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Engineering Manual

- ◆ Description of the organization of the Standards and Technology Department of the Telecommunications Industry Association and its Engineering Committees
- ◆ Rules for operation of the Engineering Committees
- ◆ Intellectual Property Rights Policy
- ◆ Rules for operation of the Technical Standards Subcommittee
- ◆ Legal Guidelines

March 2005

4th Edition

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1 **Revision History**

2 TIA's first-ever Engineering Manual was issued December 6, 1991 and supplemented
3 with various Advisory Notes until May 31, 2001.

4 The second edition of TIA's Engineering Manual was approved and released on June 1,
5 2001.

6 The third edition of the TIA Engineering Manual incorporated required changes per the
7 American National Standards Institute Subcommittee on Accreditation. Specifically,
8 changes were made to the following sections:

9 Section 6.10, Comment Resolution

10 Section 11.1, Standards Secretariat Record Retention

11 Section 13.2, Formal Appeals

12 This 4th Edition responds to changes required as a result of recommendations following
13 TIA's 2003 ANSI audit and direction from the ANSI Executive Standards Committee
14 (ExSC). In addition, the TIA Technical Committee approved changes to the Intellectual
15 Property Rights policy in 2004. Lastly, some portions were updated to reflect current
16 TIA practice.

17 The changed text is shown in revision control throughout the 4th Edition Manual

18 Major changes were made in the following areas:

19 Inclusion of IMPORTANT NOTICE OF PARTICIPATION

20 Statements of Policy, Intellectual Property Rights Policy

21 Definitions

22 Section 3.2.1, Eligibility for Participation in Formulating Groups

23 Section 3.2.2, Formulating Group Balance

24 Section 5.3.3.1, Voting in Formulating Group Meetings

25 Section 6.4, Copyright and Submissions

26 Section 6.5, Disclosure of Essential Patents

27 Section 6.7.1, TIA Standards

28 Section 6.7.2, ANS Standards

1	Section 6.11.6, Negative Ballots and Negative Comments, Right to Appeal
2	Notification
3	Section 14, Changes to TIA Engineering Manual
4	ANNEX A, Section A5.4 Hearing
5	ANNEX B, Section B. Procedures for Conducting Activities
6	ANNEX D, Sample Meeting Notice & Agenda
7	ANNEX G, TIA Submission Cover Sheet Template
8	ANNEX G.1, TIA Submission Cover Sheet Template with Optional Disclosure
9	Clauses
10	ANNEX H, Patent Holder Statement-Specific
11	ANNEX H.1, Patent Holder Statement-General
12	ANNEX I, Software Copyright Holder Statement
13	ANNEX J, Software Evaluation License
14	ANNEX K, Numbering of Documents

1 Introduction

2 A major function of the Telecommunications Industry Association (TIA) is the writing and
3 maintenance of voluntary industry Standards and Specifications, the formulation of
4 positions for presentation on behalf of the United States in international standards fora,
5 and the preparation of technical information and reports for use by industry and
6 government. These activities are carried out by the volunteer Members of TIA
7 Engineering Committees, operating under the authority of the TIA Technical Committee,
8 a Special Committee created by the TIA Board of Directors. The TIA Standards and
9 Technology Department administers and supports the activities of the Engineering
10 Committees.

11 This Manual describes the manner in which the Standards activities of the
12 Telecommunications Industry Association are organized and the manner in which its
13 activities are conducted.

14 Specific responsibility for overseeing the Standards and Technology Department and
15 the Engineering Committees has been assigned by the TIA Board of Directors to the
16 TIA Technical Committee, one of the standing committees established by the Board
17 under the provisions of the bylaws of the Association. The product Divisions of the
18 Association sponsor the Engineering Committees working in their product areas by
19 providing guidance, direction, and administrative funding.

20 Special legal requirements apply to Standards writing. Because of this, Standards and
21 Specification writing are administered and supported by the Standards and Technology
22 Department, which also coordinates the technical program and provides a unified
23 interface with the American National Standards Institute (ANSI) and other Standards
24 Development Organizations (SDOs).

25 A further purpose of this Manual is to provide legal and policy guidelines for the
26 formulation and conduct of Engineering Committees, Subcommittees, and Working
27 Groups. It specifies how such groups are formed or disbanded, how leadership is
28 chosen and maintained, membership requirements; the development and
29 implementation of a program of work; the conduct of meetings; administrative
30 processing of contributions, drafts, and correspondence; relations with other SDOs; and
31 the responsibilities of the Chairs.

32

1 **Statements of Policy of the Standards and Technology Department**

2 **Relationship with Other Elements of the TIA**

3 The TIA Engineering Committees shall confine their activities to the preparation of
4 Standards and Specifications, and to other documents and technical matters, as further
5 defined in this Manual. The Engineering Committees shall conduct their activities in
6 strict compliance with the policies, rules and procedures set forth in this Manual, and
7 with the Legal Guides in ANNEX B to this Manual.

8 It is intended that the other standing and special committees, and the TIA Product
9 Divisions shall confine their activities to other than Standards, Specifications, and
10 technical matters, and shall refer such technical matters to the Standards and
11 Technology Department and appropriate Engineering Committees.

12 The Product Divisions may recommend work programs and guide the efforts of the
13 Engineering Committees that they sponsor within the Standards and Technology
14 Department, but shall not themselves engage in the preparation of Standards or
15 Specifications.

16 **Relationship with ANSI**

17 The TIA is a member of the American National Standards Institute which recognizes TIA
18 as a National Standards Body for the United States.

19 As a matter of policy, it is expected that most new TIA Standards and Specifications are
20 intended for submission to ANSI as candidates for recognition as American National
21 Standards. Some areas of technical work may first be defined as TIA Standards, for a
22 period of five years, before consideration of advancing the document to the status of
23 American National Standard.

24 **International Cooperation and Harmonization**

25 The TIA's trade policy goals include removal of barriers to market access, full
26 participation of U.S. government and industry in the Standards-setting process
27 worldwide, and achievement of a minimum level of Standards required to ensure
28 interoperability and proper function of the international network. In the spirit of these
29 goals, the TIA encourages its Committees and Staff to work cooperatively with other
30 Members of the ANSI confederation, international standards bodies and counterpart
31 national and regional Standards bodies outside the United States to harmonize
32 telecommunications equipment Standards and to avoid unnecessary duplication of
33 effort. To this end, the TIA will share its Standards and Specifications, whether work in
34 progress or completed works, with counterpart Standards organizations in other

1 countries, subject to the intellectual property rights, other property and contractual rights
2 of third parties and any applicable laws and government regulations. The TIA will also
3 allow non-voting international observers representing international, regional and
4 national SDOs to participate in TIA Formulating Group meetings and activities unless
5 contrary to U.S. law or regulation.

6 In recognition of the common telecommunications network shared by the United States
7 and Canada, and of the North American Free Trade Agreement (NAFTA), TIA
8 Engineering Committees are encouraged to work with their Canadian and Mexican
9 counterpart groups to produce common harmonized Standards as well as encouraging
10 Canadian and Mexican organizations to directly participate in TIA Formulating Group
11 activities, subject to any applicable laws and government regulations.

12 **Important Notice for Participation**

13 Participation in, or attendance at, any activity of a TIA Formulating Group or any sub-
14 element thereof, constitutes acceptance of and agreement to be bound by all provisions
15 of the TIA Engineering Manual and permission that all communications and statements,
16 oral or written, or other information disclosed or presented, and any translation or
17 derivative thereof, may without compensation, and to the extent such participant or
18 attendee may legally and freely grant such copyright rights, be distributed, published,
19 and posted on TIA's web site, in whole or in part, on a non-exclusive basis by TIA or
20 TIA's licensees or assignees, or as TIA directs. Exceptions to the foregoing may be
21 granted or permitted in writing to the Chair of the Formulating Group by TIA's Senior
22 Vice President, Standards and Special Projects on a case-by-case basis.

23 **Intellectual Property Rights Policy**

24 TIA has an Intellectual Property Rights (IPR) Policy, the full text of which can be found
25 in the TIA Engineering Manual (www.tiaonline.org/standards/sfg/procedures). We call
26 to the attention of participants and attendees that TIA's Policy is to encourage, but not
27 require, the voluntary disclosure (preferably early) of Essential Patent(s) and published
28 pending patent application(s) that may be essential to the practice of a TIA Publication.
29 If any such disclosures are made, the procedures to be followed are contained in
30 Sections (1) through (5) in the Introduction of this Manual.

31 To further assist in the understanding of this Policy, refer to "Guidelines to the
32 Intellectual Property Rights Policy of the Telecommunications Industry Association"
33 posted on the TIA website at www.tiaonline.org/standards/sfg/procedures

34 When an Essential Patent(s) has been identified in any proposed Standard, TIA will
35 follow a policy based upon that of the American National Standards Institute (ANSI)
36 (www.ansi.org).

1 1. *Inclusion of Patents in Standards*

2 There is no objection in principle to drafting a Standard in terms that include the use of a
3 patented invention, if it is considered that technical reasons justify this approach. If TIA
4 receives notice that a proposed Standard may require the use of a patent or a published
5 pending patent application, then the procedures stated below in Sections (2) through (5)
6 shall be followed.

7 Any discussion regarding terms and/or conditions of a license are not permitted in any
8 TIA activity.

9 1.1 *Responsibility as Respects Identifying Patents and Licensing Terms*

10 TIA staff is directed to include the following statement in every TIA Publication, which
11 statement is hereby incorporated by reference in every such TIA Publication.

12 TIA shall not be responsible for identifying patents for which licenses may be
13 required in connection with any TIA Publication or for conducting inquiries into
14 the legal validity or scope of those patents that are brought to its attention.

15 TIA will neither be a party to discussions of any licensing terms or conditions,
16 which are left to the parties involved, nor will TIA opine or judge whether
17 proposed licensing terms or conditions are reasonable or non-discriminatory.

18 1.2 *Patent Holder Statement*

19 Prior to approval of each such proposed Standard, TIA shall receive an effective Patent
20 Holder Statement in the form of ANNEX H from any party identified in any manner as a
21 Patent Holder. The statement must be in the words of the TIA-approved form entitled
22 “Patent Holder Statement-Specific”, attached hereto as ANNEX H with one of the
23 paragraphs 1, 2a, or 2b checked. Where a party identified as a Patent Holder refuses
24 to furnish a statement in the form of ANNEX H with one of the paragraphs 1, 2a, or 2b
25 checked, the standard should be referred back to the Formulating Group for further
26 consideration.

27 In addition, “Patent Holder Statement-General”, attached hereto as ANNEX H.1 can be
28 used for multipart Standards or other specific groupings of Reference Documents. All
29 forms of ANNEX H are also located at
30 <http://www.tiaonline.org/standards/sfg/procedures/ipr.cfm>, and such form shall be used
31 to submit Patent Holder Statements whether electronic or written. If a Patent Holder
32 Statement is received by TIA that is deemed not to be in accordance with this
33 Intellectual Property Rights Policy by the Standards and Technology Department, TIA
34 will return the Statement to the submitter with an explanation of reasons for rejection
35 and deem the Statement ineffectual. TIA will also advise the Chair of the Formulating
36 Group of any patent(s) or published pending patent application(s) identified therein, and
37 that the Statement was deemed ineffectual. Whenever a proposed Standard undergoes

1 a revision necessitating a new ballot, new Patent Holder Statements will be requested
2 from each identified party or Patent Holder unless the revision is encompassed in a
3 previously submitted ANNEX H.1 Statement.

4 1.3 *Record of Statement*

5 Prior to approval of a proposed Standard, a record of the Patent Holder's Statement
6 shall be placed and retained in the files of TIA. TIA will forward a copy of the statement
7 to ANSI when the document in process is related to the development of an American
8 National Standard.

9 1.4 *Notice*

10 Unless otherwise directed by TIA's Senior Vice President, Standards and Special
11 Projects, when TIA receives a Patent Holder Statement with either Paragraphs (2a) or
12 (2b) of ANNEX H marked, the Standard shall include a note as follows:

13 NOTE: The user's attention is called to the possibility that compliance with this
14 document may require use of one or more inventions covered by patent rights.

15 By publication of this Standard, no position is taken with respect to the validity or scope
16 of any claims of such rights or of any patent rights in connection with this Standard. The
17 Patent Holder(s) so far identified to TIA have, however, filed statements of willingness to
18 grant licenses under those rights on reasonable and nondiscriminatory terms and
19 conditions (either with or without monetary compensation) to applicants desiring to
20 obtain such licenses for the purpose of practicing any or all Normative portions of this
21 Standard for the field of use of practice of the Standard. Details regarding the filed
22 statements may be obtained from the TIA.

23 2. *Inclusion of Software as a Normative Element (Mandatory, Optional or Alternate)*

24 The purpose of this Section is to provide guidance in the event a Formulating Group
25 decides to incorporate Software in a Standard under such circumstances that any party
26 seeking to practice the Standard may require a copyright license to do so. In other
27 words, it is intended to cover the situation where the practice of the Standard in the
28 absence of a copyright license would necessarily infringe copyright in the Software.
29 Since, unlike patents, a copyright grants to its owner the right to exclude others from
30 copying a particular expression of an idea, or several ideas, without granting protection
31 to the ideas expressed, it is clear that such rights are substantially different from those
32 involved when a patent is issued. Some Software is protected by patents. These
33 guidelines are not concerned with such cases. These guidelines are in addition to the
34 provisions contained in this TIA Engineering Manual, which deal with the grant of
35 copyright to TIA, with certain sublicensing rights, for the purpose of printing, distribution
36 and other reproduction of Standards and other TIA Publications.

1 2.1 *General Considerations*

2 In general, TIA discourages Formulating Groups from including essential copyrighted
3 Software in a Standard in such a manner that the Standard cannot be practiced without
4 infringing the copyright rights in the absence of a license. It should also be noted that if
5 a different expression of the same ideas as are contained in the copyrighted software is
6 possible so those wishing to do so may practice the Standard without infringing the
7 copyright, then such copyright is not deemed essential and these guidelines do not
8 apply.

9 2.2 *Exclusions*

10 Object Code shall never be included in a TIA Standard as a Normative element. Object
11 Code may be included for Informative purposes.

12 2.3 *Source Code*

13 In the event a Formulating Group, for technical reasons, concludes that is necessary for
14 essential Software to be included in a Standard, the procedures outlined in Section 2.4
15 shall be followed. An example of such a conclusion may be the use of complex
16 algorithms in speech coders in which only one algorithm can be used for interoperability
17 purposes.

18 2.4 *Procedures*

19 If a Formulating Group is considering a decision to incorporate copyrighted Software as
20 a Normative element in a Standard, then the following shall apply:

21 (a) Software Copyright Holder shall submit, in addition to a submission cover sheet with
22 required elements as specified in Section 6.4.5, and as part of its submission, a
23 Software Copyright Statement in the form of ANNEX I, "Software Copyright Holder
24 Statement" attached hereto.

25 (b) if the Formulating Group so decides, a submission of Software will not be considered
26 for inclusion in a Standard unless the Software Copyright Holder agrees to grant a
27 license to all who apply for it for the purpose of evaluating the Software for inclusion in
28 the proposed Standard, then such agreement shall be in the form of ANNEX J,
29 "Software Evaluation License" attached hereto.

30 (c) the Formulating Group shall use reasonable efforts to define responsibility for the
31 maintenance of the Normative Software.

1 **Metric Policy**

2 As shown in the *TIA Style Manual (Section 4.8)*, the International System of Units (SI),
3 as specified in *ANSI/IEEE-268* or its subsequent revisions, shall be used in TIA
4 Standards. If necessary, dual dimensioning can be used but the policy requires that any
5 variation from the policy be explained in the foreword or introduction.

6

1 **Definitions and Terms**

2 An understanding of the terms below will be helpful in following the text of this Manual.

3 **Addendum** – a document which supplements an existing standard and

4 i. Adds technical requirements to an existing standard that do not change previously
5 published requirements; or

6 ii. Revises one or two portions of a large existing standard.

7 **Advisory Note** - text to change or modify the current Engineering Manual until revised
8 and approved by ANSI. The proposed text must be approved by the Technical
9 Committee prior to release, and is withdrawn after it has been incorporated into the next
10 version of the Manual. (See Section 14)

11 **American National Standard** - a standard developed by an ANSI-accredited standards
12 developer and approved by the ANSI Board of Standards Review.

13 **American National Standards Institute or ANSI** – serves as administrator and
14 coordinator of the United States private sector voluntary standardization system.
15 Founded in 1918 by five engineering societies and three government agencies, the
16 Institute remains a private, non-profit membership organization supported by a diverse
17 constituency of private and public sector organizations and accredits standards
18 developers in the United States.

19 ANSI does not itself develop American National Standards; rather it facilitates
20 development by establishing consensus among qualified groups. The Institute ensures
21 that its guiding principles – consensus, due process and openness – are followed by the
22 almost 200 distinct entities currently accredited under the Federation's accreditation
23 program

24 **Association** - (when capitalized) The Telecommunications Industry Association.

25 **Ballot** – as used in this Manual, there are two types of ballots: Letter Ballot and
26 Standards Proposal Ballot (See specific definitions).

27 **Bulletin** - although not a Standard, contains technical information that may have
28 significant value to industry or users. Most often, TIA publishes Telecommunications
29 Systems Bulletin (TSB); however, other types of Bulletins exist. (See Section 8.2)

30 **Consensus** – established when those participating in the consideration of the subject at
31 hand have reached substantial agreement. Substantial agreement means more than a
32 simple majority, but not necessarily unanimity. Consensus requires that all views and
33 objections be considered and that a concerted effort be made toward their resolution.
34 Consensus may also be achieved when the minority no longer wishes to articulate its

- 1 objection. The opinions of the minority should be recorded with the report of the
2 substantial agreement (consensus) of the majority.
- 3 **Contribution** - as defined in Section 6.4.2 of this Manual.
- 4 **Division** - an affinity grouping of TIA Member companies by product category. (See
5 Section 2.1)
- 6 **Engineering Committee** - a Committee of volunteer members, established under the
7 authority of the TIA Technical Committee to formulate Standards and provide other
8 engineering functions in support of the TIA. (See Section 3.1)
- 9 **Erratum** - a document which corrects a manifest mistake or omission in the original text
10 of the Standard or an error subsequently discovered.
- 11 **Essential Patent** - only the claim(s) of a patent (whenever issued) which is (are)
12 necessarily infringed by the practice of a Normative portion of a TIA Standard.
- 13 **FO- Committee** - an Engineering Committee sponsored by the TIA Fiber Optics
14 Division.
- 15 **Formulating Group** - Engineering Committee, Subcommittee, or Working Group that
16 specifically has been delegated formulating authority to develop standards. It elects its
17 leadership and conducts all of its meetings with the same formality (e.g., notice of
18 meetings, meeting reports, voting lists, recorded votes, etc.), and within the authority
19 granted by its parent body. Such term does not include a Task Group. (See Section 3.1)
- 20 **Interim Standard or IS** - a term used by TIA until 2001 to indicate a standard released
21 for a limited period, prior to its being submitted for approval as an American National
22 Standard. All interim standards in effect *upon the date* of the adoption of 3rd edition of
23 the TIA Engineering Manual (July 2001) shall be governed by the TIA Engineering
24 Manual dated 1991.
- 25 **Joint Standards Document or JSD** - standard developed by a Joint Standards Group
26 comprised of two or more internal or internal/external entities of Standards Developing
27 Organizations. (See Section 6.1.1).
- 28 **Interest Category** – classification of the respondents to a Standards Proposal Ballot is
29 required by ANSI. The categories used by TIA are (See Section 3.2.2):
- 30 **Producer** - a manufacturer or fabricator of a product or device;
- 31 **User** - a company or organization or individual that utilizes the product or item
32 standardized
- 33 **Producer/User** - a company or organization that both produces the product or
34 device or standardized item and also utilizes the product or item standardized;

1 and

2 **General Interest** - any interested party not defined in the other listed categories.

3 **Letter Ballot** – submitted to the TIA Standards Secretariat for distribution to specified
4 TIA Formulating Group(s). It is issued for no less than 30 days, but at the Chair’s
5 discretion can be issued for a longer period of time. It can also be extended if it is
6 determined that a simple majority of Formulating Group member ballots have not been
7 returned.

8 **Member (of the TIA)** - a company holding general class membership in the TIA. (See
9 Section 2.1.)

10 **Member (Formulating Group)** - a company or organization which holds voting status in
11 a TIA Formulating Group, but not necessarily a TIA Member. (See Section 3.2)

12 **Normative (alternate) elements** - those elements of a Standard, any one or more of
13 which may be complied with in order to claim conformity with the Standard.

14 **Normative (mandatory) elements** - those elements of a Standard which always must
15 be complied with in order to claim conformity with the Standard.

16 **Normative (optional) elements** - those elements of a Standard which may be selected
17 in order to claim conformity with the Standard and which if selected, must be
18 implemented as specified in the Standard.

19 **Object Code** – instructions which can be directly run by a computer. Object code is not
20 intended to be human-readable, and generally can be used only on a subset of
21 computers or systems. For the purposes of this document Object Code includes, but is
22 not limited to, dynamically linked libraries, object code libraries, and binary executable
23 code. (Definition based on ITU TSB Director’s Ad hoc Group on IPR Software Copyright
24 Guidelines – Issue 2.1)

25 **Patent Holder** – a party having the legal ability to grant licenses with respect to patents
26 under the conditions provided by the TIA IPR Policy.

27 **Public Review Document** – a Standards Proposal announced in the *ANSI Standards*
28 *Action* for a 30, 45 or 60-day review and comment period.

29 **Publication** - any TIA Standard and Technology Department document that is
30 published by the department and available for sale or distribution to the general public.
31 It does not include documents intended for distribution to only members of Formulating
32 Groups.

33 **Quorum** – a simple majority of the listed voting member companies in a formulating
34 group (See Section 5.3.2)

- 1 **Reference Document** – the associated Project Initiation Number, Standards Proposal
2 number, reserved or actual document number, or designated title of a Standard as
3 provided by the TIA Standards Secretariat.
- 4 **Simple Majority** - 50% of those eligible to vote, rounded down to an integer value
5 plus 1
6
- 7 **Software** -- a program, or portion thereof, written in Source Code regardless of
8 programming language or storage medium used.
- 9 **Software Copyright Holder** – a party having the legal ability to grant licenses with
10 respect to Software copyrights under the conditions provided by the TIA IPR Policy.
- 11 **Source** – the owner of the copyright or license right, if any, submitted in a submission.
12 Examples include a company's name, an individual's name, or an organization's name.
13 In the case of a United States government agency, it is acceptable to list the agency
14 name even though the material submitted by the government is in the public domain.
- 15 **Source Code** – the input to a compiler, interpreter, or assembler which can be
16 processed to produce Object Code. Source Code is intended to be human-readable,
17 and in principle can be converted to Object Code usable on any computer or system.
18 (Definition based on ITU TSB Director's Ad hoc Group on IPR Software Copyright
19 Guidelines – Issue 2.1)
- 20 **Specification** - as used in this Manual, a document which is a form of Standard
21 prepared specifically to facilitate procurement that clearly and accurately describes the
22 essential technical requirements for purchased material. Procedures necessary to
23 determine that the requirements for the purchased material covered by the Specification
24 has been met are also referenced or included. (See Section 6.2)
- 25 **Standard (TIA)** - as used in this Manual, a document that establishes engineering and
26 technical requirements for processes, procedures, practices and methods that have
27 been adopted by consensus. Standards may also be established for selection,
28 application and design criteria for material. (See Section 6.2)
- 29 **(1) TIA Standards** – a Standard developed through the consensus process of a TIA
30 Formulating Group that is submitted as a Letter Ballot to the TIA Standards
31 Secretariat. The relevant documentation is approved by TSSC before it is issued as
32 a TIA Standard. It is not necessary for the document to be submitted for the ANSI
33 public review period because the Standard is not designated as an American
34 National Standard at the time of ballot. (See Section 6.2)
- 35 **(2) ANSI/TIA (ANS) Standards** – a Standard developed through the consensus
36 process of a TIA Formulating Group that is submitted as a Standards Proposal Ballot
37 to ANSI (as this term is used by ANSI) for a public review period. At the close of the
38 public review period, the TSSC must approve the relevant documentation. In

1 addition, the voting record and relevant documentation must be approved by the
2 ANSI Board of Standards Review before it is approved and designated as an
3 American National Standard developed by TIA. (See Section 6.2)

4 **Standards Development Organization (SDO)** – there are at least two types of
5 standards development organizations. The first type is an organization in the United
6 States accredited by ANSI that uses a method of consensus development in which the
7 standards developer must develop its own operating procedures. The procedures must
8 meet the requirements of the ANSI Procedures. By choosing to use this method,
9 flexibility is provided, allowing the standards developer to utilize a system that
10 accommodates its particular structure and practices. Entities outside the United States
11 are also referred to as SDOs, but the body that accredits or authorizes the operating
12 procedures is unique to a particular country or region. The second type of SDO is an
13 organization which develops standards but is not accredited by ANSI or some body that
14 accredits or authorizes the operating procedures unique to a particular country or
15 region.

16 **Standards Proposal Ballot** – used for approving the creation, revision, reaffirmation or
17 withdrawal of an American National Standard. It is submitted to the TIA Standards
18 Secretariat with the appropriate Ballot Authorization form by the Formulating Group for
19 distribution to the registered voters for the subject standard. The formulating group may
20 request a 45-day Public Review instead of the normal 60-day Public Review if the
21 document meets the ANSI guidelines for 45-day Public Review. All Standards Proposal
22 Ballots designated for 45-day Public Review must be available electronically to the
23 requestor. The availability of the document must be announced in ANSI's *Standards*
24 *Action*.

25 **Sub-Element** –any Subcommittee, working group or ad hoc group under the auspices
26 of a Formulating Group

27 **Supplemental Representative** - an individual designated by a company or
28 organization which is a Member of a Formulating Group, to receive Committee mailings,
29 but is not the Voting Representative. (See Section 3.2.3.3.)

