAG) is also part of the ITU-T.	

Table 2 – List of ISO/IEC JTC 1 Subcommittees

Designation	Title
SC 2	Coded character sets
SC 6	Telecommunications and information exchange between systems
SC 7	Software and systems engineering
SC 17	Cards and personal identification
SC 22	Programming languages, their environments and system software interfaces
SC 23	Digitally recorded media for information interchange and storage
SC 24	Computer graphics, image processing and environmental data representation
SC 25	Interconnection of information technology equipment
SC 27	IT security techniques
SC 28	Office equipment
SC 29	Coding of audio, picture, multimedia and hypermedia information
SC 31	Automatic identification and data capture techniques
SC 32	Data management and interchange
SC 34	Document description and processing languages
SC 35	User interfaces
SC 36	Information technology for learning, education and training
SC 37	Biometrics
SC 38	Distributed application platforms and services (DAPS)
NOTE – Also directly reporting to JTC 1 are: – Special Working Group on Accessibility; – Special Working Group on Archival and Retrieval Mechanisms; – Special Working Group on Directives; – Special Working Group on Planning; – Special Working Group on Smart Grid; – WG 6 on Corporate governance of IT; – WG 7 on Sensor Networks.	

At the next lower level, ITU-T Study Groups typically divide their work into a number of Working Parties (WPs), and JTC 1 Subcommittees divide their work into Working Groups (WGs). Both organizations appoint Rapporteurs and Editors to facilitate the carrying out of detailed technical work.

Figure 1 illustrates the ITU-T structure as of April 2009 and Figure 2 illustrates the JTC 1 structure as of October 2009.

