

# Information & telecommunication Standardization Operation Regulations

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## Chapter 1. General Provisions

### Article 1. Purpose

The purpose of these Information & telecommunication Standardization Operation Regulations (hereinafter referred to as these “Operation Regulations”) is to set forth any terms and conditions under which Telecommunications Technology Association (hereinafter referred to as “TTA”) shall conduct any standardization activities, including establishment of a standardization organization and enactment, revision and nullification of a TTA standard, in accordance with the provision of Article 26 of the articles of incorporation of TTA.

### Article 2. Definitions

① “Korea Communications Standard (KCS)” shall refer to the standard which has been announced by the Minister of Information and Communication and affects any communication operators, manufacturers, research institutes, government departments and other entities engaging in the information and telecommunication sector in Korea.

- ② “Telecommunications Technology Association Standards (TTAS, hereinafter referred to as "the Standard")” shall refer to the standard adopted in accordance with the procedures defined in these Operation Regulations and proclaimed by the TTA President in order to seek common interests of any TTA Project Participants and to protect any users, and shall be classified into Korean Standard, English Standard, Interim Standard, and Technical Specification.
- ③ "Korean Standard (TTAK)" shall refer to the Korean version of the Standard.
- ④ “English Standard (TTAE)” shall refer to the English version of the Standard for the purpose of the international standardization of Korean technologies or the main text, annex, appendices, and drawings either in whole or in part written in English in order to reduce the amount of translating work when complying with international standards and avoid any possible errors in standard interpretation that could occur during translation.
- ⑤ “TTA Interim Standard (TTAI)” shall refer to the standard temporarily applied when it is necessary to establish the Standard as soon as possible but it takes a long time to verify the trend of development of relevant technologies. TTA shall re-consider whether to adopt the TTAI as a Korean or English standard within one (1) year of the establishment of the TTAI.
- ⑥ “TTA Technical Specification (TTAT)” shall refer to the technical standard which adopted the Technical Specification as a national specification which is made based on the agreements on global projects such as 3GPPs and the need of promptly establishing a standard complying with the market needs.
- ⑦ “TTA Technical Report (TTAR)” shall refer to the technical document which is not suitable for use as the Standard but leaves nothing to be desired as the document to establish any standardization-related interests.
- ⑧ “TTA Project Participant” shall refer to any person who participates in any TTA projects in accordance with Article 2 of the TTA Project Participation Regulations and shall include a full membership, associate membership, and corporate membership.
- ⑨ “Board of Directors” shall refer to the body to which directors of TTA shall belong as specified in Article 18 of the Articles of Incorporation.
- ⑩ "Secretariat" shall refer to the standardization division of TTA.

## **Chapter 2. IT Standardization Committee**

### **Section 1. General IT Technical Assembly**

#### **Article 3. Organization**

The TTA President shall organize a Technical Assembly which will be responsible

for reviewing and resolving any matters related to the establishment, revision and nullification of the Standard (hereinafter referred to as "the establishment etc.").

#### **Article 4. Commissioners**

The Technical Assembly shall consist of any commissioners of the following:

- (1) Representative commissioner of any general TTA project participants in accordance with Article 2.2 of the TTA Project Participation Regulations
- (2) Telecommunications Standards Advisory in accordance with Article 2.4 of the TTA Project Participation Regulations

#### **Article 5. Duties**

The Technical Assembly shall:

- (1) review and resolve any matters related to the establishment etc. of the Standard;
- (2) entrust the Project Group with the matters related to the establishment etc. of TTAT;
- (3) review and resolve any matters related to suggestion of KICS;
- (4) resolve or approve any matters deemed to be necessary and suggested by the Steering Committee;
- (5) approve any 3-year project plans for IT standardization;
- (6) review and resolve any matters related to the reorganization of the Standardization Committee, including organization/abolition of the Technical Committee in/from the Technical Assembly;
- (7) establish and revise any regulations necessary for operation of the IT Standardization Committee; and
- (8) decide any other matters necessary for implementation of IT standardization.

#### **Article 6. Chairman Group**

- ① A chairman group shall consist of a chairman, vice-chairman (or vice chairmen) and a secretary.
- ② The chairman shall be elected by the Technical Assembly among its commissioners and if necessary, more than one (1) vice-chairman may be nominated by the chairman among the commissioners.
- ③ The chairman shall preside over the Technical Assembly, and the vice-chairman (or vice-chairmen) shall assist the chairman. In the absence of the chairman, the vice-chairman (or vice-chairmen) shall act therefor.
- ④ The term of office of the chairman and the vice-chairman (or vice-chairmen) shall be two (2) years and they may be reappointed; provided, however, that the term of office of any of a chairman or vice-chairman (or vice-chairmen) elected to fill a vacancy shall be the remainder of the term of office of his predecessor.

- ⑤ The chief in charge of TTA standardization shall become the secretary.
- ⑥ The secretary shall establish the plans to convene meetings, implement the procedures necessary for convening the meetings, prepare minutes and perform any other necessary work activities.

#### **Article 7.Meetings**

- ① Meetings shall be either periodical or temporary.
- ② Periodical meetings shall be convened two (2) times on an annual basis, and a face-to-face meeting is in principle.
- ③ Temporary meetings may be held in any of the following cases and if necessary it may be held by electronic methods(including fax or e-mail) ;
  - (1) if it is necessary to hold the temporary meetings at the sole discretion of the chairman; or
  - (2) if at least 1/3 of the commissioners request in writing that the temporary meetings be convened.
- ④ The convening of the meetings shall be subject to any of the followings:
  - (1) The TTA President shall convene the meetings upon the receipt of the request from the chairman.
  - (2) In case of the above Paragraph 3, the TTA President shall convene the meetings within one (1) month from the receipt of the request of the chairman.
  - (3) In connection with convening of each meeting, a written notice thereof stating the date, time, place and agenda shall be dispatched to all the commissioners of the Technical Assembly at least one (1) week prior to the date set for such meeting.
  - (4) A quorum at each meeting is at least 2/3 of the casting votes.

