International Telecommunication Union

Standards for better Communications

ITU-T Guide for Beginners

March 2005

International Telecommunication Union

International Telecommunication Union

ITU-T

Guide for Beginners

March 2005

ITU-T: Global ICT standards

International Telecommunication Union

IPR2025-00451
Petitioners' Exhibit 1033
Page 2 of 74

This Guide is intended to help those unfamiliar with ITU-T understand how it works and, more importantly, how to get involved. An electronic version of this document is available at:
itu.int/ITU-T/news

Up to three ITU-T Recommendations can be downloaded **free of charge** from the ITU Electronic Bookshop; see:
itu.int/publications/bookshop/how-to-buy.html#free

Second Edition

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Table of Contents

Introduction **1**
What is ITU? 1
ITU's administrative entities 3
ITU-T's administrative entities 5
ITU-T overview 6
Cooperation with other organizations 10

How ITU-T works **13**
ITU-T rules and secretariat 13
Study groups (SGs) 17
Study groups: chairmen, rapporteurs and editors 25
Approval of Recommendations and agreement on non-normative texts 27

Meeting documentation **31**
Study group and working party meetings ... 31
Rapporteur group meetings 35
Submitting contributions 36

Electronic working methods **37**
E-mail mailing lists 37
Informal FTP areas 38

Joining ITU-T **41**
Who are the Members? 41
Why join? 42
How can I join? 43

IPR2025-00451
Petitioners' Exhibit 1033
Page 4 of 74

Meeting facilities **45**
Meetings in Geneva 45
Meetings outside Geneva 49

Other topics **51**
Other databases 51
Intellectual property rights (IPR) – patent and copyright 52
ITU-T website 53

Useful ITU-T contacts **55**
Finding more information 57

Additional details **59**
ITU-T study groups and lead SG activities .. 59
TIES registration 61
E-mail mailing list and informal FTP area access 62
LAN access in Geneva meeting rooms 62

Index **65**

IPR2025-00451
Petitioners' Exhibit 1033
Page 5 of 74

Introduction

What is ITU?

The **International Telecommunication Union (ITU)**, headquartered in Geneva, Switzerland, is the United Nations specialized agency for telecommunications.

The main work of ITU is divided between three Sectors, namely:

- the **R**adiocommunication Sector (ITU-R);
- the **D**evelopment Sector (ITU-D);
- the **T**elecommunication Standardization Sector (ITU-T).

ITU-R coordinates matters to do with radio communication services, radio-frequency spectrum management and wireless services.

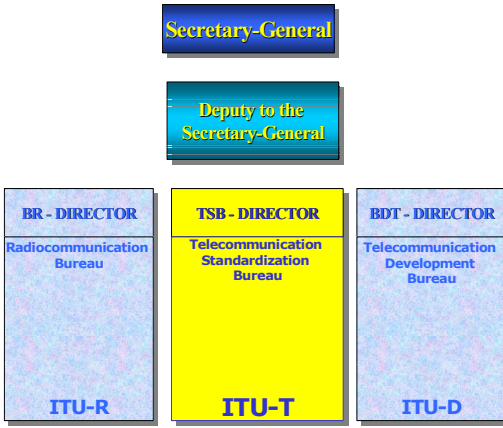
ITU-D is focused on technical assistance to developing countries and countries with economies in transition in order to allow the development of telecommunication networks and services.

ITU-T, the subject of this Guide, ensures the efficient and on-time production of high quality standards covering all fields of telecommunications on a worldwide basis, as well as defining tariff and accounting principles for international telecommunication services.

IPR2025-00451
Petitioners' Exhibit 1033
Page 6 of 74

ITU General Secretariat

The General Secretariat manages the administrative and financial aspects of the Union's activities, including the provision of conference services, information services, long-range strategic planning, and corporate functions (communications, legal advice, finance, personnel and common services). The following figure illustrates the ITU General Secretariat structure. For more information, see: itu.int/aboutitu/overview/secretariat.html



IPR2025-00451
Petitioners' Exhibit 1033
Page 7 of 74

ITU’s administrative entities

ITU Plenipotentiary Conference

The Plenipotentiary Conference is the top policy-making body of the International Telecommunication Union (ITU). Held every four years, the Conference sets the Union's general policies, adopts five-year strategic and financial plans and elects the senior management team of the organization. In other words, it is the key event at which all ITU Member States decide on the future role of the organization.

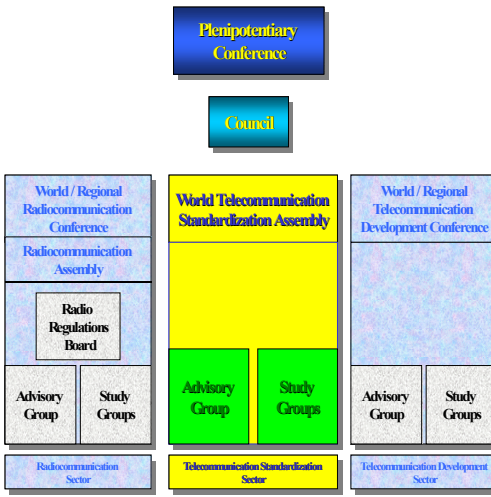
ITU Council

The role of the Council is to consider, in the interval between Plenipotentiary Conferences, broad telecommunication policy issues to ensure that the Union's activities, policies and strategies fully respond to today's dynamic, rapidly changing telecommunication environment. It also prepares a report on ITU policy and strategic planning.

In addition, the Council is responsible for ensuring the smooth day-to-day running of the Union, coordinating work programmes, approving budgets and controlling finances and expenditure.

IPR2025-00451
Petitioners' Exhibit 1033
Page 8 of 74

The following figure illustrates the **ITU administrative entities structure**, highlighting those of ITU-T, which are described in the following section.



IPR2025-00451
Petitioners' Exhibit 1033
Page 9 of 74

ITU-T's administrative entities

ITU-T World Telecommunication Standardization Assembly (WTSA)

WTSA sets the overall direction and structure for ITU-T and meets every four years. It defines the general policy for the Sector, establishes the study groups, approves their expected work programme for the next four-year period, and appoints their chairmen and vice-chairmen.

An output of WTSA is a set of Resolutions which are available at:
itu.int/ITU-T/wtsa/resolutions

ITU-T Telecommunication Standardization Advisory Group (TSAG)

TSAG provides ITU-T with flexibility between WTSAs, and reviews priorities, programmes, operations, financial matters and strategies for the Sector. It also follows up on the accomplishment of the work programme, restructures and establishes ITU-T study groups, provides guidelines to the study groups, advises the Director of the Telecommunication Standardization Bureau (TSB), and produces the A-series Recommendations on organization and working procedures.