30 **Technical Committee** - one of the special committees created by the Board of
31 Directors of the TIA to set policy for the operation of the TIA engineering program. (The
32 Technical Committee is not to be confused with "Engineering Committee"). (See
33 Section 2.4.1)

34 **Technical Standards Subcommittee (TSSC)** - a Subcommittee of the Technical
35 Committee, which performs a specific role in the Standards approval process. (See
36 Section 2.4.2 and ANNEX A)

37 **Telecommunications Systems Bulletin or TSB** - a document proposed by a
38 Formulating Group to publicize material which, although not a published Standard, may
39 have significant value to industry or users. On occasion, a TSB may be used to bring

- 1 important information to the attention of industry and the public prior to the publication of
2 a Standard on the same subject, but a TSB is not a Standard, and must bear a
3 statement to that effect. Accordingly, a TSB shall not modify or amend any existing
4 Standard, but may announce planned enhancements or modifications for a particular
5 Standard. The defined purpose of a TSB is to be informative in nature and shall not
6 contain any Normative elements, including in the annexes.
- 7 **TR- Committee** - an Engineering Committee sponsored by one of the TIA's product-
8 oriented Divisions, other than the Fiber Optics Division. The designator "TR" is historic,
9 and probably refers to "transmitters", although a modern definition would be
10 "Telecommunications Requirements."
- 11 **Voting Representative** - an individual designated by a member company that is a
12 Member of a Formulating Group, to vote on its behalf at meetings. (See Section
13 3.2.3.1.)

1 **1 Objective**

2 The engineering activities of the TIA are organized to conduct standardization programs
3 and to provide other appropriate technical and engineering services within the scope of
4 the Association, subject to policies established by the Board of Directors. All activities
5 must be conducted within the Legal Guides established by the Association (See ANNEX
6 B).

7 **2 Organization**

8 **2.1 General**

9 The TIA is a national trade association serving manufacturers, suppliers, distributors,
10 and users of telecommunications equipment and systems. General members are
11 companies (or a division of a company) formed under the laws of the United States
12 engaged in the business of developing, manufacturing, distributing, selling, installing,
13 launching or consulting in respect to, communications or information technology
14 products (including software) or services other than common carrier services. TIA
15 publishes an Annual Report that is available upon request that describes TIA's
16 organization and accomplishments. In addition, TIA publishes a *Standards and*
17 *Technology Annual Report (STAR)* that covers the activities of the Standards and
18 Technology Department and the Engineering Committees. Both documents are
19 available on the TIA website.

20 The affairs of the Association are managed by the Board of Directors elected from the
21 TIA Membership. The general operations of the Association and its Staff are under the
22 direction of the President who is also a member of the Board. The Board has created
23 standing committees to establish policy and carry out specialized programs within the
24 scope of the standing committee.

25 In addition to the general activities of the Association, Member companies have the
26 option of associating with one or more of the TIA's product-oriented Divisions in such
27 product areas as: Fiber Optics, Wireless Communications, Network Equipment, Satellite
28 Communications, and User Premises Equipment.

29 **2.2 Standards and Technology Department**

30 The Standards and Technology Department is one of many departments of the TIA and
31 provides services to the various TIA product-oriented Divisions, the standing
32 committees, and the TIA general membership. All TIA Engineering Committees fall
33 under the jurisdiction of the TIA Technical Committee of the TIA Board of Directors. TIA
34 product-oriented Divisions and other trade associations often outline technical needs to
35 the Standards and Technology Department for action, the result of which may take the
36 form of TIA Standards, Specifications, Bulletins, or other publications, technical
37 positions on government regulations or military specifications, formulation of positions

1 on international and regional Standards, or the sponsoring of technical conferences and
2 symposia. ANSI requires open membership in the Formulating Groups to all interested
3 parties when developing American National Standards. Since the product-oriented
4 Divisions are only open to general members, direction and guidance from the Division
5 on technical matters within the scope of the Formulating Groups is advisory and not
6 mandatory.

7 **2.3 Administration**

8 The Standards and Technology Department is headed by the Vice President, Standards
9 and Technology who reports to the President and is responsible for carrying out the
10 engineering activities of the Department. The responsibilities include the management
11 of the Standards and Technology Department Staff and facilities, and general guidance
12 of the activities of the Committees.

13 Any of the Standards staff may assist the Vice President, Standards and Technology in
14 the conduct of work of the Standards and Technology Department.

15 **2.4 Structure**

16 At the highest level, the TIA Board of Directors oversees the affairs of the Association
17 and directs its President and professional staff. The technical affairs of the Association
18 are under the TIA Technical Committee. The Standards and Technology Department
19 staff provide administrative support to the Technical Committee and its sub-elements,
20 the product-oriented Divisions and their sub-elements, and the Engineering Committees
21 and their sub-elements. A current organizational chart can be found in *the Standards
22 and Technology Annual Report*.

23 *2.4.1 TIA Technical Committee*

24 The Technical Committee is one of the special committees created by the Board of
25 Directors and chaired by a member of the Board to oversee the Standards and
26 Technology Department and the standards program. The Technical Committee has
27 overall responsibility for establishing the broad technical policy of the Association,
28 including the organization and operating policies of the Standards and Technology
29 Department and Engineering Committees, and advises the Board of Directors on
30 technical issues. The Technical Committee monitors the activities of TIA's Formulating
31 Groups and TIA's liaison and coordination with ANSI and domestic and international
32 standards-setting organizations. The Committee also serves as liaison to EIA's
33 Engineering Department. From time to time the Technical Committee may create
34 Subcommittees or Working Groups to address specific issues as necessary. All
35 Engineering Committees are under the authority and jurisdiction of the Technical
36 Committee. The Technical Committee acts as the contact point for members' technical
37 concerns.

1 2.4.2 TIA Technical Standards Subcommittee (TSSC)

2 The Technical Standards Subcommittee (TSSC) is a special Subcommittee of the TIA
3 Technical Committee. The TSSC provides the initial approval of all projects requested
4 by TIA Formulating Groups and monitors for duplication of work between Formulating
5 Groups. In addition, the TSSC reviews projects being undertaken by other Standards
6 Development Organizations (SDO) to determine if there is overlap of projects between
7 TIA and other SDOs.

8 TSSC ensures there is liaison internally and externally so that TIA Standards activities
9 remain within assigned Scopes. The TSSC approves all Scopes of new Engineering
10 Committees and revisions to those Scopes. The TSSC monitors the overall
11 Engineering Committee work program at TIA and provides guidance as necessary.

12 When conflicts develop between Formulating Groups, the TSSC will attempt to resolve
13 the conflict, and failing a resolution will escalate the matter to the Chair of the Technical
14 Committee for appropriate action.

15 The TSSC reviews all new Standards Proposals recommended by Formulating Groups.
16 The TSSC does not review Standards Proposals for technical content. This review
17 verifies that the Standards Proposal has been prepared in full compliance with the rules
18 and procedures of TIA for such programs and further verifies that the balloting process
19 has met the requirements of TIA and ANSI, where appropriate. The TSSC has given
20 the Standards Secretariat the authority to review and approve Standards Proposals for
21 creation, reaffirmation, revision, and withdrawal of a proposed document that has no
22 unresolved comments. The full membership of the TSSC will review all Standards
23 Proposals that have unresolved comments before recommending the document for
24 publication to ANSI. In the case of documents that are not Standards Proposals, only
25 the Chair of the TSSC reviews documents recommended by Formulating Groups and
26 approves the document for publication.

27 The membership and operating procedures for the TSSC are set forth in ANNEX A.

28 **3 Engineering Committees**

29 The work of the Standards and Technology Department is conducted through its
30 Engineering Committees and their sub-elements with the assistance of the Standards
31 and Technology Department Staff.

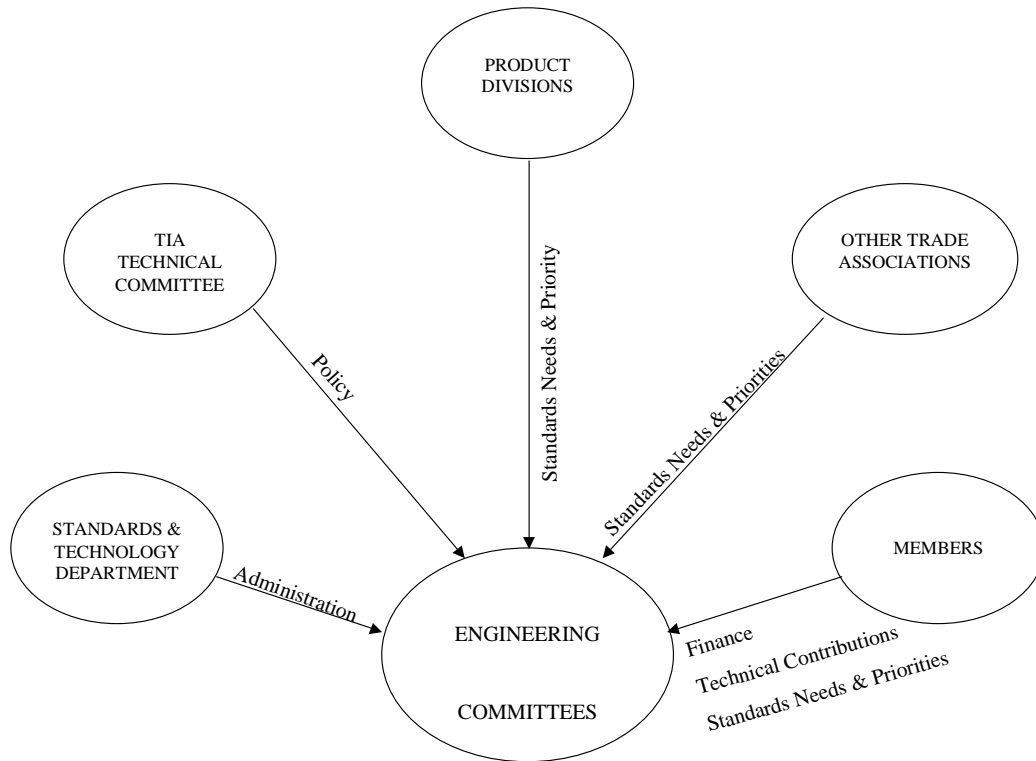
32 **3.1 Establishment and Dissolution of Engineering Committees**

33 The Chair of the Technical Committee has authority to create Engineering Committees
34 and to dissolve those that are no longer needed, subject to the approval of the
35 Technical Committee membership. Such Engineering Committees normally will be
36 organized to correspond to the appropriate product structures of the TIA product-
37 oriented Divisions. Engineering Committees also may be organized directly under the

1 auspices of the TIA Technical Committee when the planned work is interdisciplinary or
2 when other circumstances dictate (as shown below).

3

4



5

6 3.1.1 Election of Leadership

7 The election to the office of Chair and Vice Chair of an Engineering Committee is a
8 personal one, not directly tied to a person's employer. However, TIA and ANSI have
9 policies that require balance in Committee structures. No one company should
10 dominate a Committee's leadership positions. In addition, when an individual is initially
11 a candidate for a leadership position or when that individual changes employers, the
12 support of their company or organization is required.

13 The Chair of the Technical Committee shall appoint a facilitator for any newly organized
14 Engineering Committee. A new Engineering Committee shall elect a candidate by the
15 end of its second meeting to serve a two-year term, and the term of office shall begin at
16 the close of the meeting at which they are elected. Leadership elections shall be held in
17 accordance with the election procedures described in Section 4.

18 The new Engineering Committee shall forward the elected candidate's name to the
19 Chair of the Technical Committee and TIA Standards Secretariat for confirmation.

1 The Chair of the Technical Committee in consultation with the Standards Secretariat
 2 shall review the candidate's eligibility requirements as herein (See Section 4.1)
 3 provided. If the candidate is eligible, the Chair of the Technical Committee shall confirm
 4 the candidate to the office to which he/she was elected. If the candidate is ineligible, the
 5 Chair of the Technical Committee shall so advise the Engineering Committee in
 6 question and re-initiate the election procedure by appointing a facilitator.

7
 8 The Chair of an Engineering Committee shall appoint a facilitator for any newly
 9 organized sub-element. A new sub-element shall elect a candidate by the end of its
 10 second meeting to serve a two-year term, and the term of office shall begin at the close
 11 of the meeting at which they are elected. New leadership elections shall be held in
 12 accordance with the election procedures described in Section 4.

13
 14 The Chair of the Engineering Committee shall forward the elected candidate's name to
 15 the Chair of the Technical Committee and TIA Standards Secretariat for confirmation.
 16 The Chair of the Technical Committee in consultation with the Standards Secretariat
 17 shall review the candidate's eligibility requirements as herein provided. If the candidate
 18 is eligible, the Chair of the Technical Committee shall confirm the candidate to the office
 19 to which he/she was elected. If the candidate is ineligible, the Chair of the Technical
 20 Committee shall so advise the Engineering Committee in question and re-initiate the
 21 election procedure by appointing a facilitator.

22
 23 Chairs and Vice Chairs of even numbered Formulating Groups shall stand for re-
 24 election in even numbered years (i.e., 2000, 2002), Chairs and Vice Chairs of odd
 25 numbered Formulating Groups shall stand for re-election in odd numbered years (i.e.,
 26 2001, 2003). This will ensure continuity when leadership changes.

27 28 *3.1.2 Dismissal of Leadership*

29 If requested by a simple majority of the Formulating Group voting membership (at a
 30 meeting or in writing) a 30-day secret Letter Ballot of the voting membership shall be
 31 conducted for the proposal to dismiss a Chair or Vice-Chair. For dismissal at least 75%
 32 of the votes cast must be in favor of dismissal. The parent Committee Chair and
 33 Technical Committee Chair shall confirm the dismissal process.

34 *3.1.3 Establishment and Dissolution of Subcommittees, Working Groups, or Task* 35 *Groups*

36 Subcommittees, Working Groups, or Task Groups may be established by an
 37 Engineering Committee if deemed necessary to carry out its mission.

- 38 (1) **Subcommittees** normally will be formed when it is desirable to divide
 39 responsibility for the subject matter falling within the scope of an Engineering
 40 Committee. Subcommittees, like their parent Committees, have no fixed term of
 41 existence and are intended to continue to exist until there is no need.
 42 Subcommittee Chairs and Vice Chairs shall be elected by the Subcommittee

1 Membership, using the same processes and subject to the same term limitations
2 as that of Engineering Committee leadership. The Chair of the parent
3 Engineering Committee may dissolve the Subcommittee, with the approval of the
4 Engineering Committee when it is no longer required.

5 (2) **Working Groups** are established by an Engineering Committee or
6 Subcommittee for specific purposes, such as (but not limited to) developing a
7 draft of a specific Standard or Specification, and may be dissolved by the Chair
8 of the parent body when their function is no longer required. The Chair of the
9 Working Group is appointed by the Chair of the parent body except when the
10 Working Group is a formulating body. If a Working Group is granted formulating
11 authority, its leadership shall be elected as described for Formulating Groups and
12 it must follow all procedures for submitting meeting notices, agenda and reports.
13 The Vice Chair is appointed by the Chair of the Working Group with the provision
14 that the Vice Chair is not from the same company as the Chair.

15 (3) **Task Groups or ad hoc groups** are bodies that are established by an
16 Engineering Committee, Subcommittee, or Working Group to address a specific
17 problem as part of the larger body. Task Groups meet informally and do not
18 have a standard-formulating mission. The Chair of the parent body shall dissolve
19 the task or ad hoc group when the purpose for which it was formed has been
20 completed. Appointment of a Task Group Chair (where appropriate) and
21 dissolution of the Task Group are functions of the Chair of the parent body. The
22 Vice Chair is appointed by the Chair of the Task Group or Ad Hoc Group with the
23 provision that the Vice Chair is not from the same company as the Chair.

24 An alphanumeric designation of the pattern *TRXX* (or *FOXX*) (e.g., *TR-15*) will be
25 assigned to each Engineering Committee by the TIA Standards and Technology
26 Department. Subcommittees shall be designated by the addition of a decimal and a
27 numerical suffix; e.g., *TR15.1*, and Working Groups shall be designated by the addition
28 of a further decimal and numerical suffix; e.g., *TR15.1.1*. Where a Working Group or an
29 ad hoc group is directly attached to an Engineering Committee, the numerical suffix 0
30 (i.e., *TR15.0.1*) or an alphabetical suffix (*i.e.* *TR15ABC*) may be used to so indicate.

31 *3.1.4 Establishment and Revision of Formulating Group Scope*

32 When a new Engineering Committee has been established, the elected Committee
33 Chair shall be required to submit a proposed Committee Scope, defining the technical
34 area of responsibility, for the review and approval of the TIA Vice President, Standards
35 and Technology and the TSSC. When approved and published, that scope becomes
36 the principal guide for the work of the Committee. Subcommittee Scopes must be within
37 the parent Engineering Committee Scope and should be forwarded to the parent
38 Engineering Committee for initial approval. The Scope approved by the parent
39 Engineering Committee shall then be transmitted to the TSSC for final approval and
40 publication. Formulating Group Scopes do not require ANSI approval.

1 Scopes of all Engineering Committees and Subcommittees are published by the
2 Standards and Technology Department in a Committee Scope Manual supplied to all
3 Engineering Formulating Group Chairs. The Scope Manual is posted on the TIA web
4 site.

5 *3.1.5 Formulating Group Functions*

6 TIA Formulating Groups shall develop projects listed in Section 6.1, as well as
7 contribute to the development and coordination of U.S. positions (See Section 3.2.1) on
8 technical matters related to international, regional, and other national Standards bodies.
9 The TIA Formulating Groups may also provide assistance, information, and
10 recommendations on engineering matters to the product-oriented Divisions, the
11 standing and special committees, the officers, and the Board of Directors of the TIA.
12 The Formulating Groups may also select delegates that will represent the group in
13 meetings with other standards groups. In addition, at the suggestion of their sponsoring
14 Divisions or the Standards and Technology Department, they may engage in other
15 engineering-related activities in keeping with their scopes and the TIA Legal Guides.

16 **3.2 Application for Membership to Formulating Groups**

17 Application for membership on a TIA Formulating Group shall be submitted either in
18 writing or via e-mail to the TIA Standards Secretariat who will forward a copy to the
19 Chair of the Formulating Group. An organization requesting membership shall state its
20 reason(s) for seeking membership and the relevant contact information for its
21 designated representatives. The organization shall designate one such representative
22 as its Voting Representative and may designate additional parties as Supplemental
23 Representatives. The TIA Standards Secretariat will inform the party of the fees
24 involved, if any, and the rules for participation. The Secretariat will also inform the
25 requester of the requirement to attend two meetings to demonstrate an active interest
26 and to obtain meeting voting rights. The requirements to maintain meeting voting rights
27 will also be provided. The TIA Standards Secretariat will advise the Formulating Group
28 Chair on the verification of status and whether all TIA general class member dues or
29 non-member fees have been paid. (See Section 3.2.9)

30 *3.2.1 Eligibility for Participation in Formulating Groups*

31 Participation in Engineering Committees and their sub-elements is open to any person
32 or company (or comparable body)¹ that has a direct and material interest within the
33 respective jurisdiction of the Formulating Groups. TIA Membership is not a prerequisite
34 to participation. (See Section 3.2.4 for government participation.)

¹ A company (or comparable body) is a corporation, other legal entity, partnership, or sole proprietorship organized under the laws of a specific country or countries. Comparable bodies include organizations; associations; trade unions; and institutions, including government agencies and international organizations.

1 The working language for all such Committees and sub-elements shall be English.
2 Persons participating in such programs should be technical personnel. Under some
3 circumstances, eligibility for Membership may be limited by circumstances beyond the
4 TIA's control, such as government regulations, the need for security clearances, etc.
5 Any question as to eligibility shall be referred to the TIA Standards and Technology staff
6 person assigned to a respective Formulating Group. Whenever government regulations
7 or government policies require, or the need to develop a USA-only position or
8 recommendation arises, that portion of a meeting may be limited to USA participants²
9 only.

10 *3.2.2 Formulating Group Balance*

11 All appropriate interests that might be directly and materially affected by the standards
12 activity of the committee shall have the opportunity for fair and equitable participation
13 without dominance by any single interest category, individual or organization. Each
14 member shall designate its own interest category as appropriate and in accordance with
15 the committee's already established categories. Interest categories appropriate to the
16 development of consensus in any given standards activity are functions of the nature of
17 the standards being developed. In defining the interest categories appropriate to a
18 standards activity, consideration shall be given to at least the following: (a) Producer, (b)
19 User, (c) Producer/User, and (d) General Interest.

20 The standards development process should have a balance of interests.
21 Participants from diverse interest categories shall be sought with the objective of
22 achieving balance.

23 Dominance means a position or exercise of dominant authority, leadership, or influence
24 by reason of superior leverage, strength, or representation to the exclusion of fair and
25 equitable consideration of other viewpoints. The requirement implicit in the phrase
26 "shall not be dominated by any single interest category, individual or organization"
27 normally will be satisfied by the historical criteria for balance that is: a) no single interest
28 category constitutes more than one-third of the membership of a committee dealing with
29 safety or b) no single interest category constitutes a majority of the membership of a
30 committee dealing with product standards.

31 Unless it is claimed in writing (including electronic communications) by a directly and
32 materially affected party that a single interest category, individual or organization
33 dominated the standards development process, no test for dominance is required.

² A USA Participant is a company or comparable body organized under the laws of any state of the United States of America.

1 3.2.3 *Company or Organizational Representation in Formulating Groups*

2 3.2.3.1 *Voting Representative – One Company, One Vote*

3 Membership in TIA Formulating Groups is vested in companies (or comparable bodies)
4 whether TIA Member or non-Member³. An individual designated by the company is
5 placed on the list of Voting Representatives and exercises full Membership privileges
6 after the company has been represented at two consecutive meetings and such voting
7 right vests after quorum (See Section 5.3.2) has been established at the second
8 meeting attended⁴. (See Section 3.2.5 below for Membership voting continuation
9 requirements.)

10 Representatives on Engineering Committees and sub-elements are considered to be
11 acting for their respective companies or organizations in developing an industry position
12 on issues before such Formulating Groups. Voting representation from any company or
13 organization is limited to one representative on any Formulating Group or sub-element⁵.
14 Where a company includes several divisions or subsidiaries, voting representation is
15 limited to one person from that company unless it can be shown that the operations are
16 so different as to represent different interest categories (i.e., one company, one vote).

17 3.2.3.2 *Alternate Voting*

18 When the designated Voting Representative is not present at a Formulating Group
19 meeting or is unavailable to respond to a ballot, any other employee or representative of
20 that company may be designated by it to exercise Formulating Group Membership
21 privileges, including voting, on behalf of that Member. In such case, only one such
22 company representative may vote, per the requirements of 3.2.3.1, above.

23 3.2.3.3 *Supplemental Representative*

24 In addition to the Voting Representatives list referred to above, the TIA maintains a
25 supplemental mailing list, and individuals whose names appear on this list receive
26 copies of all Formulating Group correspondence distributed by the TIA.

³ Non-Member participation fees may be charged. See Section 3.2.9. Further details are available from the Standards and Technology Department.

⁴ This two-meeting requirement applies in the case of joining an existing Formulating Group, and does not apply when a new Formulating Group is being established or reorganized.

⁵ Some TIA Engineering Committees have traditionally chosen to operate as administrative groups coordinating the work of their Subcommittees, which function as the Formulating Groups. The Members of such Committees are often the Subcommittee Chairs, and are representing the Membership of the Subcommittees, rather than their individual companies. It may occur that two or more of the Subcommittee Chairs are employees of the same company. In such case, the TSSC may waive the one company, one vote provision of 3.2.3.1.

1 Non-members of the TIA holding voting Membership status in a Formulating Group may
2 place additional names on the supplemental mailing list upon payment of a service fee
3 per name, per list.

4 Member companies of the TIA may place additional names on the supplemental mailing
5 list without charge for up to 10 individuals, and may place further additional names on
6 the supplemental mailing list upon payment of a service fee per name, per list.
7 Deviations from this policy require approval of the TIA Vice President, Standards and
8 Technology.

9 Persons whose names appear on the supplemental mailing list are not recognized as
10 the Voting Representative, but when a vote is cast in the absence of the regular Voting
11 Representative (Section 3.2.3.1), it is desirable that the vote be cast by an individual
12 who has been receiving Formulating Group correspondence through the supplemental
13 mailing list and who has been participating regularly in Formulating Group meetings.

14 *3.2.3.4 Multiple Votes*

15 No individual may vote or cast a ballot on behalf of more than one Member. No proxy
16 or absentee ballots will be recognized.

17 *3.2.4 Government Participation*

18 The TIA, through its Standards and Technology Department, provides a forum for the
19 writing and maintenance of voluntary industry Standards and Specifications that relate
20 to the products and services its Members and others provide. The TIA desires and
21 encourages the active participation in its Standards-developing activities of all parties
22 having a direct and material interest in its Standards, including U.S. or other federal,
23 state, and local government entities when they have such a direct and material interest.
24 Contribution to the Standards-making process may take the form of liaison with
25 appropriate Formulating Groups, participation in the open industry balloting of
26 Standards Proposals, or active participation in Formulating Groups. Because
27 Standards-making depends on consensus rather than the will of a simple majority,
28 participation in the consensus-building process, in any of the forms described above, is
29 of far greater significance than the final act of voting in a Committee.

30 Agencies at all levels of federal, state, and local government are encouraged to
31 participate in TIA Standards-making activities when they have a direct and material
32 interest in the Standards work and are willing and able to commit to full and consistent
33 participation at any of the levels described above.

34 TIA provides many alternatives to encourage government entity participation:

- 35 1. If a government entity chooses to participate in a Formulating Group on a non-
36 voting basis, all fees are waived. The names of the participants will be entered
37 on the supplemental mailing list of the Formulating Groups, entitling those

- 1 representatives to all Formulating Group-related correspondence distributed by
2 the TIA.
- 3 2. If a government entity chooses to participate in a Formulating Group on a voting
4 basis, active participation is required by such government designees (See
5 Section 3.2.5) and a participation fee is assessed (See Section 3.2.9). State and
6 local jurisdictions in particular may find it more practical to be represented by
7 their respective national associations which can consolidate their inputs.
- 8 3. Recognizing the limited resources of many government agencies, TIA offers an
9 additional *optional* fee waiver provision that will provide voting rights:
- 10 a) If all branches and agencies of a **federal** government who have requested
11 to participate in a Formulating Group on a voting basis designate one
12 representative to represent the interests of all such branches and agencies,
13 then the normal non-member participation fees will be waived as respects
14 participation by such designee. (See Section 3.2.9 and paragraph 2 above.)
- 15 b) If all branches and agencies of a **state** government who have requested to
16 participate in a Formulating Group on a voting basis designate one
17 representative to represent the interests of all such branches and agencies,
18 then the normal non-member participation fees will be waived as respects
19 participation by such designee. (See Section 3.2.9 and paragraph 2 above.)
- 20 c) If all branches and agencies of a **local** government who have requested to
21 participate in a Formulating Group on a voting basis designate one
22 representative to represent the interests of all such branches and agencies,
23 then the normal non-member participation fees will be waived as respects
24 participation by such designee. (See Section 3.2.9 and paragraph 2 above.)

