

# Information & Telecommunication Standardization Operation Guidelines

Established on June 16, 2005  
Revised on December 21, 2006 (change of the title of the head of the organization)  
Revised on March 26, 2008  
Revised on June 9, 2011  
Revised on June 14, 2012

## Chapter 1. General Provisions

### Article 1. Purpose

The purpose of these Information & Telecommunication Standardization Operation Guidelines (hereinafter referred to as these "Operation Guidelines") is to set forth any terms and conditions necessary for efficient enforcement of the Information & Telecommunication Standardization Operation Regulations (hereinafter referred to as the "Operation Regulations") in accordance with the provision of Article 35.2, 53, and 57 of the Operation Regulations.

### Article 2. Definitions

① As used in these Operation Guidelines, the following terms shall have the following respective meanings:

1. "Standardization Project" shall refer to any standardization project implemented for the purpose of establishment, revision and nullification of the Korean Communication Standard (hereinafter referred to as "KCS") or Telecommunications Technology Association Standard (TTAS, hereinafter referred to as the "Standard").
2. "Draft Standard" shall refer to any document submitted by any person who suggests the Standardization Project or prepared by a Project Group for the purpose of establishment, revision and nullification of the Standard.
3. "Candidate Standard" shall refer to the enhanced version of the Draft Standard which a concerned Project Group has completely reviewed by listening to opinions of commissioners and a concerned Technical Committee has resolved to present to the Technical Assembly. (a concerned Project Group has completed the review of opinions made by the commissioners and concerned Technical Committee has resolved to present to the Technical Assembly.)

- ② Unless otherwise specified in the above Paragraph 1, any terms used in these Operation Guidelines shall have the meanings ascribed to such terms in the Operation Regulations and the guidelines to handle the intellectual property rights related to IT standardization (hereinafter referred to as the "IPR Guidelines").

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

### **Section 1. Establishment and Etc. of Project Group**

#### **Article 3. Establishment of Project Group.**

- ① Following are required when establishing a new Project Group;
1. Terms of Reference (ToR).
  2. Terms of Reference in number 1 must not overlap with other existing Project Group's Terms of Reference.
  3. Clear statement of the standardization project that the new Project Group is responsible for.
  4. The duration of activity period.
  5. Over 3 industry participants and over 5 commissioners' recommendations.
- ② A proposal for new project group may be submitted using the 'Proposal for Organization of Project Group' form in the Annex 1 when the conditions mentioned in the above Paragraph 1 are met.
- ③ The Secretariat shall submit a request for review for the proposal mentioned in the above Paragraph 2 to the related technical committee and the technical committee shall make a request for creation of a new project group to the Coordination Committee.

#### **Article 3-2 Abolition of a Project Group or unification of Project Groups**

Abolition of a Project Group or unification of Project Groups shall follow the guidelines provided in Article 28.3 and 28.4 of the Operation Regulations and prepare the forms of Attachment 2 and 3 in the Operation Guidelines.

#### **Article 3-3 Reviewing the existence of a Project Group**

- ① A Project Group shall submit to a concerned Technical Committee a written opinion about abolition or maintenance of Project Group (Attachment 4), no later than the study completion date specified in the study plan.
- ② The Technical Committee shall review the written opinion from Paragraph 1 about whether a Project Group under its committee should continue its study or be abolished and prepare a report (Attachment 5) to submit to the steering committee for the approval of its decision.

#### **Article 3-4 Organization of a Working Group**

- ① Organization of Working Group or Special Group (hereinafter called Working Group) per Article 34.1 or Joint Working Group per Article 34.2 of the Operation Regulations must clearly state its Terms of Reference and term.
- ② Article 29 shall be used as a guideline for the organization of a Working Group or Joint Working Group.

#### **Article 3-5 Organization and Operation of Expert Committee**

The Article 20.2 of the Operation Regulations shall be applied to the organization of Expert Committee per Article 20.3.2, and Article 20.4 to 20.6 shall be applied to the operation of Expert Committee.

#### **Article 3-6 Operation of Project Coordination Committee**

The Article 20.4 to 20.6 of the Operation Regulations shall be applied to the operation of Project Coordination Committee per Article 21.

### **Section 2. Operation of Committees**

#### **Article 4. Organization**

- ① Recommendation, change or resignation of commissioners of Technical Committee, Strategy Plan Committee (and its sub-committee), and Project Group (and its sub-committee), and Project Coordination Committee shall be done by submitting the completed Attachment 6 to the Secretariat.
- ② Recommendation of a person in Article 4.1 to be a Special Commissioner requires a submission of completed Attachment 7 to the Secretariat.
- ③ If necessary, TTA President may grant a letter of appointment (Attachment 8) to the commissioners.

#### **Article 4-2. Election of chairman**

The chairman shall be elected by mutual election among commissioners (special commissioners are included if there is any). If there are two candidates and it is impossible to hold mutual election, the chairman shall be elected by the rule of resolution of relevant committees.

#### **Article 5. Chairman Group Duty**

- ① Each chairman of a Strategy Plan Committee and Technical Committee shall:
  1. operate the meeting in smooth and fair manners;

2. convene meetings, and proceed with the meetings publicly and fairly;
  3. manage the plan and performance results of the IT Standardization Committee;
    - a. prepare a study plan and a study report
    - b. prepare a 3 year ICT standardization project plan
  4. review the draft to be submitted to a relevant international standardization body and prepare an opinion about it;
  5. prepare a review result about any newly suggested standardization project; or
  6. recommend special commissioners of a concerned committee, etc.
- ② Each chairman of a Project Group shall:
1. accomplish duties from the above Paragraph 1.1 to Paragraph 1.4;
  2. handle everything about preparing Candidate Standardization (appoint a person in charge, review, etc.)
  3. recommend special commissioners of a concerned committee, etc.
- ③ The vice-chairman shall assist the chairman. In the absence of the chairman, the vice-chairman shall act as the chairman.
- ④ The secretary shall implement the procedures necessary for convening meetings, summarize agenda for meetings, prepare minutes and perform any other work activities assigned by the chairman.

#### **Article 6. Holding of Meetings**

The chairman may hold face-to-face, paper (including e-mail) and online meetings by considering necessity and importance of meetings.

#### **Article 7. Agenda for Meetings**

- ① Anyone who desires to submit any agenda for a meeting shall submit it to the chairman not later than one (1) week prior to the date set for such meeting. In a special case, anyone can submit it to the chairman no later than one day prior to the date of the meeting after discussion with the chairman
- ② The secretary shall notify commissioners of the holding of meetings together with the agenda therefor, and shall distribute the agenda received after such notice to the commissioners at the meetings.
- ③ Any agenda calling for discussion shall be identified in the draft in the form of Attachment 9 for submission.

#### **Article 8. Participation in Meetings <deleted>**

#### **Article 9. Review of Agenda for Meetings**

- ① Anyone who suggests agenda for a meeting shall participate in the meeting and explain it there. If he fails to attend the meeting, the chairman may withdraw the agenda.
- ② Any opinions provided with regard to the agenda shall be handled in any of the following ways:
  1. If there are any objections to the agenda, the chairman shall cause commissioners to reach an agreement through public discussion. If they cannot reach an agreement, the agenda shall be put to the vote.
  2. A concerned Project Group or a concerned Technical Committee shall reflect the opinions suggested by high-level committees or the steering committee. If the Project Group or the Technical Committee cannot reflect the opinions, it shall present the suggested opinions and the review result thereon to the high-level Committee, together with the concerned agenda.
- ③ Any opinions submitted at the paper-based meetings shall be handled in any of the following ways:
  1. If any suggested opinions are negligible at the discretion of the chairman, the chairman shall notify the meeting results to commissioners by reflecting or without reflecting relevant opinions.
  2. If any suggested opinions are important at the discretion of the chairman, the chairman may review them at next face-to-face meetings again.
  3. If any suggested opinions are important as specified in the above 2, but it is impossible to wait until a next face-to-face meeting due to the urgency of the opinions, the chairman shall circulate the suggested opinions among commissioners and receive any opinions thereabout from the commissioners. The chairman shall then notify the meeting results to the commissioners by reflecting or without reflecting the relevant opinions; provided, however, that the chairman may request the commissioners to resolve only the suggested opinions depending on the importance thereof.

**Article 10. Cooperation of Work Activities Among Committees**

If any committee desires the cooperation of any other committee with regard to its activities, it shall prepare a communication for cooperation of work activities among committees, in the form of Attachment 10, in order to request cooperation of the other committee.

**Article 11. Proceeding with Meetings**

- ① The chairman shall give all the commissioners the opportunity to fully speak at meetings. However, the chairman may limit the speaking of the meeting

participants in order to proceed with the meetings in a smooth manner.

- ② If it is needed to review any agenda, the chairman can invite any privies to the meeting.

#### **Article 11-2. Proceeding**

After the meeting, the chairman shall distribute the proceedings written by the secretary among the commissioners.

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

#### **Article 12. Procedures for Establishment and Etc. of Standard**

The procedures for establishment, revision and nullification of the Standard shall be shown in Exhibit 1.

#### **Article 13. Suggestion and Reception of Standardization Project**

- ① Anyone who proposes to establish, revise and nullify the standard as specified in the provision of Article 35 of the Operation Regulations shall submit the forms, Attachments 11 through 14.
- ② Any of the following Draft Standards shall be attached to Attachment 11 in accordance with the provision of the above Paragraph 1:
  1. Unique Draft Standard prepared by any commissioner or proposer;
  2. Any standard of original or translated version to which the standard completed by any international and foreign standardization bodies has been applied *mutatis mutandis*;
  3. Forum standard of original or translated version completed by any foreign or domestic forum; or
  4. Any other documents being standardized by other standardization organization.
- ③ If it is necessary to supplement the proposal about the establishment, revision and nullification of the Standard specified in the provision of the above Paragraph 1 as well as any attached documents, the Secretariat shall request a proposer to supplement them. If the proposer fails to supplement them within four (4) weeks of the receipt of such request, the Secretariat may return the proposal.

#### **Article 14. Verification of Intellectual Property Rights**

- ① The Secretariat shall receive the proposer's confirmation in order to find out

whether the suggested standardization project, in accordance with the provision of Article 13, includes any intellectual property rights. For sixty (60) days of the adoption of the suggested Standardization Project, the Secretariat shall make the Standardization Project known to the public at the TTA's homepage to identify any intellectual property rights related to it.

- ② The procedure for verification of intellectual property rights shall be indicated in Exhibit 2. Review of intellectual property rights and opinions shall be requested and described in Attachments 13 and 14 respectively.

