Procedures for Industry Specifications

Version 3.0 – January 2023

This is a Permanent Reference Document of the GSMA

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1.   Preamble

Industry Specifications published by the GSMA are created for common implementation across the telecommunications industry thus enabling interworking and interoperability across systems.

This document defines the GSMA's procedures for the creation of Industry Specifications. It is based upon best practise across multiple standards defining organisations and covers participation, accessibility to members and non-members of the GSMA, transparency, and non-discriminatory rules of participation, voting rights and third-party contribution.

2.   References

Ref	Document Number	Title
[1]	AA.34	Policy and Procedures for Official Documents
[2]	RFC2119	IETF – Key Words for use in Requirements
[3]	AA.16	GSMA Articles of Association
[4]	AA.41	GSMA Regulations

3.   Conventions, Abbreviations and Definitions

3.1   Conventions

The key words "must", "must not", "required", "shall", "shall not", "should", "should not", "recommended", "may", and "optional" in this document are to be interpreted as described in RFC2119 [2].

3.2   Abbreviations

Term	Description
ISAG	Industry Specification Approving Group
ISIG	Industry Specification Issuing Group
MOU	Memorandum of Understanding
PRD	Permanent Reference Document

3.3   Definitions

Term	Description
Affiliate(s)	means any entity which directly or indirectly "Controls" or is "Controlled" by an Operator Member, Non-Operator Member or Participating Non-Member or is "Controlled" by the same entity as an Operator Member, Non-Operator Member or Participating Non-Member. For the purposes of these definitions, "Control" means the possession by an entity, directly or indirectly, of the power to direct or cause the direction of the management and policies of another entity without needing the consent of any other entity, whether through the ownership of shares or other securities carrying the right to vote, through the composition of the board of directors of such other entity, by contract or otherwise.

Term	Description
Chair	means the chair of an ISIG, a Subgroup or the ISAG (as the case may be), appointed in accordance with, and responsible for carrying out the role described in, Section 9.
Chair / Deputy-Chair Pro Tem	Means a Chair or Deputy-Chair elected to complete the term of a Chair or Deputy-Chair who has resigned their position.
Company Group	means a single group of entities comprised of Operator Members, Non-Operator Members or Participating Non-Members and their respective Affiliates from time to time, and where applicable, the relevant Parent Company Member, who are Controlled by the same entity. The term Parent Company Member is as defined in [3] GSMA Articles of Association.
Consensus	is defined in Section 8.4
Constituency/ Constituencies	means subgroups within the ISAG created specifically for the purpose of decision making.
Deputy Chair	means the deputy chair of an ISIG, a Subgroup or the ISAG (as the case may be), appointed in accordance with, and responsible for carrying out the role described in, Section 9.
Face to Face Meeting	An ISAG, ISIG or subgroup meeting conducted in person.
Hybrid Meeting	An ISAG, ISIG or subgroup meeting conducted with a mixture of in person attendees and attendees participating via teleconferencing systems and where it is agreed by the group that full participation in person is not possible, decision criteria associated with different meeting types are defined in section 8.9.1.
Industry Specification	GSMA generated documentation for common use, adoption, implementation, application, functioning, operations, support, testing, verification, validation, evaluation or certification of telecommunication technologies that materially affect mobile network operator and non-mobile network operator organisations alike.
Industry Specification Activity	means a GSMA activity intended to create Industry Specifications. For the avoidance of doubt, the Work Items of an Industry Specification Activity may not be solely limited to the creation of Industry Specifications, but may also include, for example, the creation of whitepapers, guideline documents, explanatory notes, liaison statements and other non-Normative Work Items created in support of Industry Specifications.
Industry Specification Approving Group or ISAG	means the group with the composition and obligations as defined in Section 7.
Industry Specification	means any permanent or ad-hoc group, programme or project (regardless of the label adopted by such group)

Term	Description
Issuing Group or ISIG	creating and taking decisions regarding Industry Specifications within the GSMA. The ISIG has the composition and obligations as defined in Section 6.
ISIG Participant	Member, Operator Member, Associate Member, Rapporteur or Participating Non-Member participating in a particular ISIG.
Lead Industry Specification Issuing Group or Lead ISIG	Where more than one ISIG contributes to an Industry Specification Activity, the Lead ISIG is where the majority of the work in an Industry Specification Activity is completed and is the ISIG responsible for approving Industry Specifications for publishing.
Member, Operator Member, Associate Member, Rapporteur	are defined in [3] GSMA Articles of Association.
Non-Operator Member	means an Associate Member or Rapporteur.
Non-Substantive Change	means a change to a published Industry Specification that is not a Substantive Change
Participating Non-Member	means any organisation other than an Operator Member, or Non-Operator Member that has: (i)　demonstrated that it has a directly and materially affected interest in a particular GSMA Industry Specification; (ii)　a commercial interest related to a specific GSMA Industry Specification; (iii)　signed an Industry Specification non-member participation agreement as proposed by the GSMA; and (iv)　paid the applicable participation fees as specified by the GSMA.
Subgroup(s)	means any subgroup within an ISIG. Participants in a Subgroup need to be ISIG Participants.
Substantive Change	means a new release of a published Industry Specification which contains changes that directly and materially affect the use of that Industry Specification. Examples of the contents of Substantive Changes are: • "shall" to "should" or "should" to "shall"; • the addition, deletion, or revision of requirements, regardless of the number of changes; or • the addition or modification of mandatory compliance with referenced standards.
Technology Group	is defined in GSMA PRD AA.41 GSMA Regulations [4], Annex B Section B.4 Terms of Reference of Leadership Groups
Teleconference Meeting	An ISAG, ISIG or subgroup meeting conducted solely via telecommunications.
Work Item	means an expressly defined task to be progressed in an ISIG. One or more Work Items can contribute to an Industry Specification.

3.4   References to AA.34

The following sections of AA.34 shall apply to the processes described in this document:

Section 6 - Document identification, except as noted below with respect to ownership of AA.35

Section 10 - Document Access and Control

Section 12 – Archiving

No other provisions of AA.34 shall apply to this document, and in case of any conflict between AA.34 and this document AA.35, this document shall prevail.

3.5   References to AA.41

The provisions of AA.41 shall apply to this document. In case of any conflict between AA.41 and this document AA.35, this document shall prevail.

3.6   Other GSMA Procedures and Documents

Expect for the GSMA Articles of Association (AA.16) and except as may be stated in this document, no other GSMA procedures or documents supersede the provisions of AA.35.

4.   Work Items

4.1   Work Item Structure

4.1.1   Work Items refer to any deliverable of an ISIG as defined in section 3.3.

4.1.2   Depending upon the granularity required the constituent parts of a Work Item may be defined within a single Work Item description or as a composite of multiple Work Items.

4.2   Submitting a Work Item

4.2.1   Work Items are created within an ISIG.

4.2.2   Work Items may be proposed by any ISIG Participant(s).

4.2.3   The proposer(s) of a Work Item shall be responsible for advocating that the ISIG accept the Work Item.

4.2.4   Work Items shall be proposed only in the ISIG itself, not in any Subgroup.

4.3   Acceptance of a Work Item

Once a Work Item is proposed, the ISIG shall determine whether to accept the Work Item based on whether:

•   The Work Item is clearly defined; and

•   The Work Item is within the scope of the Industry Specification Activity.

