

ANNEX 3

Authorized deviations from the ETSI Technical Working Procedures

In the following, deviations from the applicable ETSI Technical Working Procedures as agreed by the ISG Founding Members are stipulated.

1. Decision making

1.1. Principles of decision making

The ISG shall endeavor to reach Consensus on all issues, including the approval of draft ISG Group Reports and Group Specifications. If Consensus cannot be achieved, the ISG Chair can decide to take a vote which may be performed by a secret ballot. A vote may be conducted during an ISG meeting or by correspondence.

Where voting is used, vote results shall be evaluated by the ISG Chair on the basis of one (1) ISG Member, one (1) vote.

ISG Participants do not have the right to vote.

For all other decisions, except for the appointment of ISG Chair/Vice-Chairs and ISG Working Group Chairs, a proposal shall be deemed to be approved if seventy-one (71) % of the votes cast by the ISG Members are in favor.

Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

The ISG Chair of a physical or electronic meeting is responsible for distributing an ISG CIM meeting report (minutes of the meeting), including Consensus results and vote results if any, within fifteen (15) days of the closing of the ISG meeting.

1.1.1. Voting during an ISG meeting

The following procedures apply for voting during an ISG meeting or an ISG Working Group meeting:

- before voting, a clear definition of the issues shall be provided by the ISG Chair;
- voting ISG Members shall only be entitled to one (1) vote per ISG Member (the voting weight shall be one (1) per voting ISG Member);
- on any matter brought to vote, the ISG Chair can be requested by any ISG Member or ISG Participant to note in the ISG meeting report the synopsis of any dissenting opinion in the meeting;
- if an ISG Member has more than one (1) representative present, only one (1) representative may vote;
- if manual voting procedures are used, each ISG Member may only cast the vote once;
- if electronic voting procedures are used, votes may be changed prior to the closure of the vote;
- ISG Members are only eligible for voting (voting Members) if they have been present during at least one (1) out of the previous two (2) physical meetings and fifty (50) % of the electronic meetings from the date of their last physical meeting attendance.
- ISG Founding Members as identified in the present Agreement shall be eligible to vote during and up to the end of the first two (2) physical meetings following the creation of the ISG. Thereafter they are subject to the above participation requirements as for all other ISG Members;
- the opinions of ETSI Counsellors should be noted;
- voting by proxy is not permitted;

- there are no quorum requirements;
- the result of the vote shall be recorded in the ISG meeting report.

1.1.2. Voting by correspondence

The following procedures apply for voting by correspondence:

- before voting, a clear definition of the issues shall be provided by the ISG Chair and disseminated to all on the ISG membership list;
- the voting period shall be defined by the ISG Chair and communicated to all on the ISG membership list;
- voting ISG Members shall only be entitled to one (1) vote per ISG Member (the voting weight shall be one (1) per voting ISG Member);
- votes may be changed prior to the closure of the vote;
- ISG Members are only eligible for voting (voting Members) if they have been present during at least one (1) out of the previous two (2) physical meetings and fifty (50) % of the electronic meetings from the date of their last physical meeting attendance;
- there are no quorum requirements;
- electronic voting only shall be used for voting by correspondence (e.g. the ETSI tool <https://portal.etsi.org/webapp/tbdecision3/Help/voting.asp>);
- at the end of the voting period, the ISG Chair shall count the votes using the majority described in **Article 1.1 of Annex 3** above;
- the result of the vote shall be disseminated to everybody on the ISG membership list within fifteen (15) days.

1.1.3. Voting for the election of an ISG Chair/Vice-Chair and/or ISG Working Group Chair

For the purpose of electing any ISG Chair/Vice-Chairman and/or ISG Working Group Chair the procedures given in **Articles 1.1, 1.1.1 and 1.1.2 of Annex 3** shall apply.

In the case where there is more than one (1) candidate, a secret ballot shall be used. When, in the first ballot, no candidate has obtained more than fifty (50) % of the votes cast, a second ballot shall be held. The second ballot shall be held among the two (2) candidates who have obtained the highest number of votes in the first ballot. The candidate obtaining the higher number of votes in the second ballot is then elected.

In addition to performing his tasks in strict impartiality and in the interest of ETSI, the ISG Chair shall be responsible for the voting process and shall ensure that confidentiality is maintained.

If the vote is conducted during an ISG meeting only the final result shall be recorded in the ISG meeting report.

If the vote is conducted by correspondence only the final result of the vote shall be disseminated to the ISG membership list.

1.2. Appealing against an ISG Chair's decision

For information, any ISG Member who is against the ISG Chair's ruling on a vote may submit its case to the Director-General for decision. In such cases the ISG Member shall also inform the ISG Chair beforehand.

When the ISG Chair has made a ruling, his decision shall be taken as the basis for future operations, unless overturned by the Director-General.



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2. Appointment of ISG Chair/Vice-Chairs and/or Working Group Chairs

For information, the ISG Chair, Vice-Chairs and Working Group Chairs shall be appointed by the ISG Members for a period of one (1) year.

The appointment shall be confirmed by the Director-General.

After each period they may be re-appointed.

3. Participation in the work of an ISG

The ISG Participant Agreement will be terminated if the ISG Participant has not participated in at least two (2) meetings (physical or electronic) of the ISG in a six (6) months period.

The ISG Chair shall periodically review the participation record of authorized ISG Participants and in addition, access to meeting documents, mailing lists etc. shall be removed from authorized ISG Participants if they fail to participate in, or register and pay meeting fees for two (2) successive meetings in the time period mentioned above.

Such access shall be restored upon registration for a subsequent meeting of the ISG.

4. Invitation to an ISG meeting

Electronic meetings of the ISG may be convened by the ISG Chair. The Chair of any ISG Working Group may convene an electronic meeting of the ISG Working Group.

The date and time of such electronic meetings shall be disseminated no less than one (1) week in advance by means of the ISG membership list, and preferably as the agreed closing action of the previous electronic meeting.❖