IPR2025-00451
Petitioners' Exhibit 1033
Page 10 of 74

ITU-T overview

ITU-T stands for the **International Telecommunication Union – Telecommunication Standardization Sector**. It acts as a platform for governments and the private sector to coordinate the development of international standards for global telecom networks and services.

History

The standardization work of ITU has considerable roots, starting in 1865, with the birth of the International Telegraph Union. It became a UN specialized agency in 1947, and the International Telegraph and Telephone Consultative Committee (CCITT) in 1956. It was renamed ITU in 1993.

Mission

The ITU-T mission is to ensure the efficient and on-time production of high quality standards covering all fields of telecommunications on a worldwide basis, as well as defining tariff and accounting principles for international telecommunication services.

IPR2025-00451
Petitioners' Exhibit 1033
Page 11 of 74

Achievements

As of March 2005, there are around **3100 Recommendations** in force on topics from service definition to network architecture and security, from dial-up modems to Gbit/s optical transmission systems to next-generation networks (NGN) and IP-related issues. The ease with which we can communicate by phone, computers or fax across the globe is a direct result of the work of ITU-T (and CCITT before it).

Aims and ambitions

ITU-T aims to continue to be recognized as the pre-eminent worldwide telecommunication standards body. In recognition of the rapidly changing information and communication technologies (ICT) environment, ITU-T has been changing its procedures and practices to ensure that it can respond quickly to the demands of the industry. The **Alternative Approval Process (AAP)** introduced in 2000 has been a tremendous success, with the majority of new Recommendations being approved within six weeks of completion.

IPR2025-00451
Petitioners' Exhibit 1033
Page 12 of 74

Current work area

ITU-T is now addressing the standards needs for the 21st century in areas such as:

- Next-generation networks (NGN);
- Broadband access;
- Multimedia services;
- Emergency telecommunications;
- IP issues;
- Optical networking;
- Network management;
- Internet governance;
- ICT security issues;
- Fixed/mobile convergence.

Products

The main products of ITU-T are **normative** Recommendations. These are divided into themed series, i.e. the G-series covers Recommendations on "Transmission systems and media, digital systems and networks"; and the H-series covers "Audiovisual and multimedia systems". Recommendations can be amended with additions or corrections that could become Annexes, Amendments or Corrigenda, depending on the nature and content of the changes.

IPR2025-00451
Petitioners' Exhibit 1033
Page 13 of 74

Non-normative outputs include Appendices to Recommendations, ITU-T Handbooks, Implementer's guides and Supplements.

A full definition can be found in Rec. A.1 clause 1.7.

Catalogues of publications as well as a complete list of ITU-T Recommendations are available at: itu.int/ITU-T/publications

Another ITU-T product is the **Operational Bulletin**, which is a fortnightly detailed update containing information that is required to maintain the global interconnection of the world's telecommunication networks. In particular, it contains information on changes to numbering and routing plans, whether at the national or international level.

IPR2025-00451
Petitioners' Exhibit 1033
Page 14 of 74

Cooperation with other organizations

ITU-T cooperates with many other organizations which also develop international standards such as the International Organization for Standardization (ISO) and the Internet Engineering Task Force (IETF). There is also active cooperation with other standards development organizations (SDOs) and forums and consortia. The procedures for communicating with forums and consortia are defined in ITU-T **Recommendation A.4**.

Recommendation A.5 deals with situations where ITU-T wishes to make reference in its own Recommendations to documents from forums and consortia or other SDOs.

Recommendation A.6 addresses cooperation and exchange of information between ITU-T and national and regional standards development organizations.

The list of qualified organizations according to ITU-T Recs. A.4, A.5 and A.6 is available at: itu.int/ITU-T/tsb-director/sdo/qualified.html

IPR2025-00451
Petitioners' Exhibit 1033
Page 15 of 74

ITU-T also has a Memorandum of Understanding (MoU) with the following organizations:

- International Electrotechnical Commission (IEC), International Organization for Standardization (ISO) and United Nations Economic Commission for Europe (UNECE) concerning standardization in the field of electronic business
- European Telecommunications Standards Institute (ETSI)

IPR2025-00451
Petitioners' Exhibit 1033
Page 16 of 74

How ITU-T works

ITU-T rules and secretariat

ITU-T and its secretariat work following the rules and tools given in the Resolutions approved by WTSA and in the A-series Recommendations approved by TSAG. They detail the working methods, cooperation activities, regulating aspects, SG responsibilities and mandates, approval procedures, publication policy, etc.

ITU-T is primarily funded by its Members (see section "Joining ITU-T"). An additional method of funding is the Voluntary Contribution. Voluntary contributions are used to finance specific projects, focus groups or other new initiatives.

Telecommunication Standardization Bureau (TSB)

The Telecommunication Standardization Bureau (TSB) is the secretariat of ITU-T, and is headed by an elected Director.

The Director of TSB is responsible for regularly updating the work programme of the Sector which is approved by World Telecommunication Standardization Assemblies (WTSA), in consultation with the chairmen of ITU-T study groups and the Telecommunication Standardization Advisory Group (TSAG).

IPR2025-00451
Petitioners' Exhibit 1033
Page 18 of 74

The Director of TSB also prepares reports on the activities of ITU-T for WTSAs, as well as an annual report on the Sector's activities, which is submitted to the Council. In addition, the Director manages the allocation of ITU-T's financial and human resources, and is responsible for preparing cost-based budget estimates covering the work of the Sector, which are included in the total budget of the Union. The Director participates in an advisory capacity in the work of the World Telecommunication Standardization Assembly as well as in ITU-T study groups.

TSB is made up of two departments: the **Administration, Support, Editing and Promotion Department (ASEP)** and the **Studies, Strategy and Cooperation Department (SSCD)** headed by the Deputy to the Director of TSB.

Within ASEP, editing and publication services are provided for ITU-T Recommendations, handbooks, etc., by the **Edition and Publication Division (EP)**. This department is also responsible for the provision of software that may form a part of some Recommendations. In addition, through its **Administrative Documents, Meetings, Logistics Service (ADML)**, ASEP provides administrative support including: document distribution, logistics for meetings, electronic document handling, database maintenance and other web-based services for Members.