The acceptance of a Work Item is subject to the decision-making principles as defined in Section 8 below.

4.4   Dealing with a Work Item

4.4.1   Once an ISIG accepts a Work Item, work may begin on resolving the Work Item. ISIGs are encouraged to prioritise work to ensure the efficient and timely completion of industry priorities.

4.4.2   Once a Work Item is accepted, the Work Item is automatically placed into "Active Status" (as defined below) and addressed in an effort to reach a final resolution. The status of a Work Item is indicated by one of the following categories:

(i)   Active
The status of a Work Item that has been accepted and is currently being addressed in an effort to reach final resolution.

(ii)   Pending
The status of a Work Item that has been previously in Active Status for which sufficient information or resources is not available to progress to closure.

(iii) Closed
The status of a Work Item that has been resolved.

(iv)   Withdrawn
The status of a Work Item that was accepted by the ISIG and later withdrawn by decision of the respective ISIG.

(v)   **No Agreement**
The status of a Work Item for which no industry agreement can be reached. No industry agreement exists when an ISIG is unable to reach a decision on the resolution of a Work Item.

4.4.3   An ISIG Participant may appeal the resolution of a Work Item in the manner provided for in Section 10.

4.4.4   The status of all Work Items shall be recorded, and each ISIG's Work Item status shall be available to all GSMA members and all ISIG participants.

5.   Industry Specification Development

5.1   Creation of new Industry Specification Activities

5.1.1   Any Member, Associate Member, Participating Non-Member or Rapporteur shall be permitted to propose a new Industry Specification Activity to the Technology Group in writing.

5.1.2   New Industry Specification Activities shall only be initiated by the Technology Group.

5.1.3   Upon initiation of a new Industry Specification Activity in accordance with section 7.2.2, the ISAG shall establish the appropriate ISIG, unless the new Industry Specification Activity falls within the scope of an existing ISIG.

5.2   Existing GSMA Activities

5.2.1   GSMA activities may also be identified as Industry Specification Activities. Each GSMA permanent or ad-hoc group, programme or project (regardless of the label adopted) shall have an on-going obligation to identify whether any of its activities should be considered as a potential Industry Specification Activities.

5.2.2   Where an activity is identified as a potential Industry Specification Activity, it shall be referred to the ISAG.

5.2.3   If a member of the particular GSMA activity objects to the classification of the activity as an Industry Specification Activity, this objection shall also be referred to the ISAG.

5.2.4   The ISAG will decide if the particular activity should be evaluated and adopted as an Industry Specification Activity in accordance with the provisions set out in these Industry Specification Procedures - AA.35.

5.3   Discontinuation

5.3.1   Discontinuation of an Industry Specification Activity by the ISIG shall require the approval of the ISAG.

5.4   Publication

5.4.1   The content, initiation, and discontinuation of an Industry Specification Activity and any Substantive Changes to, or publications and approvals to, an Industry Specification shall be advertised in the following manner:
   (i)   Operator Members, Non-Operator Members and Participating Non-Members notified through the GSMA InfoCentre; and
   (ii)   Non-members of the GSMA notified through the GSMA public website and through email notification to everyone who chooses to subscribe to such notifications on the GSMA public website.

6.   ISIG

6.1   Participation

6.1.1   Any Operator Member, Non-Operator Member and Participating Non-Member may join an ISIG by requesting participation through the GSMA InfoCentre, or requesting participation through the GSMA staff.

6.1.2   Prior to referring an Industry Specification to the ISAG for final stage approval, the ISIG must report to the ISAG whether any single interest category constituted a majority of the ISIG Participants in the ISIG or any of its Subgroups where concern has been raised to the ISIG Chair or GSMA Staff. For the avoidance of doubt, there is no restriction on parties raising issues regarding any single interest category to the ISAG for information or raising any issues in accordance with the provisions of section 10 (Appeals Process).

6.1.3.   For the purpose of this Section 6, each ISIG Participant shall be classified as belonging to at least one of the following interest categories such as: "Operator Members", "Terminal/ End User Equipment Manufacturers", "Other Suppliers", "Other Service Providers" or "General Interest Participants". However, other categories may apply to a particular ISIG depending on the subject matter of the Industry Specification.

6.1.4   In exceptional circumstances, single interest category ISIG Subgroups may be deemed essential to make specific recommendations in order to address a particular problem within an Industry Specification. Single interest category ISIG Subgroups shall only be established with the prior written consent of the GSMA legal department. Such Subgroups shall limit their activities to the particular problem in their approved scope.

6.2   ISIG Obligations

Each ISIG shall conduct Industry Specification Activities and the following obligations defined in this section (6.2).

6.2.1   Elect a Chair and at least one Deputy-Chair for the ISIG in accordance with Section 9;

6.2.2   Develop requirements for the Industry Specification;

6.2.3   Approve the Industry Specification before submitting it to the ISAG for final approval. Approval of the deliverables of an Industry Specification Activity Work Item may not always require ISAG approval in the following cases:
   (i)   Approval and publication of outputs such as technical reports, white papers, guideline documents and other non-Normative documents are decided within the relevant ISIG.
   (ii) Referral of liaison statements to the ISAG for approval is optional and should be treated as an exception and agreed beforehand by the ISIG.

6.2.4   Submit periodic work plans to the ISAG;

6.2.5   Report its progress of work to the ISAG;

6.2.6   Report to the ISAG pursuant to Clause 6.1.2 whether any single interest category constituted a majority of the ISIG Participants in the ISIG ; and

6.2.7   Consider feedback from the ISAG when the ISAG cannot achieve consensus or an affirmative vote for a proposed Industry Specification that has been submitted to the ISAG.

6.3   ISIG Decision Making

6.3.1   All decisions of an ISIG and its Subgroups are taken in accordance with Section 8 below.

6.3.2   A Subgroup of an ISIG may only make recommendations to the ISIG regarding potential content for Industry Specification.

6.3.3   In accordance with Clause 6.2.3, first stage approval, any subsequent non-final approvals, and referral to the ISAG of an Industry Specification for final approval, is reserved for the respective ISIG, not any Subgroup nor any other group.

6.4   Meeting Note Content

Meeting notes shall only include items discussed in the meeting, shall be available to all participants in a particular GSMA ISIG and shall include at a minimum:
*   Date(s), type of meeting (i.e., virtual meeting, conference call, face-to-face), leadership, person taking the notes;
*   Attendance list;
*   Approved agenda;
*   Identification of each Work Item discussed at the meeting and its status;
*   Any corrections/additions made to a previous meeting note;
*   Principal points noted/alternatives discussed including opposing viewpoints;

- Decisions taken;
- Action items indicating responsible party and due date;
- ISIG Participants' contributions or similar documents or a reference to where those documents are available on the GSMA InfoCentre;
- Text specifically requested to be included by a ISIG Participant with attribution; and
- Copies of presentations made during the meeting or a reference to where the presentations are available on the GSMA InfoCentre.

The Meeting Notes shall not include comments or messages received after the meeting unless the comments and messages are related to clarifications and corrections of meeting activity.

The Meeting Notes shall not include assumptions of members not present in the meeting.

6.5 ISIG Interworking

6.5.1 Some of the work done by an ISIG may require communications with other ISIGs. This is expected and needed to help ensure work is completed in a complete and transparent nature.

6.5.2 Work in an ISIG may require a need to communicate and work with other GSMA non-ISIG working groups. This is expected and needed to help ensure work is completed in a complete and transparent nature.