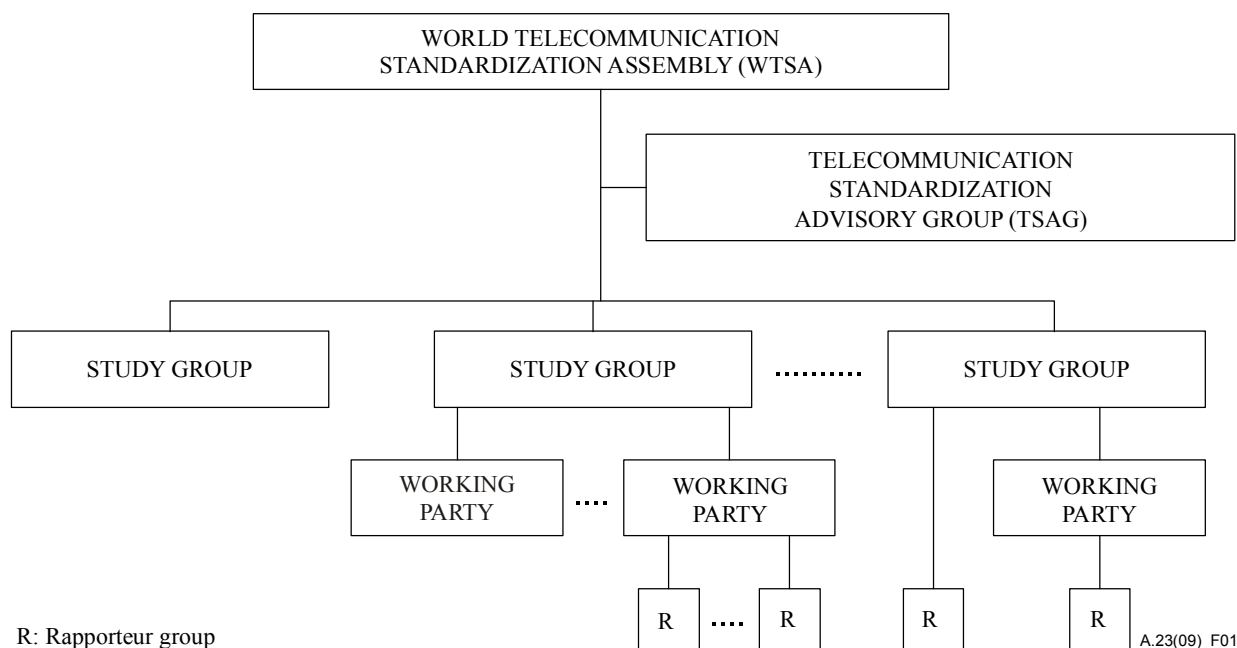


Figure 1 – Organizational structure of ITU-T

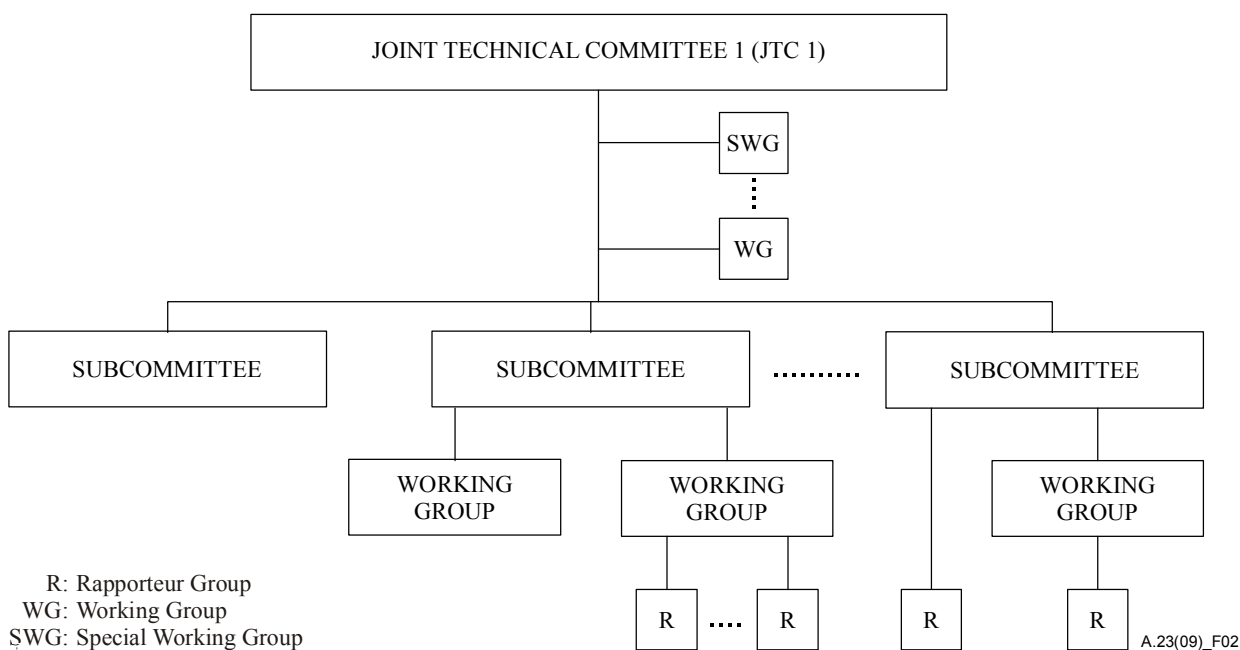


Figure 2 – Organizational structure of JTC 1

3 Organization procedures

The procedures for ITU-T and ISO/IEC JTC 1 cooperation make use of the regular procedures of each organization with the addition of some special procedures that achieve needed synchronization. Therefore, the following background material on the procedures of the two organizations forms the basis upon which the cooperative procedures are built. Of particular importance are the approval processes used by the ITU-T and JTC 1.

3.1 ITU-T procedures

The procedures for the ITU-T are specified in the WTSA Resolutions and in the A-series Recommendations. Highlights of this information are summarized below.

The WTSA meets once every four years. The period between two consecutive Assemblies is called a Study Period (e.g., 2009-2012). Among the principal actions taken by the WTSA are:

- a) Approval of any Recommendations submitted by the Study Groups;
- b) Organization of the Study Groups for the next Study Period;
- c) Allocation of Questions (work program) to Study Groups;
- d) Appointment of the chairman and vice-chairmen of each Study Group; and
- e) Revision of the working methods of the ITU-T.

Between Assemblies, TSAG has been delegated authority to make any necessary changes in Study Groups, work programs and work methods.

The Study Groups are responsible for their own internal organization, for example:

- a) Establishment of Working Parties and the appointment of their chairmen;
- b) Allocation of Questions to each Working Party; and
- c) Appointment of Rapporteurs.

The Working Parties are responsible for the Questions assigned to them. They may appoint Rapporteurs to facilitate carrying out the technical work. When texts are being developed for a Recommendation, it is frequently helpful to appoint an Editor.

At the start of a new Study Period, the Questions are the ones allocated to the Study Group by the WTSA. During the Study Period, new proposed Questions can be drafted and approved.