IPR2025-00451
Petitioners' Exhibit 1033
Page 19 of 74

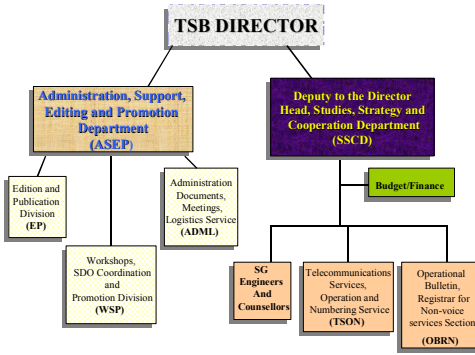
ASEP also includes the **Workshops, SDO Coordination and Promotion Division (WSP)**. This Division deals with the organization of workshops both in and out of Geneva. Another function of WSP is the **Technology Watch** that aims to provide the study groups with information on emerging new technologies suitable for future standardization. WSP is also concerned with the promotion of ITU-T, providing awareness of the Sector's achievements and outreach to industry, other forums and SDOs and media. WSP also produces the **ITU-T e-Flash**. This is a regular update on some of the activities of the Telecommunication Standardization Sector of ITU. It contains a snapshot of the Sector's activities and links to upcoming events and other useful information. To receive this communiqué regularly, please subscribe by sending an e-mail to ITU-T_e-flash@itu.int with SUBSCRIBE in the subject field. (The present guide is an example of the work of the WSP Division.)

SSCD provides secretariat support, organizing and coordinating study group meetings, and assigning a counsellor and an assistant to each for administrative tasks including the processing of contributions and advice on the implementation of the approval process for ITU-T Recommendations.

IPR2025-00451
Petitioners' Exhibit 1033
Page 20 of 74

Besides its budget/finance activities, SSCD includes the **Operational Bulletin, Registrar for Non-voice Services (OBRN)** section that issues the fortnightly Operational Bulletin. Also within SSCD, the **Telecommunication Services for Operation and Numbering (TSON)** acts as registrar for value-added services such as universal international freephone numbers (UIFN), universal international premium rate numbers (UIPRN) and international shared cost numbers (ISCN).

The following figure illustrates the **structure of TSB**.



IPR2025-00451
Petitioners' Exhibit 1033
Page 21 of 74

Study groups (SGs)

The technical work of ITU-T is managed by the study groups (SGs) that develop Recommendations and other publications. The people involved in these SGs are experts in telecommunications from all over the world. There are 13 SGs and their subjects are summarized at the end of this guide, in the section "Additional details".

Study groups and working parties (WPs) meet face to face according to a calendar issued by TSB.

Each meeting is announced in a TSB **Collective-letter** that also contains a deadline for submitting contributions, location of the meeting, draft agenda and additional practical information.

TSB **Circulars** are used to inform the membership on a wide range of important events: announcement of the intention to approve TAP[1] Recommendations, the approval at an SG meeting of new or revised Questions, approval of AAP[2] Recommendations, deletion of Recommendations and Questions, announcement of workshops or other events, application of rules, schedule of SG meetings, questionnaires and other administrative announcements.

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1 TAP (Traditional Approval Process) is detailed page 27.

2 AAP (Alternative Approval Process) is detailed page 28.

IPR2025-00451
Petitioners' Exhibit 1033
Page 22 of 74

While **Collective-letters** are numbered within each Study Group, **Circulars** have an ITU-T-wide numbering. Both Circulars and Collective-letters are available for download from the ITU-T website.

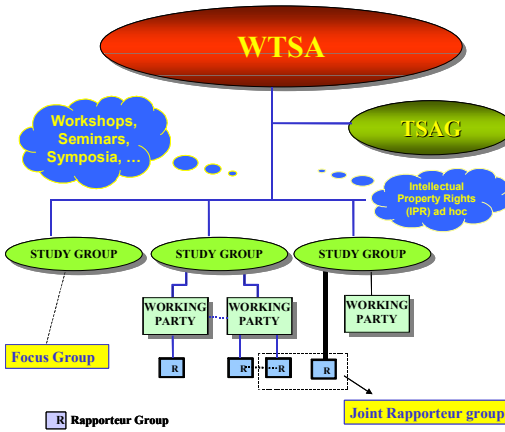
A group of experts called **TSAG (Telecommunication Standardization Advisory Group)** meets regularly to review the priorities, programmes, operations, financial matters and strategies of the Sector. TSAG meetings occur between **WTSA (World Telecommunication Standardization Assembly)** meetings.

The responsibility and mandates of the study groups are described in Resolution 2 of the WTSA, which meets every four years, to adopt working methods and procedures for the management of ITU-T's activities. Specific matters within the competence of WTSA can be assigned to TSAG. The four-year cycle between two WTSAs is called a **study period**.

Please see also itu.int/ITU-T/studygroups

IPR2025-00451
Petitioners' Exhibit 1033
Page 23 of 74

The following figure illustrates the **ITU-T study groups structure** and their relationships with the administrative entities.



Lead study groups

A lead study group has responsibility for coordinating all ITU-T work on subjects that are common to a number of SGs. Examples include telecommunication management, quality of service (QoS), optical technology, etc. The lead SG is usually the SG which focuses primarily on that subject e.g. SG 4 is Lead SG on Telecommunication Management Network (TMN) as this is

IPR2025-00451
Petitioners' Exhibit 1033
Page 24 of 74

one of the prime activities of the SG. A list of lead SG activities can be found at: itu.int/ITU-T/studygroups/lead.html and in the section "Additional details" at the end of this Guide.

Work programme

The work programme for each study group is available on the relevant study group homepage. This provides information on work in progress, on draft new and revised Recommendations and other normative texts including expected timescales and a pointer to the latest draft text.

A database of the work programme is also available at: itu.int/itudoc/ITU-T/workprog

Working parties (WPs)

To assist in the organization of the work, the SG may be organized into a number of **working parties**. The working party is the next organizational unit down within the study group (SG). It coordinates a number of study Questions on a related theme, e.g. the Media Coding Working Party in Study Group 16 (i.e. WP 3/16) deals with all study Questions relating to coding of speech, audio and video streams that we use every day for Internet calls, DVDs, etc.

IPR2025-00451
Petitioners' Exhibit 1033
Page 25 of 74

Rapporteur groups

The team of experts working on a specific Question (see below) is known as the rapporteur group. Their meetings are chaired by the relevant rapporteur. Considering the text of the Question and guidance from the SG, the participants determine what Recommendations are required and develop text for these Recommendations taking all relevant inputs into account and consulting other relevant parts of ITU-T. During a meeting of the parent WP or SG, the experts will normally meet to progress the work, but they may also meet independently of the parent WP or SG, in a more informal setting, when required. The parent SG, in consultation with TSB, must previously give its agreement for these independent meetings.