#### **Article 8.Resolutions**

- ① The concurrent vote of at least 2/3 of the commissioners present shall be necessary for decisions of the establishment, revision and nullification of the Standard. Resolutions on review of any other matters shall be adopted by the affirmative vote of at least a majority of the commissioners present at such meeting.
- ② If necessary, the chairman of the Technical Assembly may decide to cause the commissioners to cast votes in electronic ballot regarding the resolutions specified in the above Paragraph 1. In such case, casting of votes by at least 2/3 of the total members, and the concurrent vote of at least 2/3 of the members casting the votes, shall be necessary for decisions of the establishment, revision and nullification of the Standard. Resolutions on any other matters shall be adopted by casting of votes by at least 2/3 of the total members and the affirmative vote of at least a majority of the members casting the votes.

③ The secretary shall notify the commissioners of the results of the resolutions specified in the above Paragraphs 1 and 2, and report the results at a next Technical Assembly.

④ Abandoned votes shall be excluded from the number of effective votes of the Paragraphs 1 and 2.

**Article 9. Number of Votes**

The number of votes specified in Article 8 shall be subject to Article 7 of the TTA Project Participation Regulations.

**Article 10. Resolution Methods**

① Decision by votes shall be either of the followings:

- (1) affirmative;
- (2) negative; or
- (3) abandoned.

② If any commissioner casts a negative vote, he shall suggest the reasons for negative vote or any concrete alternatives.

③ If any commissioner fails to suggest the reasons for a negative vote or any concrete alternatives as specified in the above Paragraph 2, the vote cast by the commissioner shall be included in the abandoned votes.

④ Decision in accordance with Article 8.3 of this regulations shall be subject to Exhibit 1 attached hereto. If there are any objections to or opinions about the casting of votes in writing with regard to the adoption of the Standard, the chairman shall bring up the issue for discussion in a next meeting again, or submit the issue to the concerned Technical Committee for reference in preparation for a next revision.

**Article 11. Delegation of Voting Rights**

① If any commissioner is not able to attend the meeting due to unavoidable circumstances, he may cast a vote in writing, or authorize his proxy who has a power of attorney to exercise a voting right on behalf of the commissioner.

② In case of the above Paragraph 1, the commissioner shall be deemed to have attended the meeting. The power of attorney shall be in the form of Exhibit 2 attached hereto.

**Article 12. Compliance with Resolutions**

TTA Project Participants and the commissioners of the Technical Assembly shall comply with and perform sincerely and faithfully the resolutions.

**Article 13. Minutes**

The TTA President shall distribute the report of the meeting written by a secretary to the commissioners of the Technical Assembly after the meeting is held, and the followings shall be stated in the minutes:

- (1) time and place of the meeting;
- (2) the number of all the commissioners in office and the commissioners present at the meeting (including the number of total votes and the number of votes actually cast);
- (3) companies and names of the commissioners present at the meeting (including the commissioners casting votes in writing and proxies);
- (4) reports and decisions (details, development and results thereof); and
- (5) any other matters about the progress of the meeting.

## **Section 2. Steering Committee**

### **Article 14. Organization**

The Technical Assembly may establish the Steering Committee which is responsible for coordinating any work activities among Technical Committees, giving the advices about implementation of standardization, and assisting the standardization-related works efficiently.

### **Article 15. Commissioners**

The Steering Committee shall consist of any commissioners who fall under the category of the followings:

- (1) Chairman group of the Technical Assembly;
- (2) Chairman of the Strategy Plan Committee and the chairman and vice-chairman of each Technical Committee; or
- (3) Any individual nominated by the TTA President, among the persons related to the standardization in the Board of Directors.

### **Article 16. Duties**

The Steering Committee shall

- (1) adopt demanded standardization projects and approve the cessation of standardization projects;
- (2) review and resolve any matters related to organization, unification and abolition of Project Group(s) in each Technical Committee;
- (3) coordinate standardization work activities and opinions among Technical Committees;
- (4) handle the matters entrusted by the Technical Assembly;
- (5) review the agenda brought up for discussion before the Technical Assembly in advance;

- (6) report the results of the activities conducted by the Steering Committee to the Technical Assembly; and
- (7) entrust the Project Group with adoption and cessation of demanded standardization projects related to TTAT;

**Article 17. Chairman Group**

A chairman group shall consist of a chairman, a vice-chairman and a secretary. The chairman, vice-chairman and secretary of the Technical Assembly shall also hold the office of the chairman, vice-chairman and the secretary of the Steering Committee, respectively.

**Article 18. Meetings**

- ① Meetings shall be either periodical or temporary.
- ② Periodical meetings shall be convened once per quarter and face-to-face meeting is in principal.
- ③ Temporary meetings may be held in any of the following cases (electronic ballot may be held if necessary);
  - (1) if it is necessary to hold the periodical meetings at the sole discretion of the TTA President;
  - (2) if holding the temporary meetings is deemed necessary and requested by the chairman; or
  - (3) if at least 1/3 of the commissioners request in writing that the temporary meetings be convened.
- ④ The convening of the meeting shall be subject to any of the followings:
  - (1) The TTA President shall convene the meeting to the request of the chairman.
  - (2) In case of the above Paragraph 3, the TTA President shall convene the meeting within three (3) weeks from the receipt of the meeting request.
  - (3) In connection with convening of each meeting, a written notice thereof stating the date, time, place and agenda shall be dispatched to all the commissioners of the Steering Committee at least one (1) week prior to the date set for such meeting.
  - (4) A quorum at each meeting, whether periodical or temporary, shall be achieved in the presence of at least a majority of the commissioners in office.

**Article 19. Resolutions**

- ① Resolutions shall be adopted by the affirmative vote of at least a majority of the commissioners present at the Steering Committee meeting; provided, however, that if any commissioner is unable to attend such meeting due to any unavoidable reasons, the provision of Article 11 shall be applied.