At the end of the Study Period, each Study Group prepares a set of new or revised Questions for the work they believe should be continued or undertaken during the next four year Study Period. These draft Questions are submitted to the WTSA for approval.

Procedures are in place that permit important work to continue during the period between the final meeting of a Study Group in one Study Period and the first meeting of the Study Group in the next Study Period.

3.1.1 Traditional Approval Process (TAP)

The Traditional Approval Process is used for Recommendations that may have regulatory or policy implications. Details of this procedure are contained in WTSA Resolution 1 and summarized in Figure 3a. It is expected that many Recommendations developed in cooperation with JTC 1 will not have regulatory or policy implications, and will therefore not fall under this procedure.

During the Study Period, work on a draft of a new Recommendation or on a revision of an existing Recommendation may become mature and stable. The Study Group or Working Party may determine that the text is sufficiently mature and that the approval process should be initiated. Any final editing is completed and the Study Group Chairman requests the Director of the TSB to initiate a consultation period, which lasts at least 3 months. The results of the consultation of Member States are conveyed to the next meeting of the Study Group.

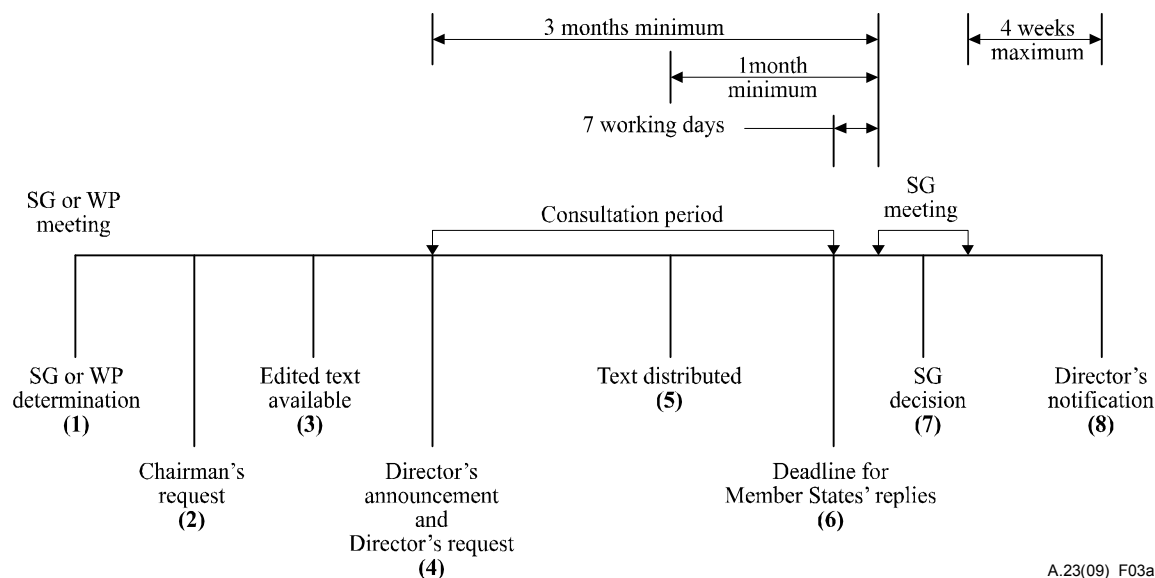
At the Study Group meeting, all comments are considered and the final text of the Recommendation is produced. At the designated time during the Study Group meeting, the Chairman will seek approval of the Recommendation. The decision at the Study Group meeting must be unopposed. If one Member State says

"NO", the approval process is suspended. One or more Member States at the Study Group meeting may request more time to consider their position. If this is the case, these Member States have four weeks from the end of the meeting to make their position known. Texts which are mature at the end of the Study Period may be approved using this procedure or may be sent to the WTSA for approval.

3.1.2 Alternative Approval Process (AAP)

The Alternative Approval Process is used for Recommendations that do not have regulatory or policy implications. Details of this procedure are contained in Recommendation ITU-T A.8 and summarized in Figure 3b. A major characteristic of the AAP is that approval can be obtained without having to wait until the next Study Group meeting. It is expected that essentially all of the Recommendations developed in cooperation with JTC 1 will fall under this procedure.