#### **Article 15. Review of Suggested Standardization Project**

- ① The Secretariat shall select a Technical Committee which will be responsible for reviewing whether it is feasible to implement the suggested standardization project in accordance with the provision of Article 13, by considering ToR of a concerned committee; provided, however, that if any other Technical Committees raise any objection to it, the Secretariat may coordinate opinions through discussion among the relevant Technical Committees.
- ② The chairman of the Technical Committee selected in accordance with the provision of the above Paragraph 1 shall review whether it is feasible to implement the suggested standardization project, and determine a Project Group which will be responsible for standardization. The chairman shall then prepare the review results in Attachments 15 and 16, and suggest them to the steering committee.
- ③ If the suggested standardization project, in accordance with the provision of Article 13, is TTAT, the Secretariat shall select a Project Group which will be responsible for reviewing whether it is feasible to implement and adopt the suggested standardization project, by considering ToR of a concerned Project Group;

#### **Article 16. Modification and Adoption of Standardization Project**

If any opinions about change of the project name are suggested while the steering committee considers the adoption of the suggested Standardization Project in accordance with Article 37 of the Operation Regulations, the steering committee may adopt the Standardization Project after reflecting such opinions.

#### **Article 17. Separation and Incorporation of Standardization Project**

Each chairman of a concerned Technical Committee or a concerned Project Group may separate or incorporate the Standardization Project in order to implement it efficiently as follows:

1. Separation of Standardization Project: Each chairman may prepare a Candidate Standard for each technology within the scope of technologies included in the name of the Standardization Project in the course of implementation of the standardization. In such case, it is not required to additionally suggest another standardization project.
2. Incorporation of Standardization Project: If necessary, each chairman may prepare one (1) Draft Standard by incorporating two (2) or more Standardization Projects in the course of implementation of the standardization. In such case, incorporated standardization project is not required to be discontinued.

#### **Article 18. Discontinuance of Standardization Project**

- ① The chairman may suggest the discontinuance of the Standardization Project of his committee if any relevant technologies are on the decline, it becomes less necessary to establish the Standard or there are any other reasons related to technologies.
- ② A concerned committee shall review whether the concerned Standardization Project should be continuously implemented or discontinued after two (2) years of the adoption of it.
- ③ The chairman of the Technical Committee shall prepare a review result in the form of Attachment 17 with regard to the Standardization Project of which discontinuance has been suggested by the chairman of a relevant Project Group, and present it to the steering committee.
- ④ The chairman may revoke the abolition request if the reason for abolishing has expired and that the standard needs to be maintained

#### **Article 19. Preparation of Draft Standard**

- ① The Project Group shall prepare a Draft Standard in any of the following ways:
  1. When preparing a Draft Standard, the chairman of the Project Group shall verify whether the suggested Standardization Project includes any intellectual property rights. If any intellectual property rights are included in the suggested Standardization Project, the chairman shall implement the standardization after submission of the confirmation specified in the provision of Article 4 of the IPR Guidelines and review thereof.
  2. The Draft Standard shall include a cover, Korean/English introduction, Korean/English table of contents, main texts and manuals (only for TTA English Standard (TTAE)) in the Draft Standard as well as appendices or attachments if necessary, and indicate any persons who have contributed to



the preparation of the Standard; provided, however, that the TTA Technical Specification (TTAT) shall only include a cover and original texts.

3. The Draft Standard shall be clearly prepared so that users can understand the details thereof well.
  4. The chairman of a concerned Project Group shall ensure that any photographs or drawings inserted in the Draft Standard do not include specific intellectual property rights.
  5. If the Project Group prepares any Korean standard by applying international or foreign standards mutatis mutandis, only one international or foreign standard shall become one standard.
  6. If the Project Group desires to prepare the TTAE by applying an international or foreign standard or international standardization of Korean technologies mutatis mutandis, it shall determine whether the standard should be translated or not by referring to Exhibit 3.
  7. If any international or foreign standard is applied mutatis mutandis, the Project Group shall indicate the establishment date/revision date of such standard, and difference between such standard and the Draft Standard in the form of table.
  8. Any documents (including a draft) being still standardized by any other standardization body shall be adopted as TTA Interim Standard (TTAI) or TTA Technical Report (TTAR) unless otherwise deemed necessary by the Project Group.
- ② The Project Group shall determine the name of the Standard by considering any of the followings:
1. The name of the Standard shall be concrete enough to fully identify the contents of the Standard and any terms including "Standard", "Specification" or "Technical Document" shall not be added at the end of the name of the Standard unless otherwise necessary due to any reasons related to policy.
  2. IT standard terms shall be used. If there are any abbreviations or acronyms widely used, they shall be indicated inside blankets so that the users of the Standard can identify them easily.

#### **Article 19-2. Draft Standard Editor**

- ① The chairman of Project Group shall appoint Editor for Draft Standard by concerned Project Group among the commissioners of concerned Project Group (including Working Groups) or any persons who suggest standardization project in accordance with the Article 38.2 of the Operation Regulations. If necessary,

multiple editors can be appointed; and in this case, a head-editor shall be decided.

**Article 20. Listening to Opinions About Draft Standard and Review of Opinions**

- ① The Secretariat shall attach Attachments 18 and 19 to the Draft Standard in order to listen to the opinions thereabout in accordance with the Article 39.1, 39.2, and Article 40.3.2.
- ② Any opinions submitted during the period for listening to opinions shall be handled in accordance with any of the followings:
  1. The chairman of the Project Group shall prepare a review result in the form of Attachment 20 with regard to the opinions submitted during the above period.
  2. The Project Group shall determine whether to accept the opinions submitted after such period.
  3. The Secretariat shall notify any person who has submitted his opinion of the schedule for a concerned opinion review meeting and then give him the opportunity to explain his opinion at the meeting.

**Article 21. Adoption of Candidate Standard**

- ① The Technical Committee shall review and adopt the Draft Standard suggested by the Project Group.
- ② If the Technical Committee adopts the Candidate Standard, the chairman of the Technical Committee shall prepare the activity progress in the form of Attachment 21 and then present the Candidate Standard, summary and Attachment 23 to the Technical Assembly.
- ③ If there are any opinions submitted with regard to the Draft Standard during the period for listening to opinions, the chairman of the Technical Committee shall submit such opinions and the review result specified in the provision of Article 20.2.1 to the Technical Assembly. If a superior committee or the steering committee fails to reflect the opinions submitted with regard to the agenda, the chairman of the Technical Committee shall also present the reasons for failure.

**Article 22. Number Assignment for Adoption of Standard**

- ① If the Standard is adopted in accordance with Article 42 of the Operation Regulations, numbers shall be assigned to the Standard as specified in the standard numbering system, Exhibit 4.

**Article 23. Handling of Objections Raised After Announcement of Standard**

- ① Anyone who has any objection to the adopted Standard may submit his opinion to the TTA at any time during and/or after the period for announcement of the adoption of the Standard.
- ② The opinion submitted in accordance with the provision of the above Paragraph 1 shall be reviewed by a concerned Project Group. If the opinion is deemed necessary, the Project Group shall revise or nullify the Standard.
- ③ If it is found out that any intellectual property rights have been related to the Standard after the adoption thereof, the TTA President shall follow the provision of Article 14.2. In any of the following events, the TTA President shall receive the confirmation from the chairman of the relevant Technical Committee and then suggest to the Technical Assembly the nullification of the Standard without going through the procedures for suggesting a Standardization Project and listening to opinions to nullify the Standard:
  1. if the IPR holder has not submitted any confirmation.
  2. if the IPR holder has denied license.
  3. if the IPR holder has suggested the condition of except the regulations for handling of IPR Article 5.1

#### **Article 24. Suggestion of KICS**

- ① Anyone who desires to suggest KICS shall prepare the proposal in the form of Attachment 24 and submit it to the Secretariat.
- ② The Secretariat shall request a concerned Technical Committee to review the proposal submitted in accordance with the provision of the above Paragraph 1.
- ③ Procedures for the suggestion of KICS is displayed in Exhibit 5.

#### **Article 25. Revision and Nullification of Standard**

- ① The revision of the standard is in accordance with the provision of Article 13~24.
- ② The nullification of the standard is subject to the provision of Article 13~15, 18, 20~21 and 23~24. However, in the case of the nullification of the standard in accordance with the Article 38.4 of the Operation Regulations, the process subject to the provision of Article 20~21 and 23~24.

#### **Article 26. Management of Standard**

- ① A Project Group and a Technical Committee shall review whether to revise, nullify and maintain the Standard which has been effective for less than five (5) years since announcement thereof, or TTAI which has been effective for less than one (1) year since announcement thereof.

- ② The chairman of the Technical Committee shall prepare the review results in the forms of Attachments 23 and 24 with regard to the Standard to be managed in accordance with the provision of the above Paragraph 1 and then report them to the steering committee.
- ③ If the chairman of the Technical Committee determines to maintain the Standard as a result of the review specified in the provision of the above Paragraph 2, he shall indicate re-review period in the review result by considering the trend of international standards, or review whether to revise, nullify and maintain the Standard again within five (5) years thereafter if the re-review period is not indicated.
- ④ If the chairman indicates that the result of the review of the TTAI is the adoption as TTA Standard, the chairman shall suggest to the Technical Assembly such adoption of the standard.
- ⑤ If the Standard revised or nullified in accordance with the provision of the above Paragraph 1 exists as KICS, the chairman of the Technical Committee shall also suggest the revision or nullification of the KICS.

#### **Article 26-2. Technical Report**

- ① The establishment or revision of the Technical Report subject to the provision of the Article 13~20, 22~23, and 25.
- ② The nullification of the Technical Report subject to the Article 13~15, 18, 20 and 22~23.

### **Chapter 4. Handling of Works for International Standardization Activities**

#### **Article 27. Scope of Activities to Cope with International Standardization**

In the case of calling for formation of a Representative Group to cope with the international standardization, the TTA President or the committee may perform the work activities to cope with the international standardization by operating the preparation group to cope with each international standardization meeting. These procedures shall be indicated in Exhibit 6.