② If it is urgent or difficult to convene the meetings at the sole discretion of the chairman of the Steering Committee, he may request the commissioners to cast votes in writing regarding the resolutions.

③ Casting of votes in writing shall be subject to Exhibit 1 attached hereto. Resolutions shall be adopted by casting of votes by at least a majority of the total commissioners in office and the affirmative vote of at least a majority of the commissioners casting the votes.

④ The TTA President shall distribute the report of the meeting written by the secretary to the commissioners of the Steering Committee after the meeting is held and report the resolutions to a next meeting of the Steering Committee.

⑤ The Steering Committee members shall have only one (1) vote per person, and the secretary shall have no voting rights.

⑥ Abandoned votes shall be excluded from the total number of effective votes of the Paragraphs 1 and 3.

### **Section 3. Strategy Plan Committee**

#### **Article 20. Organization**

(1) The Steering Committee may have the Strategy Plan Committee which will be responsible for reviewing and implementing any standardization-related work activities efficiently.

#### **Article 20-2. Commissioners**

- ① The Strategy Plan Committee shall consist of the following commissioners:
- (1) One (1) person recommended among the commissioners of a Technical Committee by the chairman of each Technical Committee;
  - (2) Any experts who is well familiar with and experienced in a relevant area, and recommended among their employees and by any TTA Project Participant;
  - (3) Any person recommended by the chairman of the Steering Committee or the Strategy Plan Committee after going through a consultation with the Secretariat and nominated by the TTA President as a special commissioner, among individuals who are well familiar with and experienced in the IT standardization; or
  - (4) Any TTA's employee nominated by the TTA President.
- ② The chairman shall have a right to dismiss the commissioner of Paragraph 1 above if the commissioner is absent from the meetings four (4) consecutive times.

#### **Article 20-3. Duties**



- ① The Strategy Plan Committee shall
  - (1) establish the standardization strategy of the IT standardization committees;
  - (2) establish a 3-year project plan(draft) for the ICT standardization and review the status of the implementation thereof;
  - (3) review the procedures for reflecting users' opinions at the ICT standardization;
  - (4) establish and review IPR strategy for ICT standardization;
  - (5) perform the activities designated by the Steering Committee; and
  - (6) report the results of the activities conducted by the Strategy Plan Committee to the Steering Committee.
- ② The Strategy Plan Committee can have any specialized committee if necessary to perform the duties listed above the provision of Article 20-3.1.

**Article 20-4. Chairman Group**

- ① A chairman group shall consist of a chairman, vice-chairman (or vice-chairmen) and a secretary. The chairman shall be elected by the Strategy Plan Committee among its commissioners and if necessary, more than one (1) vice-chairman may be nominated by the chairman among the commissioners.
- ② The term of office of the chairman and the vice-chairman (or vice-chairmen) shall be two (2) years and reappointed is possible; provided, however, that the term of office of any of a chairman or vice-chairman (or vice-chairmen) elected to fill a vacancy shall be the remainder of the term of office of the predecessor.
- ③ The person in charge of the standardization of TTA shall become the secretary.

**Article 20-5. Meetings**

- ① The meetings shall be convened by the chairman.
- ② A face-to-face meeting is in principle, however if necessary, electronic ballot may be held.
- ③ In connection with convening of each meeting, a written notice thereof stating the date, time, place and agenda shall be dispatched to all the commissioners of the Strategy Plan Committee at least one (1) week prior to the date set for such meeting. However, when there is an emergency circumstances or any other unavoidable reasons, the chairman shall go through conference with the Secretariat and attach the reason for convening the meeting to notify the commissioners in writing at least one (1) day prior to the date set for such meeting.

**Article 20-6. Resolutions**

- ① Concurrence of resolutions in Strategy Plan Committee is in principle; however, if the chairman of Strategy Plan Committee decides that resolutions are needed

when failed to reach an agreement, resolutions shall be as follows:

- (1) The resolutions on adoption of a draft standard shall be adopted by the attendance of at least a majority of the commissioners in office and the affirmative vote of at least 2/3 of the commissioners present at such meeting.
- (2) Resolutions on review of any other matters shall be adopted by the attendance of at least a majority of the commissioners in office and the affirmative vote of at least a majority of the commissioners present at such meeting.
- ② With reference to the Paragraph1, Article 11 shall be applied when a commissioner is prevented by unavoidable business from attending the meeting.
- ③ With reference to the Paragraph1, if it is urgent or difficult to convene the meetings at the sole discretion of the chairman of the Strategy Plan Committee, he may request the commissioners to cast votes in writing regarding the resolutions. In this case, <Exhibit 1> "Written Opinion" shall be applied and resolved as follow:

- (1) The resolutions on adoption of a draft standard shall be adopted by the voting of at least a majority of the commissioners in office and the affirmative vote of at least 2/3 of the commissioners voted at such meeting.
- (2) Resolutions on review of any other matters shall be adopted by the voting of at least a majority of the commissioners in office and the affirmative vote of at least a majority of the commissioners voted at such meeting.
- ④ The voting of commissioners according to Paragraph 2 of Article 20 shall follow the one-man one-vote policy, and the employee of the standardization department in TTA shall have no voting rights.
- ⑤ Abandoned votes shall be excluded from the total number of effective votes of the Paragraphs 1 and 3.

**Article 21. Project Coordination Committee**

- ① If Project Groups which belong to different Technical Committees implement the standardization of a single issue, the Steering Committee may organize and temporarily operate a Project Coordination Committee, which will coordinate opinions among the Project Groups with regard to the issue, and adjust detailed work activities among them.
- ② The commissioners of the Project Coordination Committee shall consist of the chairman group commissioners of concerned Project Groups. If necessary, a commissioner among concerned Project Group commissioners who is recommended by the chairman of concerned Project Group shall be the commissioner of Project Coordination Committee.
- ③ The chairman of Project Coordination Committee shall report the result of activities of Project Coordination Committee to Steering Committee.