TSB provides electronic working methods (EWM) facilities available to each rapporteur group, e.g. e-mail distribution lists and informal FTP areas. The rapporteur group itself will decide how it wishes to use these facilities.

IPR2025-00451
Petitioners' Exhibit 1033
Page 26 of 74

Questions

The Question is the basic project unit within ITU-T. The area of study of the project is defined by the text of the Question, and this is approved either by the WTSA (see the section on "ITU-T's administrative entities") or by the study group itself. For a new Question to be established, it is necessary that a number of Members commit to support the work.

Questions address technical studies in a particular area of telecommunication standardization, and are driven by contributions. An SG may have as many as 30 Questions.

A Question is normally terminated once the defined work has been completed, or the task is revised in the light of developments, which can be technical, market-oriented, network or service driven. The text for each of the Questions assigned to a study group can be found on its web page. Each Question is given a number, which, together with the SG number, gives a unique identifier, e.g. Q.1/13 is Question 1 in SG 13.

IPR2025-00451
Petitioners' Exhibit 1033
Page 27 of 74

Special projects

A special project focuses on a wider ranging technical subject than a Question. It aims to coordinate studies across the whole of ITU in order to avoid duplication of work, and to ensure that all required work is being addressed. Special projects can also involve work carried out in other Standards Developing Organizations (SDOs). A number of ITU-T study groups manage special projects, e.g. SG 13 has the **Next-Generation Networks (NGN) 2004 Project**. The intention of this group is to establish implementation guidelines and standards for the realization of next-generation networks based on global information infrastructure (GII) concepts. A list of special projects can be found at: itu.int/ITU-T/special-projects

Focus groups

Focus groups are an instrument created by ITU-T to provide an additional working environment for the quick development of standards in specific areas. The procedure in ITU-T Rec. A.7 defines how an "arms-length" entity (called a "focus group" in ITU-T parlance) can be created to work with an ITU-T study group as a parent body while at the same time maintaining a high degree of independence, in particular concerning

IPR2025-00451
Petitioners' Exhibit 1033
Page 28 of 74

working methods, types of outputs, membership, financing and administration.

Focus groups generate outputs in well-defined areas within a short-term charter; these products can remain stand-alone focus group deliverables (e.g. technical specifications or technical reports), or may be progressed into the study groups in order to become traditional ITU-T products (e.g. Recommendations and supplements).

Focus groups can originate within ITU-T or from an external group.

IPR2025-00451
Petitioners' Exhibit 1033
Page 29 of 74

Study groups: chairmen, rapporteurs and editors

Study group chairmen and vice-chairmen

The chairman of a study group is appointed at WTSA and his/her mandate lasts four years. The role of chairman and vice-chairmen of study groups is to ensure the smooth and efficient running of the study group.

Working party chairmen

The study group appoints the chairmen of each of the working parties (WP) based on experience, suitability, etc. Their role is to manage the work of the various Questions assigned to the WP. SG vice-chairmen may also be assigned as WP chairmen.

SG management team

The SG management team is composed of the chairman and vice-chairman of the SG, the chairmen (sometimes also the vice-chairmen) of the working parties and the TSB counsellor assigned to the SG. Its role is to coordinate and plan meetings, ensure the smooth running of meetings and help to reach the defined objectives.

IPR2025-00451
Petitioners' Exhibit 1033
Page 30 of 74

Rapporteurs

The appointment of a rapporteur is proposed by the SG chairman of the study group. Selection is based on knowledge of the subject and experience in managing meetings. Each of the study Questions is assigned a rapporteur who may be assisted by associate rapporteur(s). The responsibility of the rapporteur is to ensure that experts make progress on the work assigned to the Question, leading e-mail discussion, coordinating progress and driving the work on the text of Recommendations.

Editors

Once the rapporteur group has decided upon the appropriate Recommendations to be produced as a result of its work, it may appoint editor(s) as necessary to manage the development of the text.

The role of the editor is to keep the text of the draft Recommendation up to date and in line with the latest agreements of the group.

IPR2025-00451
Petitioners' Exhibit 1033
Page 31 of 74

Approval of Recommendations and agreement on non-normative texts

All new or revised Recommendations with their annexes, amendments and corrigenda, are **normative texts**, and as such must be formally approved by the study group which generated them. There are two approval routes, depending on the nature of the content:

Traditional approval process (TAP)

This is used for Recommendations that are considered to have regulatory or policy implications, and are of keen interest to Member States. TAP requires approval at an SG meeting, with prior initiation (determination) at a previous SG or WP meeting, and announcement by **Circular** before the approval meeting. The process is defined in Resolution No. 1. This was the only approval process prior to WTSA-2000, and is now only used for a small number of Recommendations. Typical approval times are six to nine months.

IPR2025-00451
Petitioners' Exhibit 1033
Page 32 of 74

Alternative approval process (AAP)

This is a process approved by WTSA-2000 and is now the normal approval process for most technical Recommendations. Full details of the process are defined in Recommendation A.8. The study group will decide which procedure, TAP or AAP, to use prior to approval.

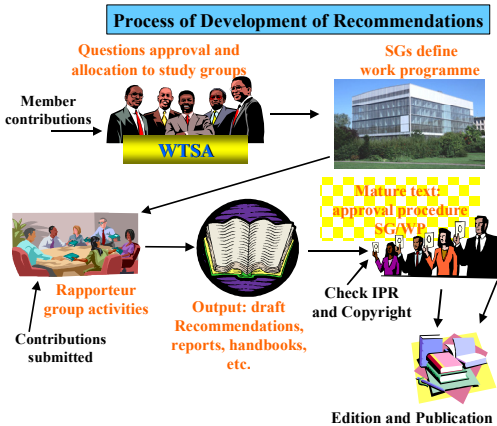
Once the text of a draft AAP Recommendation is mature, it is submitted for **consent** at an SG or WP meeting. The consent given by the study group signals the start of the approval process. The mature text will be posted on the ITU-T website and an announcement made that AAP is in progress. There is then a four-week period in which comments can be made. If no comments are received, the Recommendation is considered approved by the study group chairman in consultation with TSB. Recommendation A.8 describes the procedures to be adopted if comments are received, and how the SG should proceed.

Currently, using AAP, more than 95 per cent of draft new or revised Recommendations are approved within six weeks of the "consent" given at an SG meeting.