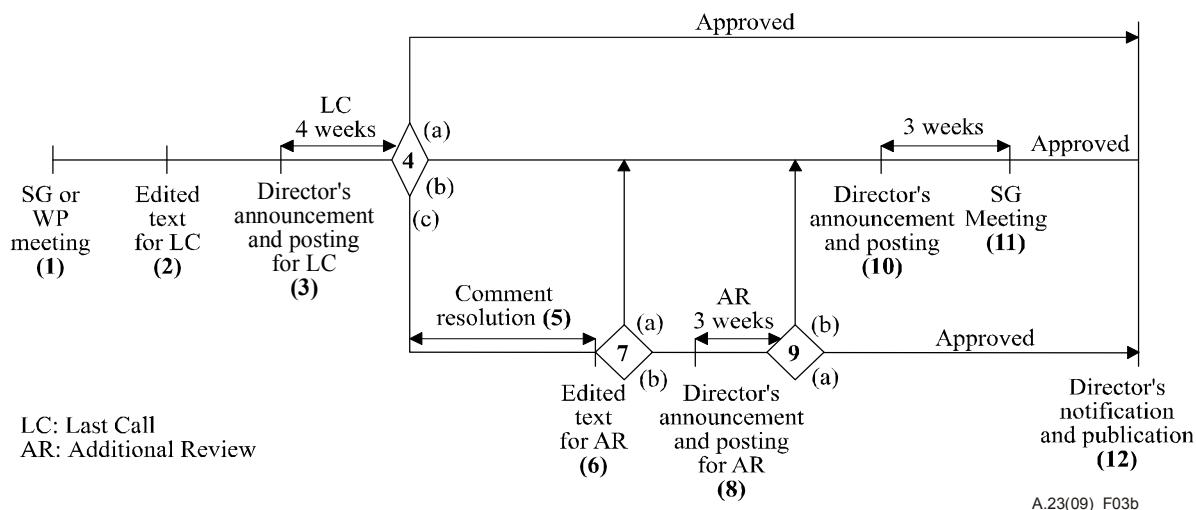
During the Study Period, work on a draft of a new Recommendation or on a revision of an existing Recommendation may become mature and stable. The Study Group or Working Party may consent that the text is sufficiently mature and that the approval process should be initiated. Any final editing of the text is completed and the Study Group Chairman requests the Director of the TSB to initiate a four-week Last Call period. Member States, Sector Members and Associates review the text and may submit comments. If there are no comments (other than simple editorial corrections), the Recommendation is approved. If there are comments of substance, they are addressed and depending on time schedules the revised text will be posted for a three-week Additional Review or sent to the next meeting of the Study Group. If the Additional Review is held, the Recommendation is approved if there are no comments (other than simple editorial corrections). Otherwise, the text is sent to the next Study Group meeting. At the Study Group meeting, all comments are considered and the final text of the Recommendation is produced. At the designated time during the Study Group meeting, the Chairman will seek approval of the Recommendation. The decision at the Study Group meeting must not be opposed by more than one Member State present at the meeting. If two or more Member States say "NO", the approval process is suspended. One or more Member States at the Study Group meeting may request more time to consider their position. If this is the case, these Member States have four weeks from the end of the meeting to make their position known. Texts which are mature at the end of the Study Period may be approved using the above procedure or may be sent to the World Telecommunication Standardization Assembly for approval.



NOTES

- (1) **SG or WP DETERMINATION:** The Study Group or Working Party determines that work on a draft Recommendation is sufficiently mature to begin the traditional approval process.
- (2) **CHAIRMAN'S REQUEST:** The Study Group Chairman requests that the Director announce the intention to seek approval.
- (3) **EDITED TEXT AVAILABLE:** Text of the draft Recommendation is provided to the TSB in final edited form.
- (4) **DIRECTOR'S ANNOUNCEMENT and DIRECTOR'S REQUEST:** The Director announces to all Member States and Sector Members the intention to seek approval of the draft Recommendation at the next Study Group meeting. The Director requests Member States to inform the Director whether they approve or do not approve the proposal to assign authority to the Study Group to consider approval.
- (5) **TEST DISTRIBUTED:** Text of the draft Recommendation is distributed at least one month before the announced meeting.
- (6) **DEADLINE FOR MEMBER STATES' REPLIES:** If 70% of replies received during the consultation period indicate approval to assign authority, the Study Group can proceed to consider approval.
- (7) **STUDY GROUP DECISION:** After debate and agreement on any final modification to the text, the Study Group reaches unopposed agreement to approve the draft Recommendation. A delegation can register a degree of reservation, can request more time to consider its position (4 weeks maximum) or can abstain from the decision. Otherwise the draft Recommendation is not approved; additional work can be done and the process repeats.
- (8) **DIRECTOR'S NOTIFICATION:** The Director notifies whether the draft Recommendation is approved or not.