## **Section 4. Technical Committee**

### **Article 22. Organization**

The Technical Assembly may establish each Technical Committee per technology sector, which will be responsible for implementing the standardization efficiently, after commissioners resolve the establishment of a concerned Technical Committee at the Technical Assembly.

### **Article 23. Commissioners**

- ① Each Technical Committee shall consist of any commissioners who fall under the category of the followings: commissioner, associate commissioner, special commissioner.
1. Chairman of the Project Group which belongs to each Technical Committee;
  2. Any person recommended by the chairman of a concerned Technical Committee and nominated as special commissioners by the TTA President, among individuals who are well familiar with and experienced in IT standardization; or
  3. Any TTA's employee nominated by the TTA President.
- ② Any persons newly recommended in accordance with the above Paragraph 1.2, or commissioner who fail to attend the concerned Technical Committee two (2) times continuously shall be registered as associate commissioner, and associate commissioner shall not be included in the quorum and shall have no voting rights.

### **Article 24. Duties**

Each Technical Committee shall

1. review the draft standard prepared by the Project Group and adopt the candidate standard;
2. review feasibility of a suggested standardization project;
3. review whether it is feasible to suggest the standard as KICS;
4. establish standardization strategy and study plan for a concerned technology;
5. establish a draft 3-year standardization project plan for a concerned technology;
6. suggest to the Steering Committee the organization, abolition and change of a Project Group per specialized area;
7. coordinate the activities among Project Groups which belong to Technical Committees, and operate and manage the Project Groups;
8. render maintenance for the standard for a concerned area;
9. report to the Steering Committee the draft standard which will be brought up for discussion before the Technical Assembly and the TTAT adopted by the Project Group;
10. adopt the TTAR and report it to the Steering Committee;

11. adopt the error-correcting report of the standard; or
12. review any other matters necessary for activities of a concerned Technical Committee and suggest any opinions.

**Article 25. Chairman Group**

- ① A chairman group shall consist of a chairman, a vice-chairman (or vice-chairmen) and a secretary.
- ② The chairman and vice-chairman (or vice-chairmen) shall be elected by the Technical Committee among its commissioners and the number of the vice-chairmen shall not exceed three (3).
- ③ The chairman shall preside over the Technical Committee and the vice-chairman (or vice-chairmen) shall assist the chairman. In the absence of the chairman, the vice-chairman (or vice-chairmen) shall act therefor.
- ④ The person in charge of the standardization of the TTA shall become the secretary.
- ⑤ The secretary shall implement the procedures necessary for convening meetings, prepare minutes and perform any other necessary work activities.
- ⑥ The term of office of the chairman and the vice-chairman (or vice-chairmen) shall be two (2) years and they may be reappointed; provided, however, that the term of office of any of a chairman or vice-chairman (or vice-chairmen) elected to fill a vacancy shall be the remainder of the term of office of the predecessor.
- ⑦ The chairman group shall present details and results of activities performed by it and suggest its opinions at the Technical Assembly or the Steering Committee.

**Article 26. Meetings**

- ① Meetings shall be either periodical or extraordinary.
- ② periodical meetings shall be convened once per quarter. A face-to-face meeting is in principal.
- ③ temporary meetings may be held in any of the following cases. If necessary, electronic ballot may be held.
  - (1) if it is necessary to hold the temporary meetings at the sole discretion of the chairman;
  - (2) if at least 1/3 of the commissioners request in writing that the temporary meetings be convened; or
  - (3) if holding the temporary meetings is deemed necessary and requested by the Steering Committee.
- ④ The convening of the meetings shall be subject to any of the followings:
  - (1) The meetings shall be convened by the chairman.
  - (2) In case of the above Paragraph 3.2 and 3.3, the chairman shall convene the meetings within two (2) weeks from the receipt of the request for

convening.

(3) In connection with convening of each meeting, a written notice thereof stating the date, time, place and agenda shall be dispatched to all the commissioners of the Technical Committee at least one (1) week prior to the date set for such meeting. However, when there is an emergency circumstances or any other unavoidable reasons, the chairman shall go through conference with the Secretariat and attach the reason for convening the meeting to notify the commissioners in writing at least one (1) day prior to the date set for such meeting.

(4) A quorum at each meeting shall be achieved in the presence of at least a majority of the commissioners in office.

**Article 27. Resolutions**

① The concurrent vote of at least a majority of the commissioners present shall be necessary for decisions; provided, however, that resolutions on adoption of a candidate standard shall be adopted by the affirmative vote of at least 2/3 of the commissioners present at such meeting.

(1) The adoption of standardization draft shall be the affirmative vote of at least 2/3 of the commissioners present at such meeting.

(2) Resolutions on review of any other matters shall be adopted by the affirmative vote of at least a majority of the commissioners present at such meeting.

② With regard to Paragraph 1 above, if it is urgent or difficult to convene the meetings at the sole discretion of the chairman of the Technical Committee, he may cause the commissioners to cast votes in writing, regarding the resolutions. In case of casting votes in writing,

(1) the adoption of standardization draft shall be adopted by casting of votes by at least a majority of the total commissioners in office and the affirmative vote of at least 2/3 of the commissioners casting the votes, and

(2) resolutions on review of any other matters shall be adopted by casting of votes by at least a majority of the total commissioners in office and the affirmative vote of at least a majority of the commissioners present at such meeting.

③ The commissioners of the Technical Committee shall sincerely and faithfully participate in decision-making and comply with the results of the resolutions.

④ The voting of the commissioners of the Technical Committee shall follow the one-man one-vote policy. The secretary shall have no voting rights.

⑤ If any commissioner fails to attend the meeting as specified in the above Paragraph 1 due to unavoidable circumstances, the provision of Article 11 shall be applied mutatis mutandis.