IPR2025-00451
Petitioners' Exhibit 1033
Page 33 of 74

Non-normative texts agreement

Non-normative texts (i.e. appendices, handbooks, implementer's guides and supplements produced in a study group) do not need to follow the formal approval procedure used for Recommendations. Agreement by the study group is sufficient.



IPR2025-00451
Petitioners' Exhibit 1033
Page 34 of 74

Meeting documentation

Study group and working party meetings

Contribution to SG work

- ***Normal contributions*** are those submitted prior to a two-month deadline before the meeting. They are known as "white contributions" because in paper format they are published on white paper, whereas other meeting documents have a coloured front sheet. These documents are available via the website as soon as they arrive at TSB and, if requested, paper copies are distributed to Members by normal mail. As they are available well before the meeting date, paper copies are not made available during the meeting, so remember to bring a copy.
- ***Delayed contributions*** are those which are not submitted prior to the two-month deadline. They must be submitted not less than seven working days before the meeting. Submitters are invited to not submit them at the very last moment in order to leave enough time for participants to review the proposals before the meeting. These are the most common form of input documents; they are

IPR2025-00451
Petitioners' Exhibit 1033
Page 36 of 74

made available on the website and, for the meeting, you may request paper copies when you register. For economic and ecological reasons, electronic access is preferred.

Other documents

– ***Temporary documents***. This covers the other major set of documents considered during SG or WP meetings. Temporary documents (TDs) can only be submitted by an appointed individual – for example, a member of the SG management team, rapporteur, editor, etc. If in doubt, consult TSB.

Temporary documents include:

- Reports of interim rapporteur meetings;
- Latest agreed draft text for Recommendations submitted by the rapporteur or the editor;
- Inputs from other SGs or other SDOs which are known as liaison statements;
- Reports from ad-hoc groups generated during the meeting, etc.;
- Documents produced by TSB.

IPR2025-00451
Petitioners' Exhibit 1033
Page 37 of 74

There will typically be separate sets of TDs for:

- Documents for consideration by the SG plenary meeting, e.g. documents for agreement or approval (generally known as TD xx (PLEN) or TD xx/PL documents);
- Documents for consideration only by single working party and relevant Questions (e.g. TD xx (WP y/zz));
- General documents for consideration by Question within more than one working party (e.g. TD.xx (GEN) documents).

Note however that the organization of TDs can vary from SG to SG.

– ***Reports***. These are the official outputs from meetings of SGs or WPs or interim rapporteur meetings, and report the main conclusions of the meetings, e.g. decisions on the progression of Recommendations, approval of interim meetings, liaison statements, etc. They form the official record of the meeting.

Document numbering

Normal contributions, delayed contributions, temporary documents and reports are numbered sequentially over the study period. The current period is 2005-2008.

IPR2025-00451
Petitioners' Exhibit 1033
Page 38 of 74

Access to documentation (SG and WP meetings)

Documents for ITU-T meetings are only available to Members of the Sector.

ITU-T meetings are more and more often completely paperless and you may download meeting documents electronically. All SG and WP meetings, unless otherwise stated (e.g. because they are outside Geneva), provide unrestricted Internet access so there is no need to burden yourself with kilos of paper. Nevertheless, when you register for a meeting you can decide to request paper copies of meeting documents.

For electronic access, all documents can be found via the SG web page, but you will need to have a **TIES account** with username and password. TIES accounts are granted to representatives of ITU Member States, ITU-T Sector Members and Associates. Details of how to register for TIES access are given in "Additional details".

All documents for SG or WP meetings are available via the ITU website. Go to the home page of the SG of interest and you will find a section entitled "Documents by meeting". Here you should find everything you need. Further information can be found in the "Electronic working methods" section.

IPR2025-00451
Petitioners' Exhibit 1033
Page 39 of 74

Rapporteur group meetings

In general, the rules that apply to documentation for meetings of SGs or WPs do not apply when a rapporteur group is meeting independently of its parent WP/SG. In this situation, each rapporteur group can determine its own rules for handling contributions and other meeting documents. Most rapporteur groups also aim to manage, as much as possible, paperless meetings. Circulation of electronic versions of documents will depend on the facilities available.

If you wish to participate in the work of a particular rapporteur group, consult the rapporteur on how the documentation is handled for this group. Contact information for the rapporteur can be found on the appropriate SG web page.

Access to documentation (RG meetings)

Procedures for accessing the documentation of rapporteur groups vary from one group to another, so the best way to start if you are unsure is to contact the rapporteur.

IPR2025-00451
Petitioners' Exhibit 1033
Page 40 of 74

Most rapporteur groups use the ITU-T informal FTP areas for the filing of their documentation, and if this is the case for your RG of interest, you will also need to register for the FTP areas. Details of how to do this are provided in "Additional details".

Submitting contributions

Any ITU-T member can submit normal contributions or delayed contributions, and submission by electronic means is the normal and preferred method. This can be done by:

- e-mail to tsbedh@itu.int;
- FTP drop box (requires TIES account);
- web-based submission system via the study group web page;

Full details can be found at:
itu.int/ITU-T/edh/faqs-docsub

Templates for all types of document can be found on the study group web page.

The standard ITU-T word processing application is Microsoft Word. Further guidelines on document format, etc., are given at the above URL.

IPR2025-00451
Petitioners' Exhibit 1033
Page 41 of 74

Electronic working methods

Each study group progresses its work electronically between meetings. This is done primarily using e-mail mailing lists, discussion forums and informal FTP areas that in TSB are managed by the Electronic Document Handling (EDH) Division

E-mail mailing lists

E-mail reflectors are automated e-mail lists to which all interested experts can subscribe. TSB provides e-mail reflectors as required by the SG, typically for each WP or Question. Experts can sign up for their areas of interest using the ITU website. Archives of all the discussions that have taken place on e-mail reflectors are available on the ITU-T website.

To find these, go to the study group's EDH page. Click on the item "Structure of the SG (#) informal FTP area and corresponding e-mail mailing lists". The next page will show the study group's informal FTP area structure and its corresponding e-mail mailing lists. Under the heading "E-mail mailing lists archives (BBS)", a list of the reflectors that are archived is provided. Clicking on a specific e-mail reflector will take

IPR2025-00451
Petitioners' Exhibit 1033
Page 42 of 74

you to its archives. A TIES account is required to access the mailing list archives.

Informal FTP areas

SG experts are free to use the informal FTP areas as they wish. Folders may be established for topics, individual meetings, etc.