Figure 3a – ITU-T Traditional Approval Process (TAP)



NOTES

- (1) **SG or WP CONSENT:** The Study Group or Working Party concludes that the work on a draft Recommendation is sufficiently mature to begin the alternative approval process.
- (2) **EDITED TEXT AVAILABLE:** Text of the draft Recommendation is provided to the TSB in final edited form and the Study Group Chairman requests the Director to initiate the Last Call.
- (3) **DIRECTOR'S LAST CALL ANNOUNCEMENT AND POSTING:** The Director announces the beginning of the Last Call to all Member States, Sector Members and Associates with reference to the text.
- (4) **LAST CALL JUDGEMENT:** The Study Group Chairman, in consultation with TSB, makes the judgement whether:
 - a) no comments other than those indicating typographical errors have been received. In this case, the draft Recommendation is approved;
 - b) a planned Study Group meeting is sufficiently close to consider the comments received; or
 - c) to save time and/or because of the nature and maturity of the work, comment resolution should be initiated.
- (5) **COMMENT RESOLUTION:** The Study Group Chairman, with assistance from TSB and experts, including electronic correspondence and Rapporteur and Working Group meetings, where appropriate, addresses the comments and prepares a new edited text.
- (6) **EDITED TEXT AVAILABLE:** The revised text is provided to TSB.
- (7) **NEXT STEP JUDGEMENT:** The Study Group Chairman, in consultation with TSB, makes the judgement whether:
 - a) a planned Study Group meeting is sufficiently close to consider the draft Recommendation for approval; or
 - b) to save time and/or because of the nature and maturity of the work an Additional Review should be initiated.
- (8) **DIRECTOR'S ADDITIONAL REVIEW ANNOUNCEMENT AND POSTING:** The Director announces the beginning of the Additional Review to all Member States and Sector Members with reference to the text.
- (9) **ADDITIONAL REVIEW JUDGEMENT:** The Study Group Chairman, in consultation with TSB, makes the judgement whether:
 - a) no comments other than those indicating typographical errors have been received. In this case, the draft Recommendation is approved; or
 - b) comments other than those indicating typographical errors have been received. In this case, the process proceeds to the Study Group meeting.
- (10) **DIRECTOR'S STUDY GROUP ANNOUNCEMENT AND POSTING:** The Director announces that the next Study Group meeting will consider the draft Recommendation for approval.
- (11) **STUDY GROUP DECISION:** After debate and agreement on any final modification of the text, if a Member State believes there might be regulatory or policy implications, then the TAP process is followed (see Figure 3a). Otherwise, if the Study Group reaches agreement (i.e., not opposed by more than one Member State present at the meeting), the draft Recommendation is approved. A delegation can register a degree of reservation, can request more time to consider its position (4 weeks maximum) or can abstain from the decision. Otherwise the draft Recommendation is not approved; additional work can be done and the process repeats.
- (12) **DIRECTOR'S NOTIFICATION:** The Director notifies whether the draft Recommendation is approved or not.

Figure 3b – ITU-T Alternative Approval Process (AAP)

3.2 JTC 1 procedures

The procedures for the technical work of ISO/IEC JTC 1 are specified in the JTC 1 Supplement to the ISO/IEC Directives. These procedures employ a number of discrete stages, most involving a ballot process of formal voting by National Bodies. The JTC 1 standards development stages 0 through 6 are given in Table 3 for each of the JTC 1 outputs. Highlights are summarized below and the final stages are illustrated in Figure 3c.