⑥ Abandoned votes shall be excluded from the total number of effective votes of the Paragraphs 1 and 2.

#### **Section 4. Project Group**

##### **Article 28. Organization**

① The chairman of the Technical Committee may establish and operate a Project Group which will be responsible for efficiently implementing a standardization project and preparing a draft standard, by obtaining the consent of the Steering Committee.

② A Project Group shall be the organization to be operated temporarily. Therefore, the Project Group shall clearly define the purpose and scope of study prior to establishment of the Project Group for the purpose of efficient operation of the Project Group. If it desires to change the scope of the study, it shall obtain the approval of the Steering Committee.

③ The chairman of the Technical Committee may cause the Technical Committee to review whether it is necessary to maintain the Project Group and suggest to the Steering Committee the unification or abolition of the Project Group in any of the following events; provided, however, that in case of the following 2, the chairman of the Technical Committee shall cause the concerned Project Group to report the reasons for failure to convene meetings, whether the chairman group will conduct its activities and to submit a future plan, and then review again whether it is necessary to continue to maintain the Project Group.

- (1) if the project conducted by the Project Group has been completed;
- (2) if no meeting has been held for three (3) months or more;
- (3) if the total number of present commissioners (of three (3) companies) does not exceed five (5) due to resignation or dismissal of commissioners; or
- (4) if it is necessary to implement the concerned standardization in any other efficient manner.

④ If change of IT environments reduces the necessity for implementation of the TTA President or renders the survival of the Project Group inefficient at the sole discretion of the TTA President, the TTA President may suggest to the Steering Committee the unification or abolition of the Project Group after discussion with the chairman of the concerned Technical Committee.

##### **Article 29. Commissioners**

① The Project Group shall consist of any commissioners who fall under the category of the followings:

- (1) Any experts who is well familiar with and experienced in a relevant area, recommended among their employees and by any TTA Project

Participant(except observers);

(2) Internal standard experts and any persons who are well familiar with and experienced in IT standardization, who are recommended by the chairman of a concerned Project Group or a standardization forum and nominated by the TTA President as a special commissioner;

- a. professor of associate area of IT standardization
- b. public official of related administrative agency
- c. associate of other public or nonprofit organization who is recognized his/her necessity by the TTA President

(3) Any TTA's employee nominated by the TTA President.

② In accordance with the above Paragraph 1.2, any persons newly appointed as a special commissioner of the committee shall serve one (1) year and can serve consecutive terms.

③ The chairman of the Technical Committee shall have a right to dismiss any commissioners from the above Paragraph 1 who fail to attend four (4) consecutive meetings.

#### **Article 30. Duties**

A Project Group shall

- (1) develop a draft standard for a concerned area;
- (2) develop a draft standard about the suggested standardization project and review technical details;
- (3) handle any matters related to establishment, revision and nullification of the TTAT, entrusted by the Technical Assembly;
- (4) respond to the international and local standardization bodies for a concerned area;
- (5) establish a cooperation relationship with forums and any other standard organizations;
- (6) select any new specialized terms of each concerned area and suggest standardization thereof;
- (7) fix and study the plan to implement the test standardization per concerned technology area;
- (8) report the activities conducted by the Project Group and results thereof to the Technical Committee;
- (9) develop a draft error-correcting report for standards; or
- (10) perform any other work activities designated by the Technical Committee.

#### **Article 31. Chairman Group**

① A chairman group shall consist of a chairman, a vice-chairman (or vice chairmen) and a secretary.

- ② The chairman and vice-chairman (or vice-chairmen) shall be elected by the Project Group among its commissioners and if necessary, more than one (1) vice-chairman may be elected. The secretary shall be nominated by the chairman among the commissioners or employees of TTA standardization department.
- ③ The chairman shall preside over the Project Group, and the vice-chairman (or vice-chairmen) shall assist the chairman. In the absence of the chairman, the vice-chairman (vice-chairmen) shall act therefor.
- ④ The secretary shall implement the procedures necessary for convening meetings, prepare minutes and perform any other necessary work activities.
- ⑤ The term of office of the chairman group shall be two (2) years and the group commissioners may be reappointed; provided, however, the term of office of any of a chairman, vice-chairman (or vice-chairmen) or secretary elected to fill a vacancy shall be the remainder of the term of office of his predecessor.

**Article 32. Meetings**

- ① The meetings shall be convened by the chairman.
- ② In connection with convening of each meeting, a written notice thereof stating the date, time, place and agenda shall be dispatched to all the commissioners of the Project Group at least one (1) week prior to the date set for such meeting. However, when there is an emergency circumstances or any other unavoidable reasons, the chairman shall go through conference with the Secretariat and attach the reason for convening the meeting to notify the commissioners in writing at least one (1) day prior to the date set for such meeting.

**Article 33. Resolutions**

- ① Resolutions at the Project Group shall be adopted by agreements among commissioners except for the followings
- (1) establishment, revision and nullification of the TTAT, entrusted by the Technical Assembly;
  - (2) adoption of the occasionally demanded project related to TTAT, entrusted by the Steering Committee; or
  - (3) decision of any other major issues acknowledged by the chairman of the Project Group
- ② With regarding to the above Paragraph 1, at least three (3) members in TTA in which the commissioner of Article 29 Paragraph 1.1 is belong to need to be present at such meetings. In case of the above Paragraph 1.1, the affirmative vote of at least 2/3 of the commissioners present at such meeting shall be needed, and in case of 2 and 3 of the above Paragraph 1, the affirmative vote of at least a majority of the commissioners present at such meeting shall be necessary for decisions.



③ In case of the above Paragraph 1, if it is urgent or difficult to convene the meetings at the sole discretion of the chairman of the Project Group, he may cause the commissioners to cast votes in writing, regarding the resolutions. In case of casting votes in writing, <Exhibit 1> "Written Opinion" shall be used. And at least three (3) members in TTA in which the commissioner of Article 29 Paragraph 1.1 is belong to need to be present at such meetings. In case of the above Paragraph 1.1, the affirmative vote of at least 2/3 of the commissioners present at such meeting shall be needed, and in case of 2 and 3 of the above Paragraph 1, the affirmative vote of at least a majority of the commissioners present at such meeting shall be necessary for decisions.