25 3.2.5 Membership Voting Continuation

26 Continuation of voting status as a Member of any Formulating Group or sub-element
27 depends upon active participation in the work program. There are two types of
28 participation: attendance at meetings and responding to ballots.

29 Option A (includes ballots)

30 The criterion for removal of a company (or organization) from voting status in a
31 Formulating Group is absence from three consecutive meetings. If a Member of a
32 Formulating Group does not respond to any Formulating Group ballots that close
33 between any two consecutive meetings of the Formulating Group, then it shall be
34 counted as a single absence for the purpose of maintaining voting status.

35 When a company holding voting status in a Formulating Group has gone unrepresented
36 for three successive meetings or does not respond to at least 50% of the Formulating
37 Group ballots between successive meetings, the Chair shall so advise the Staff unless,
38 on a case-by-case basis, failure to attend or vote on ballots are excused. The Chair

1 shall notify the company of its failure to meet minimum participation requirements and
2 shall remove the company and its representatives from the list of voting Members.
3 Reinstatement requires a resumption of participation in the Committee's work, and
4 participation in two consecutive meetings.

5 If a member of a Formulating Group votes on ballots between any two consecutive
6 meetings of the Formulating Group, then it shall be counted as a single attendance for
7 the purposes of maintaining voting status.

8 The Chair shall notify the Staff when reinstatement requirements have been met.

9 Formulating Group Chairs are required to enforce the Membership continuation rules in
10 order to maintain their ability to raise a quorum at meetings. (See Section 5.3.2.) In
11 addition, any participant in default of payment of fees may have membership rights
12 dropped or suspended (See Section 3.2.9)

13 Formulating Group Chairs should also encourage Member companies to ensure that the
14 person shown on the distribution lists as their Voting Representative is in fact the
15 person who attends Formulating Group meetings.

16 Formulating Group Chairs shall be responsible for notifying the TIA Standards
17 Secretariat of who the eligible member companies are when the ballot authorization
18 form is submitted under this option.

19 Option B (excludes ballots)

20 The criterion for removal of a company (or organization) from voting status in a
21 Formulating Group is absence from three consecutive meetings.

22 When a company holding voting status in a Formulating Group has gone unrepresented
23 for three successive meetings, the Chair shall so advise the Staff unless, on a case-by-
24 case basis, failure to participate or attend is excused. The Chair shall notify the
25 company of its failure to meet minimum participation requirements and shall remove the
26 company and its representatives from the list of voting Members. Reinstatement
27 requires a resumption of participation in the Committee's work, and participation in two
28 consecutive meetings. The Chair shall notify the Staff when reinstatement requirements
29 have been met.

30 Formulating Group Chairs are required to enforce the Membership continuation rules in
31 order to maintain their ability to raise a quorum at meetings. (See Section 5.3.2.) In
32 addition, any participant in default of payment of fees may have membership rights
33 dropped or suspended (See Section 3.2.9)

34 Formulating Group Chairs should also encourage Member companies to ensure that the
35 person shown on the distribution lists as their Voting Representative is in fact the
36 person who attends Formulating Group meetings.

1 3.2.6 *Liaison Representatives*

2 Formulating Group Chairs may appoint non-voting liaison representatives from other
3 trade associations or professional societies when appropriate. Liaison arrangements
4 are usually made on a reciprocal basis. A liaison representative has full privileges of
5 participation in Formulating Group activities and will receive Committee mailings but
6 may not vote. Fees will be waived when a reciprocal arrangement exists. Requests or
7 recommendations for liaison arrangements with non-U.S. counterpart or regional or
8 international Standards bodies should be referred to the Standards and Technology
9 Department.

10 3.2.7 *Observers*

11 Requests for status as an Observer at a meeting from other organizations or individuals
12 should be referred to the Standards and Technology Department. A Chair or Staff may
13 allow any person to observe one meeting without the payment of any fees or dues, in
14 order to allow the person to see if their company or organization is directly and
15 materially interested in the work of the Formulating Group.

16 3.2.8 *Non-U.S. Observers*

17 Requests from non-U.S. Standards Development Organizations, individuals, or
18 companies for observer status will be considered on a case-by-case basis, and should
19 be referred to the Standards and Technology Department. Since in some cases U.S.
20 export laws and regulations may bar participation in the meetings or receipt of technical
21 information, special rules apply to non-U.S. participants.

22 3.2.9 *Fees*

23 Since the operations of the Engineering Committees and the Standards and Technology
24 Department are heavily subsidized from the dues paid by Association Members, a
25 charge per planned meeting commensurate with costs is assessed to companies that
26 desire to be Members of Engineering Committees but are not general class Members of
27 the TIA. In order to encourage participation in the Engineering Committees by under-
28 represented interest categories, this fee may be waived or reduced for such individuals
29 belonging to an underrepresented interest category. After consultation with the Chair of
30 the Formulating Group, the Standards & Technology Staff person assigned to oversee
31 the Formulating Group will make the decision to waive or reduce fees based on the
32 interest category represented.

33 Companies having a direct and material interest in the matters being considered for
34 standardization in TIA Committees, who can demonstrate that they would be prevented
35 from participation in the Standards formulation process by imposition of participation
36 fees or special fees may seek partial or complete abatement of the fees on a hardship
37 basis by contacting the Standards and Technology staff person assigned to oversee the
38 Formulating Group. Since the cost of travel to attend meetings usually far outweighs

1 the fees, such companies should also consider the alternative of participation in the pool
2 of persons agreeing to receive unsolicited documents during the public review period,
3 since this does not require meeting attendance. (See Section 6.6.2.)

4 In providing information dissemination, meeting room arrangement, and other
5 administrative expenses to Formulating Groups, TIA undertakes a major financial
6 commitment. Like any trade association, TIA's resources are finite. TIA will budget
7 Standards activities based on historical information and revenue sources available to
8 TIA. This budget will provide a finite amount of support. If Standards activities of
9 Formulating Groups become extraordinary and exceed the budgeted resources, then
10 the Formulating Group may be assessed an additional fee or asked to provide the
11 additional resources internal to the Formulating Group.

12 Engineering Committees carrying out special projects which require the retention of
13 outside labs or experts may also levy a voluntary assessment on themselves in order to
14 finance the special expenses. Failure to pay such a voluntary assessment shall not bar
15 a Member from further participation in the work of the Committee.

16 Some domestic Formulating Groups work closely with the U.S. Technical Advisory
17 Groups (US TAGs) for the International Organization for Standardization (ISO) and the
18 International Electrotechnical Commission (IEC). Voting members may be assessed a
19 participation fee. TIA Standards and Technology Department is responsible for the
20 assessment or collection of such TAG administrative fees.

21 **3.3 Responsibilities of Formulating Group Leadership**

22 The Chair and Vice Chair of each TIA Engineering Committee or sub-element is
23 responsible to:

- 24 (1) Conduct group activities in accordance with the procedures prescribed in this
25 Manual, especially Section 5, and the TIA Legal Guides as the presiding official
26 to ensure a meeting that is prompt, efficient, and effective.
- 27 (2) Prepare (or have a Committee Secretary prepare) meeting notices and agendas
28 and meeting reports and have them sent to the TIA Standards Secretariat in time
29 to provide adequate notice of upcoming meetings.
- 30 (3) Request and prepare Project Initiation Notification System (PINS) and other
31 authorization forms for transmittal to TIA Standards Secretariat.
- 32 (4) Submit ballots in accordance with the Style Manual and Engineering Manual on a
33 timely basis.
- 34 (5) Provide adequate notice and information to the TIA Meeting Planner about future
35 meeting dates, locations, and facility requirements if TIA is to contract for the
36 arrangements. If TIA has signed a hotel contract, then TIA staff must be involved
37 in any modifications to requirements with the hotel or meeting location.

- 1 (6) Ensure that, when requested by the TIA Meeting Planner, attendance rosters are
2 transmitted to the TIA Meeting Planner for room pick-up verification. If TIA staff
3 is present during the full duration of the meeting, the Meeting Planner shall
4 request TIA staff to make the transmittal.
- 5 (7) Ensure special provisions of the Engineering Manual such as the Early
6 Disclosure Request Statement of the Patent Policy and compliance with Export
7 Control regulations are communicated. (See Section 6.5.1).
- 8 (8) Establish appropriate liaison whenever a matter in the work of an Engineering
9 Committee or Formulating Group may concern another Department, Division, or
10 standing committee within the Association. Liaison should also be established to
11 organizations external to TIA including domestic and international Standards
12 Development Organizations.
- 13 (9) Ensure that elections are conducted for Chairs for Subcommittees and Working
14 Groups when they have a standard-formulating mission. The election should
15 follow the process and criteria set forth in Sections 3.1.1 and 4.
- 16 (10) Appoint Chairs for Working Groups and Task Groups that do not have a
17 standard-formulating mission.
- 18 (11) Provide the Standards and Technology Department with current information for
19 the maintenance of lists of Members, Voting Representatives, and Supplemental
20 Representatives.
- 21 (12) Oversee subordinate Subcommittees and Working Groups, ensure their activities
22 are conducted in accordance with the agreed scope and in accordance with
23 relevant procedures prescribed in this Manual, and prepare periodic and annual
24 reports on Committee activities to be furnished to the Standards and Technology
25 Department and the Technical Committee.
- 26 (13) Conduct the meeting in a dignified and professional manner.
- 27 (14) Elect a Vice Chair from among eligible candidates proposed by the Committee
28 Membership and to create a Committee Secretary position to assist with the
29 meeting reports and other administrative interfaces with the TIA Standards
30 Secretariat. In the absence of a Committee Secretary, these functions are the
31 responsibility of the Chair.
- 32 (15) Represent the consensus of the Group even when said position is not aligned
33 with the person's company position.
- 34 (16) Lead the Group to consensus even when the consensus position is not aligned
35 with the person's company position.

36

1 **4 Election Procedures**

2 The Chair and Vice Chair shall be elected by the Formulating Group to serve a two-year
3 term or until their successors are elected. The terms of office shall begin at the close of
4 the meeting at which they are elected. The anniversary of the election meeting shall be
5 determined by each Formulating Group.

6 This election shall be conducted at a regularly scheduled meeting of the Formulating
7 Group, and shall be announced in writing, to the Formulating Group, at least 30 days in
8 advance of the meeting. When an election is held to fill the office of Chair, the
9 announcement shall also indicate that there will be an election to fill the position of Vice
10 Chair in the case where the Vice Chair may be elected to the office of Chair. If, at the
11 election, the Vice Chair is elected to the office of Chair, that individual shall become
12 Chair immediately, the position of Vice Chair shall be assumed vacant, and an election
13 shall be held for the office of Vice Chair. If, as a result of the election, the Vice Chair is
14 not elected to the office of Chair, that individual shall remain Vice Chair and stand for re-
15 election. In all other cases, the individual(s) elected shall assume office at the close of
16 the meeting at which they are elected.

17 **4.1 Eligibility for Formulating Group Chair and Vice Chair**

18 Acceptance of the Chair of a TIA Formulating Group represents a major commitment of
19 talent and support resources by an employer. In order to ensure that such a
20 commitment exists and will be ongoing, it is the TIA's policy that Chairs of Formulating
21 Groups be elected from among qualified representatives of organizations holding voting
22 status in the Formulating Group.

23 Maintaining a leadership position on a Formulating Group can require a significant
24 amount of time and travel. Individuals seeking such positions should ensure that their
25 personal commitments and their employer's priorities will allow them the necessary
26 resources to serve effectively and review the responsibilities required in Section 3.3.
27 Candidates' employers shall submit a letter of support to the parent Committee Chair
28 and the TIA Vice President, Standards & Technology that the candidate and employer
29 will commit the time and resources required in fulfilling the position.

30 Vice Chairs are recommended because it is desirable to have continuity of leadership
31 within Formulating Groups. Vice Chairs are to be elected using the same process as
32 that used for Chair, and shall not be from the same member company as the Chair.
33

34 No individual shall serve more than two consecutive terms as Chair, or more than two
35 consecutive terms as Vice-Chair. Should no candidate come forward seeking election at
36 the end of a Chair's or Vice Chair's first two year term, that Chair or Vice Chair may
37 continue in office for another consecutive term.
38

39 For a Chair or Vice Chair to serve more than two consecutive terms, a waiver must
40 allow the Chair or Vice Chair to run for reelection. To obtain such waiver, at least 75%
41 of organizations in good standing listed on the quorum list of the Formulating Group

1 must be in favor of the waiver. It is the expectation but not the requirement that waivers
2 will be granted in exceptional circumstances.

3 Whenever a vacancy exists in the office of Chair or Vice-Chair, the successor shall be
4 elected for a full term of two years. This election shall be conducted at a regularly
5 scheduled meeting of the Committee, shall be announced, in writing, to the Committee
6 consistent with meeting notice guidelines (Section 5.2) with an additional seven days,
7 and shall be conducted by secret letter ballot. When an election is held to fill the office
8 of Chair, the announcement shall also indicate that there may be an election to fill the
9 position of Vice-Chair in the case where the Vice-Chair may be elected to the office of
10 Chair. If, at the election, the Vice-Chair is elected to the office of Chair, that individual
11 shall become Chair immediately, the position of Vice-Chair shall be assumed vacant
12 and an election should be held for the office of Vice-Chair. In all other cases, the
13 individual(s) elected shall assume office at the close of the meeting at which they are
14 elected or upon the occurrence of the vacancy, whichever is later.

15 **4.2 Nomination of Candidates**

16 The following process will be used by a Formulating Group to receive nominations for
17 candidates:

- 18 (1) Nomination letters and letters of support for Chair and Vice-Chair shall be sent to
19 the Vice President, Standards and Technology and copied to the current
20 Formulating Group leadership.
- 21 (2) Candidates are asked to submit a statement of interest, qualifications and
22 objectives to the Standards Secretariat who will distribute it with the name of the
23 nominees.
- 24 (3) At least 30-days before the designated election meeting, the names of nominees
25 for Chair and Vice Chair will be sent by the Standards Secretariat to the
26 organizations in good standing listed on the quorum list of the Formulating
27 Group.
- 28 (4) Before the election, additional nominations from the floor shall be permitted.
29 Each nomination from the floor shall be accompanied by a written letter of
30 support from the employer of the candidate and a statement of interest,
31 qualifications and objectives for their proposed administration.

32 **4.3 Election of Candidates**

33 Voting for the Chair and Vice Chair shall be by the organizations in good standing listed
34 on the quorum list of the Formulating Group. Elections shall be conducted via secret
35 ballot. Official ballots shall be provided to the Formulating Group by the Standards
36 Secretariat.

1 The election will be conducted by the current Chair or duly appointed neutral party
2 (preferably TIA staff) at a plenary meeting of the Formulating Group. Election for Chair
3 shall be by a majority on the first ballot. If no candidate receives a majority, a run-off
4 election will be held among the candidates receiving the two highest number of votes on
5 the first ballot. This process is repeated until one candidate receives a majority vote. At
6 the conclusion of the election of a Chair, the election of the Vice Chair will be conducted
7 in the same manner prescribed for the election of the Chair. The appointed neutral
8 party shall forward all ballots to the Standards Secretariat for archiving.

9 **4.4 Announcement of Results**

10 The result of the election of the Chair and Vice Chair shall be reported in the following
11 manner:

- 12 (1) The current Chair shall announce the winner of both the Chair and Vice Chair
13 positions after the ballots have been tallied by the appointed neutral party.
- 14 (2) The Chair shall not announce the ballot tally figures at the plenary.
- 15 (3) Any candidate shall be able to review the tally sheets by making their request
16 known to the Standards Secretariat. This review will take place at the
17 headquarters of the Secretariat. Request for review of said documents shall be
18 made within 180 days after the election meeting.
- 19 (4) The Secretariat shall keep both the tally sheets and the ballots for no less than
20 180 days after the election meeting where the election was held.

21 Newly elected officers will assume office immediately following the election meeting.
22

23 **5 Meetings**

24 **5.1 Meeting Location and Facilities**

25 Formulating Group Chairs should consider convenience and travel costs for Members,
26 costs to the TIA, and appropriateness of facilities when selecting meeting locations.
27 The TIA has some conference rooms available for meetings and these can be used on
28 a space-available basis. The TIA Staff can also provide assistance in locating and
29 negotiating with commercial meeting facilities such as hotels and conference centers.
30 When it is necessary to schedule a meeting at a location that will involve costs to the
31 TIA, arrangements shall be made only by the TIA Staff, in recognition of the budget
32 constraints for such activities.

- 1 Meetings also may be scheduled at company facilities provided by Formulating Group
2 Members or underwritten by Members at commercial facilities, subject to the following
3 guidelines:
- 4 (1) Host companies are requested to avoid inappropriate or elaborate hospitality
5 actions.
 - 6 (2) Attendees should not be subjected to sales or product presentations unless the
7 Formulating Group requested such a presentation for reasons related to their
8 deliberations. Any product presentation should not include pricing information or
9 other commercial terms and should be done in a manner fair to all presenters.
 - 10 (3) Gifts or other promotional items of significant value should not be given to
11 attendees.
 - 12 (4) The requirement for security clearances for attendees should be avoided.
 - 13 (5) Expenses to be paid by the TIA shall be pre-authorized by Standards and
14 Technology staff assigned to the Formulating Group, and shall be within budget
15 constraints for such activities. TIA staff shall coordinate closely with the Chair to
16 determine what additional requirements are necessary for the meeting (e.g.
17 audio visual equipment, computer services, LANs, and copying services).
 - 18 (6) Meetings may be held outside the United States if agreed to by the Members of
19 the Formulating Group.
 - 20 (7) The Formulating Group shall maintain a set of general guidelines to provide to
21 the prospective host(s). Specific requirements may change from meeting to
22 meeting depending upon scope and venue, however, the host should be notified
23 of the specific requirements at least four (4) weeks prior to the meeting in order
24 to secure appropriate facilities.

25 **5.2 Meeting Notices, Agendas and Reports**

26 *5.2.1 Meeting Notices, Notices of Cancellation*

27 Chairs shall coordinate meeting arrangements with the TIA Standards and Technology
28 Department and shall electronically forward the meeting notice to the TIA Standards
29 Secretariat at least 24 days prior to the first day of the scheduled meeting. Agendas
30 should accompany the meeting notice, but will be accepted until two weeks prior to the
31 first day of the meeting. (See Section 5.2.2.) Unless the Chair requests earlier
32 transmittal, the TIA shall send out the meeting notices electronically at least 14 days
33 before the meeting to the list(s) designated by the Chair, and post the information on
34 TIA's web and File Transfer Protocol (FTP) sites.

35 Once meeting dates and locations are established, Chairs shall use preliminary
36 announcements to allow participants ample time for travel arrangements. Chairs shall

1 coordinate meeting arrangements with the TIA Meeting Planner (if applicable) and
2 forward to the Standards Secretariat an electronic copy of the meeting notice at least
3 24-days prior to the first day of the scheduled meeting. The draft agenda shall
4 accompany the meeting notice. If meetings are less than four weeks apart, the
5 committee shall send the meeting notice to the TIA Standards Secretariat at the
6 conclusion of the previous meeting. When the Chair requests earlier transmittal, the TIA
7 shall send the meeting notices to the list(s) designated by the Chair, and post the
8 information on TIA's web and File Transfer Protocol (FTP) sites within 48 hours of
9 receipt. It is suggested that the notification of the next meeting be placed at the end of
10 the meeting agenda of the previous meeting.

11 Meetings that do not fulfill the notification requirements can still be held, however, the
12 results of the meeting are advisory and shall be contributed to the next meeting that
13 fulfills the notification requirements.

14 Meeting reports are to be filed within six weeks of the meeting close date. Once
15 received by the TIA Standards Secretariat, the TIA General Counsel or an attorney
16 authorized by the TIA General Counsel is to approve the meeting report within five (5)
17 business days. Upon approval, the TIA has five (5) business days to distribute the
18 meeting report.

19 Meetings may be cancelled if it is anticipated, with cause, that there will be no quorum
20 for conducting business at the meeting, no Chair or Vice Chair will be present to
21 conduct the meeting, or an emergency or other act of nature precludes attendance at
22 the meeting (e.g., hurricane. A notice of cancellation will be sent as soon as possible to
23 provide the most time to the possible participants. A substitute meeting may be
24 scheduled in order to continue the progress of a Formulating Group in the event a
25 meeting is canceled. Notification requirements for substitute meetings shall be the
26 same as for any other meetings of the Formulating Group.

27 *5.2.2 Meeting Agenda*

28 A detailed meeting agenda should be forwarded electronically to TIA Standards
29 Secretariat concurrently with the meeting notice information. In all cases, the agenda
30 shall be available at least two weeks prior to the first day of the meeting and contain the
31 IMPORTANT NOTICE FOR PARTICIPATION as set forth in the Statements of Policy of
32 this Manual. If more than one Formulating Group is meeting concurrently at the same
33 place, the Chair of the senior group should submit the agenda for all such groups.

34 The agenda should list the items to be discussed, and shall clearly indicate any
35 substantive items to be voted upon at the meeting. Examples of such items are:

- 36 (1) approval of Standards proposals for industry ballot (including issuing ballots for
37 the reaffirmation, revision or withdrawal of existing Standards);
- 38 (2) adoption or revision of Formulating Group procedures;
- 39 (3) changes in Formulating Group scope;

- 1 (4) termination of the Formulating Group, or
- 2 (5) election of the leadership of the Formulating Group.
- 3 A sample agenda is shown in ANNEX D.
- 4 If so requested by a Formulating Group member, the Chair, with concurrence of the
- 5 Group, may defer action on substantive items that have not been the subject of prior
- 6 notification on the published agenda. Action may be deferred to a subsequent meeting
- 7 or a Letter Ballot may be issued.
- 8 Reference in the agenda to any document should be specific, using project or
- 9 publication numbers, to avoid confusion and misunderstanding. Well-prepared agenda
- 10 expedite the work of the Formulating Group. A typical agenda is included in ANNEX D.

11 *5.2.3 Meeting Reports*

12 Each Chair of a Formulating Group is encouraged to appoint a Secretary to record and
13 prepare a meeting report for each meeting. In the absence of the Secretary, the Chair
14 is responsible for preparation of the report.

15 Meeting reports are not "minutes" in the strict sense of the term, since a detailed record
16 of all comments and discussions is not required. The report shall include:

- 17 (1) the date and place of the meeting;
- 18 (2) a list of persons in attendance (members and nonmembers);
- 19 (3) a statement that a quorum was (or was not) present;
- 20 (4) a statement of any identified patent holders, if any received
- 21 (5) actions taken;
- 22 (6) significant unresolved issues;
- 23 (7) voting records (the use of "unanimous" when applicable or the notation by
- 24 member name of negative and abstaining votes cast);
- 25 (8) a document list (See Section 5.2.3.1);
- 26 (9) future meeting schedules (if applicable);
- 27 (10) action items assigned;
- 28 (11) time of adjournment.

29 Meeting reports shall contain the following statement as the last paragraph before the
30 signature(s):

1 "This meeting was conducted in accordance with the TIA Legal Guides and the
2 Engineering Manual."

3 The Secretary shall prepare the meeting report in accordance with the format contained
4 in ANNEX E. The draft meeting report shall be signed by the Secretary or the Chair and
5 forwarded to the TIA Standards and Technology Department for review and distribution.
6 *No distribution of the draft meeting report may be made in any form prior to review and*
7 *approval by the TIA Standards and Technology Department and Legal Counsel for TIA.*
8 (See Section 5.2.3.2.) After legal approval is received, the draft meeting report can be
9 discussed, accepted or modified at a subsequent meeting, and any changes recorded in
10 the report of that subsequent meeting. If the Legal Counsel-approved draft meeting
11 report is modified substantially at the subsequent meeting, the entire report should be
12 re-submitted for approval by Legal Counsel.

13 The Chair of the Formulating Group shall ensure corrections, additions, and
14 reclassification from voting to non-voting and vice-versa are legibly marked on the forms
15 provided by the TIA and are returned immediately following the meeting to the
16 Standards and Technology Department for database maintenance.

17 The original attendance list may be sent separately when the meeting report is sent to
18 the Standards Secretariat electronically. The attendance list may be attached to the
19 meeting report and serve in lieu of the list of persons in attendance if all names are
20 clearly legible when reproduced⁶. Short working documents not available at the meeting
21 may be appended to the meeting report. When a large document falls into that
22 category, its pertinent material should be abstracted.

23 Subcommittee and Working Group reports may optionally be included with the meeting
24 report of the parent Committee or Subcommittee if the meeting took place in conjunction
25 with a meeting of the parent Committee.

26 The TIA Standards and Technology Department normally circulates meeting reports to:

- 27 (1) Members of the Formulating Group;
- 28 (2) Individuals listed on the supplemental mailing list;
- 29 (3) "Others Present" when their complete mailing addresses are supplied by the
30 Chair or Secretary to the Standards and Technology Department, and the Chair
31 requests such distribution.

32 Availability of accurate meeting reports from previous meetings is essential to the
33 orderly conduct of meetings. It is the responsibility of the Chair and the Secretary of the
34 Formulating Group to submit meeting reports to the TIA in sufficient time to allow for
35 their approval and distribution prior to the next regularly scheduled meeting. Once

⁶ The permanent archives of the Standards and Technology Department may be retained on microfilm and other image-based media. This places a higher standard of legibility on original documents.

1 received by the TIA Standards Secretariat, the TIA General Counsel or an attorney
2 authorized by the TIA General Counsel is to approve the meeting report within five (5)
3 business days. Upon approval, the TIA has five (5) business days to distribute the
4 meeting report. Meeting reports must be approved and distributed prior to the next
5 meeting.

6 *5.2.3.1 Document List*

7 A document list identifying all documents distributed at or in preparation for the meeting
8 shall be made a part of the meeting report, but items appearing on the document list
9 should not be incorporated in or distributed with the meeting report. TIA meeting
10 reports are intended as a permanent record of Formulating Group action, and not as a
11 medium of information transmittal for those not attending meetings.

12 *5.2.3.2 Legal Approvals*

13 All meeting reports shall be submitted for legal review to ensure the actions were in
14 compliance with antitrust and liability laws. Strict compliance with this requirement
15 serves to protect the Committee Members and the Association from allegations of
16 wrongdoing.

17 All meeting reports shall be approved by the TIA General Counsel, or an attorney
18 authorized by TIA General Counsel before any distribution is made. After TIA Staff
19 approval, the meeting report is distributed to the Committee and approved by the
20 Committee as a part of the permanent legal record. Distribution may take place by
21 posting to the TIA web site and sending notification to members.