6.5.3 At times an ISIG may require the expertise of another ISIG to complete its work within a specific Industry Specification Activity. In the cases where another ISIG is contributing to a specific Industry Specification, then this should happen with the consensus of both ISIGs involved. Where consensus on contribution is not achieved in both ISIGs, the issue can be escalated for adjudication to the ISAG.

6.5.4 Where multiple ISIGs work on a specific Industry Specification Activity there should always be a Lead ISIG responsible for all approvals of the Industry Specification and its content. Any input received from additional ISIGs would be treated in the same manner as recommendation from an ISIG subgroup and require approval by the Lead ISIG. The Lead ISIG is either identified in the initial Work Item proposal, agreed between the ISIG's in question, or can be appointed by the ISAG.

6.5.5 For the purposes of drafting content of the Industry Specification, participants within either contributing ISIG can participate as members of the other ISIG with full participation rights.

6.6 ISIG External Communications

6.6.1 Communicating with external organisations (e.g. 3GPP, Global Platform, ETSI, etc.) is expected due to the nature of the work in Industry Specification Activities. GSMA has a number of organisations with existing MOU's and liaison statements shall be used for communicating with these organisations..

7. ISAG

7.1 Role

7.1.1   Acting independently of the GSMA Board or any other GSMA committees, the ISAG shall be responsible for final approvals of all Industry Specifications and oversee all ISIGs and administration of AA.35.

7.1.2   The ISAG shall also maintain AA.35, including proposed revisions thereto.

7.1.3   Any decision made by the ISAG cannot be overruled by any other GSMA Group or Committee, including the GSMA Board. For legal and financial risks, the ISAG shall be supported by relevant GSMA experts and groups.

7.2   ISAG Responsibilities

The ISAG shall have the following responsibilities and obligations:

7.2.1   Elect one Chair and one Deputy-Chair for the whole ISAG in accordance with Section 9.

7.2.2   Approve the initiation, scope, rescoping and discontinuation of Industry Specification Activity. In case a new Industry Specification Activity is not approved by the ISAG, the ISAG shall qualify its decision with appropriate comments.

7.2.3   Recommend remedial actions to an ISIG in case of any dispute or lack of progress within that ISIG;

7.2.4   Final approval of any Industry Specifications and related publications of each of the ISIGs and any Substantive Changes as defined in section 8.6.

7.2.5   The ISAG may only approve or not approve Industry Specifications and Substantive Changes in their entirety. It is not empowered to edit or make any material amendments to an Industry Specification prior to granting ISAG approval or at any other time; and

7.2.6   Provide feedback (e.g., reasons for non-approval and suggestions regarding what changes would result in approval) to the ISIG where Consensus or an affirmative vote cannot be achieved.

7.2.7   The ISAG shall be guided by specific advisory groups convened on a time-to-time basis. The following advisory groups with Terms of Reference are defined:

(i)   Competition Experts Advisory Group (see Annex A).
(ii)   Practices Experts Advisory Group (see Annex C)

7.3   Composition of the ISAG

7.3.1   The ISAG consists of two groups ("Constituencies") each with a minimum of 12 members, and a maximum of 35 members:
(i)   one Constituency comprising members from the Technology Group (collectively the "Operator Members Constituency"), or a designated representative, and
(ii)   one Constituency comprising members who are not operators and could not qualify as Operator Members chosen from Non-Operator Members in accordance with Clauses 7.3.2 - 7.3.5 (collectively the "Non-Operator Members Constituency").

7.3.2   In order to stand for the ISAG Non-Operator Members Constituency, Non-Operator Member must:

(i)   express an interest in writing to the designated GSMA staff involved in the administration of AA.35; and

(ii)   be actively involved in Industry Specification Activities;

("Qualified Non-Operator Members Constituency Candidate(s)").

The GSMA administration will publish a list of Qualified Non-Operator Members Constituency Candidates.

7.3.3   If there are 35 or fewer applicants for the Non-Operator Members Constituency those applicants are appointed as members of the Non-Operator Members Constituency for a period of 2 years by simple affirmation.

7.3.4   If there are more than 35 applicants for the Non-Operator Members Constituency, all its members will be selected by a general ballot, held amongst all Non-Operator Members. In this general ballot, each Non-Operator Member Company Group shall have 35 votes, restricted to one vote per applicant. The applicants with the most votes will be elected to the Non-Operator Members' Constituency.

7.3.5   If there are fewer than 12 applicants for the Non-Operator Members Constituency, there will be a second and (if necessary) third call for applicants until at least 12 applicants are appointed. If, after any subsequent calls, there are still fewer than12 applicants for the Non-Operator Members Constituency, then the body shall proceed with the members of the Non-Operator Members Constituency who have been appointed.

7.3.6   ISAG members serve for a 2-year term in the same cycle as the terms for the GSMA Board and Leadership Groups. ISAG members may reapply to serve subsequent terms.

7.3.7   Void.

7.3.8   Void.

7.3.9 Any elections for ISAG membership will be organised electronically by the GSMA staff.

7.3.10 A Company Group may not have representatives in more than one Constituency.

7.4   Meeting Note Content

Meeting notes shall include at a minimum:

- Date(s), type of meeting (i.e., virtual meeting, conference call, face-to-face), leadership, person taking the notes;
- Attendance list;
- Approved agenda;
- Identification of Industry Specifications or related Industry Specification Activities discussed at the meeting and their status, reports, work-plans;
- Any corrections/additions made to a previous meeting note;
- Points noted/alternatives discussed including opposing viewpoints;
- Decisions taken;
- Action items indicating responsible party and due date;
- Text specifically requested to be included by a meeting attendee with attribution;
- Copies of presentations made during the meeting or a reference to where the presentations are available on the GSMA InfoCentre.

7.5 ISAG Obligations

7.5.1 ISAG Members are expected to participate and engage in meetings and votes on Industry Specification approvals. Failure to actively engage can result in delays in publication of Industry Specifications and validation of requests. Members unable fulfil these obligations will be reminded and ultimately may face removal as an ISAG member.

The following criteria will be used for reminders and removal:

- First Warning

    o Failure to attend two of the most recent three ISAG meetings will result in removal from voting quorum. To be readded to quorum the ISAG member must resatisfy the 2 out of 3 meeting attendance requirement.

    o Failure to submit a vote within original vote time twice in a row will result in removal of voting privileges for the next two votes. An ISAG member will regain voting privileges after the two votes.

    o On expiry of the term limit for the ISAG all statuses are reset as defined in 7.3.6.

- Second Warning

    o A further incidence of failure to attend two of the most recent three ISAG meetings will result in removal from voting quorum and removal from ISAG. (Note: in the case of an Operator member this does NOT impact Technology Group status.)

    o Failure to submit vote within original vote time twice in a row will result in removal from ISAG. (Note: in the case of an Operator member this does NOT impact Technology Group status)

    o On expiry of the term limit for the ISAG all statuses are reset as defined in 7.3.6.

8. General Decision-Making Principles

8.1 General Principles

8.1.1 All material decisions (e.g., each approval, initiation, creation, discontinuation, or any Substantive Change) regarding an Industry Specification Activity shall be subject to decision making described in this Section.

8.1.2 In each case requiring a decision, an ISIG, its Subgroups and the ISAG should strive for Consensus (as defined in Section 8.4).