④ Voting of commissioner according to Article 29 Paragraph 1.1 shall follow the policy of one-man one-vote with representative commissioner from each membership.

⑤ Special commissioner of Article 29 Paragraph 1.2 and TTA employee of Article 29 Paragraph 1.3 shall have no voting rights.

⑥ In case of the above Paragraph 2, for any persons who fail to attend the meetings with unavoidable reason, the Article 11 shall be applied.

⑦ Abandoned votes shall be excluded from the total number of effective votes of the Paragraphs 2 and 3.

**Article 34. Operation of Working-level Group, Etc.**

① If necessary, each Project Group may operate a working group and a special group (hereinafter referred to as "Working Group, etc.") in order to achieve the study objective of the Project Group.

② If necessary, each Project Group can operate a co-Working Group to co-work with different Study Groups,

③ Applicable provisions of Article 31 through Article 33 of the Project Group shall be applied mutatis mutandis to the operation of the Working Groups, etc or co-Working Groups of the above Paragraph 1 and 2 accordingly.

**Chapter 3. Procedures for Establishment, Revision and Nullification of Standard**

**Article 35. Suggestion of Standardization Project**

① Any persons or entities who/which have interests in the Standard (hereinafter referred to as "Interested Parties") may suggest to the TTA President the establishment, revision and nullification of the Standard.

② If it is necessary to establish the Standard as early as possible and any of the

following conditions has been fulfilled, interested parties can propose the standardization project as an urgent project.

- (1) if any standardization-related organization suggests the study results of the committee which consists of firms engaged in a concerned industry as the standardization project after having a public hearing; or
- (2) if the standardization project has been suggested after the opinions of the firms engaged in a concerned industry have been gone through a public hearing, etc.
- ③ The TTA President separately determines and implements the details of the method of proposal of a standardization project after resolutions thereabout at the Steering Committee.

**Article 36. Handling of Intellectual Property Rights**

- ① If it is found that any suggested standardization project as specified in Article 35, draft standardization specified in Article 38, candidate standard in Article 40, and standard in Article 42 includes intellectual property rights, the TTA President shall handle the issue of the intellectual property rights.
- ② The TTA President may separately determine and implement the details of handling of the intellectual property rights specified in the above Paragraph 1 after resolutions thereabout at the Technical Assembly.

**Article 37. Adoption of Standardization Project, Etc.**

- ① The TTA President shall request a concerned Technical Committee to review whether the standardization project suggested as specified in Article 35 is feasible or not; provided, however, if the suggested standardization project is TTAT, the TTA President shall request a concerned Project Group to review the feasibility of the TTAT.
- ② The Technical Committee shall review the feasibility of the suggested standardization project present the standardization project review result in writing to the Steering Committee.
- ③ If it is necessary to establish the Standard as early as possible when the chairman of the Technical Committee prepares the standardization project review result specified in Article 35.2, the chairman may select the establishment of the Standard as an urgent project by considering the opinions of the Project Group, and request the Steering Committee to gather any opinions of commissioners specified in Article 39 without the review of the Project Group.
- ④ The Steering Committee shall review the details of the newly suggested project presented by the Technical Committee and select it as the standardization project and notify the result to the concerned Technical Committee, provided, however, if the suggested standardization project is TTAT, the Project Group shall review and

adopt the standardization project.

⑤ If the result of adoption as specified in the above Paragraph 4, or the Technical Committee deems that the details of the suggested standardization project is not proper, or if the Steering Committee does not adopt it as a standardization project, the TTA President shall give a notice to the person who has suggested the project, stating the reasons for denial.

⑥ If the suggested standardization project has been adopted as specified in the above Paragraph 4, but the concerned Technical Committee has not conducted any standardization activities during 1 year, the TTA President shall consider the discontinuance of the adopted standardization project and bring to attention for discussion before a next Steering Committee meeting.

**Article 38. Preparation of Draft Standard**

① The chairman of the Technical Committee shall request the concerned Project Group to prepare a draft standard with regard to the standardization project adopted by the Technical Assembly or the Steering Committee.

② The Project Group shall prepare a draft standard based on the standard proposal presented by the Interested Parties.

③ The Project Group shall prepare the draft standard in accordance with TTA Standard Preparation Guidelines established in accordance with the provision of Article 53.

④ In case of revising of a standard, the Project Group shall indicate the difference between the revised standard and an original standard. In addition, the Project Group shall review the proposed revisionary standard as well as the necessity for nullification of the previous standard.

**Article 39. Listening of Opinions and Review**

① If the Project Group completed the preparation of the draft standard, the TTA President shall gather all opinions of the TTA Project Participants.

② Opinions shall be gathered for four (4) weeks or more and at least sixty (60) days prior to the date on which the Technical Assembly is convened in order to resolve the concerned candidate standard.

③ Interested Parties shall give their opinions in writing at a public hearing or/and through an electronic disclosure if necessary.

④ The Project Group shall present the review result of a candidate standard and the suggested opinions to a Technical Committee after reviewing and coordinating the opinions suggested during the period of such hearing.

**Article 40. Adoption of Candidate Standard**

① The Technical Committee shall review the draft standard prepared by the

Project Group, adopt it as a candidate standard and present the candidate standard to the Technical Assembly to enable the Technical Assembly to adopt it as a standard.

② The Technical Committee shall send the result and reason in to relevant Project Group to review it when the candidate standard is rejected.

③ Project Group shall review the result and reason received from the Technical Committee and bring in the examination result to the Technical Committee in accordance with Paragraph 2. However, revising the draft standard shall be handled according to the following:

(1) TTA President shall collect enough opinions of TTA members for more than two (2) weeks about the draft standardization (includes examination result about the rejection and reasons for it).