#### **Article 28. Procedures for Handling Activities to Cope with International Standardization**

- ① The TTA President or the committee may form and operate a preparation group to cope with international standardization activities.
- ② The TTA President may form the Representative Group as follows:

1. The preparation group shall consist of commissioners of relevant committees, international standardization experts and interested parties.
2. If necessary, the TTA President or the committee may appoint one (1) senior representative by considering experiences and expertise in international meetings.
3. The senior representative shall have the authority and duties to
  - A. take charge of holding a preliminary preparation prior to international standardization meetings and take follow-up measures**
  - B. lead the Korea Representative Group in foreign countries and assign work activities to the commissioners of the Group**
  - C. Take proper actions through contact with Korea with regard to the issues deemed important**
4. The Korean Representative Group shall
  - A. present the draft
  - B. reflect TTA Project Participants' and Korea's position per issue
  - C. collect the information about the trend of relevant international standardization
  - D. seek the advance of chairman group
- ③ The preparation group shall hold a preliminary meeting prior to participation into an international standardization meeting and
  1. Analyze the agenda for international standardization meeting
  2. Review the documents for international standardization meeting
  3. Prepare, review and suggest the draft
  4. Prepare the measures to be taken by TTA Project Participants and Korea per issue
- ④ The preparation group shall prepare the draft at the preliminary meeting, and if necessary, request the relevant committee to review the draft.
- ⑤ After returning to Korea, the Representative Group shall report the result of the participation in the international standardization meeting (including the result of submission of the draft) through the preparation group meeting or a relevant committee's meeting. In addition, the preparation group shall play a leading role in taking follow-up measures.
- ⑥ The Representative Group shall share the information about the result of the participation into the international standardization meeting by using proper means.

### **Supplementary Rules**

**Article 29. Suggestion of Terminology Standard**

The committee shall not establish any terminology standard for new terms used in the Standard unless otherwise required. Instead, the committee shall prepare the terminology standard proposal in the form of Attachment 25 and suggest the TTA's Terminology Standardization Committee the adoption of IT terminology.

**Article 30. Electronical methods**

The Secretariat may use the electronic methods including Web etc. to operate committee and standardization process quickly and efficiently.



### **Additional Rules**

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

These Operation Guidelines shall become effective as of June 15, 2012.

### **Additional Rules**

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

These Operation Guidelines shall become effective as of June 10, 2011.

### **Additional Rules**

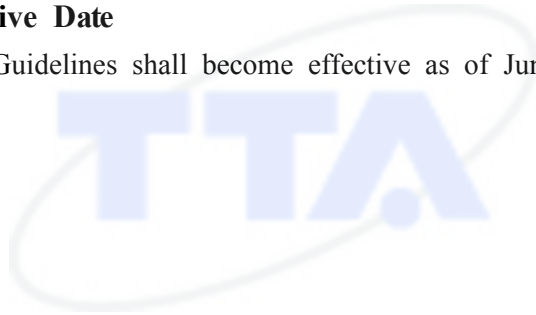
#### **Article 1. Effective Date**

These Operation Guidelines shall become effective as of March 26, 2008.

### **Additional Rules**

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

These Operation Guidelines shall become effective as of June 16, 2005.



## List of Exhibits

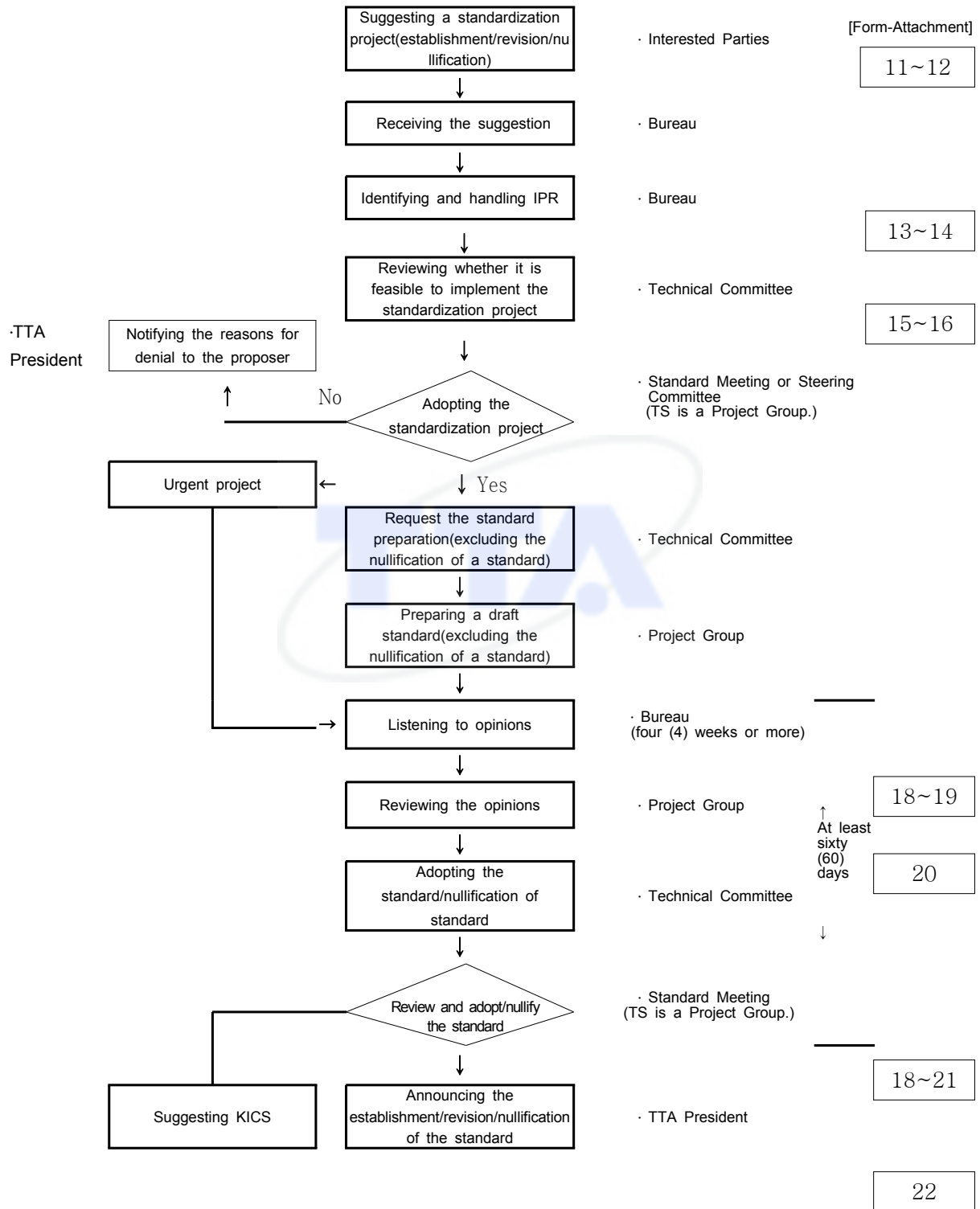
No.	Contents of Exhibit	Relevant Operation Regulations
1	<Exhibit 1> Procedure for Establishment, Revision and Nullification of TTA Standard	Article 12
2	<Exhibit 2> Procedure for Handling Intellectual Property Rights	Article 14
3	<Exhibit 3> Criteria for TTA English Standard	Article 20
4	<Exhibit 4> Numbering System for TTA Standard and TTA Technical Report	Article 23
5	<Exhibit 5> National Standard Proposal Procedure	Article 24
6	<Exhibit 6> Procedure for Handling Activities to Cope with International Standardization	Article 27