8.1.3 Each Company Group participating in an ISIG, its Subgroups and the ISAG shall:
(i)   Have only one vote per Company Group; and
(ii)   At all times act in good faith.

8.2   Transparency

8.2.1   To facilitate participation, informed discussion and Consensus-building, all announcements of meetings, documentation and voting activities of each ISIG, its Subgroups and the ISAG shall be made available on the GSMA InfoCentre.

8.2.2   To facilitate constructive discussion and consensus-building during the meeting all ISAG, ISIG and subgroup meeting documents should be available to participants at least 2 working days before meetings where the document(s) will be discussed.

8.2.3   Exceptions can be made for late documents by consensus of the group meeting or by decision of the Chair. It is expected that the majority of exceptions would be caused by meeting cadence, external events, or external documents. Exceptions should not be used for routine late submission of meeting documents from participants.

8.2.4   Revisions of submitted documents that are updated based on group discussions during a meeting are not considered as late documents.

8.3   Adequate Notice

8.3.1   When a vote is required in an ISIG or the ISAG, the notice period prior to the vote shall be at least fourteen [14] calendar days. Subgroups may agree on a shorter notice period by prior Consensus. The agreement for a shorter notice period shall be recorded in the meeting minutes. The notification period SHALL start after the meeting in which a voting need is agreed.

8.3.2   Where a vote is conducted outside of a meeting (for example using email voting) it shall be possible to vote throughout the agreed notice period.

8.4   Consensus

8.4.1   Consensus is the method used by an ISIG, its Subgroups and the ISAG to reach resolution of topics, unless specifically otherwise provided for in this document. Consensus is established when substantial agreement has been reached among those participating in the topic at hand. Substantial agreement means more than a simple majority, but not necessarily unanimous agreement.

8.4.2   Consensus requires that all views and reasoned objections be considered, and that a concerted effort be made toward their resolution. All ISIG Participants, Subgroup participants and members of the ISAG shall have the opportunity to express their views.

8.4.3   Consensus is deemed to be achieved:
  (i)   In an ISIG or the ISAG when the minority no longer wishes to sustain their objection;
  (iii)   In a Subgroup when the objections raised by the minority have been fully documented and the substantial agreement would manifestly reach more than the threshold required for approval if a vote was held.

8.4.4 An ISIG participant's, Subgroup participant's or ISAG member's silence will not be treated as an objection of a proposal. ISIG Participants, Subgroup participant's and ISAG members are encouraged to speak up and voice their opinion.

8.4.5 When the Chair declares Consensus based on substantial agreement, opinions of the minority shall be recorded upon request in the minutes of the relevant meeting; consensus declared in a Subgroup may be challenged during the next meeting of the parent ISIG, and shall be handled as stated in Section 6.3.

8.4.6 An ISIG Participant, Subgroup participant or ISAG member may appeal any decision in the manner provided for in Section 10.

8.4.7 When there are questions or disputes regarding Consensus, the Chair, Deputy-Chair or ISIG Participants, its Subgroups and the ISAG should ask an objecting ISIG Participant(s), ISAG member or Subgroup participant to state the rationale for the objection and provide an opportunity for full discussion aimed at achieving full understanding, consideration, and resolution of the objection.

8.4.8 For virtual meetings (conference calls etc.), each document approved by consensus will be treated as a conditional approval with a period of one [1]   calendar week to allow offline review by participants after which time if no objection is received it will be automatically confirmed as finally approved.

8.5   Voting Options

8.5.1 If Consensus on a particular matter cannot be achieved in either an ISIG, its Subgroup or ISAG, a vote will be required if a decision on the matter is to be taken.

8.5.2 In case of a vote, each Company Group participating in a vote in the ISIG, a Subgroup or ISAG shall have the choice of the following voting options, which may be conveyed in person or electronically:
(i)   Approval without comments;
(ii)   Approval with comment; or
(iii)   Rejection with reasons and/or specific wording or actions that would address the objections to the proposed Industry Specification or liaison statements created as part of an Industry Specification Activity; or
(iv)   Abstention from the vote, optionally with reasons.

8.6   Substantive Changes

8.6.1 Any ISIG Participant may propose a change to any published Industry Specification or liaison statement created as part of an Industry Specification Activity to the ISIG.

8.6.2 Any Substantive Change shall require approval by the ISIG. Substantive Changes to Industry Specifications which have been approved by the ISIG are still subject to final approval by the ISAG. Any Non-Substantive Change to a published Industry Specification requires only approval by the respective ISIG undertaking the change.

8.6.3 The proposer of a change to an Industry Specification shall declare whether the proposed change should be classed as a Substantive Change or a Non-Substantive Change, providing at least 14 calendar days for objection to be made against the classification. If a minimum of five [5] members of the ISIG object to the classification

of a change as a Non-Substantive Change, the proposed change shall be deemed a Substantive Change.

8.7 ISIG and Subgroup Decision-Making

8.7.1 Quorum

A quorum is not required for an ISIG or Subgroup to conduct business. However, a ISIG or Subgroup may agree via Consensus to observe a quorum requirement, provided such requirement is announced in the meeting notice. In case an ISIG or Subgroup agrees via Consensus to observe a quorum requirement, one-third of the ISIG's or Subgroup's Participants' Company Groups shall constitute a quorum for conducting business at a meeting.

8.7.2 Qualification to Vote

In order to participate in an ISIG vote or ISIG subgroup vote, a Company Group must:
(i)   be an ISIG Participant in that ISIG or ISIG subgroup at the date the vote has been formally announced and at the date it is held; and
(ii)   have attended (in person or remotely) at least one meeting of that ISIG or ISIG subgroup.

For ISIG subgroup votes, the Company Group must meet the above qualifications based on the ISIG subgroup, not the ISIG, i.e., to vote in the ISIG subgroup the Company Group shall be active in the specific ISIG subgroup, not just be a member of the ISIG.
At least five [5] working days before completion of the vote the GSMA staff supporting the ISIG or ISIG subgroup will offer a briefing to ensure that companies are briefed on the subject of the vote.

8.7.3 Negative Votes and Voting Procedure Review

(i)   For the avoidance of doubt, where an ISIG vote is called in the course of developing an Industry Specification or for first-stage approval of an Industry Specification, and the result is negative, disputes regarding the adequacy of the voting procedure may be appealed in the manner provided for to Clause 10.
(ii)   The ISAG may, pursuant to the decision-making principles set forth in Clause 8.8, review and update the ISIG voting qualifications set forth in Clause 8.7.2 as necessary to ensure the effective administration of voting procedures in keeping with the goal of broad industry input set forth in Clause 1.

8.7.4 Vote notifications should clearly specify the relevant documentation and attach such documentation or explain where it can be accessed.

8.7.5 If any decision or vote within the ISIG has the potential to result in multiple options within an Industry Specification, the Chair and Deputy Chair should identify these to their best ability before any decision is made or vote held. If such options potentially result in implementations that are mutually exclusive and cannot coexist, these should also be identified.

8.7.6   All votes in an ISIG and its subgroups are confidential. The anonymised results of all voting consisting of the percentage of approvals and rejection shall be recorded by the GSMA staff and the decision made available at a minimum to all ISIG participants. The GSMA shall keep track of all voting including the identity of companies, their selected voting option and comments.