Access

Access to the e-mail reflectors and the informal FTP areas is limited to registered TIES users unless the SG has requested public access. Public access may be provided, for example, so that the information on the informal FTP areas can be shared with other SDOs.

Information on getting TIES registration and access to the informal FTP areas is given in "Additional details".

Web-based access

All documents for forthcoming or recent SG or WP meetings are available via the ITU website. Go to the homepage of the SG of interest and you will find a section entitled "Documents by meeting" which includes documents for both "Last meeting" and "Next meeting". For each meeting, the **document set** includes the convening or

IPR2025-00451
Petitioners' Exhibit 1033
Page 43 of 74

collective-letter, all normal (white) and delayed contributions, and all temporary documents. The web page provides facilities for:

- bulk download of all documents;
- download of individual documents;
- bulk download of a set of selected documents.

In each case these can be downloaded in a zip file to reduce download time.

The website also provides a search facility which will allow you to easily home in on the key documents of interest. For example, you can do a search based upon WP, Question, source, keyword, etc.

The information services team at ITU make improvements in this area on a continuous basis.

Facilities have been developed to provide a synchronization facility such that you can easily mirror the meeting web pages on your laptop and include all the latest documents.

IPR2025-00451
Petitioners' Exhibit 1033
Page 44 of 74

FTP-based access

For those who prefer to use FTP access, this continues to be available via the SG informal FTP area for delayed contributions and temporary documents.

More information

Detailed information on the tools provided by TSB for ITU-T electronic working methods, together with an FAQ, can be found at: itu.int/ITU-T/edh

IPR2025-00451
Petitioners' Exhibit 1033
Page 45 of 74

Joining ITU-T

To actively participate in the future work of ITU-T, join us and help shape the future of worldwide information and communication technologies (ICT).

Who are the Members?

ITU-T has two types of Member:

ITU Member States: the national governments that are Members of ITU.

Sector Members: primarily companies from the private sector (e.g. operators, service providers, manufacturers, scientific institutions), other regional and international organizations. Sector Members may participate in the work of all ITU-T Study Groups.

Another way to participate in ITU-T work is to become an **Associate**. Associates come from the private sector and are entitled to work in one ITU-T study group only.

IPR2025-00451
Petitioners' Exhibit 1033
Page 46 of 74

Why join?

Membership benefits

ITU-T membership will benefit your company in numerous ways. Join us and...

- Secure the influence of your company in the development of ICT standards
- Help shape industry standards and vendor products to your company's needs
- Leverage the work and knowledge of the industry's best experts
- Plan, purchase and implement in front of the curve, instead of behind it
- Use knowledge of work-in-progress in long-term planning
- Start implementation work long before standards become public
- Gain competitive advantage from long lead times
- Avoid money-wasting investments in dead-end technologies
- Work with leading vendors and companies in the industry
- Meet customers

IPR2025-00451
Petitioners' Exhibit 1033
Page 47 of 74

How can I join?

To find more information on membership of ITU-T as well as application forms, visit:
itu.int/ITU-T/membership

What does it cost?

The minimum contribution for Sector Members is 31,500 Swiss francs per year. The contribution for Associates is 10,500 Swiss francs per year.

IPR2025-00451
Petitioners' Exhibit 1033
Page 48 of 74

Meeting facilities

Meetings in Geneva

The majority of ITU-T study group meetings are held in Geneva at the ITU headquarters. Each meeting is announced by a convening or **collective-letter** which also includes information on the building hosting meeting registration.

ITU location

You can find a map showing the location of the ITU buildings at: itu.int/aboutitu/reach_itu

Registering

In general, you should register your participation in advance: the collective-letter will have a form attached or you can register online at the study group home page. Upon arrival at the meeting venue you will receive a badge that you should wear at all times for security reasons. The badge gives you access to the ITU buildings and allows you to sample the restaurants in the other UN buildings at lunchtime. You will also be allocated a numbered pigeonhole. If you have elected not to use the electronic download facilities, you will receive paper copies of documents in your pigeonhole, which can also be used by other delegates to leave you messages or information.

IPR2025-00451
Petitioners' Exhibit 1033
Page 50 of 74

Meeting rooms

Meeting rooms are generally in one of two locations:

- ITU headquarters in the 2nd basement of the Tower building;
- ITU headquarters on the 1st floor of the Montbrillant building

Virtually all of these meeting rooms are now served by wired and/or wireless LAN (see the section "Additional details").

You can find daily information on the allocation of meeting rooms on the website at: itu.int/events

Documentation

If, during registration, you elect to have paper copies of all documents, these will appear in your allocated and numbered pigeonhole (the pigeonhole number is shown on your badge).

If you elect to access documents electronically, then see the section on electronic document access, and also the details below on LAN access, cybercafé, etc.

To save on costs, you are encouraged to use electronic access.

IPR2025-00451
Petitioners' Exhibit 1033
Page 51 of 74

LAN access

Today, virtually all of the meeting rooms have some form of LAN access for delegates. The most common form is wireless access, for which you will need a wireless LAN card for your PC conforming to the IEEE 802.11b standard. The meeting rooms in the Montbrillant building also have traditional Ethernet ports at each seat. Configuration information for access to the ITU-T LAN is given in the section "Additional details".

Power for PCs

Most meeting rooms have an individual power outlet at each seat. **Remember**, though, that you will need to have a Swiss power cord or a Swiss adaptor. Adaptors, for both power and telephone, can be purchased from companies such as: teleadapt.com and warrior.com and are also available from the ITU Bookshop located at the entrance of the ITU Tower building and open from 0830 to 1230 hours and from 1330 to 1700 hours.

IPR2025-00451
Petitioners' Exhibit 1033
Page 52 of 74

Coffee, tea and lunch breaks

There are café/restaurants in the ITU buildings:

- one located on the 15th floor of the Tower building;
- and another located between the Varembé building and Montbrillant building.

Using the badge received at registration, you may also visit the restaurants of other UN buildings such as the WIPO and UNHCR premises, which are very nearby, and also the UN Geneva Office.

There are also a number of restaurants nearby.

Cybercafé

ITU provides multiple PCs for the use of delegates during their attendance at the meetings. These can be found:

- in the second basement of the Tower building;
- on level 2 of the Montbrillant building.

In addition to the PCs, these areas also have Ethernet ports available.

Telephone and fax facilities

Telephone and fax facilities for delegates are also provided:

- in the second basement of the Tower building;
- on level 0 of the Montbrillant building, near the entrance.