22 **5.3 Conduct of Meeting**

23 *5.3.1 General*

24 All meetings whether face-to-face, conference call or web based, shall be conducted in
25 accordance with the Legal Guides contained in ANNEX B. The Chair is responsible for
26 maximizing the time spent at a meeting so that the time and expense of all present can
27 be justified. This requires that the agenda be followed and that discussion be kept
28 pertinent to the agenda. At the beginning of each meeting, Section 6.5.1,
29 Encouragement of Early Disclosure, should be satisfied.

30 TIA periodically conducts training sessions (e.g., Leadership Workshops), which focus
31 on topics such as the TIA Engineering Manual, ANSI processes or how to conduct a
32 meeting. The Chairs of Formulating Groups, their Vice Chairs and Secretaries are
33 strongly encouraged to attend.

1 5.3.2 *Quorum*

2 A quorum of a Formulating Group, consisting of a simple majority of the listed voting
3 Member companies, is required to conduct business. Listed, in this case, means those
4 Member companies represented on the Formulating Group voting Member list
5 established by the Chair and maintained in the offices of TIA. If a Member company is
6 not represented at a meeting, and if its absence constitutes a failure to meet the
7 participation requirements for maintaining voting membership (See Section 3.2.5), it
8 may be removed from the Voting Member list for the purpose of determining if a quorum
9 is present. After quorum is established, any new Members who have vested voting
10 rights should be so advised. (See Section 3.2.5.)

11 Any participant who is not a member of the Formulating Group and who desires to join
12 the group, should be advised to submit a membership application in accordance with
13 Section 3.2.

14 After the first meeting of a new Formulating Group, the participants participating in the
15 first meeting shall establish quorum.

16 It is the Chair's responsibility to ensure that decisions or actions are only taken in the
17 presence of a quorum.

18 If a quorum is not present, no final action may be taken, but material may be distributed
19 to the Formulating Group for action by Letter Ballot.

20 5.3.3 *Voting Procedures*

21 Voting may be conducted in meetings, including electronic meetings where all
22 participants can hear and be heard, or may be accomplished by Letter Ballot.

23 5.3.3.1 *Voting in Formulating Group Meetings*

24 At a meeting where a quorum is present *at the time of the vote*, a simple majority of
25 those voting (excluding abstentions) is sufficient to act in all matters except the final
26 approval of a TIA Standard, or approving a Standards Proposal for public ballot, in
27 which case a consensus within the Formulating Group is required. Each Formulating
28 Group Member company or organization represented shall have one vote. If the Chair's
29 company is represented by a Voting Representative other than the Chair, the Chair is
30 without vote.

31 The Chair, with the concurrence of the group, may put a question out for a Letter Ballot,
32 and not call for a vote at the meeting.

33 At a meeting, a Formulating Group may recommend publication of a TIA standard if
34 consensus has been reached and **all** the following are true:

- 1 • TIA has completed a Letter Ballot of the proposed TIA standard.
2 This is typically a 30-day ballot.
- 3 • The meeting agenda includes an item for approval of the document.
- 4 • The Letter Ballot results in no ballot comments or if comments are
5 received, all ballot comments (both technical and editorial) are
6 satisfactorily resolved.
- 7 • No one at the meeting dissents to the recommendation to publish.

8 **Note:** If technical changes are made to resolve ballot comments on the document, or
9 are made for any other purpose, any voting member at the meeting may request a
10 default Letter Ballot on the matter.

11 At a meeting, a Formulating Group may recommend publication of an American
12 National Standard if consensus has been reached and **all** the following are true:

- 13 • TIA has completed a Standards Proposal Ballot.
- 14 • The meeting agenda includes an item for approval of the Standards
15 Proposal.
- 16 • The Standards Proposal ballot results in no ballot comments or if
17 comments are received, all editorial ballot comments are
18 satisfactorily resolved. (See Section 7.2.1)
- 19 • No one at the meeting dissents to the recommendation to publish.

20 If technical changes are made to resolve ballot comments on the Standards Proposal,
21 or for any other purpose, a rebalot is required according to Section 6.11, and a
22 recommendation to publish cannot be made at the time of comment resolution.

23 5.3.3.2 *Letter Ballots*

24 A simple majority of those casting ballots is required to approve any procedural matter
25 posed as a question on a Letter Ballot. Consensus is required to approve a TIA
26 Standard or to approve a Standards Proposal. (See Section 6.7 for additional
27 information on ballot options.) In all other matters, a two-thirds majority of those casting
28 ballots within the balloting period is sufficient.

29 If the number of required affirmative votes on a Letter Ballot is not attained, the Chair
30 shall attempt to determine the nature of the objections and changes necessary to
31 resolve the concerns. The Chair, with concurrence of the Formulating Group, may
32 decide to issue a second Letter Ballot (default or rebalot), or may decide the matter
33 should be carried over as an agenda item for the next meeting.

34 The Chair or Secretary of the Formulating Group shall forward the exact wording of the
35 issue(s) to be resolved by the Letter Ballot and any attached material to the TIA
36 Standards and Technology Department. The Staff will prepare a Letter Ballot and

1 electronically transmit it to the last known e-mail address of Formulating Group
2 interested parties. All responses received within the specified voting period will be
3 forwarded to the Chair, editor, or Secretary as specified.

4 The period for voting on Formulating Group Letter Ballots shall be at least 30 days from
5 the date of issuance unless otherwise noted on the ballot with the approval of the
6 cognizant Chair. At the Chair's discretion, the voting period may be longer than 30
7 days.

8 **6 Development of Standards**

9 **6.1 Types of Projects**

10 Engineering Committees may initiate projects to produce the following types of TIA
11 documents:

- 12 (1) Standards, both TIA Standards and American National Standards;
- 13 (2) Adoption of international standard as ANS Standard;
- 14 (3) Bulletins;
- 15 (4) Engineering Publications;
- 16 (5) Input documents to other Standards bodies;
- 17 (6) Such other projects as may be authorized or requested by the Chair of the
18 sponsoring Division or by the Chair of the Technical Committee;
- 19 (7) Joint Standards.

20 *6.1.1 Joint Standards Development*

21 A joint standards group is a standards development body that consists of two or more
22 internal or internal/external entities. Its purpose is to develop a standard that is of
23 mutual interest to all the entities concerned. When a joint standards group is formed,
24 TSSC shall be notified with the PINS form that will state the objectives and deliverables
25 of this group.

26 Where the interests of the industry are served by having TIA Engineering Committees
27 work jointly with other SDOs external entities to develop Joint Standards Documents
28 (JSD), then the Engineering Committee Chair who desires to undertake a program of
29 joint standards development should advise the Vice President, Standards and
30 Technology, of the nature of the technical work plan, and an agreement for technical
31 coordination as well as an agreement covering copyrights, publication rights, and other
32 commercial matters shall be negotiated and approved by the Chair of the TSSC.

1 6.1.2 *Initiation of Joint Standards*

2 Prior to the formation of such a joint standards group with an external entity, a signed
3 agreement shall be reached between TIA and the other organization on the following
4 items:
5

- 6 a) procedures for future revisions of the standard;
- 7 b) selection of Chair(s);
- 8 c) voting procedure (acceptance criteria, resolution of comments, and disapprovals);
- 9 d) patents procedure;
- 10 e) distribution rights including copyright and use of organizational logos;
- 11 f) meetings and related legal requirements (notices, agendas, motions, meeting
12 minutes, cost, etc.);
- 13 g) development costs;
- 14 h) development timetable.

15 **6.2 Standards**

16 Both American National Standards and TIA Standards are issued to achieve one or
17 more of the following purposes:

- 18 (1) promoting interchangeability and interoperability of products falling within the
19 scope of TIA Engineering Committees;
- 20 (2) eliminating misunderstandings or confusion between manufacturers and buyers
21 with respect to products on which TIA Standards or Specifications are adopted;
- 22 (3) providing assistance to the purchaser in selecting and obtaining the proper
23 product for a particular need;
- 24 (4) improving the quality of products covered by TIA Standards or Specifications.

25 Technical standardization work of the TIA consists of discussion in an open forum by
26 technical representatives from a wide spectrum of all interested groups, leading to a
27 consensus on electrical, mechanical, optical, environmental, quality, reliability and other
28 properties of telecommunications components, equipment and systems. It also includes
29 the drafting, review, approval and issuance of Standards based upon that consensus,
30 and the maintenance of Standards once issued. Where appropriate, and where the
31 requirements of ANSI have been met, such material will be proposed as an ANS
32 Standard. In cases where the standard is not intended to become an American

1 National Standard, such material will be proposed as a TIA Standard and published in a
2 uniform format described in the *TIA Style Manual*.

3 **6.3 Establishing a New Project**

4 *6.3.1 New TIA Standards*

5 For all new projects for TIA Standards, a Formulating Group must initiate a project by
6 submitting a completed New TIA Internal Project Request (ANNEX C) to TIA Standards
7 Secretariat. The project will be forwarded to the TSSC through the TIA Standards
8 Secretariat and processed by TSSC as described in ANNEX A. Upon approval by the
9 TSSC, a Project Number (PN) will be assigned by the TIA Standards Secretariat, and
10 the Committee will be so informed. (See Section 2.4.2 for approval by the TSSC) The
11 Project Number will be used to identify the drafts through each stage of the
12 development process.

13 The Staff assigns a four-digit identifying number with the prefix PN (Project Number)
14 during the development process. Upon assignment of a Project Number, the TIA
15 Standards Secretariat will, on the advice of the Formulating Group, circulate project
16 information to persons or organizations believed to be affected by the finished Standard,
17 affording them the opportunity to participate in the development process. Projects shall
18 be assigned by the Engineering Committee to a Subcommittee, a Working Group of a
19 Subcommittee, or itself for implementation.

20 Notice of the Project Number (PN) assignment shall also be placed in TIA's *Industry*
21 *Pulse* and posted to web pages used by TIA. An unique publication number for the final
22 document may be reserved in the appropriate numbering series or a number may be
23 reserved in the J-STD series for Joint Standards Documents intended to be TIA
24 Standards.

25

26 *6.3.2 New American National Standards*

27 For all new projects for American National Standards, a Formulating Group must initiate
28 a project by submitting the appropriate forms listed in ANNEX C to TIA Standards
29 Secretariat. The project will be forwarded to the TSSC through the TIA Standards
30 Secretariat and processed by TSSC as described in ANNEX A. Upon approval by the
31 TSSC, a Project Number (PN) will be assigned by the TIA Standards Secretariat, and
32 the Committee will be so informed. The Project Number will be used to identify the
33 drafts through each stage of the development process. For any project which is
34 expected to result in the publication of a American National Standard, the Project
35 Request must also be accompanied by *ANSI Project Initiation Notification System*
36 *(PINS) Input Form*.

37 For any project the Staff assigns a four-digit identifying number with the prefix PN
38 (Project Number) during the development process. The prefix will change to SP
39 (Standards Proposal) when the document is circulated for Standards Proposal ballot.

1 Upon assignment of a Project Number, the TIA Standards Secretariat will, on the advice
2 of the Formulating Group, circulate project information to persons or organizations
3 believed to be affected by the finished Standard, affording them the opportunity to
4 participate in the development process. A project shall be assigned by the Engineering
5 Committee to a Subcommittee, a Working Group of a Subcommittee, or itself for
6 implementation.

7 Notice of the Project Number (PN) assignment shall also be placed in TIA's *Industry*
8 *Pulse* and posted to web pages used by TIA. ANSI will also provide notice via ANSI
9 *Standards Action* when an American National Standard is contemplated.

10 An unique publication number for the final document may be reserved in the appropriate
11 numbering series or a number may be reserved in the J-STD series for Joint Standards
12 Documents intended to be American National Standards.

13 6.3.3 Existing Projects

14 6.3.3.1 TIA Standards

15 For all existing projects for TIA Standards, a Formulating Group shall initiate a project
16 by submitting a completed Existing TIA Internal Project Request (ANNEX C) to TIA
17 Standards Secretariat. The project will be forwarded to the TSSC through the TIA
18 Standards Secretariat and processed by TSSC as described in ANNEX A. Upon
19 approval by the TSSC, a Project Number (PN) will be assigned by the TIA Standards
20 Secretariat, and the Committee will be so informed. The Project Number will be used to
21 identify the drafts through each stage of the development process.

22 The Staff will assign a three-alpha identifying suffix PN- XXXX-AAA (Project Number)
23 during the development process. Upon assignment of a Project Number, the TIA
24 Standards Secretariat will, on the advice of the Formulating Group, circulate project
25 information to persons or organizations believed to be affected by the finished Standard,
26 affording them the opportunity to participate in the development process.

27 Notice of the Project Number (PN) assignment shall also be placed in TIA's *Industry*
28 *Pulse* and posted to web pages used by TIA. A number for the final document may be
29 reserved in the appropriate numbering series or a number may be reserved in the
30 J-STD series for Joint Standards Documents intended to be TIA Standards.

31 6.3.3.2 American National Standards

32 For all existing projects for American National Standards, a Formulating Group must
33 initiate a project by submitting a completed Existing TIA Internal Project Request
34 (ANNEX C) to TIA Standards Secretariat. The project will be forwarded to the TSSC
35 through the TIA Standards Secretariat and processed by TSSC as described in ANNEX
36 A. Upon approval by the TSSC, a Project Number (PN) will be assigned by the TIA
37 Standards Secretariat, and the Committee will be so informed. The Project Number will
38 be used to identify the drafts through each stage of the development process. For any
39 project which is expected to result in the publication of a ANS Standard, the Project

1 Request must also be accompanied by Existing ANSI Form PINS, *ANSI Project*
2 *Initiation Notification System Input Form*.

3 The Staff will assign a three-alpha identifying suffix PN- XXXX-AAA (Project Number).
4 The prefix will change to SP- (Standards Proposal) when the document is circulated for
5 ANS ballot.

6 Upon assignment of a Project Number, the TIA Standards Secretariat will, on the advice
7 of the Formulating Group, circulate project information to persons or organizations
8 believed to be affected by the finished Standard, affording them the opportunity to
9 participate in the development process.

10 Notice of the Project Number (PN) assignment shall also be placed in TIA's *Industry*
11 *Pulse* and posted to web pages used by TIA. ANSI will also provide notice via ANSI
12 *Standards Action* when an American National Standard is contemplated.

13 An unique publication number for the final document may be reserved in the appropriate
14 numbering series or a number may be reserved in the J-STD series for Joint Standards
15 Documents intended to be American National Standards.

16 **6.4 Copyrights and Submissions**

17 Once a project is undertaken, a proposed standard begins to take form in the
18 Formulating Group as the result of written submissions, and of open discussion in
19 meetings. Ultimately, the finished document will be copyrighted and published by the
20 TIA. Joint standards may be copyrighted by all pertinent Standards Development
21 Organizations involved in development and as determined by agreement among them.

22 If Joint Standards Documents are being produced, the language may need slight
23 modification to include all Standards Development Organizations who will hold
24 copyright.

25 The applicable statements mentioned below grant TIA the right to copyright and sell TIA
26 Publications, which contain the submission in whole or in part, and to allow publication
27 of excerpts from the TIA Publications. The statements also extend these rights to TIA's
28 existing policy of allowing and encouraging other regional, national or international
29 standards bodies to adopt TIA Publications as their own. (These statements make it
30 clear that a license to use the TIA's copyrighted material contained in a TIA Publication
31 granted to another region, nation, or SDO does not automatically convey rights to
32 Essential Patents or copyrights required for conformance with the TIA Publication.)

33 No Formulating Group may establish rules which would have the effect of excluding
34 submissions based on a copyright policy which is more restrictive than that stated within
35 this Section 6.4.

1 6.4.1 *Submissions and Contributions*

2 Any submission contributed to a TIA Formulating Group or any sub-element thereof, is
3 subject to and submitted in accordance with the IMPORTANT NOTICE FOR
4 PARTICIPATION contained in the Introduction of this Manual and the terms and
5 provisions of Sections 6.4.1-6.4.6 inclusive. It is called to the participant's attention that
6 every Contribution is a submission, however, not every submission is a Contribution
7 under the definition in Section 6.4.2. There are several types of submissions that can
8 be made to a TIA Formulating Group but not all submissions are intended for
9 incorporation into a TIA Publication. Some submissions are purely for information while
10 others are for reference or backup material. When a submission is intended to or may
11 be incorporated into a TIA Publication and fits the definition contained in Section 6.4.2
12 then the submission is formally called a Contribution.
13

14 6.4.2 *Definition of a Contribution*

15 A Contribution is any expression in tangible form that is intended to or may be
16 incorporated in whole or in part in any TIA Publication or the work product of any TIA
17 Formulating Group or any sub-element thereof.

18 6.4.3 *Exceptions*

19 The following (“the excepted writings”) are not considered submissions and, without
20 more, need not be accompanied by a submission cover sheet as mentioned hereinafter:
21 meeting notices, meeting agendas, meeting minutes or reports, communications by
22 committee officers in their capacity solely as such officers, and any writing authored by
23 a third party (i.e. a person other than the submitter or an employee of the submitter’s
24 employer). However, no submission shall be made of a writing authored by a third party
25 unless the identity of such third party is disclosed by the submitter at the time of
26 submission. Submitters of excepted writings waive and release any claim of the
27 submitter and the submitter’s employer to copyright with respect to such writings.

28 6.4.4 *Third Party Writings*

29 Any writing authored by a third party and received by the Formulating Group should not
30 be reproduced or distributed to the Formulating Group without appropriate permission or
31 license. Any such writing authored by a third party shall not be incorporated in any TIA
32 Publication without an appropriate grant of copyright license to TIA in substantially the
33 language contemplated by this TIA Engineering Manual.

34 6.4.5 *Submission Cover Sheet*

35 Each submission to a Formulating Group or sub-element thereof, except as otherwise
36 provided in 6.4.3, shall be accompanied by a submission cover sheet identifying the
37 name of the Source, the name of the person(s) making the submission as an agent of

1 the Source, the intended purpose of the document (for incorporation into TIA
2 Publication, for information, or other) and the following statement:

3 “The document to which this cover statement is attached is submitted to
4 a Formulating Group or sub-element thereof of the Telecommunications
5 Industry Association (TIA) in accordance with the provisions of Sections
6 6.4.1-6.4.6 inclusive of the TIA Engineering Manual dated March 2005,
7 all of which provisions are hereby incorporated by reference.”

8 Such a submission cover sheet might take the form attached hereto as ANNEX G. If a
9 submission contains Software, then submission of ANNEX I and/or ANNEX J may be
10 applicable for protection of certain Software copyrights.

11 A submission cover sheet may also contain one of the optional disclosure clauses set
12 forth in Section 6.4.7 in the form attached hereto as ANNEX G.1.

13 *6.4.6 General Provisions and License Grants*

14 Without limiting the generality of the IMPORTANT NOTICE FOR PARTICIPATION
15 contained in the Introduction of this Manual:

16 *6.4.6.1 Modifications to Specified Statement*

17 A submission shall contain the required language set forth in Section 6.4.5 and,
18 optionally, the language set forth in section 6.4.7 of this Manual without any change
19 whatsoever. If the submission contains any added text to the required language or the
20 optional language, any such addition which is inconsistent with such Sections, is of no
21 force or effect.

22 *6.4.6.2 Grant of Copyright License*

23 To the extent to which the Source(s) may legally and freely do so, the Source(s), upon
24 submittal of a submission, grants a free, irrevocable, non-exclusive, worldwide license
25 to the TIA, under the Source’s copyright or copyright license rights in the submission, to,
26 in whole or in part, copy, make derivative works, perform, display and distribute the
27 submission and derivative works thereof consistent with TIA’s policies and procedures,
28 with the right to (i) sublicense the foregoing rights consistent with TIA’s policies and
29 procedures and (ii) copyright and sell in TIA’s name any TIA Publication even though
30 the TIA Publication may contain the submission or a derivative work thereof. Not
31 withstanding the preceding, any Software which is the subject of an ANNEX I or J
32 submitted by the Contributor may not be sublicensed by TIA to others for the purpose of
33 making derivative works, or performance, of the submission. The submission shall
34 disclose any known limitations on the Source’s rights to license as herein provided.

35 When a submission is submitted by the Source(s) to assist the TIA Formulating Group,
36 it is proposed to the Committee as a basis for discussion and is not to be construed as a

1 binding proposal on the Source(s). The Source(s) specifically reserves the right to
2 amend or modify the material contained in the submission. Nothing contained in the
3 submission shall, except as herein expressly provided, be construed as conferring by
4 implication, estoppel or otherwise, any license or right under (i) any existing or later
5 issuing patent, whether or not the use of information in the document necessarily
6 employs an invention of any existing or later issued patent, (ii) any copyright, (iii) any
7 trademark, or (iv) any other intellectual property right.

8 *6.4.6.3 Public Domain Exception*

9 If the content of the submission is in the public domain and not subject to copyright
10 protection, the grant of license contained in Section 6.4.6 2 above and the IMPORTANT
11 NOTICE FOR PARTICIPATION in the Introduction of this Manual is not applicable, and
12 TIA may therefore exercise all the rights of publication, distribution, sale and
13 assignment, as allowed by law, without such grant of license.

14 *6.4.7 Optional Disclosure on Submission Cover*

15 TIA's IPR Policy, stated in the Introduction of this Manual, encourages but does not
16 mandate the early disclosure of Essential Patent(s) and published pending patent
17 application(s) in order to make the standards development process more efficient and
18 avoid unnecessary delays. Patent searches are not required by the Policy.

19 The following two optional paragraphs, which are not in substitution for the submission
20 of ANNEX H, when required, are intended to assist Source(s) who elect to insert them
21 on the submission cover sheet in an effort to advance the process through early
22 disclosure of any patent(s) and published pending patent application(s).

23

1 **Optional Paragraph 1:**

2 The submitter presenting this Contribution has reason to believe that there are
3 patent(s) and/or published pending patent application(s) that may be essential to
4 the practice of all or part of this Contribution as incorporated in a TIA Publication.

5 **Optional Paragraph 2:**

6 The Source may have patent(s) and/or published pending patent application(s)
7 that may be essential to the practice of all or part of this Contribution as
8 incorporated in a TIA Publication and the Source is willing to comply with
9 Paragraphs 1, 2(a), or 2(b) of ANNEX H of this Manual as to such patent(s)
10 and/or published pending patent application(s).

11 Such a submission cover sheet for optional disclosure might take the form attached
12 hereto as ANNEX G.1.

13 6.4.8 *Document Identification*

14 Where a submission cover sheet is not required by this Manual, a Formulating Group
15 chair may (but is not required) elect to identify any document(s) with a number or other
16 symbol for purposes of clarification and orderly procedure.

17 **6.5 Disclosure of Essential Patents**

18 The Standards development and approval process is made more efficient if the
19 existence of Essential Patent(s) and published pending patent application(s) are made
20 known as early as possible in the development work. Early disclosure affords
21 Formulating Group participants the greatest opportunity to evaluate the propriety and
22 desirability of the text of the proposed standard in view of the disclosed patented
23 technology. Conversely, the discovery at the final stages of standards development of
24 an Essential Patent(s) or published pending patent application(s) that is not available for
25 licensing under reasonable and non-discriminatory terms may result in the loss of years
26 of Committee effort.

27 6.5.1 *Encouragement of Voluntary Disclosure*

28 A three-part approach will be used by TIA to encourage voluntary disclosure (preferably
29 early) of Essential Patent(s) and published pending patent application(s).

30 The first part of the approach is that Formulating Group Chairs will ensure that
31 participants and attendees are aware that:

32 TIA's Intellectual Property Rights Policy can be found in Statements of
33 Policy and subsequent sections of the TIA Engineering Manual.
34 Participants in the work of the TIA Formulating Group are urged to review

1 the appropriate Sections. Individual participants are encouraged to notify
2 TIA of any patent(s) or published pending patent application(s) of which they
3 are aware that may be essential to the practice of a proposed TIA
4 Publication early on in its development to reduce the possibility for delays in
5 the development process and increase the likelihood that the proposed TIA
6 Publication will become a Standard. However, a Patent Holder who has
7 provided TIA with the statement set forth in ANNEX H with respect to the
8 applicable proposed TIA Publication need not (but may elect to) identify its
9 specific patent(s) or published pending patent application(s) that may be
10 essential to the practice of the proposed TIA Publication in question. Patent
11 searches are not required to comply with the TIA Intellectual Property Rights
12 Policy.

13 The second part of the approach is that the TIA will place a notification on each ballot
14 for a proposed Standard that the TIA IPR Policy is applicable to the Reference
15 Document, which encourages identification of Essential Patent(s) or published pending
16 patent application(s) necessary for the practice for any or all of the Normative portions
17 of the Reference Document and, if appropriate, the filing of a Patent Holder Statement.

18 The third part of the approach may be the placement of an optional, voluntary disclosure
19 statement by the Source(s) on a submission cover sheet to a Formulating Group. Such
20 a submission cover sheet might take the form attached hereto as ANNEX G.1 and use a
21 statement in the form shown in Section 6.4.7.

22 No Formulating Group may establish rules which would have the effect of excluding
23 submissions based on an early disclosure policy which is more restrictive than that
24 stated within this Section 6.5.1.

25 *6.5.2 Patents Discovered Subsequent to Publication of a Standard*

26 By its terms, the TIA IPR Policy applies with equal force to situations involving Essential
27 Patent(s) whenever discovered, whether before, during, or subsequent to the
28 publication of a Standard. Once disclosure is made, the Patent Holder will be requested
29 to provide the same Patent Holder Statement to TIA as is required in situations where
30 Essential Patent(s) exist or are known prior to the approval of a proposed Standard.

31 Thus, if notice is given of an Essential Patent(s) that may be required for the practice of
32 any or all of the Normative portions of a Standard, Patent Holders will be requested to
33 provide the Patent Holder Statement set forth in Paragraphs 1, 2(a) or 2(b) of ANNEX H
34 unless such Patent Holder Statement was previously given, or the Standard may be
35 withdrawn by the TSSC.

36 **6.6 Balloting of Standards**

37 Standards shall be produced by consensus (See Definitions and Terms Section).
38 Consensus is achieved through a process of discussion, correspondence, draft
39 contributions, and revision, all leading to the final result. Final adoption of text shall be

1 by the organizations in good standing listed on the quorum list of the Formulating Group
2 or those registered to vote on the subject standard.

3 6.6.1 *Balloting of TIA Standards*

4 When consensus is reached within the Formulating Group and has been formalized by
5 a vote, the Chair shall forward the text of the proposed TIA Standard to the Standards
6 and Technology Department for issuance as a Letter Ballot with a completed Ballot
7 Authorization Form.