8.7.7   Prior to a subsequent vote within the ISIG regarding the same or similar issue purporting to the same Industry Specification, the results of any original votes, previous comments received, and any disposition of unresolved negative votes (including reasons therefore) shall be circulated to the respective ISIG.

8.7.8   Decisions by the ISIG and any Subgroup shall be deemed effective when:
   (i)   A Consensus exists within the ISIG or Subgroup. The ISIG or Subgroup Chair and Deputy-Chair(s) will record in the meeting note the Consensus and any comments in writing; or
   (ii)   At least 71% of the votes cast, excluding abstentions, are in favour.
   (iii) In all cases, if the Chair or Deputy Chair has identified multiple options as described in 8.7.5, and two or more of these options that are mutually exclusive and cannot coexist are selected (by consensus or by vote), the proposal with the highest number of votes shall be deemed effective, provided that this highest scoring proposal has at least 10% more votes than other proposals. If the voting results are the same, or if no proposal has 10% or more votes than other proposals, a simple majority vote shall be held among the competing proposals which:
        a)   Achieved at least 71% of votes cast, and
        b)   Achieved either the same number of votes as the highest scoring proposal, or
        c)   Achieved sufficient votes to be within 10% difference of the highest scoring proposal.
   (iv)   During the additional simple majority vote described in (iii) above participants will be able to vote for a single proposal only.

8.7.9   An approval decision by an ISIG can be overturned only by a future decision by an ISIG. For the avoidance of doubt:
   (i)   the decision of a specific ISIG cannot be overturned by another ISIG, if a conflict arises that cannot be resolved at the ISIG level between the ISAG approved scope of two ISIGs, the conflict shall be referred to the ISAG for resolution pursuant to clause 7.2; and
   (ii)   A decision by an ISIG that has been approved by the ISAG cannot be overturned by other groups within the GSMA.

8.7.10   The ISIG shall use the following procedures in attempting to resolve rejection with reasons and abstentions with reasons (as specified in Section 8.5):
   (i)   Irrespective of the outcome of a vote, the GSMA staff shall compile and anonymise all reasons for rejection and abstention and circulate to the ISIG for consideration; and
   (ii)   If comments submitted with a rejection or abstention are not within the scope of the Work Item, any ISIG Participant may propose it as a candidate for a new Work Item.

8.7.11   The ISIG shall review all received reasons for rejection and abstentions and provide a disposition and reasoning for each comment. In the event the ISIG cannot agree on a disposition the group should note the lack of agreement. No additional votes/actions are required since these actions do not change the outcome of the vote.

8.8   ISAG Decision-Making

8.8.1   All members of the ISAG acknowledge and agree with regard to their participation in the ISAG:
   (i)   to act in good faith; and
   (ii)   consider the views expressed by all interest categories affected by the Industry Specifications.

8.8.2   Each Company Group within the ISAG shall have one vote.

8.8.3   Decisions of the ISAG can be made during an ISAG meeting or via an electronic vote.

8.8.4   Decisions shall be deemed effective when either:
   (i)   A Consensus exists within the ISAG, in which case the Chair will record the Consensus and any comments in writing in accordance with Clause 8.4; or
   (ii)   Within each Constituency over 71% of the votes cast, excluding abstentions, are in favour of the decision.

8.8.5   For an ISAG electronic vote a quorum of at least 50% of the participating Company Groups within each Constituency are required to have voted (including abstentions). In the event the quorum of at least 50% responses from each constituency is not reached, the vote will be extended for one additional week and the ISAG informed. If at the end of the extension quorum is still not achieved, the vote will be closed and deemed inconclusive.

8.8.6   Both Constituencies must vote in favour of a decision in order for it to pass.

8.8.7   In the case of non-approval of an Industry Specification pursuant to Clause 8.8.4, the ISAG shall refer the Industry Specification back to the ISIG clearly setting out the reasons for non- approval and actions required for subsequent acceptance should the matter be brought back to ISAG for a subsequent decision. In the case of approval of an Industry Specification, the ISAG shall circulate to its members any documented comments submitted by voters in the minority. If, within 7 days of circulation, a majority of each Constituency expresses interest in revisiting the vote, the ISAG may do so.

8.8.8   When an Industry Specification has been approved by the ISAG, the Industry Specification will be made publicly available within 7 calendar days.

8.9   Meeting Notice

8.9.1   Face to Face and Hybrid Meetings

8.9.1.1 All Face-to-Face and Hybrid meetings of the ISAG, an ISIG or Subgroup shall be communicated via the group(s) email list and added to the group(s) online calendar at a minimum notice of 90 days unless agreed by the group at the previous meeting.

8.9.2   Teleconferences

8.9.2.1 All Teleconference meetings of an ISIG shall be announced via the group(s) email list and added to the group(s) online calendar at a minimum notice of 30 days unless agreed by the group at the previous meeting or Teleconference.

8.9.2.2 ISIG Subgroup Teleconferences shall be announced to the ISIG Subgroup via the Subgroup and ISIG email list and details be available on the group(s) online calendar at a minimum notice of 14 days in advance of the teleconference, unless agreed by the Subgroup at the previous meeting or teleconference.

8.9.2.3 All ISAG Teleconferences shall be communicated to the ISAG email list and available on the group(s) online calendar at a minimum notice of 30 days in advance of the meeting.

8.9.1.4 All ISAG Subgroup Teleconferences shall be communicated to the ISAG and Subgroup email list and available on the group(s) online calendar at a minimum notice of 14 days in advance of the meeting unless agreed by the Subgroup at the previous meeting.

8.10 Quiet Periods

All members of the ISAG, ISIGs and Subgroups and respective Company Groups acknowledge and agree that for the duration of an electronic vote, any member of the ISAG, ISIGs and Subgroups and respective Company Groups should refrain from sharing or communicating on any GSMA email reflector any opinions or information about the subject matter of the vote directly with one or more members of the respective ISAG, ISIG or Subgroup ("Quiet Period").

Any communication intended for any GSMA email reflector about the subject matter of the vote during the Quiet Period shall only be directed to the GSMA staff and the GSMA staff shall have right at its sole discretion to decide if such opinions or information should be disseminated.

9.   Leadership

9.1   Elections and Removals

9.1.1   An individual Chair and Deputy-Chair of an ISIG, its Subgroups and the ISAG are elected for no more than two consecutive terms of 2 years each by the participants within each respective group above. A Chair or Deputy-Chair may act for additional terms if:
(i)   No other replacement candidate can be found; and
(ii)   The incumbent Chair or Deputy Chair is agreed by simple majority vote.

9.1.2   The terms of the Chair and Deputy-Chair shall run in alignment with each other. Both terms shall begin with the election of the Chair, and shall conclude 24 months after the election of the Chair.

9.1.3   Elections of a Chair and Deputy-Chair are by simple majority, one vote per Company Group. Where only one candidate is nominated for either a Chair or Deputy-Chair a simple affirmative decision is permissible. Where there are more than 2 candidates, there shall be a first vote determining the 2 candidates with the most votes and a subsequent runoff vote between these two candidates to determine the winner.

9.1.4   In the ISAG, the ISIG and the Subgroups, the Chair and Deputy-Chair shall be representatives from both Operator Members and non-Operator Members in a balanced manner. If the elected Chair is an Operator Member, the Deputy-Chair shall be a Non-Operator Member and vice versa. Any exception to this provision in an ISIG shall require prior approval by the ISAG. Subgroups may decide by Consensus not to

elect a Deputy Chair. In cases where ISAG grants an exception the procedures of 9.1 shall still apply.