<Exhibit 1: Related to Article 12 of the Operation Regulations>

Procedure for Establishment, Revision and Nullification of TTA Standard

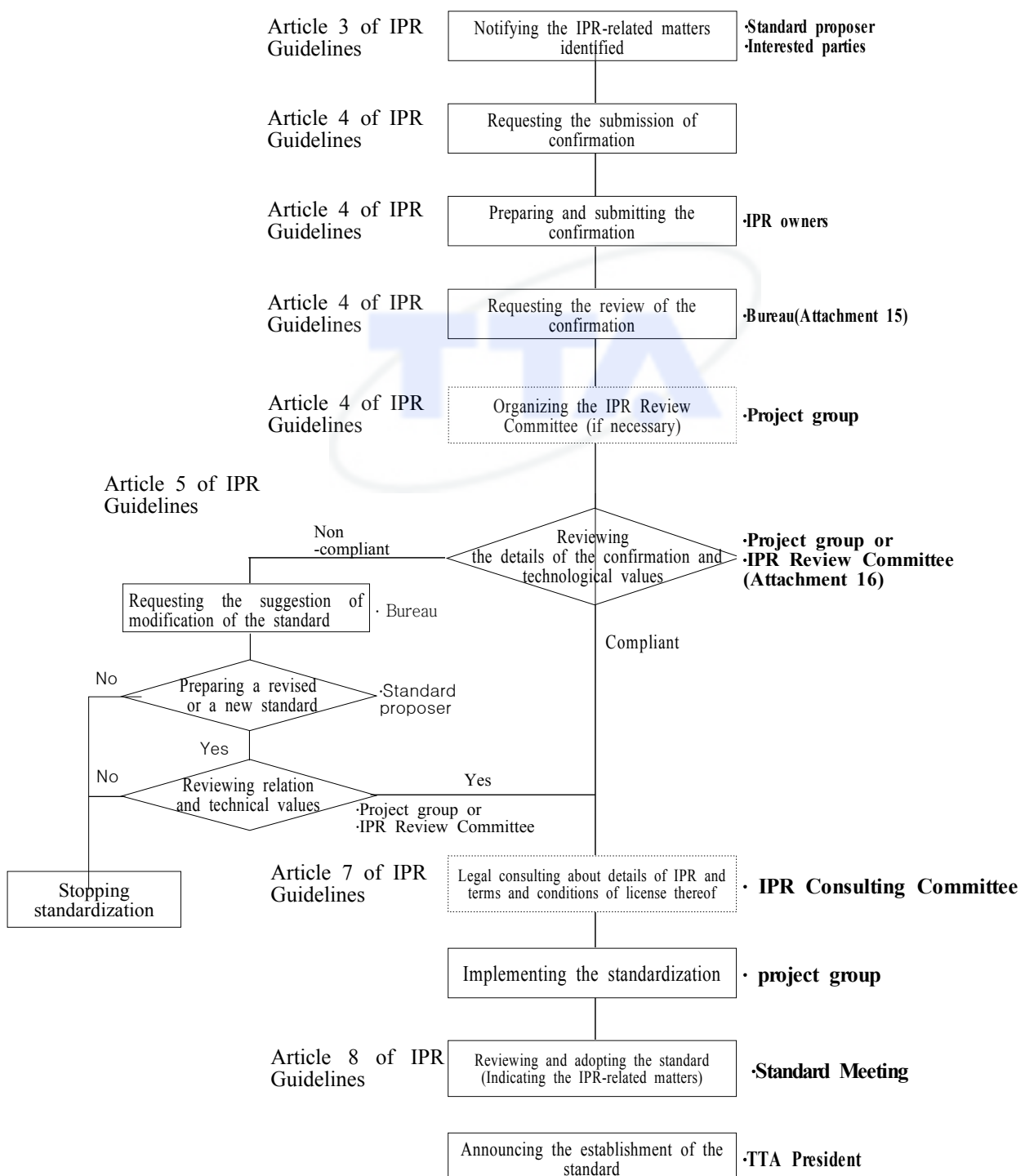


<Exhibit 2: Related to Article 15 of the Operation Regulations>

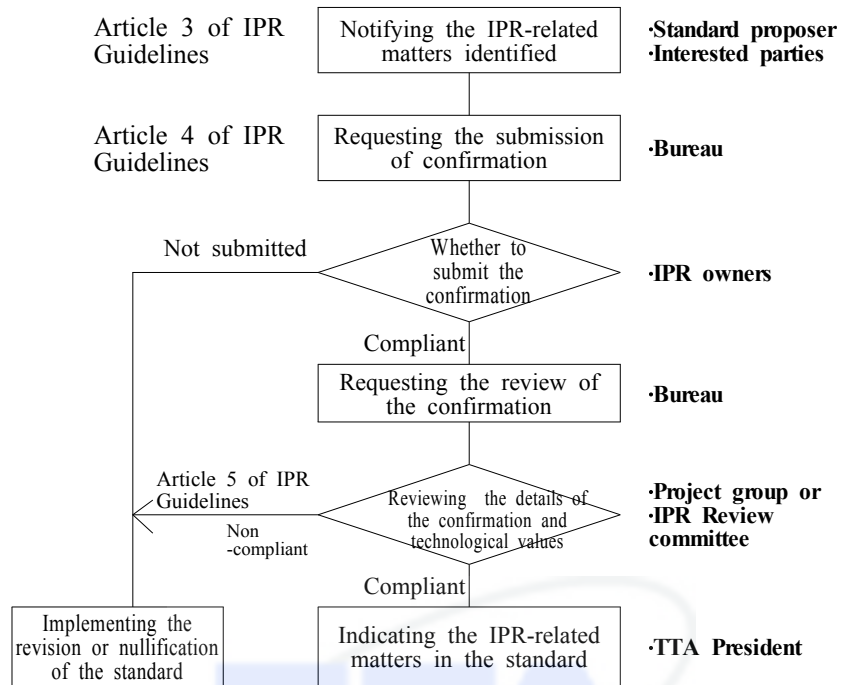
## Procedure for Handling Intellectual Property Rights

<'IPR Guidelines' specified in the following procedure shall refer to the 'Regulations for Handling Intellectual Property Rights Related to IT Standardization'.>

1. Handling procedures for implementing the project of establishment or revision of standard



2. Handling IPR after the adoption of standard ( Article 9 of IPR Guidelines)



<Exhibit 3: Related to Article 20 of the Operation Guidelines>

## Criteria for TTA English Standard

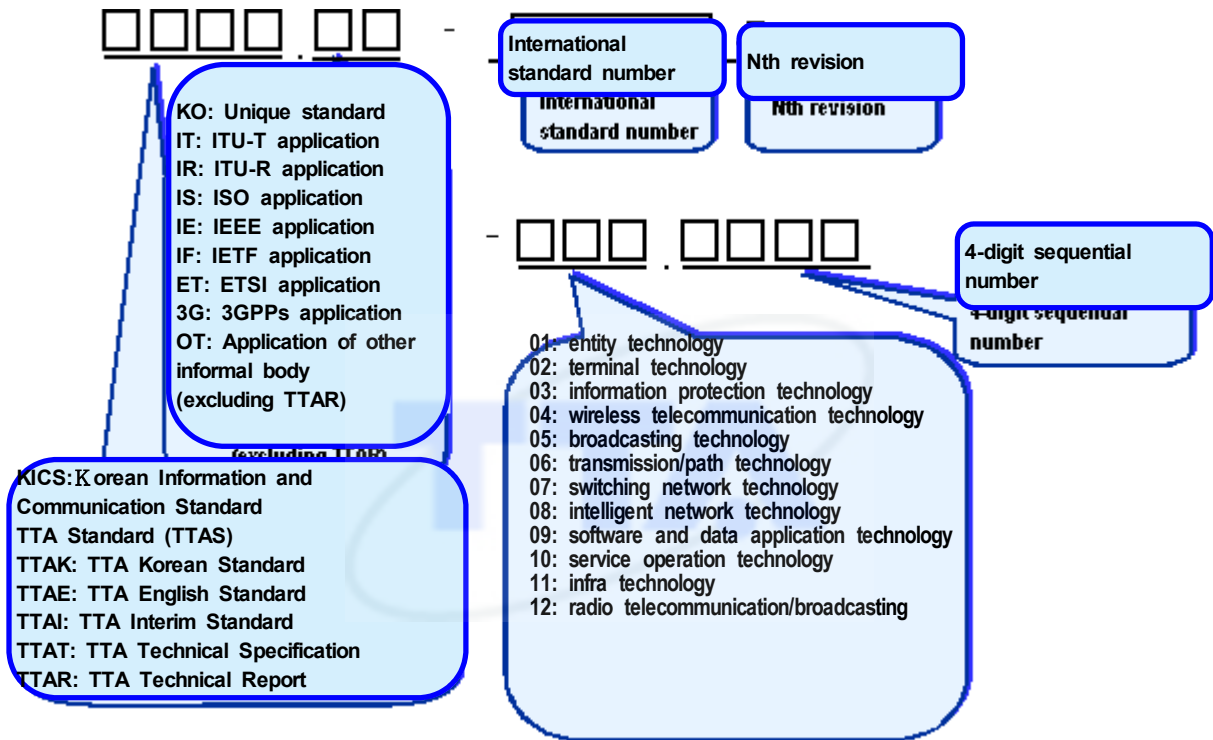
English standard maybe used in following circumstances to avoid any reduction or misinterpretation of the original contents from translation process.

- o If the applied international or foreign standards have been adopted without any change
  - o If the applied international or foreign standards have been deleted or changed in part to meet the domestic circumstances
  - o If the revision term of the applied international or foreign standards are short
  - o If the translation of the applied standards is prohibited in accordance with the provisions of the organization which has established the applied international or foreign standard
  - o If the contents of the texts can be understood easily
  - o If the committee agrees that translation of the original texts may cause confusion
  - o If the committee agrees that standardization is urgent
  - o If the standard is written in English for international standardization of domestic technology.
- ※ In addition to the above matters, if KICS has been suggested or the English standard for a public project and translation is needed, the committee shall determine whether to translate the standard.

<Exhibit 4: Related to Article 23 of the Operation Guidelines>

# Numbering System for TTA Standard and TTA Technical Report

## I. Organization of standard number



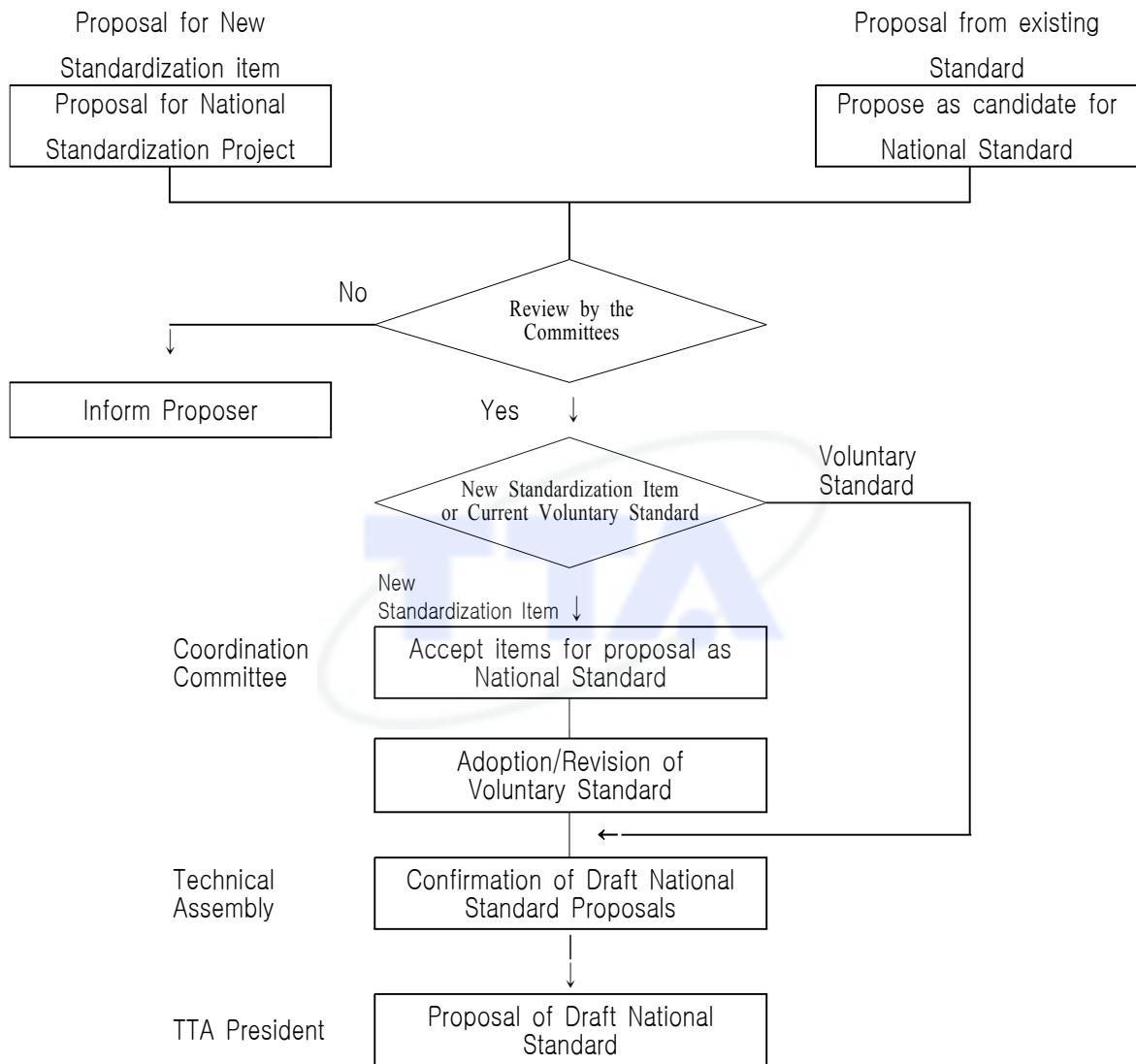
Example) Unique standard: TTAK.KO-A01.0001/R2