8 The TIA Standards Secretariat will issue a notification to all interested parties identified
9 on the Ballot Authorization form by the lead Formulating Group, or from the Formulating
10 Group Chair. This notification will include the instructions and password for the
11 interested parties identified to review and vote on the ballot. Balloting of TIA standards
12 will be no less than 30-days, and may be extended at the chair's discretion.

13 6.6.2 *Balloting of Standards Proposals*

14 When consensus is reached within the Formulating Group and has been formalized by
15 a vote, the Chair shall forward the text of the Standards Proposal to the Standards and
16 Technology Department for issuance as a Standards Proposal ballot with a completed
17 Ballot Authorization Form.

18 For an American National Standard, the Standards Proposal must receive at least a 45-
19 day public review period. This public review period is announced in ANSI's *Standards*
20 *Action*. The Standards Proposal cannot be published prior to the close of the ANSI
21 Public Review period.

22 The material submitted to the Standards and Technology Department shall be prepared
23 in accordance with the *TIA Style Manual*. It shall be accompanied by a statement of the
24 background and intended purpose of the Standard, and any other information that will
25 improve industry's understanding of the proposal.

26 Simultaneously with issuance with the Standards Proposal, ANSI is notified (by use of
27 its BSR-8 form) of the availability of the Standards Proposal for comment. ANSI
28 publishes notice of the Standards Proposal in *ANSI Standards Action*, based on the
29 ANSI established Publication Schedule, for a 45-day or 60-day public review period
30 during which the public may request copies of the proposal. Balloting of an American
31 National Standard is not complete until this public review period expires.

32 Outside interested parties will be afforded the opportunity to comment on the document
33 through the ANSI Comment and Review Period.

34 Copies of the text of Standards Proposals shall also be available for purchase from the
35 TIA's publisher during the public review comment period. An appropriate fee, not to
36 exceed the anticipated sales price of the finished Standard, is charged for copies of
37 Standards Proposals.

1 Only those companies who return ballots will receive a complimentary copy of the
2 published document.

3 **6.7 Ballot Response Options**

4 Both TIA Standards and American National Standards have identical ballot response
5 options. Parties responding to either type of ballot have three options, plus abstention.

6 *6.7.1 TIA Standards*

7 Parties responding to a Letter Ballot for approval of a TIA Standard or a TSB have the
8 following ballot response options:

9 **Approve without comment.** Indicates agreement with the proposed text.

10 **Approve with comment.** Indicates general agreement, but suggests
11 enhancements or changes to the proposed text that, if not acted on, would not
12 cause the party to change their vote. Comments shall be acknowledged by the
13 Formulating Group Chair, and shall be considered during the comment resolution
14 process (See Section 6.10). Comments not adopted may be deferred to the next
15 revision of the TIA Standard.

16 **Disapprove (Comments mandatory).** Indicates disagreement with the
17 proposed text for the technical reasons stated. Comments shall be specific as to
18 the points or omissions being objected to, and shall state what changes or
19 actions would resolve the objection. Comments shall be acknowledged by the
20 Formulating Group Chair and shall be considered during the comment resolution
21 process (See Section 6.10).

22 The ballot is recorded on the ballot summary as incomplete and no action is
23 taken. Disapprove ballots received with nonspecific comments or which do not
24 state what changes or actions would resolve the objection shall be counted as
25 incomplete. If, after being contacted by the TIA Standards Secretariat, the
26 originator fails to furnish their specific written objections or fails to state what
27 changes or actions would resolve the objections, the ballot is recorded as
28 incomplete on the ballot summary.

29 **"Abstain" (with or without stated reasons for the abstention).** A company
30 may return a ballot indicating that it has chosen to abstain from voting. A
31 returned ballot indicating abstention shall be counted as a response for the
32 purpose of meeting Membership continuation criteria and shall be counted as a
33 returned ballot, but will not be counted as part of the consensus determination of
34 the matter being balloted. (See Section 3.2.5).

35 An unreturned ballot for a TIA Standard shall not be recorded on the final voting
36 tally on TIA forms.

1 **6.7.2 American National Standards**

2 Parties responding to a Standards Proposal (SP) Ballot for approval of ANS have the
3 following ballot response options:

4 **Approve without comment.** Indicates agreement with the proposed SP text.

5 **Approve with comment.** Indicates general agreement, but suggests
6 enhancements or changes to the proposed SP text that, if not acted on, would
7 not cause the party to change their vote. Comments shall be acknowledged by
8 the Formulating Group Chair, and shall be considered during the comment
9 resolution process (See Section 6.10). Comments not adopted may be deferred
10 to the next revision of the Standard.

11 **Disapprove (Comments mandatory).** Indicates disagreement with the
12 proposed SP text for the technical reasons stated. Comments shall be specific
13 as to the points or omissions being objected to, and shall state what changes or
14 actions would resolve the objection. Comments shall be acknowledged by the
15 Formulating Group Chair and shall be considered during the comment resolution
16 process (See Section 6.10).

17 Disapprove ballots received without comments shall be counted as incomplete.
18 The ballot is recorded on the ballot summary as incomplete and no action is
19 taken. Disapprove ballots received with nonspecific comments or which do not
20 state what changes or actions would resolve the objection shall be counted as
21 incomplete. If, after being contacted by the TIA Standards Secretariat, the
22 originator fails to furnish their specific written objections or fails to state what
23 changes or actions would resolve the objections, the ballot is recorded as
24 incomplete on the ballot summary.

25 **"Abstain" (with or without stated reasons for the abstention).** A company
26 may return a ballot indicating that it has chosen to abstain from voting. A
27 returned ballot indicating abstention shall be counted as a response for the
28 purpose of meeting Membership continuation criteria and shall be counted as a
29 returned ballot, but will not be counted as part of the consensus determination of
30 the matter being balloted. (See Section 3.2.5).

31 An unreturned ballot for a Standards Proposal shall be recorded on the final voting tally
32 as "not returned" on ANSI forms.

33 **6.8 Types of Ballot Comments**

34 **6.8.1 Substantive Changes/Technical Changes**

35 A substantive change in a Standard is one that directly and materially affects the use of
36 the Standard. Examples of substantive changes:

- 1 (1) "shall" to "should"; "should" to "shall";
- 2 (2) addition, deletion or revision of requirements, regardless of the number of
- 3 changes;
- 4 (3) addition of mandatory compliance with referenced Standards

5 *6.8.2 Editorial Changes*

6 An editorial change in a Standard is one that corrects typographical errors, grammatical
7 errors, or clarifies a concept without making a substantive change.

8 An Erratum may be issued after publication to correct a manifest mistake, omission in
9 the original text or an error subsequently discovered.

10 Any other changes to a TIA Standard or ANS Standard may be made only by revision or
11 addendum. (See Section 7.2.1)

12 *6.8.3 Non-Technical or Non-Germane Comments*

13 TIA Engineering Committees are expected to limit themselves to technical matters, and
14 to leave commercial considerations to others.

15 Problems arise when ballots are cast on Standards Proposals, with comments attached
16 that are not technical in nature or are not germane to the document being balloted.

17 The Technical Committee has the authority to create a standing committee to address
18 non-technical Standards related matters, and that such a Committee be comprised of
19 the Chair of the Technical Committee, the Chairs of the Sections and Divisions of the
20 related Engineering Committees, Association Staff, and Association counsel, where
21 appropriate.

22 The Technical Committee Chair will act as the Chair of the Standing Committee, which
23 shall be known as "The Standing Committee on Non-Technical Standards-Related
24 Matters."

25 It is intended that the Membership of the Standing Committee will vary depending on
26 which TR or FO Committee referred the comment. In each case, the Chairs of the TIA
27 Division and Section sponsoring that TR or FO Committee will serve, along with the
28 Technical Committee Chair, Staff, and TIA General Counsel where appropriate.

29 The following process will be followed for resolution of non-technical or non-germane
30 comments attached to ballots:

31 Approve with comment: The Committee Chair should acknowledge the comment,
32 and where appropriate, advise the person making the comment that non-
33 technical matters are outside the purview of the Committee. If the Chair deems it

1 appropriate, or upon a majority vote of the Committee, the non-technical or non-
2 germane comment(s) may be sent to the Standing Committee on Non-Technical
3 Standards-Related Matters for consideration and recommendation. The
4 Standing Committee on Non-Technical Standards-Related Matters shall render
5 its decision by majority vote and in writing within 30 days of the submittal, stating
6 findings of fact and conclusions, with reasons therefor, based on a
7 preponderance of the evidence.

8 Unless there are other technical comments, the ballot should be counted as
9 "affirmative without comments".

10 Disapprove with comment: The Committee Chair should acknowledge the
11 comment, and advise the person making the comment that such matters are
12 outside the purview of the Committee. Non-technical or non-germane comments
13 accompanying a negative ballot shall be forwarded to the Standing Committee on
14 Non-Technical Standards-Related Matters for consideration and
15 recommendation. The ballot should be counted as "negative with comments".
16 The person casting the ballot should be advised that the non-technical or non-
17 germane comments have been forwarded to the Standing Committee on Non-
18 Technical Standards-Related matters for consideration and recommendation.

19 **6.9 Processing Ballot Comments**

20 *6.9.1 TIA Standards*

21 If no negative ballots have been received by the close of the balloting period, the TIA
22 Standards Secretariat, after receiving the final text and supporting documentation from
23 the Chair and/or Editor, will proceed to process the proposal.

24 If negative ballots have been received, the TIA Standards Secretariat advises the Chair
25 of comments via email. The chair shall provide a means for the originator of the
26 negative comment to indicate whether the response is satisfactory or not. The
27 response letter will give the negative commentor 5-business days to complete the form
28 and submit it the TIA Standards Secretariat. The Chair will contact the TIA Standards
29 Secretariat at the end of the 5-day period to verify if the change form has been received.
30 If the form has not been received, then the TIA Standards Secretariat will send a
31 registered letter to the originator of the negative comment requesting the change form
32 be sent to the TIA Standards Secretariat within 5-business days. If the TIA Standards
33 Secretariat does not receive the change form the document will be forwarded for
34 publication with the continuing objection.

35 *6.9.2 American National Standards*

36 If no negative ballots have been received by the close of the balloting period, the TIA
37 Standards Secretariat, after receiving the final text and supporting documentation from
38 the Chair and/or Editor, will proceed to process the proposal.

1 If negative ballots have been received, the TIA Standards Secretariat advises the Chair
2 of comments via email. The chair shall provide a means for the originator of the
3 negative comment to indicate whether the response is satisfactory or not. The
4 response letter will give the negative comment or 5-business days to complete the form
5 and submit it the TIA Standards Secretariat. The Chair will contact the TIA Standards
6 Secretariat at the end of the 5-day period to verify if the change form has been received.
7 If the form has not been received, then the TIA Standards Secretariat will send a
8 registered letter to the originator of the negative comment requesting the change form
9 be sent to the TIA Standards Secretariat within 5-business days. If the TIA Standards
10 Secretariat does not receive the change form the document will be forwarded for
11 publication with the continuing objection.

12 **6.10 Comment Resolution**

13 Purely editorial comments, once acknowledged, do not require further coordination with
14 the originator.

15 Technical comments received with an "Approve" ballot shall be acknowledged when
16 received, and the originator shall be advised, in writing, of the disposition of the
17 comments. If the Formulating Group adopts the comments, resulting in technical
18 changes, the proposed Standard shall be recirculated and relisted for public review
19 (See Section 6.11 below).

20 Objections accompanying a "Disapprove" ballot shall be acknowledged when received,
21 and the Chair of the Formulating Group shall attempt to resolve the negative ballot in
22 one of the following ways:

- 23 (1) by explaining to the originator the rationale followed by the Formulating Group in
24 arriving at the proposed Standard. The Chair shall maintain a detailed written
25 record of all correspondence and contacts on this matter;
- 26 (2) by proposing changes to the proposed Standard which are editorial only and
27 which do not result in changes in the technical requirements of the proposed
28 Standard. Such revisions shall be supported by a consensus within the
29 Formulating Group;

30 **Note:** If the originators of negative ballots agree to withdraw their objections without
31 technical changes in the proposed Standard, they will be asked to do so in writing, and
32 to return the response form to the TIA as proof that the negative has been withdrawn.
33 This action will be reflected in the meeting summary. When all objections are
34 withdrawn, processing will continue as in Section 6.12 below.

- 35 (3) by proposing revisions to the technical requirements of the proposed Standard
36 which would remove the objections of the originator. Such revisions shall be
37 supported by a consensus within the Formulating Group. If the revisions result in
38 changes in the technical requirements of the proposed Standard, the proposed
39 Standard shall be recirculated and relisted for public review (See Section 6.11
40 below).

1 If the originator of a disapprove ballot does not return the response form to TIA within 5
2 business days to indicate agreement or disagreement with the rationale followed by the
3 Formulating Group in arriving at the proposed Standard, then processing will continue,
4 as in Section 6.12 below.

5 If one or more unresolved "Disapprove" ballots remain in spite of reasonable efforts to
6 resolve them, and if a consensus is believed to exist, a default ballot shall be issued as
7 described in Section 6.11.2, below.

8 Copies of all acknowledgments and correspondence with originators of comments shall
9 be furnished to the TIA Standards Secretariat. This file is necessary when the TIA
10 submits the Standard Proposal for TSSC and ANSI approval.

11 **6.11 Recirculation of Ballots**

12 Text for a ballot shall be recirculated if revisions have been made which change the
13 technical requirements or increase the range of products to which the Standard applies.
14 There are two types of recirculation ballots: Complete Re-ballot and Default Ballot.

15 *6.11.1 Complete Re-ballot of TIA Standard*

16 If, as the result of a major rewriting of large sections of a proposed TIA Standard, the
17 revisions are so broad as to merit a complete re-balloting, a new ballot is prepared and
18 issued as in Section 6.6.1. The identifying number of the new ballot will be that of the
19 original with a suffix letter added (e.g., PN-1111-A).

20 When a document is balloted to become a TIA document (i.e., TSB or TIA), the re-ballot
21 will be sent to all ballot recipients that received the original ballot.

22 *6.11.2 Default Ballot of TIA Standard*

23 A default ballot, which is a form of a 30-day Letter Ballot, may be issued whenever;

24 (1) limited technical changes are made to a proposed Standard in order to resolve a
25 negative ballot, or;

26 (2) when all reasonable efforts have been exhausted without success to resolve a
27 continuing objection, and yet a clear consensus is believed to exist.

28 A default ballot for a TIA Standard allows those parties to reaffirm or change their
29 response, based upon the changes made. New objections may not be raised on
30 sections of the document that has not been the subject of the default ballot. Failure to
31 return a default ballot leaves the recorded vote on the document "as originally cast."

1 *6.11.3 Complete Re-ballot on an American National Standard*

2 If, as the result of a major rewriting of large sections of Standards Proposal, the
3 revisions are so broad as to merit a complete re-balloting, a new ballot is prepared and
4 issued as in Section 6.6.2. The identifying number of the new Standards Proposal will
5 be that of the original with a suffix letter added (e.g., SP-1111-A).

6 *6.11.4 Default Ballot on an American National Standard*

7 A default ballot is a form of a re-ballot that may be issued for a 30-day or 60-day period
8 whenever;

- 9 (1) limited technical changes are made to the Standards Proposal in order to resolve a
10 comment from either a “Approve, with comment” vote or a “Disapprove” vote, or;
- 11 (2) when all reasonable efforts have been exhausted without success to resolve a
12 negative vote, and yet a consensus exists to publish the Standards Proposal
13 without change.

14 A default ballot is sent to those parties who received the original ballot and allows those
15 parties, regardless of their current voting status in the Formulating Group, to reaffirm or
16 change their response based on the changes made, or the statement of objections
17 accompanying the unresolved negative ballots, if any. New objections may not be
18 raised to unchanged material that has not been the subject of a negative ballot.

19 If the amount of changed material in a default ballot can be reproduced in ANSI
20 *Standards Action*, (approximately 2 pages) then a 30-day public review notice will be
21 requested by TIA Standards Secretariat to ANSI for publication in ANSI Standards
22 Action. If the amount of changed material cannot be reproduced in ANSI Standards
23 Action, then a 45 or 60-day public review notice will be given by TIA Standards
24 Secretariat to ANSI for publication in ANSI Standards Action. Formulating Groups may
25 request a 45-day ANSI public review only if the document is available electronically.

26 *6.11.5 Necessary Documentation for Default Ballots*

27 The following information will be included with all default ballots for TIA Standards or
28 American National Standards:

- 29 (1) a summary page of the changes made to the document;
- 30 (2) either the document in its entirety with changes clearly marked, or only the changed
31 pages with the changes clearly marked;

32 In the event of a continuing objection, a final default ballot is issued to determine
33 support within the Formulating Group for the continuing objection(s), and shall include a
34 ballot summary from each of the default/re-ballot stages and a copy of all response
35 letters to the continuing objector(s).

1 When the results of the default ballot show a consensus in favor of adoption of the
2 proposed Standard, the TIA will proceed toward approval of the Standard as described
3 in Section 6.12, below. If unresolved negative ballots still remain at this time, full
4 documentation of the objections and of the efforts to resolve them shall be provided to
5 the Vice President, Standards and Technology Department for review and consideration
6 by the TSSC. The TSSC shall take action, as it deems appropriate.

7 *6.11.6 Negative Ballots and Negative Comments, Right to Appeal Notification*

8 If after reballoting under Section 6.11, any Negative Ballots or Public Review comments
9 remain unresolved, then all parties with Unresolved Negative Ballots or Negative
10 Comments, shall be advised in writing, including electronic means, of the efforts of the
11 Formulating Group to resolve the Negative Comments and those parties shall be
12 advised in writing, including electronic means, of their right to file a Complaint or Appeal
13 under A.5 of ANNEX A of this Manual.

14 **6.12 Standards Approval**

15 *6.12.1 TIA Standards Approval*

16 TIA Standards are approved by the TSSC as outlined in Section A4 of ANNEX A of this
17 Manual.

18 When the TIA Standards Secretariat, with approval of the TSSC, has verified the
19 proposed text has been prepared in full compliance with the rules, policies and legal
20 guides of the TIA, the Chair of the TSSC shall approve the proposed text as a TIA
21 Standard.

22 *6.12.2 American National Standards Approval*

23 Standards Proposals are approved as American National Standards by the TSSC as
24 outlined in Section A4 of ANNEX A of this Manual.

25 When the TIA Standards Secretariat, with approval of the TSSC, has verified the
26 Standards Proposal has been prepared in full compliance with the rules, policies and
27 legal guides of the TIA, the relevant documentation shall be submitted to ANSI. The
28 TIA Standards Secretariat shall submit the ANSI BSR-9 form and relevant
29 documentation to ANSI to obtain approval from the Board of Standards Review (BSR)
30 to designate the document as an American National Standard.

1 6.12.3 Declaration as an American National Standard

2 After receipt of ANSI BSR's Notification of Approval, the material therein is declared to
 3 be an American National Standard⁷. Notification is issued to the industry by the
 4 Standards and Technology Department through the TIA Communications Department
 5 and other media means.

6 6.12.4 Publication of American National Standards

7 A proposed new American National Standard, proposed revision or reaffirmation of an
 8 American National Standard to be approved by the Board of Standards Review (BSR)
 9 shall be submitted to the Secretary of the BSR by the TIA Standards Secretariat within 1
 10 year from the close of the comment period listed in *Standards Action* using the
 11 appropriate form provided by ANSI, unless the standards developer notifies the
 12 Secretary of the BSR in writing of good cause for a different schedule for submittal. If a
 13 document cannot be published within one year from the close of the comment period
 14 listed in *Standards Action*, then the Formulating Group may petition the BSR for up to
 15 an additional year to publish. Failure to make the submittal within two years from the
 16 close of the comment period listed in *Standards Action* shall require consideration by
 17 the BSR, i.e., withdrawn, extension for cause, or another listing in *Standards Action*
 18 (See ANSI Procedures, Section 1.2.12, Consideration of Standards Proposal).

19 7 Maintenance of Standards

20 7.1 Revision, Reaffirmation or Withdrawal of Standards

21 The Formulating Group, or its parent consensus body if the former no longer exists, is
 22 responsible for the maintenance of TIA standards, specifications, and bulletins as well
 23 as American National Standards. Maintenance of a standard takes the form of a
 24 periodic review wherein the Formulating Group shall determine whether the document
 25 in question should be reaffirmed, revised, or withdrawn.

26 Unless otherwise noted, all American National Standards shall be reviewed every five
 27 years. The Formulating Group shall initiate action to

- 28 (1) **revise** the Standard to incorporate additional language or delete language that
 29 will change its technical content or meaning;
- 30 (2) **reaffirm** that a review of the Standard resulted in a decision that the technical
 31 content is valid and does not need change; or

⁷Prior to 1988, TIA Standards have an "EIA" or "RS" (Recommended Standard) prefix. From 1988 to 1992, such documents had an "EIA/TIA" prefix. In 1992, the prefix was changed to "TIA/EIA". Beginning in 2001, the prefix will be shortened to just "TIA". If the document was approved by ANSI as an American National Standard, then "ANSI" is added in front of the TIA designation (i.e., ANSI/TIA-xxx).

- 1 (3) **withdraw** the Standard following determination that the technical content is no
2 longer of value.

3 **Note:** *Revisions require that a Standards Proposal be developed and processed*
4 *in the same manner as that of a new proposed American National Standard.*
5 *Reaffirmation and withdrawals shall use the same project number that was used*
6 *to publish the document. Reaffirmation shall use an extension of RF with a*
7 *numeric extension depicting the number of reaffirmation (i.e., SP-1234-RF(1)[first*
8 *reaffirmation]). Withdrawals shall use an extension of WD (i.e., SP-1234-WD).*
9 *See ANNEX K.*

10 *TIA Standards, at the discretion of the Formulating Group may choose either a*
11 *Letter Ballot or vote during an official formulating group meeting to reaffirm or*
12 *withdraw a standard. Revisions require the same process as that for the*
13 *development of a new TIA Standard.*

14

15 **7.2 Procedures to Initiate Five Year Review**

16 The TIA Standards Secretariat automatically shall issue to the Formulating Group Chair
17 and the responsible Standards and Technology staff member a notice requesting the
18 document to be reviewed. The review notice process shall commence 24 months prior
19 to the end of the fifth year. Where appropriate, the Standards and Technology
20 Department Staff shall provide the Chair with a summary of all comments not
21 incorporated into the Standard during its prior development period five years earlier.

22 If the review process (reaffirmation, revision, or withdrawal) cannot be completed within
23 the five-year period, it is the obligation of the Chair to request an extension for the
24 review. This is done by sending correspondence to the TIA Standards Secretariat
25 requesting an extension. The TIA Standards Secretariat shall complete an ANSI
26 BSR11 (Request for Extension of Time) and submit it to ANSI for approval. The request
27 from the committee shall include a specific date by which the review will be completed
28 and submitted to ANSI for approval. The committee can request an extension for up to
29 five years (for a total of 10 years review). If the document has not completed the ANSI
30 BSR Review by the end of the 10th year, then ANSI will cancel the project and notify the
31 TIA Standards Secretariat. The committee will then have to start the ANSI approval
32 process from the beginning. The BSR11 must be completed in order to extend the
33 review period. If the BSR11 is not requested by the end of the five-year review period,
34 ANSI will cancel the project.

35 The review process will be five years for all documents and standards. TSBs and TIA
36 Standards can be reaffirmed or withdrawn at a committee meeting. The disposition for
37 reaffirmation or withdrawal shall be reported in the official committee meeting report,
38 and the appropriate form filled out online and sent to the TIA Standards Secretariat. At
39 the committee's request a Letter Ballot may be issued to reaffirm or withdraw these

1 documents. Revisions and withdrawals shall follow the current procedures for revisions
2 and withdrawals of standards and documents.

3 *7.2.1 Procedures for Revision for American National Standards*

4 The process of revising a Standard is similar to the development of a new Standard in
5 that consensus shall be reached by industry ballot on changes to the technical content
6 or meaning of the Standard. Usually the revision takes the form of a complete revision
7 and reissuance of the Standard.

8 Revision of or addition to the technical content of an existing TIA Standard or American
9 National Standard, even in the form of an addendum, requires that the procedures for
10 the development of a new Standard be followed. (See Sections 6.3 through 6.12.)

11 **Note:** *When additional technical requirements need to be added to an existing*
12 *Standard without changing the previously published requirements, or when only*
13 *one or two portions of a large existing Standard need to be revised, a*
14 *Formulating Group may propose an **addendum** instead of a complete revision.*
15 *When the Standard is next revised, the addendum is incorporated in the revision.*

16 When a revision of an American National Standard is approved, it will be reprinted with
17 the same TIA number, but with a suffix revision letter. The date carried on the front
18 cover of the revised Standard will be the date of the revision. When issued, an
19 addendum will carry the same number as the Standard, followed by a dash and a
20 numerical suffix. See ANNEX K.

21 *7.2.1.1 Substantive Change*

22 A substantive change in a Standard is one that directly and materially affects the use of
23 the Standard. Examples of substantive changes:

- 24 (1) "shall" to "should"; "should" to "shall";
- 25 (2) addition, deletion or revision of requirements, regardless of the number of
26 changes;
- 27 (4) addition of mandatory compliance with referenced Standards

28 *7.2.1.2 Editorial Change*

29 Once approved as an American National Standard, no changes shall be made in a
30 Standards document without going through the full consensus, comment and balloting
31 process prescribed for a Standards Proposal. A TIA Standard also shall go through the
32 consensus process for changes, but it need not be submitted for a public review
33 process at ANSI. The only exception to this rule allowed by ANSI is the issuance of an
34 erratum to correct a manifest mistake or omission in the original text or an error

1 subsequently discovered, and that only where the error should have been obvious to
2 the user of the Standard.

3 Any other changes to a TIA Standard or ANS Standard may be made only by revision or
4 addendum. (See Section 7.2.1.)

5 *7.2.2 Procedures for Reaffirmation of American National Standards*

6 A Formulating Group shall recommend reaffirmation of a Standard if it finds the
7 technical content valid and does not require change.

8 Reaffirmation shall be accomplished without any substantive change to the main text of
9 the Standard.

10 Reaffirmation requires a formal industry balloting process. The procedures for the
11 development of a new ANS shall be followed. (See Sections 6.3 through 6.12.) Copies
12 of the Standard will not normally be distributed with the industry ballots, but scanned
13 electronic copies may be requested through the Standards Secretariat.