9.1.5   Subgroups may decide by Consensus not to elect a Deputy Chair.

9.1.6   Election of the chair shall occur not later than 2 months after the respective group has been constituted and any subsequent election shall take place within the next 24 months of the previous election. Election of the Deputy-Chair shall occur not later than one month after the election of the Chair. For the avoidance of doubt, the Deputy-Chair's term shall end at the conclusion of the Chair's term of office.

9.1.7   In an ISIG or the ISAG, all Chairs and Deputy-Chair nominations should be announced at least 28 [twenty-eight] calendar days in advance of the election. Any group may agree by consensus on shorter periods for announcing nominations.

The election announcement shall be distributed by email to the respective ISIG Participants of the particular ISIG, Subgroup and members of the ISAG as applicable. Recognised quiet periods should be avoided, e.g. Summer and Winter vacation periods.

The timing for any required votes shall be determined in accordance with clause 8.3.

9.1.8   Should a Chair resign or is removed (according to 9.1.9) during his/her term:
(i)   if there is no Deputy-Chair, a Chair Pro Tem shall be elected to serve as Chair Pro Tem for the remainder of the term. The election shall be managed according to other procedures in clause 9.1, with particular reference to clause 9.1.4.
(ii)   if there is a Deputy-Chair, the Deputy-Chair shall become Chair Pro Tem and shall serve as Chair Pro Tem for the remainder of the Chair's term of office, and
(iii)   a Deputy-Chair Pro Tem shall be elected from the appropriate constituency to serve as Deputy-Chair Pro Tem for the remainder of the term. The election shall be managed according to this clause 9.1, with particular reference to clause 9.1.4.

9.1.9   Should a Deputy-Chair resign or is removed (according to 9.1.10) during his/her term:
(i)   a Deputy-Chair Pro Tem shall be elected from the appropriate constituency to serve as Deputy-Chair Pro Tem for the remainder of the term. The election shall be managed according to this clause 9.1, with particular reference to clause 9.1.4.

9.1.10   A Chair or Deputy-Chair of a particular ISIG, a Subgroup and the ISAG can be removed subject to:
(i)   A formal written petition of at least five [5] ISIG participants, five [5] members of ISAG or five [5] subgroup participants requesting the removal of its groups Chair or Deputy-Chair; and
(ii)   A subsequent vote of 71% of all votes cast in favour of the removal where a quorum of at least half of the Company Groups within the particular ISIG or Subgroup or (in the case of the ISAG) each Constituency have voted.

9.2   Role of the Chair and Deputy Chair

9.2.1   The presiding Chair and Deputy-Chair have, at a minimum, the responsibility to ensure that provisions of AA.35 are followed and that meetings are conducted in a fair and efficient manner.

9.2.2   Both Chair and Deputy-Chair shall remain neutral when carrying out their respective duties of Chair and Deputy-Chair. The Chair and Deputy-Chair may represent the interests of their respective Company Groups in all other matters not pertaining to or directly affecting their role of Chair and Deputy-Chair.

9.2.3   Unless otherwise agreed in the ISIG or within the working group, the Chair and/or Deputy Chairs should recuse themselves when discussing CRs or documents originating from their Company Groups or if their Company Groups are listed as a supporting company. In such cases, their duties shall be delegated to the non-recused Chair or Deputy Chairs, or to GSMA staff if there are no non-recused Chair/Deputy Chairs.

9.2.4   Both Chair and Deputy-Chair shall work with appointed GSMA Staff for meeting planning and coordination.

9.2.5   The presiding Chair or Deputy-Chair is responsible for ensuring the meeting notes accurately reflect the discussions on the meeting and include the minimum information as defined in sections 6.4 and 7.4 in this document.

9.2.6   The presiding Chair or Deputy-Chair is responsible for declaring when consensus and agreements are made.

9.2.7   ISIG Chairs and Deputy Chairs shall be invited to ISAG meetings as observers.

9.2.8   ISIG Chairs and Deputy Chairs shall present ISIG updates to the ISAG when requested by the ISAG.

9.3   Role of GSMA Staff

9.3.1   GSMA staff appointed to support the ISIG/ISAG are responsible for supporting the Chair and Deputy-Chair in ensuring that the provisions of AA.35 are met and that meetings are conducted in a fair and efficient manner.

9.3.2   GSMA staff are responsible for helping the Chair and Deputy Chair on meeting planning and coordination, and for producing accurate meeting notes.

9.3.3   GSMA Staff are responsible for advising the Chair and Deputy-Chair on issues that potentially impact the GSMA or the admissibility of a proposal. Examples include:
     (i)   Proposals that impact on GSMA as a specification publishing organisation – this would include competition type issues;
     (ii) Proposals to aid groups where consensus is not present;
     (iii) Proposals that impact a GSMA operated service or planned service.

9.3.4   GSMA staff may contribute to the work of a group through discussion or submission of proposals as appropriate to the Industry Specification Activities being progressed.

9.3.5   GSMA staff shall not hold voting rights on any matter.

9.3.6   GSMA Staff should not act as Chair or Deputy-Chair of the ISAG, an ISIG or ISIG subgroup. Permitted exemptions could include (but are not limited to):
     (i)   When a new ISIG or subgroup has been approved and elections are in process, approval of the ISAG or ISIG would be sought in this example.

(ii)   Where both the Chair and Deputy-Chair are temporarily unable to fulfil their roles, either through late-absence, holiday, or conflict of interest within a meeting. In such cases GSMA Staff may chair an ISIG, ISIG sub-group or ISAG meeting with the consensus of the meeting. (Note: late-absence should not cover routine unavailability of a Chair or Deputy-Chair).

9.3.7   GSMA Staff shall remain neutral on decisions related to the development of Industry Specifications. However, GSMA Staff should advise the ISIG on items that could have impacts on industry regulations of geographic differences to help in navigating the work.

9.3.8   GSMA Staff may provide input to help in facilitating issue resolution and in consensus building.

10.   Appeals Process

10.1   Any Operator Member, Non-Operator Member, Participating Non-Member or third party (with directly and materially affected interests) who has been or reasonably may be adversely affected by any procedural action or inaction in relation to an Industry Specification Activity carried out pursuant to AA.35 shall have the right to appeal such procedural action or inaction (individually "Appellant" and together Appellants").

10.2   Appellants are encouraged to first discuss their concerns with the respective Chair of the affected ISIG or ISAG and/or the GSMA General Counsel or his/her duly appointed representatives. The Chair of the affected ISIG or ISAG will in turn inform the GSMA General Counsel of the appeal without delay. The Chair of the affected ISIG or the ISAG or GSMA General Counsel or his/her duly appointed representatives shall respond to the Appellant within fifteen [15] calendar days.

10.3   An Appellant may file a written appeal directly with the GSMA General Counsel. The written appeal for action must be filed within twenty eight [28] calendar days after the action at issue occurred. The appeal of an inaction can be filed at any time within a reasonable period of the date upon which the inaction at issue failed to occur. The appeals panel (as defined below) will determine if an appeal was filed within the appropriate timeframe.