IPR2025-00451
Petitioners' Exhibit 1033
Page 53 of 74

Hotels

There are very many hotels in Geneva that give a preferential rate to those attending ITU meetings. An updated list can be found at: itu.int/travel

Meetings outside Geneva

Where meetings are held outside Geneva, the meeting host(s) will provide full details of facilities available. These should be included or referenced in the convening letter (called collective-letter) for the meeting, and should include details such as:

- the venue;
- travel facilities;
- visa information;
- weather information;
- accommodation;
- the facilities available at the meeting;
- arrangements for document access;
- any information useful to make life easier for the delegates on site.

IPR2025-00451
Petitioners' Exhibit 1033
Page 54 of 74

Other topics

Other databases

In addition to the work programme database, the ITU website also provides access to databases (itu.int/ITU-T/dbase) on:

- Terms and definitions
- International Numbering Resources
- Qualified organizations for Recs. A.4, A.5 and A.6
- ASN.1 Module database
- Standardization Areas, Domains and their Codes

IPR2025-00451
Petitioners' Exhibit 1033
Page 56 of 74

Intellectual property rights (IPR) – patent and copyright

ITU-T has a well established policy for dealing with patent issues. Patent policy guidelines and a patent declaration form can be found at: itu.int/ITU-T/othergroups/ipr-adhoc

In order to facilitate both the standards-making process and the application of ITU-T Recommendations, the Telecommunication Standardization Bureau (TSB) makes available its patent statements database composed of information that was communicated to TSB by administrations, private enterprises, etc., that participate in the standards-making activities of the ITU-T study groups. This is available at: itu.int/ITU-T/dbase/patent

Discussions on issues relating to intellectual property rights (IPR) are addressed by the TSB Director's ad-hoc group on IPR. Recently, this group has also developed software copyright guidelines for cases where software is included in ITU-T Recommendations. The latest information on all these issues can also be found at the above websites.

IPR2025-00451
Petitioners' Exhibit 1033
Page 57 of 74

ITU-T website

The ITU-T website (itu.int/ITU-T) also provides considerable useful information on topics such as:

- ITU's mission
- ITU-T membership and benefits
- publications
- ITU-T news
- ITU-T study groups
- TSB information
- ITU-T and forums
- Frequently Asked Questions (FAQs)
- TSB circulars
- meetings, seminars and workshops
- Technology Watch
- What's new
- e-Flash

IPR2025-00451
Petitioners' Exhibit 1033
Page 58 of 74

Useful ITU-T contacts

Just about everything you ever need to know about ITU and ITU-T is available on the website: itu.int

The following pointers and e-mail addresses may help you to find additional information on some of the key areas:

ITU-T in general:
itu.int/ITU-T

Telecommunication Standardization Bureau:
itu.int/ITU-T/info/tsb
E-mail: tsbmail@itu.int

Electronic Document Handling (EDH):
itu.int/ITU-T/edh
E-mail: tsbedh@itu.int

Study groups:
itu.int/ITU-T/studygroups

Membership:
itu.int/ITU-T/membership
E-mail: tsbmembers@itu.int

Meetings:
itu.int/ITU-T/events

IPR2025-00451
Petitioners' Exhibit 1033
Page 60 of 74

Meeting registration:
E-mail: tsbreg@itu.int

ITU-T and TSB documentation:
E-mail: tsbdoc@itu.int

Communication and promotion:
E-mail: tsbpromo@itu.int

TIES Helpdesk:
itu.int/TIES
E-mail: helpdesk@itu.int

FAQ on electronic facilities
itu.int/ITU-T/edh/edh-faqs

IPR2025-00451
Petitioners' Exhibit 1033
Page 61 of 74

Finding more information

Much more information on the rules and procedures of ITU-T can be found in the ITU-T A-series Recommendations available free of charge at: itu.int/ITU-T/publications/recs

and in the WTSA Resolutions available from itu.int/ITU-T/wtsa/resolutions

Finally...

We hope you found this Guide helpful.

More copies can be obtained from the ITU-T Communication and Promotion Division who would also welcome feedback on the content, and suggestions for improvement; contact tsbpromo@itu.int

IPR2025-00451
Petitioners' Exhibit 1033
Page 62 of 74

Additional details

ITU-T study groups and lead SG activities

Study groups

SG 2 – Operational aspects of service provision, networks and performance

SG 3 – Tariff and accounting principles including related telecommunication economic and policy issues

SG 4 – Telecommunication management

SG 5 – Protection against electromagnetic environment effects

SG 6 – Outside plant and related indoor installations

SG 9 – Integrated broadband cable networks and television and sound transmission

SG 11 – Signalling requirements and protocols

SG 12 – Performance and quality of service

SG 13 – Next-Generation Networks (NGN)

SG 15 – Optical and other transport networks infrastructures

SG 16 – Multimedia terminals, systems and applications

IPR2025-00451
Petitioners' Exhibit 1033
Page 64 of 74

SG 17 – Security, languages and telecommunication software

SG 19 – Mobile telecommunication networks

Lead study group activities

Lead study group for service definition, numbering and routing
(**SG 2**)

Lead study group on telecommunication management
(**SG 4**)

Lead study group on integrated broadband cable and television networks
(**SG 9**)

Lead study group on signalling and protocols
(**SG 11**)

Lead study group on intelligent networks
(**SG 11**)

Lead study group on quality of service and performance
(**SG 12**)

Lead study group for NGN and satellite matters
(**SG 13**)

Lead study group on access network transport
(**SG 15**)

Lead study group on optical technology
(**SG 15**)

IPR2025-00451
Petitioners' Exhibit 1033
Page 65 of 74

Lead study group on multimedia terminals, systems and applications
(**SG 16**)

Lead study group on ubiquitous applications ("e-everything", such as e-health and e-business)
(**SG 16**)

Lead study group on telecommunication security
(**SG 17**)

Lead study group on languages and description techniques
(**SG 17**)

Lead study group on mobile telecommunication networks and for mobility
(**SG 19**)

TIES registration

Instructions for registering with the ITU Telecom Information Exchange Services (TIES)

ITU TIES is available free of charge only to persons or companies meeting one or other of the following conditions:

- Your company is a Sector Member of ITU. To find out, please visit: itu.int/members/
- You are working in a permanent mission of a country that is one of the ITU Member States.