14 *7.2.3 Procedures for Withdrawal of American National Standards*

15 A Formulating Group shall recommend withdrawal of a Standard if it determines that the
16 Standard is no longer required to meet the purpose for which it was written. (See
17 Section 6.2.)

18 Withdrawal requires a formal industry balloting process. The procedures for the
19 development of a new ANS shall be followed. (See Sections 6.3 through 6.12.) Copies
20 of the Standard will not be distributed with the industry ballots, but scanned electronic
21 copies may be requested through the Standards Secretariat.

22 **8 TIA Standards, Specifications and Bulletins**

23 **8.1 TIA Standards and Specifications**

24 A Formulating Group may prepare a TIA Standard or TIA Specification that is not an
25 American National Standard (ANS) on any subject matter within its Scope when the
26 Formulating Group determines such a document will satisfy the requirement for
27 standardization. [These non-ANS documents were formerly known as Interim or Trial
28 Use Standards] If not prepared by a Formulating Group, it must be submitted via a
29 parent body that is a Formulating Group. Project initiation and development is the same
30 as for an American National Standard, except to demonstrate the consensus of the
31 Formulating Group (See Section 6.7.1) for balloting options. No public review or
32 Standards Proposal to ANSI is required to approve a TIA Standard. The final document
33 and comment resolution record are reviewed by the full TSSC only if there are

1 continuing objections, otherwise, the TSSC has delegated the review to the TIA
2 Standards Secretariat.

3 A TIA Standard shall contain an introductory statement indicating that public review via
4 the TIA Standards Proposal and comment resolution process was not conducted.

5 **8.2 Bulletins**

6 TIA Bulletins may be proposed by Formulating Groups to publicize material that,
7 although not a published Standard, may have significant value to industry or users.
8 Approval of a proposed Bulletin requires a two-thirds affirmative vote on a 30-day Letter
9 Ballot (See Section 6.7 for balloting options). Negative ballots shall be accompanied by
10 comments, and all comments must be considered by the Formulating Group, not all
11 negative comments need be resolved if a 2/3 affirmative vote has been achieved.

12 Once approved by the Formulating Group, Bulletins require the approval of the TSSC
13 Chair prior to publication.

14 On occasion, a Bulletin may be used to bring important information to the attention of
15 industry and the public prior to the publication of a Standard on the same subject, but a
16 Bulletin is not a Standard, and must bear a statement to that effect.

17 A Bulletin shall not modify or amend an existing Standard.

18 Reaffirmation or withdrawal of a Bulletin may be accomplished by a recorded vote in the
19 Meeting Report demonstrating a consensus for the reaffirmation. The fact that a
20 reaffirmation or withdrawal vote will be taken shall have been listed on the published
21 agenda for the meeting. Alternatively, a Letter Ballot may also be used for reaffirmation
22 or withdrawal of a Bulletin. After a reaffirmation or withdrawal vote, a letter must be sent
23 by the Chair and to the TIA Standards Secretariat reporting the reaffirmation or
24 withdrawal.

25 **9 Published Documents**

26 **9.1 General**

27 Documents published by the Standards and Technology Department are issued through
28 the authority of the Chair of the TSSC and fall into broad categories of TIA Standards
29 and other documents listed below.

30 **9.2 TIA Standards and Technology Department Documents**

31 ♦ Standards and Specifications (ANS)

32 ♦ Standards and Specifications (non-ANS)

- 1 ♦ Bulletins (non-ANS)
- 2 ♦ Standards Proposals
- 3 ♦ Engineering Publications
- 4 ♦ Workshop Proceedings
- 5 ♦ Index of Standards and Engineering Publications
- 6 ♦ Roster of Engineering Committees
- 7 ♦ Formal Interpretations of TIA Standards and Specifications
- 8 ♦ Committee Scope Manual
- 9 ♦ Style Manual
- 10 ♦ Engineering Manual

11 This list may be modified from time to time.

12 Some documents are not for distribution beyond the Formulating Groups such as:

- 13 ♦ Meeting Reports
- 14 ♦ Legal Requests
- 15 ♦ Working documents and meeting contributions

16 **9.3 Subscriptions and Sale of Documents**

17 The Standards and Technology Department makes finished documents and ballots
18 available. TIA Standards and Specifications, American National Standards, Bulletins,
19 Standards Proposals, and Letter Ballots are available for sale from TIA's publisher
20 (www.global.ihs.com) and other parties. Catalogs are available from the publisher for
21 free and a listing of all Project Numbers, Standards Proposals, and Published
22 Documents is maintained on the TIA web site. TIA's publisher also makes documents
23 available in CD-ROM, and on-line delivery format for a subscription fee. Site licenses
24 can be arranged.

25 A limited number of existing TIA Publications are provided to Formulating Groups as
26 needed for Committee work. Requests should be made directly to the TIA Standards
27 Secretariat.

28 Committee rosters and mailing lists are made available for use of Committee Chairs and
29 Members in the course of TIA business but remain the property of the TIA. Standards

1 and Technology Department policy does not permit distribution to or use of its lists by
2 other outside parties.

3 **10 Interpretation of TIA Published Documents**

4 The TIA Staff and Formulating Group Members may from time to time be called upon by
5 users or would-be users of TIA Standards and Specifications, and American National
6 Standards and other documents⁸ to provide guidance in the application or
7 understanding of these documents. While the TIA encourages a helpful attitude toward
8 users of such TIA Publications, Staff and Formulating Group Members are cautioned
9 that since use of the Standards is voluntary, their interpretation should be left to the
10 user, except as provided below.

11 **Caution:** *An interpretation shall not be used as a means to change the*
12 *requirements of a TIA published document (either ANS or non-ANS).*

13 **10.1 Request for Formal Interpretation**

14 When a Member of the public, having a direct and material interest in a TIA Publication,
15 wishes a formal interpretation of any provisions of the TIA Publication, he or she may
16 request the Standards and Technology Department in writing for such an interpretation.
17 The request shall include as a minimum the following information:

- 18 (1) the name, address, email and telephone number of the person requesting the
19 interpretation;
- 20 (2) a statement demonstrating the requestor's direct and material interest in the
21 document
- 22 (3) the number, issue, and issue date of the document in question;
- 23 (4) a statement of the question(s)

24 **10.2 Processing an Interpretation Request**

25 Upon receipt of a written request, the Standards and Technology Department shall
26 review the request for proper form, contacting the requester if necessary. The
27 Department will then forward the request to the appropriate Formulating Group Chair. If
28 the Formulating Group is a Subcommittee no longer in existence, then the request shall
29 be forwarded to the Parent Committee. If the Formulating Group is an Engineering
30 Committee that is no longer in existence, then the Standards and Technology

⁸Experience has shown that it is useful in such cases to determine whether the inquiring party has in their possession a current copy of the Standard in question.

1 Department will consult with the TSSC and appropriately route the request to the
2 subject matter experts within TIA's existing structure of Engineering Committees.

3 The Formulating Group Chair shall acknowledge receipt of the request in writing to the
4 requester and provide an estimate of the time required for response to the request. The
5 Chair shall place the request on the agenda of the next regularly scheduled meeting of
6 the Formulating Group and distribute copies of the request to Members of the
7 Formulating Group. The Chair may add their comments if desired.

8 The Formulating Group shall attempt to form a consensus on a reply to the requester.
9 The reply may include clarifying explanations or other comments of the Formulating
10 Group. If a consensus is formed, the Chair shall forward the agreed-upon reply to the
11 Standards and Technology Department for formal transmittal to the requester. The
12 request and the reply will be retained with the records of the Standard in the
13 Department files, and copies will be furnished to the Formulating Group for
14 consideration when the Standard is next considered for revision or reaffirmation.

15 Failure to form a consensus on a request for interpretation is an indication of serious
16 trouble with the subject Standard, and the Standard should be scheduled for prompt
17 study and revision.

18 Formal interpretations will not be provided on Standards Proposals or Committee Letter
19 Ballots.

20 **11 Correspondence and Records**

21 **11.1 Standards Secretariat Record Retention**

22 TIA has developed a document retention policy to maintain and control important TIA
23 records, eliminate unnecessary or duplicative documents, and save space. The
24 determinative factors in deciding whether to discard documents should be the practical
25 value of the document and any legal reason for keeping it.

26 For each document, the following criteria are used:

27 (1) There is some practical reason for keeping it.

28 (a) Will it be referred to as it is part of an on-going project, or

29 (b) Does it have historical value and will someone know how to access it?

30 (2) There is a valid legal reason for keeping it.

31 (a) It affects the obligations of TIA

32 (b) It is the official record of committee action

- 1 (c) It may be discoverable in pending litigation.
- 2 (3) The document falls within a category for which TIA has set retention periods:
- 3 (a) Complaints – See correspondence, general.
- 4 (b) Correspondence, agreements – At signing of agreement, discard all
5 correspondence except that having special significance regarding
6 interpretation of agreement.
- 7 (c) Correspondence, general – Maintain correspondence relevant to the
8 development of standard.
- 9 (d) TIA Printed Publications – maintain at least one copy (hard and soft) of TIA
10 publications in the EIA Library. (Soft copy of published documents are
11 required as of January 1999) All required documents (ballots, ballot
12 summaries, response letters, and blue cards) are retained for five years after
13 the withdrawal of the document.
- 14 (e) Mailing Lists – as a rule, mailing lists should be destroyed when modified.
15 However, when mailing lists are part of standards development balloting
16 process, refer to standards-setting documents.
- 17 (f) Meeting Reports – Discard committee meeting reports after ten (10) year
18 period.
- 19 (g) Other Records – Contact the TIA General Counsel or an attorney authorized
20 by TIA General Counsel.
- 21 (h) Standards Setting Background – maintain all required documents for the
22 issuance of a standard shall be retained for five years after the withdrawal of
23 the document.

24 **11.2 Formulating Group Handling of Correspondence**

25 The Chair of each Formulating Group shall ensure prompt and proper handling of
26 correspondence concerning the activities of their group. This is vital to the satisfactory
27 operation of TIA Formulating Groups.

28 The Formulating Group Chair shall send copies of all correspondence to the staff
29 responsible in the TIA Standards and Technology Department.

30 A Formulating Group Chair shall send copies of all correspondence to the next higher
31 Chair in the Committee and to the staff person responsible in the TIA Standards and
32 Technology Department.

1 When the Chair is responding to correspondence on which others have been copied,
2 the Chair shall in addition send copies of the response to all recipients of the original
3 correspondence.

4 Formulating Group correspondence shall be on TIA Committee Correspondence
5 letterhead (See ANNEX F) and shall be signed by the Chair or Secretary with their title
6 in the TIA Formulating Group.

7 Upon receiving a comment on a TIA Standards Proposal originated by their Formulating
8 Group, the Chair or their designee shall acknowledge the comment to its originator
9 regardless of its nature. This notification may be in the form of an email or via letter on
10 official TIA correspondence letterhead.

11 The Chair shall maintain a complete file of meeting reports, correspondence, and other
12 records. These files shall be turned over by the Chair to their successor upon leaving
13 office. If the Formulating Group is dissolved, records should be turned over to the next
14 higher Chair in case of a Subcommittee or Working Group, or to the Standards and
15 Technology Department in the case of an Engineering Committee.

16 Chairs, in corresponding with government bodies or agencies, shall comply with the
17 requirements of Section 12.3 of this Manual.

18 To provide an audit trail, the Standards and Technology Department will maintain its
19 files for a period of at least 5 years for meeting announcements, published agenda, and
20 10 years for meeting reports.

21 **12 Relations with Other Organizations**

22 It is TIA policy to work cooperatively with other organizations in the development of
23 standards and other technical documents needed by the industry. (See Statements of
24 Policy Section) Appropriate formal liaisons shall be established, preferably at the
25 direction of the Chair, whenever work of the Formulating Group may concern another
26 organization, within or outside of TIA. Those organizations seeking liaison with a TIA
27 formulating group must do so in writing to the formulating group Chair, with a copy to
28 the Vice President, Standards and Technology.

29 **12.1 Avoidance of Duplication of Effort**

30 Standardizing activities by TIA Formulating Groups should primarily be directed toward
31 the preparation of documents pertaining to telecommunications products within their
32 Scopes. Adequate liaison should be maintained with professional societies and other
33 Standards bodies in order to avoid unnecessary duplication of effort and to permit
34 complementary activities. When appropriate, Joint Standard Documents may be
35 developed as specified in Section 6.1.1.

1 12.2 References

2 TIA Formulating Groups are encouraged to make reference to any pertinent Standards
3 of other Standards bodies. As specified in the *TIA Style Manual*, such references
4 should indicate whether they are “normative” or “informative” and for normative
5 references. The Patent Policy of the other Standards body shall be consistent with the
6 TIA and ANSI Policies in order to be considered as normative references in a Standard
7 developed by TIA.

8 12.3 Public Pronouncements

9 Generally, Formulating Group Members are not permitted to speak in the name of the
10 Telecommunications Industry Association or to transmit outside the
11 Telecommunications Industry Association any document which appears to present a
12 public position on behalf of the Association or any of its parts. These functions are
13 specifically reserved for the TIA Board of Directors. However, a Chair may request prior
14 clearance from the Standards and Technology Department to make a statement on
15 technical matters for publication or oral presentation on behalf of the Formulating Group
16 or the TIA. Both the nature of the event or publication and the text of the statement
17 shall be cleared through the Standards and Technology Department and the TIA
18 General Counsel or an attorney authorized by TIA General Counsel prior to publication
19 or presentation.

20 For liaison purposes, Formulating Groups may exchange working technical documents
21 with other comparable technical organizations so long as it is made clear that the
22 document is a working paper and does not represent the policy of the
23 Telecommunications Industry Association, its product-oriented Divisions, or its standing
24 committees. The use of "Committee Correspondence" letterhead (See ANNEX F) is
25 required for such exchanges. When in doubt, Chairs should consult the Vice President
26 Standards and Technology or the TIA General Counsel or an attorney authorized by TIA
27 General Counsel. Persons engaging in such correspondence shall comply with the TIA
28 Legal Guides.

29 If a Formulating Group desires to conduct a survey to determine industry interest in a
30 particular subject, the proposed questionnaire shall be submitted to the Standards and
31 Technology Department for review and approval.

32 12.4 International Commonality

33 During the development of a TIA Standards Proposal, the TIA Formulating Group
34 should review and compare the proposed technical content with any similar
35 International Electrotechnical Commission (IEC), International Organization for
36 Standardisation (ISO) Standards, or with the International Telecommunication Union
37 ITU-T and ITU-R Recommendations. Where similar international standards exist, a
38 determination shall be made regarding the extent to which the TIA Standards Proposal
39 can be based upon an existing international standard. Where similar international
40 standards do not exist, it shall be recognized during the development of the TIA

1 Standards Proposal that the resulting standard may represent a basis for an U.S.
2 position in the development of an international standard.

3 The TIA maintains contact with the U.S. Secretariats for many international Technical
4 Advisory Groups (TAG) and with the U.S. National Committee for IEC, and the ANSI
5 International Committee. In addition, TIA staff participates in preparatory work for the
6 ITU as well as direct participation in many Study Groups at ITU-T and ITU-R. The
7 Standards and Technology Department Staff can provide information on how a draft TIA
8 Standards Proposal may be reviewed by these groups.

9

10 **13 Complaints and Appeals**

11 **13.1 Informal Complaints**

12 At any point in the standards development process that a Member of a Formulating
13 Group believes the Engineering Manual process is not being followed, the person with
14 the complaint should feel free to bring the matter to the attention of the Department
15 staff. If after investigating the matter, the objection is sustained, staff will take remedial
16 action to correct the problem. If the complaint involves actions the staff took or failed to
17 take, then such an informal complaint can be directed to the TIA Technical Committee
18 Chair or the TIA President for investigation and possible remedial action. If the matter
19 requires a clarification or interpretation of the Engineering Manual, an Advisory Note will
20 be issued by the staff after approval by the Technical Committee.

21 **13.2 Formal Appeals**

22 Persons who have directly and materially affected interests and who feel that they have
23 been or will be adversely affected by a TIA Publication within the TIA's jurisdiction, or by
24 the lack of such a TIA Publication, have the right to formally appeal substantive or
25 procedural actions or inactions of the TIA Standards and Technology Department and
26 its Formulating Groups. The appeals procedure is described in detail in Section A5 of
27 ANNEX A to this Manual.

28 **14 Changes to TIA Engineering Manual**

29 From time to time the TIA Engineering Manual requires modification as a result of
30 changes made by ANSI in its procedures, or as a result of problems experienced by TIA
31 with a particular Section of the Manual. Some areas of change may also be highlighted
32 as part of normal review of processes and procedures to make the standards process
33 more efficient and effective or as a result of issues discovered during a routine ANSI
34 audit.

1 Such proposed modifications should be brought to the attention of the Vice President,
2 Standards and Technology or the TIA Technical Committee Chair. The revised
3 language shall be drafted by such person or ad hoc group as designated by the TIA
4 Technical Committee Chair. This proposed text for updating the Manual or an Advisory
5 Note shall then be circulated among members of the TSSC for comments and
6 suggestions and balloted within the Technical Committee to achieve approval of the
7 revised text. Upon such approval, the updated Manual or the Advisory Note shall be
8 effective within TIA and sent to ANSI for its review. Depending on the nature of the
9 change, ANSI may call for a public review period in its *Standards Action* on the revision
10 or make such other requests as it deems appropriate.

11

12

1 **ANNEXA - Technical Standards Subcommittee (TSSC)**

2 **A1. Scope of the Technical Committee and The TSSC**

3 The Technical Committee of the TIA is charged by the Board of Directors with
4 overseeing the Association's engineering activities and the Standards and Technology
5 Department.

6 A specialized Subcommittee of the Technical Committee, known as the **Technical**
7 **Standards Subcommittee (TSSC)**, oversees the manner in which the various
8 Engineering Committees carry out their Standards and Specifications programs and
9 acts as a final procedural review body in the development of a TIA Standard or
10 Specification.

11 The roles of the TSSC and the product Divisions differ in that the Divisions have the
12 responsibility to provide guidance and direction, which is advisory and not mandatory,
13 for their respective Engineering Committees, while the TSSC is responsible for
14 reviewing the manner in which these activities are carried out.

15 **A2. Responsibilities**

16 The TSSC is specifically responsible for the following functions:

- 17 (1) to review, confirm, or deny the stated justification of need for any requested TIA
18 Standards project.
- 19 (2) to act as a procedural review body, to review the comment resolution action on
20 all TIA Standards Proposals, and to give final approval for their publication as TIA
21 Standards;
- 22 (3) to resolve disputes between Formulating Groups, if possible;
- 23 (4) to monitor projects of other Standards Developing Organizations for overlap with
24 TIA projects;
- 25 (5) to oversee the relations between the Standards and Technology Department
26 and its Engineering Committees and other portions of the TIA and other trade
27 associations, technical societies, national and international standards
28 organizations, and governmental bodies;
- 29 (6) to approve recommendations for TIA Engineering Awards to individuals who
30 have performed outstandingly in TIA engineering activities.

31 **A3. Membership**

32 The membership of the TSSC consists of the following:

- 1 (1) the Chair of the TIA Technical Committee, who is also Chair of TSSC;
- 2 (2) the Vice Chair of the TIA Technical Committee, who is also the Vice Chair of the
3 TSSC, and who will act in the Chair's absence
- 4 (3) the Chair of each Division, or a duly delegated representative;
- 5 (4) the Chair (or in the Chair's absence the Vice Chair) of each Engineering
6 Committee;
- 7 (5) limited number of persons, not exceeding six, to act as members-at-large, as
8 appointed by the TSSC. Members-at-large should be of such national distinction
9 and experience as to aid and complement the TSSC in its procedural reviews
10 and managerial functions.
- 11 The term of office of the members-at-large shall be one year. They shall be
12 eligible for reappointment.
- 13 (6) the Vice President responsible for Standards activities, *ex officio*. The Vice
14 President Standards and Technology or a designated representative is the
15 Secretary of the TSSC.

16 **A4. Operation of the Technical Standards Subcommittee (TSSC)**

17 The TSSC shall operate through meetings held in person, by telephone, or by other
18 suitable telecommunications means, and through mail or electronic distribution of
19 documents and ballots.

- 20 (1) The TSSC shall hold at least one meeting per year at such time and place as
21 directed by the Chair. As many additional meetings as shall be deemed
22 necessary in the judgment of the Chair and the Vice President Standards and
23 Technology may be called by the Chair to carry out the TSSC's responsibilities.
24 The meeting can be held concurrently with a Technical Committee meeting if the
25 Chair so elects. All members of TIA and its Engineering Committees may
26 participate but not vote at TSSC meetings. However, the Chair may restrict
27 attendance at all or part of a meeting to TSSC members.
- 28 (2) A meeting notice and agenda for each meeting shall be issued by the Secretary
29 to each Member of the TSSC not less than one month prior to the meeting date.
30 The notice of the meeting shall also be posted on the TIA website. In emergency
31 situations, the time requirements may be waived.
- 32 (3) The Chair (or Vice Chair) shall preside, and the Secretary shall keep the minutes
33 or reports of all meetings. The Chair may designate a presiding officer pro tem if
34 he or she or the Vice Chair will not be present.
- 35 (4) A quorum of the TSSC shall be a majority of the voting Members or their
36 designated representatives. A simple majority of those present shall be

- 1 adequate for taking action on all matters. A representative may be designated in
2 writing by a TSSC Member to vote on their behalf. Failure to attend two
3 consecutive meetings shall cause loss of voting status unless non-attendance
4 was excused by the Chair. Failure to return a TSSC ballot also counts as missed
5 meeting.
- 6 (5) When matters are referred to the TSSC for action by letter ballot, a two-thirds
7 majority of the eligible voters is required to take action except as otherwise
8 provided.
- 9 (6) The Secretary shall be responsible for the circulation of all documents and ballots
10 that come to the Subcommittee in the conduct of its business. The Secretary has
11 the authority to delegate the responsibility of circulation of ballots to the TIA
12 Standards Secretariat.
- 13 (7) The TSSC may authorize or the Chair may appoint such special Task Groups as
14 the responsibilities of the TSSC may require.
- 15 (8) The TSSC reviews and approves as appropriate all requests for new projects as
16 forwarded by the TIA Standards Secretariat. TSSC Members have five (5)
17 business days to indicate if they have a problem with a particular project request.
18 If there are none, the Standards Secretariat will assign the Project Number and
19 notify the requesting Formulating Group. This process helps ensure that TIA
20 Engineering Committees and Subcommittees do not undertake overlapping
21 projects. If a problem develops that can be handled intra-Committee, the Chair
22 of that Committee should resolve it. If the issue is inter-Committee, the Chairs
23 involved should try to resolve it, failing that, the TSSC can attempt a resolution or
24 escalate the matter to the Chair of the Technical Committee for resolution.
- 25 (9) If the TIA Standards Secretariat receives notification from other SDOs of
26 particular Project Initiation Notification System (PINS) Forms of interest to TIA,
27 then the information shall be forwarded to the TSSC for review and to monitor
28 duplication with TIA's Standards activities. Depending on the issues raised,
29 appropriate action may be required.
- 30 (10) In acting to approve or disapprove a new or revised Standards Proposal for the
31 TIA, the TSSC shall act in a procedural and policy review capacity only, without
32 regard to technical subject matters, to ensure that:
- 33 (a) the Proposal has been prepared in accordance with the rules of the
34 Standards and Technology Department and the Legal Guides therefor;
- 35 (b) the Proposal includes a valid justification of need;
- 36 (c) all known parties having a substantial interest in the subject have been
37 given a fair opportunity to be heard and to express approval or
38 disapproval or comment including, if warranted, an opportunity to briefly
39 present their views directly to the TSSC;

- 1 (d) a proper tabulation of approve, approve with comment, disapprove with
2 comment, and abstain has been submitted;
- 3 (e) all comments accompanying favorable returns have been acknowledged
4 and have received consideration;
- 5 (f) all unfavorable comments submitted with substantive technical reasons
6 have been considered by the responsible Committee, and that its Chair
7 has diligently attempted to resolve such comment either through
8 personal meeting or correspondence;
- 9 (g) there is evidence of consensus of all parties of interest. (Unanimity of
10 opinion is not required.)

11 **A5. Appeals**

12 Persons who have directly and materially affected interests and who have been or will
13 be adversely affected by a Standard or Specification within the TIA's jurisdiction, or by
14 the lack thereof, shall have the right to formally appeal substantive or procedural actions
15 of the TIA Standards and Technology Department and its Formulating Groups. Parties
16 are encouraged to file informal complaints to the Vice President, Standards and
17 Technology early in the process if they believe the TIA standardization process is not
18 being followed.

19 **A5.1 Complaints**

20 The Appellant shall file a written complaint with the Standards and Technology
21 Department within 30 days after the date of notification of action or at any time with
22 respect to inaction. The complaint shall state the nature of the objection(s) including
23 any adverse effects, the clause(s) of these procedures or the Standard(s) that are at
24 issue, actions or inactions that are at issue, and the specific remedial action(s) that
25 would satisfy the Appellant's concerns. Previous efforts to resolve the objection(s) and
26 the outcome of each shall also be noted. A copy of the complaint shall be served on the
27 Respondent by the Appellant concurrent with the filing at TIA.

28 **A5.2 Response**

29 Within 30 days after receipt of the complaint, the Respondent (TIA, Formulating Group
30 Chair or Department representative) shall respond in writing to the Appellant,
31 specifically addressing each allegation of fact in the complaint to the extent of the
32 Respondent's knowledge. A copy of the response shall be filed with the Standards and
33 Technology Department.

1 **A5.3 No Further Filings**

2 No further filings beyond the Complaint and Response are allowed unless an Appeals
3 Panel authorizes additional filings.

4 **A5.4 Hearing**

5 If the Appellant and the Respondent are unable to resolve the written complaint
6 informally in a manner consistent with these procedures, the Standards and Technology
7 Department shall schedule a hearing with an Appeals Panel if requested to do so by the
8 Appellant, and provided the Appellant has paid the \$1,000 Appeals Fee to TIA. If the
9 Appellant can demonstrate economic hardship for the payment of the Appeals Fee, TIA
10 will give fair consideration to granting either an Appeals Fee reduction or waiver. Each
11 side shall bear its own attorney's fees incident to the Appeal. Typically such hearings
12 will be held within 3 months after filing of the Response or any additional documents
13 permitted by the Panel. The hearing shall be on a date agreeable to all participants and
14 the Appeals Panel or at least ten (10) business day's notice.