(2) Project Group shall review and modify the draft standardization when there is any suggestions during suggestion gathering period from the above (1). Then it shall present the revised draft standardization (includes examination result about the rejection and reasons for it) and examined result about the suggestions proposed to the Technical Committee.

④ The Technical Committee shall review and consider the draft standardization and presented examination result in accordance with the above Paragraph 3. However, when the rejection to adoption is resulted from the following reasons, the chairman of the Technical Committee shall specify the corresponding fact and deliberate the decision of adopting the draft standardization as a standard:

(1) When the draft standardization is about particularly difficult or complex matter and is decided better to be solved at the Technical Assembly.

(2) When mutual agreement was tried but failed because of difference of perspectives of policy.

**Article 40-2. Adoption of TTAT**

Article 35~39(except 39.4) hereof shall be applied mutatis mutandis to the TTAT, provided, however, the chairman of a Project Group shall present the adoption result of TTAT to a Technical Committee.

**Article 41. Cease of Standardization**

If it is impossible or improper to implement the standardization due to change of IT environments, the TTA President may request the chairman of the Steering Committee to cease the standardization activity after discussion with the chairman of the Technical Committee.

**Article 42. Adoption of Standard, etc.**

① The Technical Assembly shall review and resolve the feasibility of the

presented candidate standard, procedures for establishment of the Standard, and adopt the candidate standard as the Standard.

② The Technical Assembly shall send the result and reason to relevant Project Group to review it when decision of adopting the candidate standard as the Standard is rejected.

③ In accordance with Paragraph 2, the Project Group shall handle the rejection result and reason received from the Technical Assembly according to Article 40 Paragraph 3.

④ If it is necessary to establish the Standard as early as possible but time is required to verify the trend of development of relevant technologies, the Technical Assembly may adopt the candidate standard specified in the above Paragraph 1 as TTAI.

**Article 43. Suggestion as KICS**

① If the candidate standard and the standard adopted in accordance with the provision of Article 40~42 falls under the Article 15 Paragraph 1.1 of "Korea Communications Standardization Guideline", the Technical Committee can request a Technical Assembly to adopt it as candidate for proposal as national standard.

② If there are proposals specified in the above Paragraph 1, the Technical Assembly shall review the proposals and decide it as candidate for proposal as national standard and can request the TTA President to propose it as KICS.

③ Upon the receipt of the request specified in the above Paragraph 2, the TTA President shall suggest the candidate standard to the Minister of Information and Communication as a national candidate standard in accordance with Article 12 of the "Korea Communications Standardization Guideline".

④ If the TTA Standard selected as KICS is amended or abolished, TTA President shall suggest the amendment or abolishment of relevant KICS to the Minister of Information and Communication in accordance of Article 12 of "Korea Communications Standardization Guideline".

**Article 44. Re-review of KICS**

① Upon the receipt of the request for re-review as specified in Article 10.2 of the Standardization Guidelines, the TTA President shall request a chairman of a concerned Technical Committee, etc. to review KICS.

② Upon the receipt of the request of the TTA President as specified in the above Paragraph 1, the chairman of the concerned Technical Committee, etc. shall submit a written review result to respond to the request of the TTA President.

③ The TTA President shall report the review result specified in the above Paragraph 2 to the Minister of Information and Communication without delay.

**Article 45. Standard Numbering**

Any standard numbers assigned to the adopted Standard in accordance with the provision of Article 40.2 and 42 shall be indicated in Exhibit 1 attached hereto.

**Article 46. Announcement of Standard**

① In case of the adopted standard in accordance with the provision of Articles 42, the TTA President shall announce the Standard in any daily newspaper or TTA publications.

② The TTA President shall make its efforts to promote the distribution of the Standard and designate and operate the places where people may have access to the announced Standard.

**Article 47. TTAR**

① Article 35 through Article 39 hereof (procedures for establishment, revision or nullification of the Standard) shall be applied mutatis mutandis to the preparation, revision and disposition of the TTAR; provided, however, that the preparation, revision and disposition shall be finally adopted by the Technical Committee.

② The number assignment to the TTAR shall follow Exhibit 1 attached hereto.

**Article 48. Management of Standard**

① The TTA President shall verify the Standard and TTAR adopted in accordance with the provision of Article 42 and Article 47, and review whether to maintain, revise or dispose of the Standard, at an interval of five (5) years or less after the date on which the Standard is announced.

② If necessary, the TTA President may inspect the status of the utilization of the Standard for efficient use and stable distribution of the Standard, as well as to enhance the quality of the Standard.

**Article 48-2. Revision or Nullification of Standard**

① Article 35~43, 45 and 46 hereof shall be applied mutatis mutandis to the revision of standards.

② Article 35, 37, 39, 40, 42 and 46 hereof shall be applied mutatis mutandis to the nullification of standards.

**Article 48-3. Error-correcting of Standard**

① After the selection of the Standard in accordance with Article 42, Project Group shall prepare the error-correcting report draft, and the Technical Committee shall adopt it when there is any minor errors found such as typing error.

② Error-correcting of the above Paragraph 1 shall be limited to three (3) times, and if additional correcting is needed, the Standard shall be amended.

- ③ The number of error-correcting report is according to Exhibit 1 attached hereto.

#### **Chapter 4. International Standardization Activities**

**Article 49. International Standardization Activities**

The TTA President shall make its efforts to accommodate the latest international standard technology, strengthen the cooperation with international or local standard organizations, inspect and analyze the international standardization trend and make any Korean standards adopted as international standards.

#### **Chapter 5. Supplementary Provisions**

**Article 53. Standard Preparation Method**

The Steering Committee may determine and implement the criteria to prepare and edit the Standard in order to enhance the efficiency of standardization activities and prepare the Standard in a unified manner. A draft standard development stage and subsequent stages shall be subject to such criteria.