Applied standard: TTAK.IT-X509, TTAE.OT-04.0001

TTAR: TTAR-07.0001

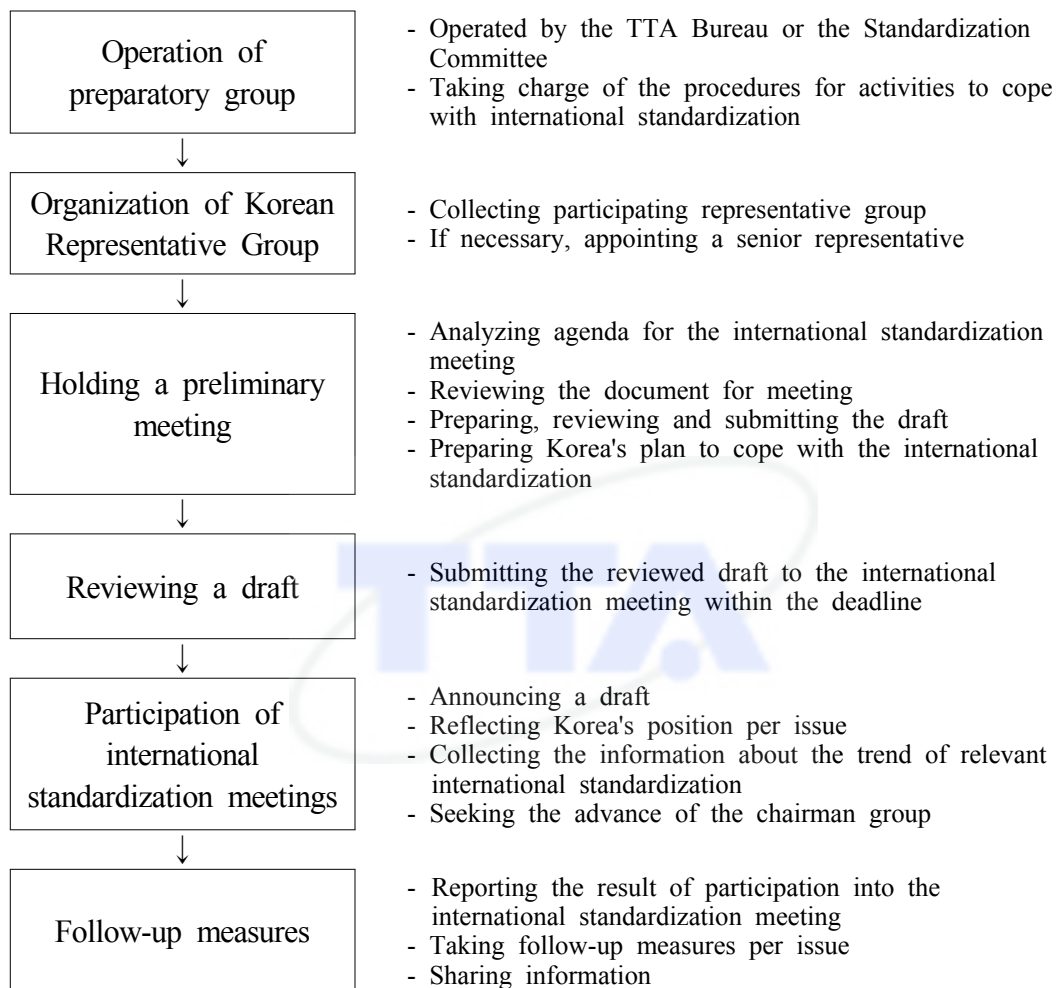
<Exhibit 5: Related to Article 24 of the Operation Guidelines>

## National Standard Proposal Procedure



<Exhibit 6: Related to Article 27 of the Operation Guidelines>

## Procedure for Handling Activities to Cope with International Standardization



## List of Attachments

Classification		No.	Description of Form	Relevant Operation Regulations	Relevant Operation Guidelines
O p e r a t i o n o f C o m m i t t e e	Organization/ Work of Committee	1	<Attachment 1> Proposal for Organization of Project Group	Article 24,28	Article 3
		2	<Attachment 2> Proposal for Incorporation of Project Group	Article 24,28	Article 3.2
		3	<Attachment 3> Proposal for Discontinuance of Project Group	Article 24,28	"
		4	<Attachment 4> Next Year's Activity Plan of Project Group	Article 24,28	Article 3.3
		5	<Attachment 5> Result of Review of Continuance/Discontinuance of Project Group	Article 24,28	"
	Commissioners and Their Duties	6	<Attachment 6> Application for Commissioner's Appointment, Change and Withdrawal	Articles 4, 15, 20.2, 23, and 29	Article 4
		7	<Attachment 7> Special Commissioner Recommendation	Articles 4, 15, 23, and 29	"
		8	<Attachment 8> Letter of Recommendation	"	"
	Meeting Guidelines	9	<Attachment 9> Committee Meeting Draft	-	Article 7
		10	<Attachment 10> Contact Work of Committee	-	Article 10
S t a n d a r d i z a t i o n P r o c e d u r e s	Suggestion and Adoption of Standardization Project, and Suggestion of Nullification of Standard	11	<Attachment 11> Proposal for (Establishment and Revision) of Standard	Article 35	Article 13
		12	<Attachment 12> Proposal for Nullification of Standard	"	"
		13	<Attachment 13> Request for Review of IPR Confirmation	Article 36	Article 14
		14	<Attachment 14> Opinion of Review of IPR Confirmation	"	"
		15	<Attachment 15> Result of Review of Standardization Project (Standard Establishment/Revision)	Article 37	Article 15
		16	<Attachment 16> Result of Review of Standardization Project (Nullification of Standard)	"	"
		17	<Attachment 17> Result of Review of Discontinuance of Standardization Project	Article 41	Article 18
	Listening to Opinions about Draft Standard	18	<Attachment 18> Summary of Draft Standard	-	Article 20
		19	<Attachment 19> Opinion of Draft Standard	Article 39	"
		20	<Attachment 20> Result of Review of Opinions Suggested	"	"
	Presentation of Standard	21	<Attachment 21> Progress of Standardization Activities	-	Article 21
	KICS Suggestion	22	<Attachment 22> Proposal for KCS (Establishment, Revision, and Nullification)	Articles 43	Article 24
	Standard Maintenance	23	<Attachment 23> Result of Review of Maintenance of Standard	Article 48	Article 26, Article 26.2
		24	<Attachment 24> Result of Review of Maintenance of TTAI	"	Article 26
	Suggestion of Terminology Standard	25	<Attachment 27> Proposal for Terminology Standard	-	Article 29 of Supplementary Rules



## Proposal for Organization of Project Group

### I. Proposer

1. Name (or name of body):
2. Department (in case of individual):
3. Contact (telephone number, e-mail):

### II. Details of Activities of Suggestion Committee

1. Name of Committee (Draft): *\*Name the technology to be standardized clearly (for example: digital home PG, LBS PG)*
2. ToR: *\*Define the scope of implementation of the standardization concretely and clearly.*  
 . . . . .  
 . . . . .  
 . . . . .
3. Necessity for establishment of project group: *\* Describe clearly the necessity in the form of listing items.*
4. Item to be standardized (Standardization project):

No.	Korean Name of Project	English Name of Project	Relevant International Standard	Application of International Standard		Korean/English	Implementation Plan (Schedule)
				Application	Application Ratio		
1							~
2							
...							

5. Period for implementation by committee:
6. Name of relevant existing committee (PG) and differentiation:
  - Relevant committee: *\*Indicate any relevant committee among the TTA's existing committees.*
  - Differentiation: *\*Describe the same/different work as/from that of the relevant committee.*
7. List of recommended commissioners (at least 5 persons out of 3 companies)

No.	Organization	Department	Name	Title	Telephone Number	e-mail
1						
2						
...						

[Appendix]

## Analysis of Technology to be Standardized

1. Overview of Technology to be Standardized
  - Overview of technology
  - Objective of standardization
  
2. Status of Korean and Foreign Standardization
  - Korea
  - Foreign countries
  
3. Forecast of Development of Relevant Technology
  
4. Application Area and Industry
  
5. Standardization Implementation Plan
  - Korean standardization implementation plan  
*(Indicate the cooperation relationship among the suggestion committee, other committees, and external organizations by using a diagram.)*
  - International standardization implementation plan  
*(Include the strategy to secure IPR if possible)*
  
6. Expected Effects From Standardization (Include any concrete figures in terms of economy if possible)

<Attachment 2: Related to Article 3 of the Operation Guidelines>

## Proposal of Incorporation of Project Group

### I . Details of Committee to be Incorporated

		Before incorporation		After incorporation
Name of committee		project group	project group	project group
Code of committee		PG	PG	PG
Chairman	Name			-
	Organization			-
	Contact Number			-
Duration of committee				
ToR				
Number of commissioners				

### II . Reasons for Incorporation

### III. Progress of Implementation of Incorporation of Committee

※ Describe the results of the holding of PG and TC review meetings and the progress of the committee incorporation review.

I hereby suggest the incorporation of the \_\_\_project group as shown above.

Appendices : 1. List of Standardization Projects Implemented 1 copy.  
2. List of Commissioners 1 copy.

200\_.\_.\_(YYYY-MM-DD)  
\_\_\_\_\_ Technical Committee  
Chairman (Signature)

<Appendix 1> List of Standardization Projects Completely or Being Implemented

○ Standardization project implemented by the existing committee

No.	Korean Name of Project	Establishment/Revision	Korean/English	Handling Stage	Previous Committee Code
1					
2					
...					

<Appendix 2> List of Commissioners

○ List of commissioners of the existing committee

No.	Name	Organization	No.	Name	Organization
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

## Proposal for Discontinuance of Project Group

### I . Committee to be Discontinued

1. Name of committee (code of committee): (PG )
2. Chairman: (※ Name, Organization, Contact Number)
3. Duration of committee:
4. ToR:
  
5. Reasons for discontinuance:

### II . Result of Discontinuance Review Meeting

- ※ Name, time and place of meetings of PG and TC, and summary of results

### III . Details of Activities of Committee

1. Progress of implementation  
※ Describe the status of holding of meetings, and progress of results of discontinuance of committees.
2. Standardization project completely or being implemented

No.	Korean Name of Project	Establishment/ Revision	Korean/English	Handling Stage (Handling Plan)
1				
2				
...				