10.4   A written appeal shall describe the:
(i)   reasons for the appeal;
(ii)   basis of the grievance;
(iii)   direct objections to any procedural issues pertaining to the Industry Specification Activity or related documents in question;
(iv)   direct and material affected interests of the Appellant;
(v)   adverse effects caused by any process or procedural action or inaction;
(vi)   section of the GSMA regulations or other documents that may be at issue; and
(vii) specific remedial action(s) that would satisfy the Appellant's concerns. Previous efforts to resolve the objections and the outcome of each should be included.

10.5   For a period of fifteen [15] calendar days after receipt of the written appeal, the GSMA General Counsel shall have the option to promote discussion between the affected parties for the purpose of resolving the Appellant's concerns. This period may be extended by mutual agreement of the Appellants and respondents.

10.6		If the parties are unable to resolve the written appeal, in a manner consistent with the provisions set out above, the GSMA shall schedule a hearing with an appeals panel on a date agreeable to all parties, giving at least twenty-one [21] calendar days' notice. Appropriate notice of this hearing will be distributed to the affected ISIG and ISAGs, the Appellant, and any individuals or Company Groups named in the appeal.

10.7		The appeals panel shall consist of three individuals who have not been directly involved in the matter and who are not employees of entities that may be affiliated either with the Appellant or a respondent Company Group.

10.8		The Appellant(s) shall appoint one impartial panel member. The named respondent(s), shall also appoint one impartial panel member. When more than one respondent is named, the respondents will collectively agree on the appointment of a single panel member. The Appellant and the respondent(s) must each identify their appointed panel member within five [5] business days of the GSMA's determination that a hearing is necessary, as provided for in Section 10.6. The two panel members so selected by the parties shall then appoint the third panel member; this appointment of the third panel member shall occur within ten [10] business days of the GSMA's determination that a hearing is necessary.

10.9		GSMA shall supply each member of the appeals panel with a copy of the appeal filed, its operating procedures, and any ISIG and/or ISAG minutes directly pertaining to the matter. The appeals panel may serve written questions to the Appellant and respondent before the hearing to assist in focusing the issue. Any answers received will be made available to the other party and that party will be allowed to submit a brief response of no more than ten [10] pages. No party shall communicate regarding the complaint with any member of the appeals panel once convened and until a decision has been rendered except as expressly provided for in this Section 10.

10.10	The hearing shall be conducted in an informal manner and subject to such reasonable rules as the appeals panel sets forth. The Appellant has the burden of demonstrating the alleged adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The responding party has the burden of demonstrating that the affected ISIG or the ISAG, as applicable, took all actions compliant with the applicable GSMA regulations or that the requested remedial action would be ineffective or detrimental. Each party may introduce other pertinent arguments, and members of the appeals panel are permitted to address questions to individuals. The panel can call on any Operator Members, Non-Operator Members and Non-Participating Members to assist in the appeal proceedings as reasonably requested by the panel. Interested third parties may attend the hearing, subject to the provisions of 10.12 below.

10.11	The appeals panel and the parties shall not be bound by any formal rules of evidence. The hearing shall be limited to no more than three [3] calendar days.

10.12	It is at the sole discretion of the panel to:
		(i)		Close the hearing to third parties when required to protect the confidentiality of sensitive information to be disclosed in the hearing;
		(ii)		To hear and decide related appeals at the same time; and
		(iii)		To dismiss an appeal for lack of evidence.

10.13	The appeals panel shall render its decision in writing within twenty-one [21] calendar days of the conclusion of the hearing, stating the findings of fact and conclusions,

with reasons therefore, based on a preponderance of the evidence Consideration may be given to the following positions, among others, in formulating the decision:

(i)   Finding for the Appellant, remanding the action to the affected ISIG or ISAG with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;

(ii)   Finding for the respondent with a specific statement of the facts that demonstrate fair and equitable treatment of the Appellants and the respondent's objections; or

(iii)   Finding that new, substantive evidence has been introduced, and remanding the entire action to the affected ISIG or ISAG for appropriate consideration and action.

10.14   The ISAG shall have responsibility for ensuring that all decisions and recommendations of an appeals panel are implemented and carried out. In the event of any failure of such action to occur, the Appellant may request, and the ISAG shall grant, a hearing of the complaint at the next regularly scheduled meeting of the ISAG.

Annex A: Terms of Reference for the GSMA AA.35 Competition Experts Advisory Group (CEAG)

A group of qualified lawyers and trained legal experts to discuss and report to the GSMA Industry Specification Approving Group (ISAG) on any competition law related issues arising from GSMA AA.35 activities.

1. General

1.1. The CEAG is subject to the provisions of AA.35. For the avoidance of doubt, nothing in the CEAG will prevent any party from exercising its rights under the provisions of AA.35, including, without limitation, the appeals process.

1.2. Disclosure of any documentation is on a need-to-know basis.

2. Participation

2.1. The CEAG is open to the Heads of Competition Law (or equivalent) representing any company groups participating in the ISAG or in any ISIG. The Head of Competition Law can delegate participation to a competition lawyer in his/her team.

2.2. Each CEAG member will undertake and ensure that it will participate in the scheduled meetings as set by the GSMA. An equivalently qualified substitute may only be provided with the approval of the GSMA. Such approval shall not be unreasonably withheld.

2.3. The GSMA will log attendance of the CEAG member and its approved substitute for each CEAG meeting.

2.4. The ISAG Chair and Deputy Chair may attend the CEAG as ex-officio representatives of ISAG. When attending in such a role the ISAG Chair and Deputy Chair need to remain impartial and do not represent their respective organisations.

2.5. The ISAG may attend the CEAG by invitation as agreed within the CEAG by consensus.

2.6. Any third parties may be invited to attend CEAG meeting subject to the confidentiality provisions on the invitation of the GSMA and as agreed within the CEAG by consensus.

3. Process for referring questions to the CEAG

3.1. The CEAG can only be convened by the ISAG Chair or at least three ISAG members or the GSMA.

3.2. Subject to point 3.1, more than two members of any ISIG or any ISIG Chair can officially request in writing from the ISAG Chair, the ISAG or the GSMA to convene the CEAG. Compliance with such request is at the sole discretion of the ISAG Chair, the ISAG and the GSMA, as applicable.

3.3. Any written requests to convene the CEAG must clearly set out any questions to be considered by the CEAG.

4. Meetings

4.1. The CEAG is hosted and chaired by the GSMA.

4.2. All CEAG meetings are scheduled and managed by the GSMA.

4.3. The GSMA shall aim for a minimum of 14 days notification period for gathering the CEAG via conference call and a minimum of 30 days for in-person meetings. However, this period may be shorter where demanded by the urgency of the matter referred.

5. Reporting

5.1. The CEAG reports solely to the ISAG.

5.2. The ISAG will report the outcome of the discussion in the CEAG back to the relevant ISIG as deemed appropriate.

6. Decisions

6.1. Any outcome from the CEAG:
   6.1.1. Is non-binding on the ISAG and any relevant ISIG;
   6.1.2. Is for information only and does not constitute legal advice;
   6.1.3. Does not diminish, curtail or have any impact on either the GSMA's role to:
      (i)   preserve the integrity of the GSMA;
      (ii) ensure the lawful behaviour of all categories of GSMA membership and Activity Contributors (as defined in GSMA PRD AA.24).

6.2. All discussions of the CEAG are confidential but not necessarily legally privileged.

6.3. Where a matter referred to the CEAG requires a recommendation, the CEAG should strive for consensus (as defined in Section 8.4 of AA.35).