15 **A5.5 Appeals Panel**

16 TIA will provide to Appellant a list of individuals who have agreed to be considered as
17 candidates to serve on TIA Appeals Panels. This list will include individuals with
18 standards experience. The Appeals Panel shall consist of three individuals who have
19 not been directly involved in the matter in dispute and who will not be materially or
20 directly affected by any decision made or to be made in the dispute. At least two
21 Members of the Appeals Panel shall be acceptable to the Appellant, and at least two
22 shall be acceptable to the Respondent. A questionnaire seeking background
23 information and potential bias shall be served on possible candidates for the Appeals
24 Panel. Copies of the completed questionnaires shall be delivered to the parties to the
25 Appeal. (Note for reviewers: model questionnaire to be included in the next revision of
26 the Manual) Initially, each side, starting with the Appellant, shall alternately strike a
27 name from the list, until only one remains and that candidate shall be the Chair of the
28 Appeals Panel and the Member acceptable to both sides. After that Member is chosen,
29 each side will select one additional Member from the list. If a disinterested Appeals
30 Panel cannot be seated from the list maintained by TIA in a reasonable amount of time,
31 the matter may be referred to the ANSI Executive Standards Council or its designee,
32 which shall appoint the members of the Appeal Panel. Members of the Appeals Panel
33 will be compensated for their reasonable expenses and time in preparation for and
34 during their attendance at the Hearing and for time spent on the decision phase of the
35 Appeal.

36 **A5.6 Preparation for the Hearing**

37 In preparation for the Hearing, each Member of the Appeals Panel will be provided the
38 Complaint filed per Section A5.1 and Response filed per A5.2, along with a copy of the
39 TIA Engineering Manual, Advisory Notes, and the record of the matter at issue. No

1 other filings are allowed unless authorized by a majority of the Panel. The Appeals
2 Panel may serve Questions on the Respondent or Appellant before the Hearing to help
3 focus the issues. Each side can file a brief Response not in excess of five pages in
4 length to any Answers provided by the other side in accordance with the schedule
5 established by the Panel.

6 **A5.7 Communications with the Appeals Panel**

7 No party shall communicate with any member of the Appeals Panel (except by invitation
8 of the Panel, upon notice therefore to all parties) an except for presentations at a
9 Hearing as provided in these rules.

10 **A5.8 Conduct of Hearing**

11 The Appellant has the burden of demonstrating improper actions or inactions
12 complained of, adverse effects of such improper actions or inactions, and the efficacy of
13 the requested remedial action. If the Appellant has met its burden, the Respondent has
14 the burden of demonstrating that the Formulating Group, Chair, TSSC, and the
15 Department took all actions in compliance with the version of these procedures in effect
16 during the time period in question and that the requested remedial action would be
17 ineffective, detrimental or is otherwise unwarranted.

18 The hearing shall be conducted in an informal manner and subject to such rules as the
19 Appeal Panels may determine. The Appeals Panel and the parties shall not be bound
20 by any formal rules of evidence.

21 Each party may have up to 5 persons in attendance at the Hearing.

22 Each party shall present its views through a person of its choosing, without interruption
23 for up to one hour, saving a part of the time for rebuttal if desired. The Appellant shall
24 go first. Members of the Appeals Panel shall then have up to thirty minutes of questions
25 directed to each side, 30 minutes each side. Parties may suggest questions that they
26 believe the Panel should ask the other side, but all questions must come from the Panel
27 and there shall be no cross-examination or direct questioning or interruption of one side
28 by the other. After a recess of one hour, the Respondent shall deliver a Closing
29 Statement for not more than 15 minutes in length followed by a Closing Statement of
30 the Appellant. The Panel may again pose questions to either side for 30 minutes total.
31 Each side will then have 5 minutes for a Summation, starting with the Appellant. The
32 Chair of the Panel shall enforce the time limits.

33 Representatives of other interested parties shall be allowed to observe the Hearing and
34 will not be allowed to directly participate, except with the permission of the Appeals
35 Panel.

36 Any documents requested by the Appeals Panel during the Hearing shall be provided to
37 the Chair of the Panel within 10 days of the Hearing.

1 Closing briefs shall be filed only if specifically requested by the Appeals Panel and in
2 time frame requested.

3 **A5.9 Decision**

4 The Appeals Panel shall render its decision by majority vote and in writing within 30
5 days of the Hearing, stating findings of fact and conclusions, with reasons therefor,
6 based on a preponderance of the evidence. The decision shall reference the
7 controlling sections of the Engineering Manual.

8 Consideration may be given to the following positions, among others, in formulating the
9 decision:

- 10 (1) finding for the Appellant, remanding the action to the Committee or the
11 department with a specific statement of the issues and facts in regard to which
12 fair and equitable action was not taken;
- 13 (2) finding for the Respondent, with a specific statement of the facts that
14 demonstrate fair and equitable treatment of the Appellant and the Appellant's
15 objections;
- 16 (3) finding that new, substantive evidence has been introduced, and remanding the
17 entire action to the Committee or the Department for the appropriate
18 reconsideration.

19 **A5.10 Further Appeal**

20 If the matter under Appeal relates to a TIA Standard or Specification, a TIA Bulletin, or
21 other non-ANSI matter, then either side may seek further Appeal to the TIA Executive
22 Committee any portion of the Appeals Panel decision. The full record of the complaint,
23 response, hearing documents, and decision shall be submitted to the TIA Executive
24 Committee for its review on further Appeal.

25 The Executive Committee shall make its decision on the record before it with no further
26 hearings except that it may, if it deems it appropriate, allow each party to make a written
27 or oral statement with the oral statement limited to fifteen minutes on behalf of each
28 party.

29 If the matter under appeal relates to a TIA Standard or Specification that has been or
30 expected to be recognized as an American National Standard, further appeal may be
31 made directly to ANSI. If the Appellant gives notice that further appeal to ANSI is
32 intended, a full record of the complaint, response, hearing, and decision shall be
33 submitted by the department to ANSI.

34

1 ANNEX B - TIA Legal Guides

2 Part I – General Guides Applicable to All TIA Activities

3 This PART I includes general guides applicable to all Telecommunications Industry
4 Association activities. They are required to be read and followed by all Members of the
5 Association and Staff, Chairs and Members of all Committees, Sections, Divisions, and
6 other TIA sponsored groups.

7 It is the policy of the TIA strictly to comply with the antitrust laws and regulations of the
8 United States and any other jurisdiction applicable to TIA meetings, programs, or
9 activities. Any discussion or conduct in violation of such laws or regulations is contrary
10 to TIA policy and shall be avoided.

11 *Section A. Improper Activities and Programs*

12 TIA activities or programs relating to any of the following subjects are **improper** and are
13 **not permitted**:

14 (1) **Restraint of Trade Agreements.** The establishment of prices, production
15 quotas, or uniformity of conduct, the allocation of customers or markets,
16 Standard terms or conditions of sale, boycotts, or other competitive restraints are
17 improper activities. Therefore, any activities within, or in conjunction with,
18 Association meetings relating to any of these matters are improper and
19 Committee Chairs, Staff, and participants should take affirmative action to assure
20 that no such discussions are initiated or pursued.

21 (2) **Prices and Pricing Policies.** Any consideration or discussion of product prices
22 or industry pricing policies is improper and therefore not permitted. This applies
23 to all discussions and casual remarks relating to individual company prices,
24 changes in prices, or general price levels whether involving formal or informal
25 exchanges between participating representatives. Such discussions are
26 improper and must be avoided.

27 (3) **Terms and Conditions of Purchase and Sale.** Any discussion at, or in
28 conjunction with, TIA meetings of terms and conditions of purchase and sale,
29 including but not limited to warranty and warranty periods, discounts, allowances,
30 or terms of credit, or the formulation of uniform or Standard terms and conditions
31 of purchase or sale, uniform basing points or zoning prices, or the recommenda-
32 tion thereof for voluntary use by the Membership also is improper and is
33 prohibited. It is usually proper, however, to discuss and propose comments and
34 recommendations to Government agencies relating to general contract
35 provisions, or modifications thereof, or other procurement practices or policies
36 proposed or adopted by such agencies.

1 (4) **Costs.** Programs or activities involving the exchange of information relating to
2 individual company costs of production or distribution and any formulas for
3 computing such costs are improper. Discussions at TIA meetings of industry
4 costs are not permitted.

5 (5) **Future Plans.** Programs involving the exchange of future plans of individual
6 companies affecting the design, research and development, production, and
7 distribution or marketing of products are also improper. Any discussions at TIA
8 meetings relating to such programs are not permitted. This does not preclude
9 normal new product introductions or announcements at TIA sponsored trade
10 shows.

11 (6) **Boycotting Customers or Products.** Any activity involving the blacklisting or
12 boycotting of customers, competitors, suppliers, or others or establishment of
13 patterns of uniform dealing is improper. Therefore, there shall be no activities
14 relating to any form of boycotting or any activity that may be interpreted as such.

15 *Section B. Procedures for Conducting Activities*

16 **IMPORTANT NOTICE OF PARTICIPATION**

17 Participation in, or attendance at, any activity of a TIA Formulating Group or any sub-
18 element thereof, constitutes acceptance of and agreement to be bound by all provisions
19 of the TIA Engineering Manual and permission that all communications and statements,
20 oral or written, or other information disclosed or presented, and any translation or
21 derivative thereof, may without compensation, and to the extent such participant or
22 attendee may legally and freely grant such copyright rights, be distributed, published,
23 and posted on TIA's web site, in whole or in part, on a non-exclusive basis by TIA or
24 TIA's licensees or assignees, or as TIA directs. Exceptions to the foregoing may be
25 granted or permitted in writing to the Chair of the Formulating Group by TIA's Senior
26 Vice President, Standards and Special Projects on a case-by-case basis.

27 **Intellectual Property Rights Policy**

28 TIA has an Intellectual Property Rights (IPR) Policy, the full text of which can be found
29 in the TIA Engineering Manual (www.tiaonline.org/standards/sfg/procedures). We call
30 to the attention of participants and attendees that TIA's Policy is to encourage, but not
31 require, the voluntary disclosure (preferably early) of Essential Patent(s) and published
32 pending patent application(s) that may be essential to the practice of a TIA Publication.
33 If any such disclosures are made, the procedures to be followed are contained in
34 Sections (1) through (5) in the Introduction of this Manual.

35 To further assist in the understanding of this Policy, refer to "Guidelines to the
36 Intellectual Property Rights Policy of the Telecommunications Industry Association"
37 posted on the TIA website at www.tiaonline.org/standards/sfg/procedures

- 1 When an Essential Patent(s) has been identified in any proposed Standard, TIA will
2 follow a policy based upon that of the American National Standards Institute (ANSI)
3 (www.ansi.org).
- 4 (1) **Notices and Agendas.** Notices and agendas for TIA meetings shall be
5 prepared in advance and distributed prior to the date of the meeting. Agendas
6 shall not include any subjects that are stated as improper for consideration or
7 discussion under the rules established in these Legal Guides. All agendas
8 otherwise shall be in conformity with the rules established in the TIA Engineering
9 Manual and any rules which may be established by the TIA General Counsel or
10 an attorney authorized by TIA General Counsel. Any exceptions must be
11 specifically approved by the TIA General Counsel or an attorney authorized by
12 TIA General Counsel or an attorney authorized by the TIA General Counsel or an
13 attorney authorized by TIA General Counsel. Whenever feasible, background
14 information which would be helpful in the consideration of items on the agenda
15 should be distributed in advance of meetings.
- 16 (2) **Conduct of Meetings.** All meetings shall be conducted in such a way as to
17 assure ample opportunity and freedom in the exchange of ideas and an equal
18 voice in all decisions by parties entitled to vote thereon. Committee Chairs and
19 TIA Staff personnel shall make sure that all actions and discussions at meetings
20 are kept within the bounds of proper Association activity. Committee Chairs
21 should immediately rule out of order discussion deemed improper or
22 questionable under the policies set forth herein until the propriety of such
23 discussion has been determined by General Counsel. If any doubt exists
24 concerning the propriety of a program, either from a legal or policy point of view,
25 it shall not become final or effective until after review by General Counsel.
26 Committee Chairs should follow the published agenda and not depart therefrom
27 except for a good and legitimate reason, in which event the reports should record
28 the reasons for such departure.
- 29 (3) **Voting in Committees.** All Committees other than Engineering Committees
30 shall adopt rules consistent with these Guides and other rules, policies and by-
31 laws adopted by the TIA to ensure that each company represented shall be
32 entitled to vote in a manner which will give equal weight to the vote of each
33 company represented on the Committee, regardless of the number of
34 representatives from any one company, if there should be more than one.
35 Engineering Committees shall follow the rules set forth in the TIA Engineering
36 Manual.
- 37 (4) **Preparation and Review of Reports.** Reports of all meetings shall be taken
38 and recorded. Reports shall include the time and place of the meeting, a list of
39 all Committee Members and non-Members attending, a statement of all matters
40 discussed and actions taken with appropriate reasons therefore, and a record of
41 all voting. The votes of participants need not be identified by company or
42 individual.

1 All meeting reports shall be approved by the TIA General Counsel or an attorney
2 authorized by TIA General Counsel or an attorney authorized by the TIA General
3 Counsel or an attorney authorized by TIA General Counsel before distribution. Upon
4 approval, they should be distributed to all Members of the Committee and any other TIA
5 Members desiring or requesting copies.

6 **Part II – Special Guides Applicable to Engineering Standardization Programs**

7 This PART II contains legal policies applying specifically to the operations and conduct
8 of all TIA engineering Standardization and related programs. It details the general
9 policies of the TIA and supplements the procedures contained in Standards and
10 Technology Department "Engineering Manual" ("Manual"). In addition to the rules
11 established in this PART II, all engineering Standardization programs are required to be
12 conducted in accordance with the rules set forth in PART I of these Legal Guides.

13 *Section A. Limitations On Standardization Programs*

14 TIA Standardization programs shall be confined to the formulation of Standards within
15 the rules set forth in this PART II defining or describing the dimension, quality, reliability,
16 operating characteristics, performance, compatibility, interoperability, nomenclature, or
17 any combination of these, and similar factors relating to telecommunications products,
18 processes, systems, and procedures or those useful in the provision of communications
19 services. These programs include not only those sponsored or initiated by the TIA and
20 its Members but also those recommended by Government agencies.

21 *Section B. Statement of Policy*

22 The following statement of policy, reflecting the basic objectives of all Standardization
23 programs, shall be included in all TIA Standards:

24 "TIA Standards are designed to serve the public interest by eliminating
25 misunderstandings between manufacturers and purchasers, facilitating
26 interoperability, interchangeability and improvement of products, and assisting
27 the purchaser in selecting and obtaining the proper telecommunications product
28 for their particular need. Existence of such Standards shall not in any respect
29 preclude any Member or non-Member of the TIA from manufacturing or selling
30 products not conforming to such Standards.

31 "Except as provided in the Engineering Manual, Standards are proposed
32 or adopted by the TIA without regard to whether their proposal or adoption
33 may in any way involve patents or intellectual property on articles,
34 materials, or processes. By such action, the TIA does not assume any
35 liability to any patent owner, nor does it assume any obligation whatever to
36 parties adopting TIA Standards, to parties manufacturing or selling
37 products or services conforming to such Standards or to users of such
38 products or services. Other TIA rules respecting Standards where patents

1 are involved are contained in the Manual and should be read in
2 conjunction with these Guides-PV. Furthermore, in all cases specific
3 requirements and restraints expressed elsewhere in these Guides must
4 govern."

5 *Section C. Basic Rules for Conducting Programs*

6 All TIA Standardization programs shall be conducted in accordance with the following
7 basic rules:

- 8 (1) They shall be carried on in good faith under policies and procedures which will
9 assure fairness and unrestricted participation;
- 10 (2) Participation shall be extended to all technically qualified Members of the
11 industry, including representatives of user groups where appropriate, irrespective
12 of Membership in the TIA;
- 13 (3) Each program shall be shown to serve one or more of the public interest
14 objectives as provided in Section D of this PART II;
- 15 (4) They shall not involve any agreement, expressed or implied, to adhere, or require
16 adherence to a Standard or the use of any coercion, directly or indirectly, with
17 respect thereto;
- 18 (5) They shall not be proposed for or indirectly result in:
 - 19 (a) effectuation of a price fixing arrangement, facilitating price uniformity or
20 stabilization, or restricting competition, giving a competitive advantage to
21 any manufacturer, excluding competitors from the market, limiting or
22 otherwise curtailing production, or
 - 23 (b) reducing product variations except where required to meet one or more of
24 the objectives set forth in Section D of this PART II; and
- 25 (6) Personnel participating in such programs as the representatives of Members of
26 the industry should be technical personnel.

27 *Section D. Selecting a Program*

28 All Standardization programs must be shown to serve a legitimate public interest
29 objective and that objective should be specifically stated in the context of the Standard.
30 To assure this, the program should relate to the achievement of one or more of the
31 following objectives:

- 32 (1) promoting interchangeability and interoperability of products falling within the
33 scope of TIA Engineering Committees;

- 1 (2) eliminating misunderstandings or confusion between manufacturers and buyers
2 with respect to products on which TIA Standards or Specifications are adopted;
- 3 (3) providing assistance to the purchaser in selecting and obtaining the proper
4 product for a particular need;
- 5 (4) improving the quality of products covered by TIA Standards or Specifications.

6 *Section E. Notice of Meetings*

7 Advance notice shall be given to all participating representatives as to the matter to be
8 considered for Standardization and the nature of the action being contemplated.
9 Procedures should provide reasonable means for making available all data,
10 Specifications, and other technical information relating to a product, process or
11 technology proposed for Standardization to all persons participating in or contributing to
12 the program involved irrespective of their Membership in the TIA. Committee activities
13 should be limited to discussions of the engineering and technical aspects of
14 Standardization or the procedures relating thereto.

15 *Section F. Special Rules for Conducting Standardization Programs*

- 16 (1) **Voluntary Adherence to Standards.** Adherence to Standards shall be entirely
17 voluntary and within the discretion of individual manufacturers. Any agreement,
18 expressed or implied, or any coercion, direct or indirect, to adhere or to require or
19 compel adherence to a Standard is **not permitted**.
- 20 (2) **Engineering and Technical Considerations.** All Standardization activity shall
21 be confined to the technical and engineering considerations in the establishment
22 of a Standard and these considerations shall relate to one of the legitimate
23 objectives as provided in Section D of this PART II.
- 24 (3) **Commercial Standards.** Standardization relating to the commercial aspects of
25 products, such as conditions or terms defining commercial relationships between
26 manufacturer and buyer with respect to engineering Standards is **not permitted**.
27 This type of activity is the proper concern of each interested company acting
28 individually and is not a proper Association activity. (See Section A(3), PART I of
29 these Guides.)
- 30 (4) **Standards Involving Quality or Performance.** Generally, Standards relating to
31 quality or performance of products should not specify or describe the
32 characteristics of such products in terms of maximum quality or maximum
33 performance. This does not preclude Standards stated in terms of maximum or
34 minimum - maximum characteristics which are prescribed for the sole purpose of
35 indicating that the product meets certain limited requirements and is designed to
36 serve limited technical functions and purposes. Such Standards generally
37 involve product differentiation as distinguished from product quality. Standards
38 may include suggested specific AQL's (Acceptable Quality Level) for guidance

1 purposes with the actual AQL to be agreed upon between the manufacturer and
2 the user, or include ranges of AQL's for the same purpose.

3 (5) **Revision of Standards.** Any revision of an existing Standard shall conform to
4 the same procedures and policies applicable to the initiation of the original
5 Standard. Such revision should be clearly justified as to legitimacy of objective
6 and that objective should be stated in the revision.

7 (6) **Interpretation of Standards.** The interpretation of Standards, insofar as it may
8 relate to a specific product or manufacturer, is a proper matter for individual
9 company concern and should not be undertaken by TIA Staff Members or any
10 person acting in the capacity of a TIA Engineering Committee Member. TIA Staff
11 comments, if any, shall be limited to an explanation or clarification of technical
12 language or provisions in a Standard but not related to its application to specific
13 products or manufacturers. Means are provided in the Engineering Manual for
14 the rendering of formal interpretations of TIA Standards, which interpretations will
15 be available to all interested parties.

16 (7) **Acceptability of Standards.** All proposed Standards recommended by TIA
17 Engineering Committees or task groups shall be submitted for final review and
18 approval in accordance with the TIA Standards and Technology Department's
19 Engineering Manual.

20 (8) **Final Adoption.** Final adoption of proposed Standards shall be in accordance
21 with the Standards and Technology Department's Engineering Manual. In the
22 process of adopting a Standard, consideration shall be given to all comments of
23 industry and user interests where applicable irrespective of TIA Membership, and
24 industry consensus must be demonstrated. If there is no consensus on the
25 adoption of a proposed Standard, or if due process has not been afforded all
26 commentators, the program involving such Standard should be abandoned or
27 referred to an appropriate Formulating Group for further consideration.

28 *Section G. Procedures for Commenting on Military Specifications and Products*

29 In offering comments or recommendations to elements of the Department of Defense on
30 Military Standardization documents, the following procedures shall be followed:

31 (1) Participation shall be unrestricted and extended to all companies which have
32 made known their interest regardless of Membership in the TIA or on the
33 cognizant Committee or Committees;

34 (2) Adequate notice of meetings shall be given all Committee Members and all other
35 companies or representatives known to have an interest and shall include all
36 issues to be discussed;

37 (3) Comments and recommendations shall be offered merely as such, limited to the
38 technical aspects of the Specifications, and shall reflect any divergence of views
39 among those participating;

- 1 (4) Copies of comments and recommendations shall be sent to all company
2 representatives known to have an interest;
- 3 (5) All submissions to the military departments shall contain a statement that the
4 comments and recommendations reflect only the views of the group participating;
5 and
- 6 (6) They shall be reviewed and submitted by TIA Staff in accordance with
7 established procedures.
- 8 (7) All applicable laws and regulations shall be strictly adhered to.
- 9

1 **ANNEX C – TIA Standards and Technology Department Forms**

2 TIA Standards and Technology Department New Project Request and Authorization
3 Form can be found at:

4 http://www.tiaonline.org/standards/sfg/procedures/new_pn_request_form.cfm

5 TIA Standards and Technology Department Existing Project Request and Authorization
6 Form can be found at:

7 http://www.tiaonline.org/standards/sfg/procedures/pn_request_form.cfm

8 Ballot Authorization Form can be found at:

9 <http://www.tiaonline.org/standards/sfg/procedures/ballot.cfm>

10 TIA Publication Authorization Form can be found at:

11 <http://www.tiaonline.org/standards/sfg/procedures/publication.cfm>

12
13 TIA Change Vote Form “Blue Card” can be found at:

14 http://www.tiaonline.org/standards/sfg/procedures/blue_card.cfm

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16

1 **ANNEX D – Sample Meeting Notice & Agenda**

2

Organization: TIA-TR-15
High Frequency Communications Systems and Equipment

Chair: Willard P. Smith
202-457-4912, wsmith@anywhere.com

Date: June 16, 2006

Time: 9:00 a.m.-5:00 p.m.

Place: Toledo Towers Hotel
Toledo, OH
(900) 238-1056

IMPORTANT NOTICE OF PARTICIPATION

Participation in, or attendance at, any activity of a TIA Formulating Group or any sub-element thereof, constitutes acceptance of and agreement to be bound by all provisions of the TIA Engineering Manual and permission that all communications and statements, oral or written, or other information disclosed or presented, and any translation or derivative thereof, may without compensation, and to the extent such participant or attendee may legally and freely grant such copyright rights, be distributed, published, and posted on TIA’s web site, in whole or in part, on a non-exclusive basis by TIA or TIA’s licensees or assignees, or as TIA directs. Exceptions to the foregoing may be granted or permitted in writing to the Chair of the Formulating Group by TIA’s Senior Vice President, Standards and Special Projects on a case-by-case basis.

1. Call to Order
2. Approval of Meeting Report (Meeting 53)
3. Subcommittee Reports
4. Consideration of PN-4035 (High Speed Interface) for circulation as a Standards Proposal.
5. Set future meeting schedule
6. Other Business – (i.e., Reaffirmation of Chairs)
7. Adjournment

3

1 **Annex E – Sample Meeting Report**

2 **Telecommunications Industry Association**

3 Standards and Technology Department

4 Meeting Report, Meeting Number 54

5 Committee TR-15 High Frequency Communications Systems and Equipment

6 June 16, 2006 Toledo Towers Hotel Toledo, OH

7 Quorum Members Present

<u>Name</u>	<u>Organization Represented</u>
Willard P. Smith (Chair)	Afgo Communications
Moe Diehl	Acme
Joe Morgan	Uvicom
Douglass de Jesus	Ephemerex
Tom Nissan	Holorex
Fred Once	De Coriolis Data Systems

8

9 Quorum Members Absent

<u>Name</u>	<u>Organization Represented</u>
David LeBest	Demovox
Enid Howard	Southern ComTel
Arnold Lafitte	Duro Inc

10

11 Others:
12 (None)

13 1. Call to Order

14 The meeting was called to order at 9:00 am, on Friday, June 14, 2002, by Chair Willard P. Smith. The
15 meeting was held at the Toledo Towers Hotel, Toledo, OH. The Chair announced that a quorum was
16 present. The Chair inquired whether any attendee was aware of any patents that had not yet been
17 disclosed that might relate to any of the pending standards in the Committee. Moe Diehl advised that he
18 believed MicroFirm held at least 2 essential patents on the high-speed interface described in PN-4035.
19 The Chair indicated he/she will have the TIA Standards Secretariat follow up with MicroFirm.

20 2. Meeting Report

21 The Meeting Report of Meeting Number 53 was accepted with editorial corrections.

22 3. Subcommittee Reports

23 The Chair of Subcommittee TR-15.1, Ephemeral Interfaces, reported that the Subcommittee had
24 completed work on project PN-4035, Ephemeral Communications, High-speed Interface, and had voted

1 unanimously to request that it be issued for public comment as a Standards Proposal. Since the final
2 draft of PN-4035 had been mailed to all TR-15 members in advance of the meeting, and the Proposal had
3 been included in the published agenda, the Chair called for discussion prior to a vote to issue a
4 Committee Letter Ballot to approve PN-4035 as an SP. Mr. Once asked the Subcommittee Chair to
5 explain the need for dual backsignals on the F3 and Q5 leads, when it seemed that either one would do.
6 The Chair explained the Subcommittee's rationale, which concerned time delays on satellite circuits. Mr.
7 Once withdrew his objection. The Committee then voted 6-0 for release of the letter ballot.

8 There were no action items from the other Sub-committees. Two draft documents from TR-15.2 were
9 distributed for information.