- ※ If there are any remaining standardization projects, describe the plan to handle them.

I hereby suggest the discontinuance of the \_\_\_\_ project group as shown above.

200\_.\_.\_(YYYY-MM-DD)  
\_\_\_\_ Technical Committee  
Chairman (Signature)

<Attachment 4: Related to Article 3 of the Operation Guidelines>

## Next Year's Activity Plan of Project Group

(※ prepared by a project group)

1. Name (Code) of Project Group: \_\_\_\_\_ Project Group (PG \_\_\_\_\_)

2. Continuance/Discontinuance of Project Group: \_\_\_\_\_

3. Necessity for Continuance of PG or Reasons for Discontinuance of PG  
:

4. Next Year's Major Standardization Items (in case of continuance)

◦ Name of Items (Standardization Project) (Start ~ Completion)

- 
- 
- 
- 

※ List up to five major items.

5. Expected Duration of Committee

: 200\_.\_.1 ~200\_.\_.\_\_(YYYY-MM) (Expected Time for End of Activity)

200\_.\_.\_\_(YYYY-MM-DD)

\_\_\_\_\_ Project Group

Chairman

(Signature)

## Result of Review of Continuance/Discontinuance of Project Group

(※ Prepared by Technical Committee)

1. Related Meeting: \_\_\_\_\_th \_\_\_\_\_ Technical Committee Meeting  
(200\_.\_.\_.(YYYY-MM-DD))

2. Result of Reviewing the Continuance or Discontinuance of the PG the Next Year

Project Group Name (PG Code)	Continuance/ Discontinuance	Reason (Necessity)	Major Standardization Items	Duration of Committee
Internet Security (PG102)	Continuance		ex) Encrypted message specification, XML information protection technology	2004.1~200_._._.( YYYY-MM)

I hereby present the result of reviewing whether to continue or discontinue the PG within the TC as shown above.

200\_.\_.\_.(YYYY-MM-DD)  
\_\_\_\_\_ Technical Committee  
Chairman (Signature)

<Attachment 6: Related to Article 4 of the Operation Guidelines>

## Application for Commissioner's Appointment, Change and Withdrawal

I hereby apply for appointment, change and withdrawal with regard to the commissioners participating in the IT Standard Meeting and each of committees within it.

<b>Classification</b>	※ Select one of Appointment, Change, Withdrawal		
<b>Name (Code) of Committee</b>		Name of Commissioner before Change	
<b>Name</b>	※ Describe the name of commissioners who conduct activities.	<b>Organization</b>	
<b>Department</b>		<b>Title</b>	
<b>Specialized Area and Experiences</b>		<b>Telephone Number</b>	
<b>E-mail Address</b>		<b>Fax Number</b>	
<b>Mail Address</b>	(   -   )		
Reason for Withdrawal	※ In case of application for withdrawal, describe the reason for withdrawal.		
200_._._.(YYYY-MM-DD)			
Name of Company (Association): _____ .			
Name of Representative: _____ (Signature)			

Respectfully submitted to TTA President

- ※ Any persons recommended for a new committee shall be registered as commissioners. Any persons recommended for an existing committee shall be registered as observers. If the observers participate in the meeting two (2) times per year, they shall be changed to commissioners.
- ※ Change of commissioners shall refer to change of commissioners who belong to member companies of the same committee. In such case, the commissioners after change shall succeed the title of the commissioners before change in the committee.
- ※ Appointment, change and withdrawal of several commissioners may be applied in just one application form.



<Attachment 7: Related to Article 4 of the Operation Guidelines>

## Special Commissioner Recommendation

I hereby recommend special commissioners who will participate in IT Standard Meeting and committees in it as follows.

<b>Classification</b>	※ Indicate one of international standardization experts (indicate the year of appointment.), persons related to forums (indicate the name of forums to which the persons belong) and other (indicate organizations and name of schools).		
<b>Name (Code) of Committee</b>			
<b>Name</b>	※ Indicate the name of commissioners who will conduct activities.	<b>Organization</b>	
<b>Department</b>		<b>Title</b>	
<b>Specialized Area and Experience</b>		<b>Telephone Number</b>	
<b>E-mail Address</b>		<b>Fax Number</b>	
<b>Mail Address</b>	(   -   )		
<b>Brief History</b>	※ Describe a brief personal history and attach a detailed resume. <Appendix: Resume 1 copy>		
200__.__.__(YYYY-MM-DD) Name of Committee/Forum: _____ Name of Chairman: _____ (Signature)			

Respectfully submitted to TTA President

- ※ Attach the resume of the recommended special commissioner for submission.
- ※ Any persons recommended for a new committee shall be registered as special commissioners. Any persons recommended for an existing committee shall be registered as observers. If they participate in meetings two (2) times per year, they shall be changed to special commissioners.

<Attachment 8: Related to Article 4 of the Operation Guidelines>

## Letter of Recommendation

Name:

Organization:

Title:

I hereby recommend you as \_\_\_\_\_ of  
\_\_\_\_\_Committee in accordance with Article \_\_\_\_\_ of the  
IT Standardization Operation Regulations.

200\_.\_.\_.(YYYY-MM-DD)

TTA President

<Attachment 9: Related to Article 7 of the Operation Guidelines>

## Committee Meeting Draft



Telecommunications Technology Association

Doc. No.: 200XPGYY-ZZZ  
200\_.\_.\_\_(YYYY-MM-DD)

Name of Committee	(Name of Working-level Group)	
Type of Document	Draft Standard( ), Information ( ), Comments ( ), Others ( )	
Source	<Name of Company, chairman of committee/working-level group, Bureau, etc.>	
Title		
Prepared by (Contact)	<Name>	<Tel>
	<Title>	<Fax>
	<Organization>	<E-mail>
Abstract		
Inclusion of Patents		
Copyright	Copyright to this document shall be granted to TTA.	

<Describe details below.>

<Attachment 10: Related to Article 10 of the Operation Guidelines>

## Contact of Work of Committee

Document No.	※Indicate the Document No. of the sending committee.
Sent to	※Indicate the name of the receiving committee and chairman thereof.
Reference	※Committees in the receiving committee or relevant commissioners
Subject	※Indicate the subject of the contact of work.
Contents	※Describe the major details of the work contact clearly. (Additional materials may be attached.)
Attachment	※Indicate the list of the attachments to supplement the details hereof.
Sent by	Chairman of _____Committee (Signature)

200\_.\_.(YYYY-MM-DD)

TTA

<Attachment 11: Related to Article 13 of the Operation Regulations>

Application No.: _____ - _____	
<b>Proposal of Standard (Establishment and Revision)</b>	
I hereby apply for establishment and revision of a standard as follows in accordance with Article 35 of the IT Standardization Operation Regulations.	
<b>1. Proposer</b>	
1) Proposing organization Name of (company, association, individual)	
2) Name of representative	
3) Contact point (name, department and position)	Name: _____ Title: _____ Department: _____ (If the contact point is different from the proposing organization, indicate the contact point including the name of the organization.)
4) Contact number (telephone)	
5) Address	( _____ - _____ )
6) Fax	
7) E-mail	
<b>2. Name of Proposed Standard</b> (Do not use the terms "Standard" or "Specification" at the end of the name of the proposed standard and it is recommended to express the name of a detailed technology unless otherwise necessary in terms of meaning or policy.)	
1) Korean Name	
2) English Name	
<b>3. Classification of Projects</b>	
<input type="radio"/> Korean <input type="radio"/> English	- Reasons for suggestion of English version: _____
	- Characteristics of English standardization project <input type="radio"/> Fully accommodation of international standards <input type="radio"/> Partial accommodation <input type="radio"/> Others: _____
<input type="radio"/> General project <input type="radio"/> Urgent project <input type="radio"/> Technical Specification	- Reason for implementation of urgent project: _____ _____
	- Evidentiary documents for handling of special cases (urgent projects) <※ Attachments>
<b>4. IPR-related Matters</b>	
<input type="radio"/> Related <input type="radio"/> Not related	(※ If there are any IPR-related matters, identification notice and confirmation must be attached.)
<b>5. Others</b>	
-Key word (for search of standards)	
Application Date: _____ (YYYY-MM-DD) Applicant _____ (Signature) <b>Respectfully submitted to TTA President</b>	
<Attached documents> 1. Description about establishment and revision of standard 1 copy. 2. Suggested draft standard 1 copy. (※ The suggested draft standard shall be prepared in accordance with the TTA Standard Preparation Guidelines, however, if the proposal is TTA committee, the suggested draft standard is not indispensable) 3. Evidentiary documents for handling of special cases (urgent project)(※ if necessary) 1 copy. 4. IPR identification notification and confirmation(※ if necessary) 1 copy.	

<Appendix 1>

## Description About Establishment and Revision of Standard

Application No.: \_\_\_\_\_

<b>1. General Matters</b>					
a. Name of suggested standard					
b. Reason for suggestion					
c. Progress of implementation					
d. Purpose					
e. Object and scope of application	Main				
	Sub				
f. Standard application period	<input type="radio"/> within 6 months <input type="radio"/> within 1 year <input type="radio"/> within 2 years <input type="radio"/> After 3 years				
g. Standard (draft) preparation period	(start) _____ ~ (completion) _____ (YYYY-MM ~ YYYY-MM)				
h. Standard to be revised (limited to revised standard)	Standard No.				
	Establishment date				
i. Summary of contents (In case of revised standard, focus the details of the revised contents.)					
j. Expected effects					
k. Types of standards (multiple choice is allowed.)	<input type="radio"/> Application of international standards <input type="checkbox"/> original document <input type="checkbox"/> translation <input type="checkbox"/> modification <input type="radio"/> Standard for Korean project <input type="checkbox"/> National policy project <input type="checkbox"/> Korean forum standard <input type="checkbox"/> Company standard <input type="checkbox"/> Standard developed by TTA Standardization Committee <input type="checkbox"/> Others ( )				
<b>2. Relation with international standard</b>					
a. Classification of application	<input type="radio"/> Unique standard <input type="radio"/> Application of single foreign standard <input type="radio"/> Application of multiple foreign standards				
b. Applied standards (Name of organization/standard No./establishment date) Example) I E T F RFCXXXX(YYYY-MM-DD)	- Type of applied standard (In case of application of multiple standards, multiple choice is allowed.) <table border="1" style="float: right; margin-left: 10px;"> <tr><td><input type="checkbox"/> International standard</td></tr> <tr><td><input type="checkbox"/> Foreign forum standard</td></tr> <tr><td><input type="checkbox"/> Local/national standard</td></tr> <tr><td><input type="checkbox"/> Others ( )</td></tr> </table>	<input type="checkbox"/> International standard	<input type="checkbox"/> Foreign forum standard	<input type="checkbox"/> Local/national standard	<input type="checkbox"/> Others ( )
	<input type="checkbox"/> International standard				
	<input type="checkbox"/> Foreign forum standard				
<input type="checkbox"/> Local/national standard					
<input type="checkbox"/> Others ( )					
- Main applied standard Establishment date: _____					
- Sub applied standard (in case of application of multiple standards) Establishment date: _____					
c. Relation with applied standards	- Degree of application <input type="radio"/> 100% <input type="radio"/> 70% or less <input type="radio"/> 50% or less <input type="radio"/> 30% or less <input type="radio"/> 10% or less				
	- Option item				
	- Deletion item				
	- Addition item				
	- Other modification item				
d. Other reference standard	- Foreign standard				
	- National standard				
	- Others				
<b>3. Matters related to compliance certification</b>					
a. Matters subject to compliance certification	<input type="radio"/> Yes <input type="radio"/> No				
b. Establishment of test standard	<input type="radio"/> Yes (a corresponding test standard No: _____ ) <input type="radio"/> No				
<b>4. Other notes</b>					
:					