6.4. Should the CEAG not be able to reach consensus on a matter:
   (i)   it will inform the ISAG that it was unable to reach consensus; and
   (ii) report to the ISAG on any unresolved issues.

6.5. All CEAG participants acknowledge and agree that in cases where CEAG is not able to reach consensus on a matter, any information communicated to the ISAG by the CEAG may not reflect the position of each individual company participating in the CEAG.

7. Document Storage and Dissemination

7.1. Any documents or presentations must be shared and approved by GSMA staff prior to being shared with the CEAG.

7.2. Any documents approved by the CEAG (for example meeting minutes) shall be stored and shared via the GSMA InfoCentre.

7.3. CEAG participants will be granted access to the designated GSMA InfoCentre group by the GSMA.

Annex B: Terms of Reference for the GSMA AA.35 Practices Experts Advisory Group (PEAG)

A group of experts in standardisation practices to discuss, recommend and report to the GSMA Industry Specification Approving Group (ISAG) on standardisation related issues arising from GSMA AA.35 activities.

1. General

The PEAG is subject to the provisions of AA.35. For the avoidance of doubt, nothing in the PEAG will prevent any party from exercising its rights under the provisions of AA.35, including, without limitation, the appeals process.

Disclosure of any documentation is on a need-to-know basis.

2. Participation

The PEAG is open to nominated standardisation experts from ISAG member companies or by ISIG member companies by invitation. ISAG members may nominate themselves to the PEAG.

Each PEAG member will undertake and ensure that it will participate in the scheduled meetings as set by the GSMA.

Any third parties may be invited to attend a PEAG meeting subject to the confidentiality provisions on the invitation of the GSMA and as agreed within the PEAG by consensus.

3. PEAG Scope

The PEAG shall be responsible for recommending the content of standardisation process documentation issued by the ISAG.

This includes recommendation changes to AA.35.

PEAG can only recommend content to the ISAG. All content approvals shall be undertaken within the ISAG itself.

4. Meetings

The PEAG shall be chaired by a PEAG member agreed within the group.

All PEAG meetings are scheduled and managed by the GSMA.

The GSMA shall aim for a minimum of 14 days notification period for gathering the PEAG via conference call. In-person meetings are not anticipated. However, if deemed necessary any proposal for in-person meetings, including schedule and venue, shall be discussed and agreed during PEAG conference calls.

5. Reporting

The PEAG reports solely to the ISAG.

The ISAG will report the outcome of any discussions in the PEAG back to a relevant ISIG where required and as deemed appropriate.

6. Decisions

Where PEAG is required to make a recommendation, the PEAG should strive for consensus (as defined in Section 8.4).

Should the PEAG not be able to reach consensus on a matter it will inform the ISAG that it was unable to reach consensus, and report to the ISAG on any unresolved issues.

All PEAG participants acknowledge and agree that in cases where PEAG is not able to reach consensus on a matter, any information communicated to the ISAG by the PEAG may not reflect the position of each individual company participating in the PEAG.

7. Document storage and Dissemination

Any documents agreed by the PEAG shall be stored and shared via the appropriate GSMA collaboration Tool.

GSMA grants access to all PEAG participants to the designated GSMA collaboration tool.

Annex C: GSMA activities and their potential status under AA.35

Examples of GSMA activities, contemporary at the time of publication of this PRD, and whether the processes in this PRD would or would not apply are set out below. This annex is included for information only.

Example	AA.35 Status	Description	Reasoning
All public policy documents, including spectrum position papers	Out of scope	Public policy documents intended to advocate in the interests of GSMA operator members.	At times the positions in these papers may conflict with positions of other stakeholders.
Mobile 4 Development	Out of scope	Various technical specifications that guide implementation of specific projects within a region or country.	Operates under separate governance to ensure grant making organisations have a role.
Remote SIM Provisioning / eSIM	In scope	The GSM eSIM specifications define implementation, testing and compliance for eSIMs and supporting equipment.	Drafted with the intention that all industry stakeholders would adoption these specifications.
GSMA Fraud Manual	Out of scope	Document advises and addresses different categories of fraud in mobile and how mobile operators can mitigate against fraud.	Allowing others to define would not be appropriate.
Voice over LTE / VoLTE	In scope	Defining the industry wide implementation of voice services in IP based mobile networks within handsets and network equipment. Inter-operator agreements associated with VoLTE are excluded. Equivalent documents also exist for video services.	These services are expected by customers to be fully ubiquitous globally so that users anywhere can communicate. All operators, network equipment and handset manufacturers are expected to support VoLTE.
Security Assurance Procedures (SAS & NESAS etc)	In scope	Security assurance procedures enable confidence in the implementation of security measures in all types of equipment (from SIM cards to Network Infrastructure).	Security Assurance measures impact the whole industry, especially those implementing them in both their products and product development lifecycles.
Security Baseline Controls	Out of scope	Documents how operators measure and achieve overall security effectiveness of their networks.	These are operator only activities that allow operators to configure and measure the security resilience of their networks. Allowing others to define would not be appropriate.
Security Guidelines	Out of scope	Suite of documents that define specific implementation measures	These are guidelines that recommend security resilience activities for operators. Allowing others to define would not be appropriate.

Example	AA.35 Status	Description	Reasoning
Rich Communication Suite / RCS	In scope	Defining the industry wide implementation of rich media messaging services in IP based mobile networks within handsets and network equipment. Inter-operator agreements associated with RCS are excluded.	These services are expected by customers to be fully ubiquitous globally so that users anywhere can communicate. All operators, network equipment and handset manufacturers are expected to support RCS.
Mobile Connect	Out of scope	Defines technical implementation of a Mobile Operator based Identity and Single Sign On solution.	Implementation is based on pre-existing technical standards and is a service defined by operators for deployment on an elective basis.
Inter-operator Agreement Templates and associated PRDs	Out of scope	Provide templates for operators to establish commercial agreements to support Interconnections and Roaming.	Agreements are inter-operator only.
Device Field and Lab Test Guidelines	In scope	Defines testing requirements for handset Field Trials as used by certification bodies such as Global Certification Forum (GCF).	Type of levels of tests impacts multiple stakeholders.
Roaming Quality documents	Out of scope	Used to assist operators assess the quality of service provided to their customers by roaming networks and thus reduce faults and customer care issues.	Agreements are inter-operator only.
Roaming Guidelines documents	Out of scope	Provides technical guidance to operators to assist in the provision of service for roaming customers.	Agreements are inter-operator only.

Annex D: Document Management
Document History

Version	Date	Brief Description of Change	Approval Authority	Editor/ Company
1.0	27 Nov 2019	Initial publication	GSMA Board	GSMA
1.1	Jan 2021	ISAG number limits	ISAG	GSMA
2.0	16 Feb 2022	ISAG revision	ISAG	GSMA
3.0	1st Feb 2023	ISAG Revision covering: – Sustained objections – Voting procedure clarifications – ToR for ISAG Practices – Synchronising Chair / Deputy Chair period of office – General editorial	ISAG	GSMA

Other Information

Type	Description
Document Owner	ISAG
Editor / Company	Chief Engineer / GSMA

It is our intention to provide a quality product for your use. If you find any errors or omissions, please contact us with your comments. You may notify us at prd@gsma.com
Your comments or suggestions & questions are always welcome.