Table 3 – JTC 1 Standards Development Stages

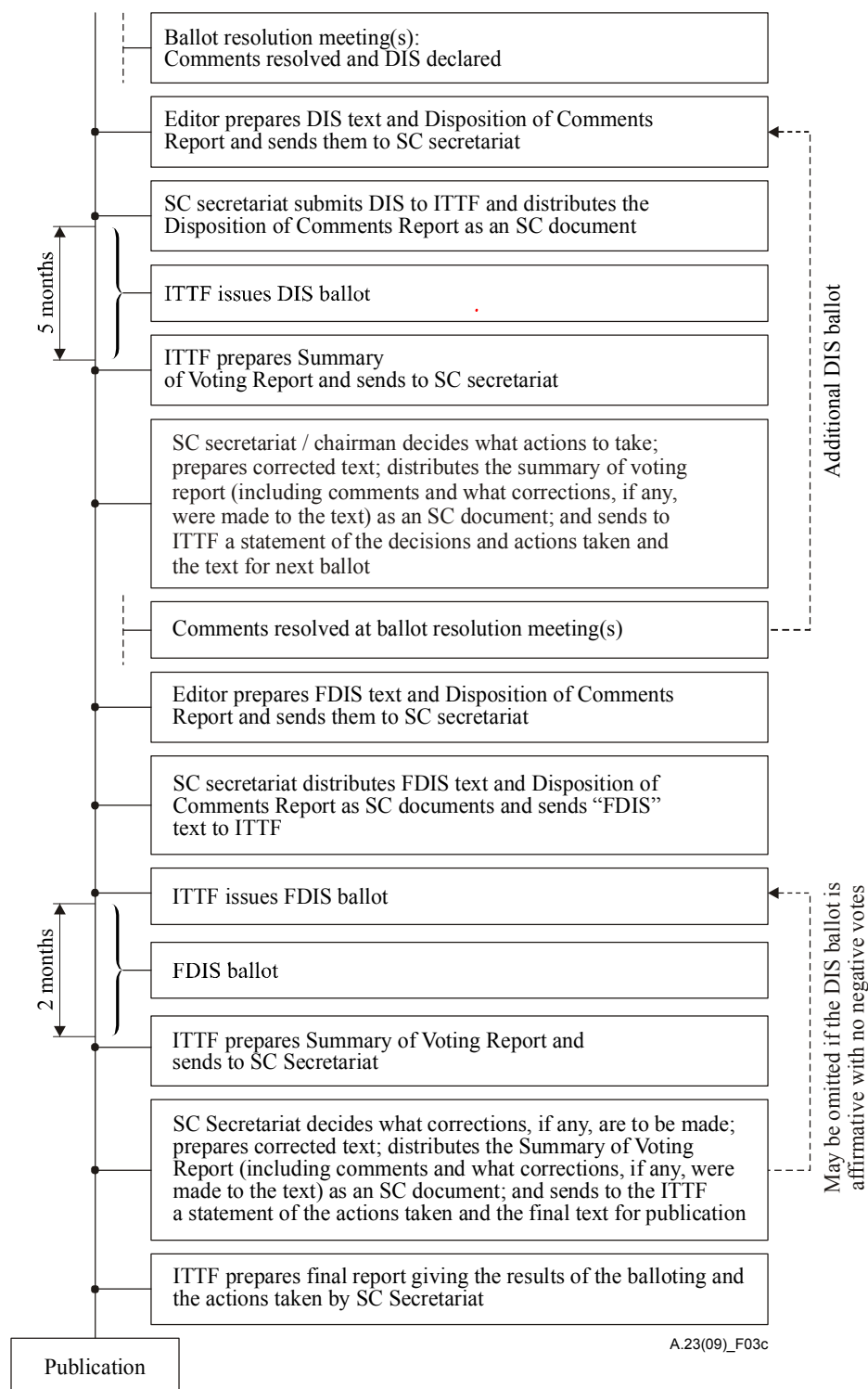
Stage	Standard	Amendment	Fast Track	Technical Report	Technical Corrigendum
Stage 0 – optional Preliminary stage	Preliminary work item				
Stage 1 – Proposal stage	NP	NP		NP	
Stage 2 – Preparatory stage	WD	WD		WD	Defect report
Stage 3 – Committee stage	CD	PDAM		PDTR	DCOR
Stage 4 – Enquiry stage	DIS	DAM	DIS	DTR	
Stage 5 – Approval stage	FDIS	FDAM	FDIS		
Stage 6 – Publication stage	IS	AMD	IS	TR	COR

A proposal for a new work item can be initiated by a JTC 1 National Body, an SC, or a Category A Liaison. A standard format exists for a new work item proposal (NP). An NP is circulated for a three-month letter ballot at the JTC 1 level or, if initiated by a Subcommittee, a letter ballot at the Subcommittee level and a simultaneous comment period at the JTC 1 level. If approved, the NP is added to the JTC 1 program of work and assigned to an SC for development.