<Attachment 12: Related to Article 13 of the Operation Guidelines>

Application No.: _____ - _____	
<b>Proposal for Nullification of Standard</b>	
I hereby apply for nullification of the standard as follows in accordance with Article 35 of the IT Standardization Operation Regulations.	
<b>1. Proposer</b>	
1) Proposing organization Name (of company, association, individual)	
2) Name of representative	
3) Contact point (Name, department, position)	Name : _____ Position: _____ Department : _____ (If the contact point is different from the proposing organization, indicate the contact point including the name of the organization.)
4) Contact number (telephone)	
5) Address	(       -       )
6) Fax	
7) E-mail	
<b>2. Standard to be Nullified</b>	
1) Standard No.	
2) Name of standard	
3) Standard establishment/revision date	
<b>3. Classification of Standard</b>	
<input type="radio"/> TTA Standard <input type="radio"/> TTAE <input type="radio"/> TTAI <input type="radio"/> TTAT <input type="radio"/> TTAR	
<b>4. Reason for Suggestion of Standard Nullification (※ Attach the documents which includes discussions and opinions regarding the nullification of standard.)</b>	
<input type="radio"/> Nullification of an old-version standard due to revision and replacement of standard <input type="radio"/> Nullification of an old standard due to adoption of standard of new technologies or services <input type="radio"/> IPR problems are not resolved. <input type="radio"/> Nullification of an standard due to nullification of the related international or Korean standard <input type="radio"/> Other reasons (※ If there are not reasons falling under the above category, describe other reasons concretely.)	
<b>5. IPR-related Matters</b>	
<input type="radio"/> Related <input type="radio"/> Not related	(※ If there are any matters related to IPR, attach a relevant confirmation.)
Application date: _____.____.____(YYYY-MM-DD)	
Applicant (Signature)	
<b>Respectfully submitted to TTA President</b>	
<Attached document>	
1. Description about the nullification of standard 1 copy (※Describe the reasons for nullification in detail.) 2. Evidentiary documents including the result of listening to opinions of industry, academy and research communities with regard to the nullification of standard(※If necessary) 1 copy 3. IPR confirmation(※If necessary) 1 copy	

<Appendix 1>

## Description about Nullification of Standard

Application No.: \_\_\_\_\_

1. Standard to be nullified	
a. Standard No.	
b. Name of standard	
c. Standard establishment date	
2. Reason for suggestion of nullification of standard	※ Describe the reason for and objective of suggestion of nullification of standard concretely.
3. Progress of implementation of nullification of standard	※ Describe the progress of implementation of nullification of standard. (including listening to opinions, conducting the questionnaire survey and results of the survey),
4. Domestic and Foreign Trend of Standard-related Technology	
a. Status of domestic and foreign markets of related technology	※ If the relevant technology is no longer used in the market, and thus it becomes necessary to nullify the standard related to such technology, describe the status of the market of the relevant technology. Or, describe whether the standard nullification may cause inconvenience to the market and confusion.
b. Standard-related IPR problems	※ If a certain standard is not proper because IPR-related problems occur since establishment of such standard, describe the IPR-related problems.
5. Effects expected from nullification of standard	※ Describe the effects expected from the nullification of standard concretely.
6. Standard replacing the nullified standard	※ Describe the standard to replace the nullified standard by indicating <standard No. name of standard, establishment date of standard>.

※ If necessary, attach any documents.



<Attachment 13: Related to Article 14 of the Operation Guidelines>

## Request for Review of IPR Confirmation

Management No.:

Name of Standardization Project				
Name of Committee in Charge				
Person who Submitted Confirmation	Name	Organization /Department	Title	Contact
Details of Confirmation	Type and name of IPR	Example) Utility Model, "Name of Invention"		
	Details of Standard included in IPR			
	Terms of License	Example) 1. IPR shall be licensed non-exclusively without any royalty. 2. IPR shall be licensed non-exclusively under reasonable terms and conditions.		
<p>I hereby request you to review the above IPR confirmation in accordance with Article 4.4 of the Regulations for Handling of IPR Related to IT Standardization (2005. 12. 21.). After review, please notify it in the form of Appendix 2.</p> <p>Appendices: 1. Confirmation Related to IPR Handling <span style="float: right;">1 copy</span>                      2. Opinion of Review of IPR Confirmation <span style="float: right;">1 copy.</span></p> <p style="text-align: right;">Date: 200_._.__(YYYY-MM-DD)</p> <p style="text-align: right;">TTA Secretary General 1</p> <p style="text-align: center;">Respectfully submitted to chairman of project group related to _____</p>				

<Attachment 14: Related to Article 14 of the Operation Guidelines>

## Opinion of Review of IPR Confirmation

1. Name of standardization project:

Management No.:

2. Name of IPR:

3. Opinion after review:

Items Reviewed	Opinion After Review	
Whether the IPR has been registered or not (If the IPR has not been registered, indicate the application No. and date thereof.)	Registration No.	Registration Date
Remaining period of IPR		
Technical value of IPR (Consider the scale of application of patent claims, effects thereof, and the degree of application to relevant industry.)	1. High    2. Middle    3. Low	
Infringement of standard upon the IPR (Relation of manufacture, use or operation of equipment and means under the IPR and standard)	1. High    2. Middle    3. Low	
If the standard has infringed upon the IPR, whether there are any methods to resolve such infringement in terms of technology (including the possibility of adoption of replacing standard)		
Other considerations		

I hereby notify the opinion of review of the IPR confirmation as shown above.

Date: \_\_\_\_\_.\_\_\_\_.\_\_\_\_(YYYY-MM-DD)

\_\_\_\_\_project group

(or IPR Review Committee)

Chairman

Signature

Respectfully submitted to TTA Secretary General

<Attachment 15: Related to Article 15 of the Operation Guidelines>

## Result of Review of Standardization Project (Standard Establishment/Revision)

Application No.: \_\_\_\_\_

<b>1. Name of standardization project</b>	Korean		
	English		
<b>2. Review result</b>			
<b>Items to be reviewed</b>	<b>Review result</b>		
a. Necessity for implementation of standardization project	<input type="radio"/> Necessary <span style="margin-left: 150px;"><input type="radio"/> Not necessary</span>		
b. Reasons for non-necessity	_____		
c. Classification of standardization project	Establishment/revision	Korean/English	General/Urgent project /TTAT
	<input type="radio"/> Establishment <input type="radio"/> Revision	<input type="radio"/> Korean <input type="radio"/> English	<input type="radio"/> General project <input type="radio"/> Urgent project <input type="radio"/> TTAT
d. Object and scope of application	Main		
	Sub		
e. Standard application period	<input type="radio"/> within 6 months <span style="margin-left: 50px;"><input type="radio"/> within 1 year</span> <input type="radio"/> within 2 years <span style="margin-left: 50px;"><input type="radio"/> after 3 years</span>		
f. Degree of importance of standard	<input type="radio"/> Very important <span style="margin-left: 50px;"><input type="radio"/> Important</span> <input type="radio"/> Normal <span style="margin-left: 50px;"><input type="radio"/> Not important</span>		
g. Corresponding project group	PG ▼		
h. Applied standard	- Main applied standard	_____, establishment date: _____	
	- Sub applied standard (in case of application of multiple standards)	_____, establishment date: _____	
i. Other opinion			

I hereby notify the result of the review of the standardization project as shown above.

Date: \_\_\_\_\_.\_\_\_\_.\_\_\_\_(YYYY-MM-DD)

\_\_\_\_\_Technical Committee

Chairman (Signature)

Respectfully submitted to TTA President

<Attachment 16: Related to 15 of the Operation Guidelines>

## Result of Review of Standardization Project (Standard Nullification)

Application No.: \_\_\_\_\_

<b>1. Standard to be Nullified</b>	Standard No.	
	Name of standard	
	Establishment date	
<b>2. Review result</b>		
<b>Items to be Reviewed</b>	<b>Review result</b>	
a. Necessity for nullification of standard	<input type="radio"/> Necessary <input type="radio"/> Not necessary	
b. Reason for non-necessity	_____	
c. Classification of standard	<input type="radio"/> TTAS <input type="radio"/> TTAE <input type="radio"/> TTAI <input type="radio"/> TTAT <input type="radio"/> TTAR	
d. Project group in charge	_____ PG▼ (Reason for establishment: _____ )	
e. Other opinion		

I hereby notify the result of review of the standardization nullification as shown above.

Date: \_\_\_\_\_.\_\_\_\_.\_\_\_\_(YYYY-MM-DD)

\_\_\_\_\_Technical Committee

Chairman                      (Signature)

Respectfully submitted to TTA President

<Attachment 17: Related to Article 18 of the Operation Guidelines>

## Result of Review of Discontinuance of Standardization Project

### 1. Review Committee

- Name of committee: \_\_\_\_\_Committee (Code of committee)
- Name of meeting: ~th Ordinary meeting of \_\_\_\_\_Committee
- Time and place of meeting: 200\_.\_.(YYYY-MM-DD)~\_.\_.(MM-DD)

### 2. Details and Result of Review

No	Project No.	Name of Project	Proposer	corresponding Committee	Reason for Discontinuance of Project
1					
2					
3					

I hereby present the result of the review of the discontinuance of the standardization project as shown above.