10 4. Future Meetings

11 The next meeting will take place September 4-7 at the Sunnyside Hilton, Sunnyside, GA and will be hosted
12 by Demovox and Uvicom.

13 The schedule for the next meeting is as follows:

<u>Tues, 9/04</u>	<u>Wed, 9/05</u>	<u>Thurs, 9/06</u>	<u>Fri, 9/07</u>
TR-15.4	TR-15.3	TR-15.1	TR-15.2
TR-15.2.1	TR-15.2.1	TR-15	

14 5. Other Business

15 All of the Subcommittee Chairs reported they had completed the Reaffirmation process. The Committee
16 unanimously voted to Reaffirm Willard Smith again, he has been ably leading this Committee for 23
17 years.

18 There was no other business.

19 6. Adjournment

20 The meeting was adjourned at 5:00 pm. This meeting was conducted in accordance with the TIA Legal
21 Guide and TIA Engineering Manual.

22

23 /Signature/
24
25

26 Willard P. Smith, Chair TR-15 High Frequency Communications Systems and Equipment

27 /Signature/
28

29 Tom Nissan, Secretary

30 LEGAL APPROVAL: John Doe, Esq.
31

1 **Document Register**

2 Committee: TR-15 Year: 2006

<u>Document Number</u>	<u>Title</u>	<u>Source</u>
TR-15/2006/06/001	PN-4035 High Speed Interface	TR-15.1
TR-15/2006/06/002	IS for Automode Procedures	TR-15.2
TR-15/2006/06/003	Modem (GSTN) Beyond 14400 bit/s	TR-15.2

3

4 **Note:** This is a minimum set of information for the document register. Other information, such as meeting
5 report references may be added.

1

2 **Annex F – Committee Correspondence**

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BUILDING GLOBAL COMMUNICATIONS

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(This correspondence represents "working papers." Therefore, contents cannot be viewed as reflecting the corporate policies or the views of the Telecommunications Industry Association or of any company. The Association, the companies and individuals involved, take no responsibility in the applications of this document.)

1 **ANNEX G – TIA SUBMISSION COVER SHEET TEMPLATE**

2

3 This template is a suggested format for the cover sheet to be used when submitting a
4 document to a TIA Formulating Group. Regardless of whether this format is used or
5 not, there are four required elements that must be contained in a cover sheet in
6 whatever form the submitter prepares. These elements (shown in gray shading in the
7 attached template) are: the statement in the exact words described in Section 6.4.5 of
8 the TIA Engineering Manual dated March 2005 and shown in the first shaded box, the
9 name of the Source as defined by the TIA Engineering Manual, the name of the person
10 who prepared or submitted the document, and the intended purpose of the document.

If a submission contains Software, then Annex I, "Software Copyright Holder Statement," and/or Annex J, "TIA Software Evaluation License," may be applicable for protection of certain Software copyrights.

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1 (This submission cover sheet template is accompanied with explanatory notes).
2

Telecommunications Industry Association (TIA)
Anywhere, State, Country MM DD, YYYY²

TR-xx/ 03-04-xxx¹

[Gray shading indicates required elements]

DOCUMENT SUBMITTED TO: *TR-xx Meeting³*

The document to which this cover statement is attached is submitted to a Formulating Group or sub-element thereof of the Telecommunications Industry Association (TIA) in accordance with the provisions of Sections 6.4.1-6.4.6 inclusive of the TIA Engineering Manual dated March 2005, all of which provisions are hereby incorporated by reference.⁴

5

SOURCE⁵:	
CONTACT⁶:	Name of person(s) who prepared/submitted the document Complete Address Telephone Fax Email
TITLE⁷:	
PROJECT NUMBER (PN)⁸:	
DISTRIBUTION⁹:	
INTENDED PURPOSE OF DOCUMENT¹⁰:	<input type="checkbox"/> FOR INCORPORATION INTO TIA PUBLICATION
	<input type="checkbox"/> FOR INFORMATION
	<input type="checkbox"/> OTHER (Please describe)

6 **ABSTRACT¹¹: text text text text text text text text text text text text text text text text text**
7 **text text text text text text text text text text text text text text text text text**

¹ The numbering convention used by the Formulating Group to indicate date of meeting and document number. To obtain a document number, one usually requests it from the Chair, Secretary, or Electronic Document Coordinator (EDC) of the Formulating Group.

² The location and the date of the meeting to which the document is submitted.

³ The numeric designation of the Formulating Group, such as TR-41, to which the document is submitted.

⁴ This statement is required to be on the submission cover sheet per TIA's Engineering Manual, Section 6.4.5.

⁵ The owner of the copyright or license rights, if any, for the material(s) submitted in the document. Examples include a company's name, an individual's name, or an organization's name. In the case of a United States government agency, it is acceptable to list the agency name even though the material submitted by the government is public domain.

⁶ The name of the person who prepared the document and contact information (address, telephone number, fax number and email). In the case where the document is prepared by several people from one company, list the lead individual from the company. In the case where the document is prepared by several companies, list one lead person per company.

⁷ The title of the document as determined by the person(s) who prepared it.

⁸ TIA assigns Project Numbers to all projects in its standards formulating groups. Provide the reference project number, or if unavailable, the working title of a proposed standards project. If this document is not related to a standards project, then it is not necessary to complete this field.

⁹ Indicate the intended audience for distribution. For example, members of TR-45.3 and TR45.3.2.

¹⁰ Indicate the intended purpose of the document, and the intent of the submitter.

¹¹ Include a short abstract of the document and the action requested of the group.

1 **ANNEX G.1 – TIA SUBMISSION COVER SHEET TEMPLATE WITH**
2 **OPTIONAL DISCLOSURE CLAUSES**

3 This template is a suggested format for a cover sheet with optional patent disclosure
4 clauses that may be used when submitting a document to a TIA Formulating Group. If
5 used, the optional disclosure clauses must conform to the wording set forth in Section
6 6.4.7 of the TIA Engineering Manual dated March 2005. Regardless of whether this
7 format is used or not, there are four required elements that must be contained in a cover
8 sheet in whatever form the submitter prepares. These elements (shown in gray shading
9 in the attached template) are: the statement in the exact words described in Section
10 6.4.5 of the TIA Engineering Manual and shown in the first shaded box, the name of the
11 Source as defined by the TIA Engineering Manual, the name of the person who
12 prepared or submitted the document, and the intended purpose of the document.

13 The optional patent disclosure clauses from Section 6.4.7 for possible inclusion in a
14 contribution cover sheet are shown in the attached template.

If a submission contains Software, then ANNEX I, "Software Copyright Holder Statement," and/or ANNEX J, "TIA Software Evaluation License," may be applicable for protection of certain Software copyrights.

15

16

1
2 **PATENT DISCLOSURE [OPTIONAL]²³**

The submitter presenting this Contribution has reason to believe that there are patent(s) and/or published pending patent application(s) that may be essential to the practice of all or part of this Contribution as incorporated in a TIA Publication.

OR

The Source may have patent(s) and/or published pending patent application(s) that may be essential to the practice of all or part of this Contribution as incorporated in a TIA Publication, and the Source is willing to comply with Paragraphs 1, 2(a), or 2(b) of ANNEX H of the TIA Engineering Manual dated March 2005 as to such patent(s) and/or published pending patent application(s).

3

²³ Per Section 6.4.7 of the Manual, early disclosure can be made by the submitter using one of the following phrases.

1 ANNEX H – PATENT HOLDER STATEMENT-SPECIFIC

2 †This Patent Holder Statement is located at <http://www.tiaonline.org/standards/sfg/procedures/ipr.cfm>,
 3 and such form shall be used to submit Patent Holder Statements whether electronic or written. One form
 4 per Reference Document should be submitted, however, the Patent Holder Statement-General can be
 5 used for multipart Standards or other specific groupings of Reference Documents. If you do not know the
 6 Reference Document Number, please contact TIA Standards Secretariat at +1.703.907.7961.

7 ‡ For definitions of terms used in this statement, please refer to TIA's Engineering Manual dated March 2005 located
 8 at http://www.tiaonline.org/standards/sfg/engineering_manual.cfm

Date Statement Completed:	
Reference Document Number: (refer to Project Number, Standards Proposal Number, or reserved or actual document number)	
Reference Document Title: (optional)	
Patent Holder Name:	
Patent Holder Mailing Address:	
Patent Holder Web Site: (optional)	
Name of IPR Contact Person:	
Title of IPR Contact Person:	
Submitter Name:	
Submitter Mailing Address (if different than listed above for Patent Holder):	
Telephone:	
Fax:	
Email:	

9

10 On behalf of the above Patent Holder, and being authorized by the Patent Holder to make such
 11 statements, the following is indicated:

12 With respect to any Essential Patent(s) necessary for the practice of any or all Normative portions of the
 13 above Reference Document as it exists on the date of submittal of this form, should such Reference
 14 Document be approved as a Standard:

1 (mark those Paragraphs below with an "X" that are applicable)

2 (1) The undersigned Patent Holder states:

3 ___ It does not hold the rights to license any Essential Patent(s) necessary for the practice of any or all
4 of the Normative portions of the above Reference Document.

5 (2) The undersigned Patent Holder states one of the following:

6 ___ a) A license under any Essential Patent(s), the license rights to which are held by the undersigned
7 Patent Holder, will be made available to all applicants under terms and conditions that are
8 reasonable and non-discriminatory, without monetary compensation, and only to the extent
9 necessary for the practice of any or all of the Normative portions of the above Reference Document
10 for the field of use of practice of the Standard;

11 OR

12 ___ b) A license under any Essential Patent(s), the license rights to which are held by the undersigned
13 Patent Holder, will be made available to all applicants under terms and conditions that are
14 reasonable and non-discriminatory, which may include monetary compensation, and only to the
15 extent necessary for the practice of any or all of the Normative portions of the above Reference
16 Document for the field of use of practice of the Standard.

17 Either Paragraph (2a) or (2b), whichever is selected above, **may be modified** below by marking one or
18 both of the following:

19 ___ The commitment to license above selected will be made available only on a reciprocal basis. The
20 term "reciprocal" means that the licensee is willing to license the licensor in compliance with either
21 Paragraph (2a) or (2b) above as respects the practice of the above Reference Document.

22 ___ The undersigned Patent Holder hereby limits its commitment to license under either Paragraph (2a)
23 or (2b) above to the Essential Patent(s) identified by issuance and filing dates and numbers on
24 Exhibit "A" attached hereto, and represents that Exhibit "A" contains all the undersigned's known
25 licensable Essential Patent(s) rights, as of the date stated below, only to the extent necessary for the
26 practice of any or all of the Normative portions of the above Reference Document. The undersigned
27 Patent Holder undertakes to advise TIA of any licensable Essential Patent(s) rights of the
28 undersigned which become known to the undersigned after this date and to notify TIA whether a
29 license will be made available with respect thereto in accordance with the TIA IPR Policy. Nothing in
30 this statement requires the undersigned Patent Holder to make a patent search.

31 The statements contained in Paragraphs (2a) or (2b), if marked, along with any modifications selected
32 above are irrevocable and shall be binding upon the undersigned. In the event the rights of the
33 undersigned in and to the Essential Patent(s) subject to such commitments are assigned or transferred,
34 the undersigned shall notify the assignee or transferee of the existence of such commitments.

35 If none of the above Paragraphs are marked, the undersigned Patent Holder states that it declines to
36 make any commitments to license on the terms set forth in Paragraphs (1), (2a) or (2b) above.

37 Agreed on behalf of the above Patent Holder:

(Signature) (Title)

(Name printed) (Date)

1 ANNEX H.1 – PATENT HOLDER STATEMENT-GENERAL

2 Scope means the TIA subject matter considered applicable to this Patent Holder Statement-General. There are three
 3 categories of scopes, each being successively broader, of which one can be designated in this Patent Holder
 4 Statement-General. The narrowest scope is limited to a Reference Document, which can include all subparts of a
 5 multipart document or can be further limited to a specific subpart(s). In lieu of submittal of Patent Holder Statement-
 6 Specific for each subpart of a multipart Standard, such as TIA/EIA-136 or IS-2000 which has several subparts, it is
 7 acceptable to submit one statement provided that one selects Category A, provides the Reference Document
 8 Number, selects Multipart, and indicates ALL PARTS INCLUSIVE.

9 TIA's policy requires the submittal of a new Patent Holder Statement for each revision of a Standard. The scope of
 10 Category A can also be used to encompass all revisions of a document including subsequently published revisions. It
 11 is acceptable to submit one Patent Holder Statement-General for all subsequent revisions of a Standard provided that
 12 one selects Category A, provides the Reference Document Number, indicates Revision Designation, and indicates
 13 THIS REVISION & ALL SUBSEQUENT REVISIONS.

14 In the scope of Category A, it is acceptable for the submitter to mark both Multipart and Revision Number
 15 Designations. Please note that if you mark only multipart as an option, this option does not include future revisions of
 16 the document. If you mark revision designation as an option, and select "THIS REVISION & ALL SUBSEQUENT
 17 REVISIONS", then this is a designation for all subsequent revisions of the designated document, unless the Patent
 18 Holder modifies this Statement at a later date.

19 The next category of scope, Category B, is limited to an identified TIA Formulating Group, which can be designated
 20 by the numeric designation.

21 The broadest category of scope, Category C, is limited to the TIA in general, with specific designations to either (a) all
 22 TIA Formulating Groups in which the Patent Holder participates; or (b) any TIA Standard.

23 To the extent that varying degrees of scope are selected that result in a conflict (e.g. Category B and C marked) then
 24 the intent of the Patent Holder making the General Statement shall be construed to apply to the lesser, or more
 25 limited, scope category. (i.e. Category B)

Scope of Patent Holder Statement-General: (mark one category only):	SCOPE CATEGORY A <input type="checkbox"/> Reference Document Reference Document Number: _____ (can mark one or both of the following designations) <input type="checkbox"/> Multipart Designation a) <input type="checkbox"/> ALL PARTS INCLUSIVE (including subparts, addendum); OR b) <input type="checkbox"/> Specific subpart(s) ; Subpart designation(s) (e.g. .1, .2, .3) _____ <input type="checkbox"/> Revision Designation a) <input type="checkbox"/> THIS REVISION & ALL SUBSEQUENT REVISIONS ; OR b) <input type="checkbox"/> Specific revision (s); Revision designation(s) (e.g. A, B, C) _____
	SCOPE CATEGORY B <input type="checkbox"/> All Patent Holder Contributions to Designated TIA Formulating Group, as specified below: Formulating Group Designation Number (e.g. TR-45.2): _____
	SCOPE CATEGORY C <input type="checkbox"/> The TIA generally, as specified below: (check one only) <input type="checkbox"/> All TIA Formulating Groups in which Patent Holder participates; OR <input type="checkbox"/> Any TIA standard.

26 This Patent Holder Statement is located at <http://www.tiaonline.org/standards/sfg/procedures/ipr.cfm>, and
 27 such form shall be used to submit Patent Holder Statements whether electronic or written. One form per
 28 Reference Document should be submitted, however, the Patent Holder Statement-General can be used
 29 for multipart Standards or other specific groupings of Reference Documents. If you do not know the
 30 Reference Document Number, please contact TIA Standards Secretariat at +1.703.907.7961.

31 ‡ For definitions of terms used in this statement, please refer to TIA's Engineering Manual dated March 2005 located
 32 at http://www.tiaonline.org/standards/sfg/engineering_manual.cfm

Date Statement Completed:	
Patent Holder Name:	
Patent Holder Mailing Address:	
Patent Holder Web Site: (optional)	
Name of IPR Contact Person:	
Title of IPR Contact Person:	
Submitter Name:	
Submitter Mailing Address (if different than listed above for Patent Holder):	
Telephone:	
Fax:	
Email:	

- 1 On behalf of the above Patent Holder, and being authorized by the Patent Holder to make such
- 2 representations, the following is indicated:
- 3 With respect to any Essential Patent(s) relevant to the Standards which fall within the above indicated
- 4 Scope:
- 5

1 (mark those Paragraphs below with an "X" that are applicable)

2 (1) The undersigned Patent Holder states:

3 ___ It does not hold the rights to license any Essential Patent(s) necessary for the practice of any or all
4 of the Normative portions of any Standards which fall within the above indicated Scope.

5 (2) The undersigned Patent Holder states one of the following:

6 ___ a) A license under any Essential Patent(s), the license rights to which are held by the undersigned
7 Patent Holder, will be made available to all applicants under terms and conditions that are
8 reasonable and non-discriminatory, without monetary compensation, and only to the extent
9 necessary for the practice of any or all of the Normative portions of Standard(s) falling within the
10 above indicated Scope for the field of use of the practice of said Standard(s);

11 OR

12 ___ b) A license under any Essential Patent(s), the license rights to which are held by the undersigned
13 Patent Holder, will be made available to all applicants under terms and conditions that are
14 reasonable and non-discriminatory, which may include monetary compensation, and only to the
15 extent necessary for the practice of any or all of the Normative portions Standard(s) falling within the
16 above indicated Scope for the field of use of the practice of said Standard(s);

17 Either Paragraph (2a) or (2b), whichever is selected above, **may be modified** below by marking the
18 following:

19 ___ The commitment to license above selected will be made available only on a reciprocal basis. The
20 term "reciprocal" means that the licensee is willing to license the licensor in compliance with either
21 Paragraph (2a) or (2b) above as respects the practice of the Standard covered by the requested
22 license.

23 The statements contained in Paragraphs (2a) or (2b), along with the modification, if selected above, are
24 irrevocable as to all Reference Documents in existence prior to balloting and shall be binding upon the
25 undersigned. In the event the rights of the undersigned in and to the Essential Patent(s) subject to such
26 commitments are assigned or transferred, the undersigned shall notify the assignee or transferee of the
27 existence of such commitments.

28 Notwithstanding the forgoing, the statements contained in Paragraphs (2a) or (2b), along with the
29 modification, if selected above, may be amended or terminated upon notice in writing delivered to TIA as
30 to any or all Reference Documents that have not yet been balloted.

31 If none of the above Paragraphs are marked, the undersigned Patent Holder states that it declines to
32 make any commitments to license on the terms set forth in Paragraphs (1), (2a) or (2b) above.

33 Agreed on behalf of the above Patent Holder:

(Signature)

(Title)

(Name printed)

(Date)

34

1 ANNEX I – SOFTWARE COPYRIGHT HOLDER STATEMENT

2 †This Software Copyright Holder Statement is located at
 3 <http://www.tiaonline.org/standards/sfg/procedures/jpr.cfm>, and such form shall be used to submit
 4 Software Copyright Holder Statements whether electronic or written. One form per Reference Document
 5 should be submitted. If you do not know the Reference Document Number, please contact TIA
 6 Standards Secretariat at +1.703.907.7961.

7 ‡ For definitions of terms used in this statement, please refer to TIA’s Engineering Manual dated March
 8 2005 located at http://www.tiaonline.org/standards/sfg/engineering_manual.cfm
 9

Date Statement Completed:	
Reference Document Number: (refer to Project Number, Standards Proposal Number, or reserved or actual document number)	
Reference Document Title: (optional)	
Software Copyright Holder Name:	
Software Copyright Holder Mailing Address:	
Software Copyright Holder Web Site: (optional)	
Name of IPR Contact Person:	
Title of IPR Contact Person:	
Submitter Name:	
Submitter Mailing Address (if different than listed above for Software Copyright Holder):	
Software Name or Identification and Version (the “Software”):	
Telephone:	
Fax:	
Email:	

10

11

1 On behalf of the above Software Copyright Holder, and being authorized by the Software Copyright
2 Holder to make such statements, the following is indicated:

3 With respect to the Software as it exists on the date of submittal of this form, should such Reference
4 Document be approved as a Standard:

5 (mark those Paragraphs below that are applicable)

6 (1) The undersigned Software Copyright Holder states:

7 The undersigned waives its copyright in the Software to the extent necessary to practice any or all of
8 the Normative Portions of the above Reference Document for the field of use of practice of the
9 Standard.

10 (2) The undersigned Software Copyright Holder states one of the following:

11 a) A license to reproduce, use and distribute the Software, will be made available to all applicants
12 under terms and conditions that are reasonable and non-discriminatory, without monetary
13 compensation, and only to the extent necessary for the practice of any or all of the Normative
14 portions of the above Reference Document for the field of use of practice of the Standard;

15 OR

16 b) A license to reproduce, use and distribute the Software, will be made available to all applicants
17 under terms and conditions that are reasonable and non-discriminatory, which may include monetary
18 compensation, and only to the extent necessary for the practice of any or all of the Normative
19 portions of the above Reference Document for the field of use of practice of the Standard.

20
21 Either Paragraph (2a) or (2b), whichever is selected above, **may be modified** below by marking one or
22 both of the following:

23 The commitment to license above selected will be made available only on a reciprocal basis. The
24 term "reciprocal" means that the licensee is willing to license the licensor in compliance with either
25 Paragraph (2a) or (2b) above as respects the practice of the above Reference Document.

26 The license made available by the undersigned will include the right to modify the Software, provided
27 the licensee is willing to make available to the licensor a license to reproduce, use and distribute any
28 modifications to the Software, in both cases and only to the extent necessary for the practice of any
29 or all of the Normative portions of the above Reference Document for the field of use of practice of
30 the Standard.

31 The statements contained in Paragraphs (2a) or (2b), if marked, along with any modifications selected
32 above are irrevocable and shall be binding upon the undersigned. In the event the rights of the
33 undersigned in and to the Software subject to such commitments are assigned or transferred, the
34 undersigned shall notify the assignee or transferee of the existence of such commitments.

35 Agreed on behalf of the above Software Copyright Holder:

(Signature) (Title)

(Name printed) (Date)

1 **ANNEX J – TIA SOFTWARE EVALUATION LICENSE**

2 The undersigned (“Licensor”) hereby grants to the persons and/or companies listed on Exhibit A attached
3 hereto (“Licensee”), a non-exclusive, compensation-free, limited license to evaluate the Software
4 identified on Exhibit B attached hereto (“SOFTWARE”) upon the terms and conditions contained in this
5 license, as follows:

6
7 1. The Licensee may use the SOFTWARE for the sole purpose of evaluating a draft or proposed
8 standard being considered by a Formulating Group of the Telecommunications Industry Association (TIA)
9 and identified as Reference Document: [insert Reference Document Number]

10
11 2. The SOFTWARE shall be held in confidence by the Licensee. Licensee shall not rent, lease, sell,
12 sublicense, assign or otherwise disclose, transfer or dispose of the SOFTWARE to any third party, nor
13 shall the SOFTWARE be distributed, published, copied, utilized, reproduced, or modified in any manner
14 or in any medium; however, the Licensee shall be permitted to perform such acts as are necessary for the
15 sole purpose of evaluation as herein provided.

16
17 3. THIS LICENSE IS GRANTED “AS IS” AND WITHOUT ANY WARRANTY WHATSOEVER. THE
18 LICENSOR MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED
19 INCLUDING, BUT NOT BY WAY OF LIMITATION, ANY WARRANTIES OR REPRESENTATIONS OF
20 MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN ADDITION, WITHOUT
21 LIMITING THE GENERALITY OF THE FOREGOING, THE LICENSOR MAKES NO REPRESENTATION
22 THAT THE SOFTWARE WILL NOT INFRINGE ANY PATENT, COPYRIGHT, OR OTHER
23 INTELLECTUAL PROPERTY RIGHT OF ANY THIRD PARTY.

24
25 4. The Licensee does hereby waive and release any claim by or reason of any matter whatsoever
26 on account of, or arising from, or relating to the use of the SOFTWARE or any information furnished by
27 the Licensor in connection therewith or with respect thereto.

28
29 5. Licensor shall not be liable for any incidental, indirect, special, exemplary or consequential loss or
30 damages of any nature arising out of or in any way related to the use of the SOFTWARE.

31
32 6. No intellectual property rights to the SOFTWARE are transferred by virtue of this instrument.

33
34 7. The Licensee shall not release the results of any evaluation of the SOFTWARE to any third party
35 without the prior written approval of the Licensor; provided, however, that the Licensee may disclose the
36 results of such evaluation to the TIA Formulating Group for the purpose of evaluation of the SOFTWARE.

37
38
39 ACCEPTED AND AGREED TO:

40 _____
(Signature)

(Signature)

(Name printed)

(Name printed)

(Title of Licensor)

(Title of Licensee)

(Date)

(Date)

1 ANNEX K – NUMBERING OF DOCUMENTS

Examples	Explanation of Numbering	Explanation of Characters
SP-1234	Initial publication or base document.	
SP-1234.XXX	With the creation of a base document, several parts can be created. Note: <i>You must have a base document to have sub-parts. Each part can be balloted separately and revised separately; however, base document must be updated appropriately to reflect changes made to the parts.</i>	Committee's discretion as to to how many characters will be used in the extension.
SP-1234-AD1 SP-1234-AD2	Addendum 1 to base document Addendum 2 to base document	
SP-1234-RV1 SP-1234-RV2	Revision 1 of TIA-999-A Revision 2 of TIA-999-B	
SP-1234-AD1-RV1 SP-1234-AD1-RV2	Revision A of addendum 1 to TIA-999 Revision B of addendum 1 to TIA-999	
SP-1234-RV1-AD1 SP-1234-RV1-AD2	Addendum 1 to revision A of TIA-999 Addendum 2 to revision A of TIA-999	
SP-1234-URV	Revision and upgrade of a TSB or IS to ANS Status	
SP-1234-UG	Upgrade of a TSB or IS to ANS Status	
SP-1234-RF1 SP-1234-RF2	Reaffirmation of TIA-999 first time Reaffirmation of TIA-999 second time	
SP-1234-WD	Withdrawal of a TSB, IS, or ANS document	

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Note: *Every time a document is revised, it incorporates all addenda from the previous revision. For example, if TIA-999 had two addenda (TIA-999-1 and TIA-999-2) then revision A of TIA-999 would incorporate the previous version and all its addenda.*

1 **Note:** *Every time a part is modified (revised or rescinded), the text of the*
2 *umbrella document must be modified accordingly.*

3 These procedures allow the same project number (PN) to be associated with the life of
4 a document. For example, PN-1234 would be assigned to a new TIA-999. If a revision
5 is proposed for TIA-999, the same project number (PN-1234) can be used again with
6 the addition of the letter "A" (PN-1234-A) using the nomenclature described in the above
7 table. If an addendum is proposed for TIA-999, the project number would be
8 PN-1234-1.

9
10 The same nomenclature also will be used for Standards Proposals (SP). The
11 advantage of having the same PN/SP number associated with the life of a document is
12 ease of tracking related parts.