Working Drafts are texts being developed for an International Standard (IS), an amendment to an International Standard, a Technical Specification (TS) or a Technical Report (TR). When the work reaches a state of maturity as determined by the SC¹⁾, it is registered as a Committee Draft (CD), a Proposed Draft Amendment (PDAM), or a Proposed Draft Technical Report (PDTR). It is circulated for letter ballot at the SC level. The ballot period is normally three months but can be extended up to six months.

The results of the ballot, including all comments, are distributed by the SC secretariat in a Summary of Voting document. All comments must be addressed. If the comments are straightforward, they may be addressed by the editor. In more complex situations, an editing meeting is held to resolve the comments. The editor then prepares the text and a Disposition of Comments report and forwards these to the SC secretariat. If the changes are substantive, a second CD, PDAM, or PDTR ballot is required. The same procedure described above is used for the ballot and to handle the ballot results.

¹⁾ This determination is done either by adoption of a Resolution at an SC meeting or by a three-month registration ballot at the SC level.



NOTE – The stage illustrated as DIS equally applies to DAM; similarly, the stage illustrated as FDIS equally applies to FDAM or DTR.

Figure 3c – Final stages of the JTC 1 approval process

When the Subcommittee considers the text to be stable and declares that the next ballot is intended to be the enquiry stage (DIS or DAM ballot), the text is registered as a Draft International Standard (DIS) or Draft Amendment (DAM). DISs and DAMs are circulated for a five-month letter ballot by ISO and IEC members.

DTRs are circulated for a three-month (can be extended to 6 months) letter ballot at the JTC 1 level. The results of the ballot, including all comments, are communicated to the SC secretariat who decides, together with the SC Chairman and the Editing group to either (if the ballot was successful) register the standard as FDIS (respectively as FDAM or DTR) or (if successful and no negative comments were received) proceed directly to publication or (if not approved) that a second DIS or DAM ballot is required.

The same procedure as described above is used to process the ballot comments. When the text has been finalized, the editor sends it, along with the Disposition of Comments report, to the SC secretariat. The SC secretariat sends the text of the FDIS, or second DIS if so decided (or FDAM or second DAM if so decided) to the ITTF. Unless a second DIS (or a second DAM) is required the ITTF circulates the final text for a two-month letter ballot to National Bodies of ISO and IEC members. This is a "Yes/No" ballot. If the ballot is successful, the text will be promptly published (only obvious editorial corrections will be made in the publication). If unsuccessful, the text may be resubmitted as a CD, DIS or FDIS (respectively PDAM, DAM or FDAM), or published as Technical Specification. For Technical Reports, no additional balloting is required and the SC secretariat sends the text to the ITTF for publication.

Should the enquiry draft be successful without negative votes, the text may proceed directly to publication.

Defects discovered after publication are handled by a formal defect report process. A special group of nominated experts reviews the material along with any proposed solution. The result of this process is a three month DCOR letter ballot at the SC level. Such defects are normally corrected by the publication of a Technical Corrigendum.

All along the way, the WG and SC oversee the process. In many cases authorization to pass to the next step are contained in Resolutions formally approved at SC meetings.

4 Modes of cooperation

4.1 Introduction

Cooperation between the ITU-T and ISO/IEC JTC 1 spans many levels. The most basic, of course, is the recognition of the areas of work of the respective organizations.

The ITU-T, as one of the three Sectors of the International Telecommunication Union (ITU), has responsibilities for "studying technical, operating and tariff questions and adopting recommendations on them with a view to standardizing telecommunications on a worldwide basis."²⁾ JTC 1, as a joint technical committee of ISO and IEC, has a scope of "standardization in the field of information technology."³⁾

By far, the vast majority of the work program of the ITU-T and the work program of JTC 1 is carried out separately with little, if any, need for cooperation between the organizations.

For work programs where cooperation is desirable, appropriate arrangements exist between ISO, IEC and ITU-T to facilitate this cooperation. ISO and IEC each have a membership in the ITU-T as International Organizations. The ITU-T participates in the work of JTC 1 as a Category A Liaison organization. Several modes of cooperation have been defined as described below.

²⁾ Constitution of the International Telecommunication Union, 2006.

³⁾ JTC 1 Business Plan.