200\_.\_.(YYYY-MM-DD)

\_\_\_\_\_  
Chairman (Signature)

<Attachment 18: Related to Article 20 of the Operation Guidelines>

## Summary of Draft Standard

[ Name of Standard (Draft Standard) (Project No.): Example) Premise Communication Line  
Facilities for Residential Buildings (2010-001) ]

### 1. Purpose of Standard

### 2. Summary of Major Details

### 3. Standard Application Industry and Effect on the Industry

### 4. Reference Standard (Recommendation)

#### 4.1 Foreign Standard (Recommendation)

- Example) IETF, RFC2119, "Key words for use in RFCs to Indicate Requirement Levels",  
March 1997.(※ As for the reference standards, indicate publisher, standard No. standard name and  
publication date in the order.)

-

#### 4.2 Domestic Standard

- Example) TTA, TTAS.KO-12.0012, "TTA Standard Preparation Guide", 2005.12.

### 5. Comparison with Reference Standard (Recommendation)

#### 5.1 Relation with Reference Standard (Recommendation)

Describe the relation with reference standard in detail, including the comparison with reference standard and surrounding status of international standards. If there are any items to be added, deleted and modified, describe them by using the following comparison table.

#### 5.2 Table Showing Comparison between Reference Standard (Recommendation) and this Standard

Example)

TTA Draft Standard	Reference Standard: IETF RFC2119	Remarks
1. Overview		Added
2. Organization and Scope of Standard		Added
3. PKCS#11 Overview	Chapter 1	Same
5. PKCS#11 Profile	Chapter 2	Same
Appendix I. PKCS#11 Object Property Profile	Appendix I.	Modified (** Describe briefly and concretely the modification.)
-	Appendix II.	Deleted (** Describe the reason for deletion briefly.)

## 6. IPR-related Matters

You can check up the list of IPR confirmation at the TTA Website.

- \*Any users of this Standard shall use after the confirmation just in case IPR is included.
- \* There can be other IPR exist other than the accepted list of IPR confirmation relevant to this Standard.

## 7. Matters Related to Compliance Certification

### 7.1 Whether Compliance Certification Can be Applied

\* Describe whether the products or technologies to which this standard has been applied will be subject to the standard compliance test or test certification.

### 7.2 Whether Test Standard Should be Established (Corresponding Test Standard No.)

\* Describe whether any test standard should be established with regard to this standard. If any test standard exists, describe the details of the corresponding test standard.

## 8. History of Standard

### 8.1 Record of Standard

Edition No.	Establishment/Revision Date	Establishment/Revision
1	December 24, 2004	Established
1- Error-correcting 1	YYYY.MM.DD	Error-correcting
2	January 24, 2005	Revised

### 8.2 Major Revisions

\* Describe major revisions into an item comparison table comparing the standard adopted before this Standard as far as possible.

TTAK.KO-01.0000/R1 (2nd Edition)	TTAK.KO-01.0000 (1st Edition)	Note
1. Overview	1. Overview	Same
2. Organization and Scope of Standard	2. Organization and Scope of Standard	Same
3. PKCS#11 Overview	4. PKCS#11 Overview	Same
4. PKCS#11 Profile	-	Added (* Describe briefly and concretely the addition.)
Appendix I. PKCS#11 Object Property Profile	Appendix I. PKCS#11 Object Property Profile	Modified (*Describe briefly and concretely the modification)
-	Appendix II. PKCS#11 Mechanism Profile	Deleted (* Describe briefly and concretely the reason for deletion)





<Attachment 19: Related to Article 20 of the Operation Guidelines>

## Opinion on Draft Standard

Project No.	
Name of Draft Standard	
Items of Opinions	※ Describe the number and title of the items on which opinions may be given in the draft standard.
Original Draft	※ Describe opinions about the draft standard if any.
Alternative	※ Suggest any modified version of the above original draft.
Reason	※ Describe the reason for suggestion of alternatives.

Name of Company (Association): \_\_\_\_\_ .

Name of Representative: \_\_\_\_\_ (Signature)

Respectfully submitted to TTA President

<Attachment 20: Related to Article 20 of the Operation Guidelines>

## Result of Review of Opinions Suggested

### 1. Review Committee

- Name of committee: \_\_\_\_\_ Committee (code of committee)
- Name of meeting: \_\_\_th ordinary meeting of \_\_\_\_\_Committee
- Time and place of meeting: 200\_\_\_.\_\_\_\_.\_\_(YYYY-MM-DD)~\_\_\_\_.\_\_\_\_(MM-DD)

### 2. Details and Result of Review

- Project No.:
- Name of Draft Standard:
- Detail and result of review

Items On which Opinions Are Given	Original Draft	Alternative	Reason for Suggestion of Alternative	Committee Review Result	Company Which Submitted Opinions

I hereby suggest the result of the review of the opinions about the draft standard as shown above.

200\_\_\_.\_\_\_\_.\_\_(YYYY-MM-DD).

\_\_\_\_\_Committee

Chairman


(Signature)

<Attachment 21: Related to Article 21 of the Operation Guidelines>

## Progress of Standardization Activities

1. Name of Standard (Draft Standard): (Korean)  
(English)
2. Name of Standardization Project:
3. Standardization Project No.:
4. Name of Committee in charge: \_\_\_\_\_ Technical Committee \_\_\_\_\_ Project  
Group
5. Progress of Implementation
  - a. Suggestion of project: \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD) \_\_\_\_\_ (※ Indicate the project suggestion date and proposer.)
  - b. Adoption of project: \_\_\_\_th ordinary meeting of steering committee/Standard Meeting on \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD)
  - c. Review of draft standard: \_\_\_\_th ordinary meeting of \_\_\_\_\_project group on \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD)
  - d. Listening to opinions: \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD) ~ \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD)
    - Result of listening to opinions: no opinions/submission of \_\_\_\_ opinions
    - Organization which submitted opinions: no opinions/\_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_ companies(※ If there are any opinions submitted, attach the submitted opinions and result of the Committee's review of the opinions.)
  - e. Opinion review meeting: \_\_\_\_th ordinary meeting of \_\_\_\_\_ project group on \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD)
  - f. Adoption of standard: \_\_\_\_th ordinary meeting of \_\_\_\_\_ Technical Committee on \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD)
  - g. Review of steering committee: \_\_\_\_th ordinary meeting of steering committee on \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD)
  - h. Review of TTA draft standard: \_\_\_\_th ordinary meeting of Standard Meeting on \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD)
  - i. Announcement of standard: \_\_\_\_\_.\_\_\_\_.(YYYY-MM-DD)

<Attachment 22: Related to Article 24 of the Operation Guidelines>

<p style="text-align: center;"><b>Proposal for Korean Communications Standard (Establishment, Revision, and Nullification)</b></p>		
applicant	① Name of Entity	
	② Representative	
	③ Person in Charge of Contact and Contact Information	
	④ Location	
⑤ Korean Communications Standard (KCS) Name		
⑥ Korean Communications Standard (KCS) Number		
<p>In accordance with the Article 33 of the "Framework Act on Development of Korean Communications Standard" and the Article 22 of Enforcement Ordinance, I(we) propose the establishment, revision, and nullification of Korean Communications Standard.</p> <div style="text-align: center; margin: 20px 0;">  </div> <p style="text-align: right; margin-right: 100px;">Date:</p> <p style="text-align: right; margin-right: 50px;">Applicant: <span style="float: right;">(Seal)</span></p> <p style="text-align: center; margin-top: 20px;">Respectfully Submitted to Director General of National Radio Research Agency</p>		
Attachment	<ol style="list-style-type: none"> <li>1. A copy of description of KCS</li> <li>2. A copy of (Draft) Standard</li> <li>3. A copy of Written Promise of IPR</li> </ol>	

<Attachment 1>

Description of Korean Communications Standard (KCS)

1. Purpose of the Standard
2. Summary of Main Content
3. Relevant Facts to Intellectual Property Rights
4. Validity of National Standard Object

<Attachment 23: Related to Article 26 of the Operation Guidelines>

## Standard Maintenance Review Result

1. TTA Standard No.:

2. TTA Standard Name:

3. Review Result:

Item	Review Result			
	Classification of Standard	TTA Standard		KICS
Korean <input type="checkbox"/>		English <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Establishment and revision date of standard				
Previous maintenance date				
Relevant standard	International			Korean
	Main		Sub	
Maintenance committee				
Result of review of standard maintenance	<input type="checkbox"/> Maintenance <input type="checkbox"/> Revision <input type="checkbox"/> Nullification			
Details of review of maintenance of standard (reasons for maintenance, revision and nullification)				
Other opinions (including necessary measures)				
Attached materials	<input type="checkbox"/> Proposal for (revision and nullification) of standard <input type="checkbox"/> Others			

I hereby notify the result of the review of the maintenance of the standard as shown above.

200\_\_\_.\_\_\_.\_\_(YYYY-MM-DD)

\_\_\_\_\_ Committee

Chairman

(Signature)

<Attachment 24: Related to Article 26 of the Operation Guidelines>

## TTAI Maintenance Review Result

1. TTAI No.:

2. Name of TTAI:

3. Review Result:

Item	Review Result			
Classification of standard	Korean <input type="checkbox"/> English <input type="checkbox"/>			
Establishment and revision date of standard				
Previous maintenance date				
Relevant standard	International			Korean
	Main		Sub	
Review committee				
Result of review of standard maintenance	<input type="checkbox"/> Adoption of TTA standard <input type="checkbox"/> Maintenance of TTAI <input type="checkbox"/> Revision of TTAI <input type="checkbox"/> Nullification of TTAI			
Reasons for result of review of maintenance of standard (Reasons for adoption of TTA standard, maintenance of TTAI/revision/nullification)				
Other opinions (including necessary measures)				

I hereby submit the result of review of the maintenance of TTAI as shown above.

200\_\_\_.\_\_\_.\_\_(YYYY-MM-DD)

\_\_\_\_\_ Technical Committee  
Chairman (Signature)

<Attachment 24: Related to Article 29 of the Operation Guidelines>

## Proposal for Terminology Standard

1. Proposer

A. Name:

B. Organization:

C. Contact (e-mail, telephone No.) :

2. Submitted Terminology

No.	Korean	English	Abbreviation	Details of Terms
1				
2				
3				
...				
...				