**Article 54. Promotion of Online Standardization Activities**

The TTA President shall conduct and manage any standardization activities electronically in order to implement the standardization procedures promptly and transparently, and relevant work activities efficiently, and facilitate cooperation with international organizations or foreign standardization bodies.

**Article 55-2. Reward**

The Technical Assembly shall reward outstanding committee and commissioners among Standardization Committee and active commissioners with recommendations of Steering Committee and Technical Committee.

**Article 56. Costs for Standardization Activities**

- ① The TTA President may pay any costs and expenses necessary for standardization activities, not exceeding the fixed budget, in order to facilitate the operation of the Standardization Committee.
- ② TTA President shall separately determine and implement any details of payment of the costs for standardization activities.

**Article 57. Operation Guidelines**

The Steering Committee may establish and revise instructions or guidelines regarding necessary matters for efficient implementation of the Operation

Regulations.

**Additional Rules**

**Article 1.Effective Date**

These Operation Regulations shall become effective as of June 13, 2012.

**Additional Rules**

**Article 1.Effective Date**

These Operation Regulations shall become effective as of March 31, 2011.

**Article 2. Interim Measures**

During these Operation Regulations implementation, special commissioner of Project Group appointed by TTA President according to previous regulation shall serve until December 31, 2011.

**Additional Rules**

**Article 1.Effective Date**

These Operation Regulations shall become effective as of December 27, 2007.

**Additional Rules**

**Article 1.Effective Date**

These Operation Regulations shall become effective as of December 21, 2006.

**Additional Rules**

**Article 1.Effective Date**

These Operation Regulations shall become effective as of January 1, 2005.

**Additional Rules**

**Article 1.Effective Date**

These Operation Regulations shall become effective as of March 1, 2004.

**Additional Rules**

**Article 1.Effective Date**

These Operation Regulations shall become effective as of July 1, 2004.



### **Additional Rules**

#### **Article 1.Effective Date**

These Operation Regulations shall become effective as of January 1, 2003.

### **Additional Rules**

#### **Article 1.Effective Date**

These Operation Regulations shall become effective as of January 1, 2002.

### **Additional Rules**

#### **Article 1.Effective Date**

These Operation Regulations shall become effective as of July 1, 2001.

### **Additional Rules**

#### **Article 1.Effective Date**

These Operation Regulations shall become effective as of January 1, 2000.

### **Additional Rules**

#### **Article 1.Effective Date**

These Operation Regulations shall become effective as of July 1, 1999.

### **Additional Rules**

#### **Article 1.Effective Date**

These Operation Regulations shall become effective as of July 3, 1997.

### **Article 2.Transitional Measures**

- ① With these Operation Regulations effective, the TTA standard established in accordance with the previous regulations and the standard reviewed and resolved by the Communication Technical Assembly shall be deemed to have been established in accordance with these Operation Regulations.
- ② Any standards classified as TTAT specified in Article 2.5 starting with January 1, 2003 due to the implementation of these Operation Regulations shall follow newly established numbering systems.

### **Article 3.Abolition of Other Regulations**

Telecommunication Standardization Operation Guidelines of TTA shall be abolished concurrently with the enforcement of these Operation Regulations.

## Exhibit 1. TTA Standard and TTAR Number Assignment

1. Numbers shall be assigned to the TTAR Standard and TTAR per type.

- TTA Standard
  - TTAK (TTA Korean Standard)
  - TTAE (TTA English Standard)
  - TTAI (TTA Interim Standard)
  - TTAT (TTA Technical Specification)
- TTA Technical Report
  - TTAR (TTA Technical Report)

2. Organization of Numbers

Numbers shall be assigned in the form of TTAK (E, I, T, R).[XX]-[YY.ZZZZ]-[PartN] [/Rn]. Variations of the standard numbers assigned to international standards shall be assigned to any standards prepared based on such international standards. The types of such prepared standards, abbreviations of each standardization body and classification numbers per technology shall be separately determined through resolutions of the Steering Committee.

-[XX]

- Original standard: 'KO'
- Standard prepared based on the original standard: 'Abbreviation of a concerned body' (for example: ITU-T shall be indicated as IT and ITU-R as IR)

-[YY.ZZZZ]

- Original standard: Classified as YY.ZZZZ
  - ‘YY’ shall indicate the classification number determined per technology,
  - ‘ZZZZ’ shall indicate a serial number (for example: 01.0001, 06.0028, etc.)
- Standard prepared based on the original standard: ‘YY’ shall indicate the number of the standard prepared based on the original standard (for example: Q672, X445, etc.)

-[ParnN]

- Division of the standard (PartN: Nth division)

-[/Rn]

- Revision: Revision identifier of relevant standard (for example: '/R1' etc.)

\*When writing the error-correcting report of standard, mark '-CorN' (Nth error-correcting report) at the end of the standard number.

<Exhibit 1>

## Written Opinion

Agenda	Affirmative	Negative	Abandoned	Reasons for Negative or Abandoned Votes (Reasons for justifiable affirmative votes)
1st Agenda				
2nd Agenda				
3rd Agenda				
4th Agenda				
5th Agenda				
6th Agenda				
7th Agenda				
8th Agenda				
9th Agenda				
10th Agenda				

Note 1) Indicate "O" in only one out of Affirmative, Negative, Abandoned and Reasons for Negative or Abandoned Votes.

Note 2) If you have any opinions or reasons, please describe the opinions and reasons in detail. If there are many opinions and reasons, suggest them in an attached document.

Date:  
Name of Company:  
Name of Commissioner: (Signature)

(\_\_\_\_\_ pages including the attached document(s))

<Exhibit 2>

## Power of Attorney

Name:

Department:

Title:

I hereby authorize the above person to exercise my voting right at  
the meeting of ( )th Committee.



Date:

Name of Committee Department:

Name: (Signature)

Respectfully submitted to the TTA President