IPR2025-00451
Petitioners' Exhibit 1033
Page 66 of 74

- You are working in a government telecommunication administration in one of the ITU Member States. To find out whether your country is a Member or not, visit: itu.int/members/

To register with TIES, please complete the online form at itu.int/TIES

E-mail mailing list and informal FTP area access

Qualifications for enrolment

You must have a TIES user name and password provided after you enrol in TIES as described on the previous page.

Online forms for subscribing to ITU-T e-mail mailings lists and for requesting access to study group FTP areas are available on the TSB EDH website at itu.int/ITU-T/edh

These forms are also available via each SG homepage.

LAN access in Geneva meeting rooms

Extensive LAN access is available throughout the meeting rooms used by ITU-T and in the general delegate areas.

IPR2025-00451
Petitioners' Exhibit 1033
Page 67 of 74

Wired LAN facilities

Ethernet (10baseT) LAN facilities are available in the meeting rooms in the Montbrillant building, as well as in the Tower building 2nd basement and Montbrillant 2nd floor.

The IP address is automatically allocated by the ITU servers. For information on the necessary configurations, etc., see:
itu.int/ITU-T/edh/edh-faqs

Accessing ITU's wireless facilities

ITU has now installed an 802.11b wireless LAN network in its main conference rooms (in the Tower building: rooms A, B, C, and the "salle des Pas Perdus"; in the Montbrillant building: rooms H, K, L, M and 2nd floor space, and in most CICG meeting rooms) with 11 Mbit/s 2.4 GHz access points. Delegates can connect to this wireless network using their laptops with a wireless LAN card. Any Wi-Fi certified wireless card can be used, although we recommend using 128-bit encryption cards from known vendors to minimize problems and troubleshooting.

Buying wireless cards

When procuring your own card, ensure that the card is compatible with Wi-Fi 802.11b with 128-bit encryption (although encryption is not

IPR2025-00451
Petitioners' Exhibit 1033
Page 68 of 74

used at the moment in ITU, it may become mandatory in future and most cards come with it anyway). Limited quantities of wireless cards are available for sale from the ITU Bookshop.

ITU's wireless configuration parameters

To install the wireless card, you may need to login with administrator privileges depending on the operating system and card purchased.

Here are a few things to configure on your laptop to work with ITU's wireless network:

- Set your case-sensitive SSID as "ITUdelg".
- WEP Encryption: Off. WEP encryption is not used within ITU at the moment.
- Operation mode: Infrastructure (not Ad-Hoc).
- Enable DHCP for the client so that you will get IP address and other network parameters automatically.

Please consult the installation instructions provided with your card for details of installation.

Non-ITU access points

As wireless channels can interfere with each other if not planned properly, the use of access points other than those belonging to ITU is prohibited. If you have personal access points, please do not use them inside ITU.

IPR2025-00451
Petitioners' Exhibit 1033
Page 69 of 74

Index

Access to documentation 34, 35
Alternative Approval Process (AAP) 7, 28
Amendments 8
Annexes 8
Appendices 9
Approval 13, 15, 27
Associates 41, 43
Bookshop iv, 47, 64
CCITT 7
Chairmen 25
CICG 63
Circular 17, 18, 27, 53
Collective-letter 17, 18, 39, 45, 49
comments 28
consent 28
consortia 10
contributions 15, 22
copyright 52
Corrigenda 8
Council 3, 14
counsellor 15, 25
Cybercafé 46, 48
databases 51
Delayed contributions 31, 33, 36, 39
Development Sector 1

IPR2025-00451
Petitioners' Exhibit 1033
Page 70 of 74

Document numbering 33
Editors 26, 32
Electronic Document Handling 14, 55
Electronic Working Methods 21, 37, 40
E-mail mailing lists 37, 62
E-mail reflectors 37
Focus Groups 23
Forums 10, 37, 53
FTP 36
FTP-based access 40
Handbooks 9, 14
Hotels 49
Informal FTP areas 21, 36, 37, 38, 62
Intellectual Property Rights (IPR) 52
International Telecommunication Union (ITU) 1
Internet access 34
ITU location 45
ITU website 37
ITU's Wireless Configuration Parameters 64
ITU-D 1
ITU-R 1
ITU-T 1, 6
ITU-T contacts 55
ITU-T website 53
Joining ITU-T 13, 41
LAN access 46, 47, 62
Lead Study Group Activities 60

IPR2025-00451
Petitioners' Exhibit 1033
Page 71 of 74

Lead study groups 19
Liaison Statements 32, 33
Meeting facilities 45
Meeting rooms 46, 62
Meetings in Geneva 45
Meetings outside Geneva 49
Member States 3, 27, 41, 61
Membership 17, 42, 53, 55
Memorandum of Understanding (MoU) 11
Mission 6
Montbrillant building 46, 47, 48, 63
Next-generation networks (NGN) 7, 8, 23, 59
Non-normative texts 27, 29
Normal contributions 31, 33, 36
Normative texts 20, 27
Operational Bulletin 9, 16
patent 52
pigeonhole 45
Plenipotentiary Conference 3
Power for PCs 47
Products 8, 24
Publications 9, 53
Questions 17, 22, 25
Radiocommunication Sector 1
Rapporteur Group meetings 35
Rapporteur Groups 21
Rapporteurs 25, 26

IPR2025-00451
Petitioners' Exhibit 1033
Page 72 of 74

Recommendations 7, 17, 57
Registering 45
Reports 14, 33
Resolutions 5, 13, 57
restaurants 45, 48
Sector Members 41, 43, 61
SG Management Team 25, 32
SG Plenary Meeting 33
Special Projects 23
Standards Developing Organizations (SDOs) 23
Study groups 17, 25, 53, 55, 59
Study period 18, 33
Submitting contributions 17, 36
Supplements 9
Technical Report 24
Technical Specifications 24
Technology Watch 15, 53
Telecommunication Standardization Advisory Group (TSAG) 5, 13
Telecommunication Standardization Bureau (TSB) 5, 13
Telecommunication Standardization Sector 1
Telephone and fax facilities 48
Temporary documents 32, 33, 39
TIES 34
TIES registration 38, 61
Tower 63
Tower building 46, 48

IPR2025-00451
Petitioners' Exhibit 1033
Page 73 of 74

Traditional Approval Process (TAP) 27
TSAG 18
UN buildings 45, 48
Varembé building 48
Web-based access 38
Wired LAN Facilities 63
Wireless LAN 63
Work programme 20
Working Parties (WPs) 20, 31
Workshops 15, 17, 53
World Telecommunication Standardization Assembly (WTSA) 5
WTSA 13, 18

IPR2025-00451
Petitioners' Exhibit 1033
Page 74 of 74