



## **IMTC Liaisons and Contributions to External Bodies (rules as agreed on the IMTC 2001 Fall Forum)**

**By Istvan Sebestyen, IMTC President**

### ***What we needed were simple working rules...***

- Work can not be held up, because of lack of agreed and documented IMTC working rules.
- Rules shall be very simple, should support work progress, shall not provide bureaucratic barriers.
- Agreement now. If in practice not practical, based on feedback, we will adjust them, as soon as possible.
- Agreed at the Forum: Rules are in force, effective at the Fall Forum 2001.
- The following rules are based on principles used by other standards bodies and fora.

### ***Guidelines - How to liaise***

- WG, AGs should liaise (e.g. a requirement list, a reported bug from interop) as autonomous units peer to peer (e.g. AG vs. ITU-T Rapp. Group; WG vs ITU-T WP; IMTC vs ITU SG) in their own responsibility area and only in their name. Best delivery according to the rules of the responsible external bodies.
- Group prepares liaison by consensus work, Work/Activity Group Chair submits for voting when mature enough (Chair decides).
- Approval of the liaison by consensus at a face to face meeting, or
- Open electronic approval process of the liaison (7 days notice over the respective e-mail reflector; 51% approval sent to the Secretariat needed of those members who have replied).
- Liaison sent / received / logged / documented / archived by the IMTC Secretariat, who acts as the formal liaison contact (a suitable technical IMTC contact named should also be added).

### **How to submit contributions to external bodies**

- Work Groups and Activity Groups should submit contributions (e.g. a draft standard, an IMTC profile) as autonomous units on a peer to peer basis (e.g. AG vs. ITU-T Rapp. Group; WG vs ITU-T WP; IMTC vs ITU SG) in their own responsibility area and only in their name. Best delivery according to rules of the external bodies.



- Group prepares contribution by consensus work; Group Chair submits for voting when mature enough (Chair decides).
- Approval of the liaison by consensus at a face to face meeting, or
- Open electronic approval process of the contribution (7 days notice over the respective e-mail reflector; 51% approval sent to the Secretariat needed of those IMTC members who have replied)
- Contribution sent / received / logged / documented / archived by the IMTC Secretariat, who act as formal liaison contacts (a suitable technical IMTC contact named should also be added).

### ***How to receive liaisons from external bodies?***

- Liaison is received / logged / documented / archived by the IMTC Secretariat, who acts as the formal liaison contact.
- IMTC Secretariat forwards liaison to the respective WG, AGs who should work on the incoming liaison material.
- Reply to the liaison has been addressed.