

Operation Guidelines for Information and Communications Technology Standardization

Enacted on Jun. 29, 2005

Amended on Dec. 21, 2006 (change in the name of the head of the organization)

Amended on Mar. 26, 2008

Amended on Jun. 9, 2011

Amended on Jun. 14, 2012

Amended on Jun. 3, 2014

Amended on Mar. 30, 2018

Amended on Dec. 19, 2018

Amended on Dec. 11, 2019

Amended on Nov. 19, 2021

CHAPTER I. GENERAL PROVISIONS

Article 1 (Purpose)

The purpose of these Operation Guidelines is to stipulate provisions for necessary matters pertaining to the efficient implementation of the Information and Communications Technology Standardization Operation Rules (hereinafter referred to as “Operation Rules”) in accordance with Article 57 of the Operation Rules.

Article 2 (Definitions)

① The definitions of the terms used in these Operation Guidelines shall be as follows:

- 1 The term “standardization project” means the targets of standardization that have been adopted for the enactment, amendment, and abolition(hereinafter referred to as “enactments”) of the Korean Standard (hereinafter referred to as “KS”) or the Telecommunications Technology Association Standard (hereinafter referred to as “TTAS”).

- 2 The term “draft standard” means the document submitted by the standardization project’s proposer for the enactments of the standard, or the document drawn up by a Project Group or the Special Technical Committee (hereinafter referred to as “Project Group, etc.”).
 - 3 The term “candidate standard” means the draft standard that completed review after gathering opinions from the Project Group, etc., and adopted to be submitted to the standardization assembly by the Technical Committee or the Special Technical Committee (hereinafter referred to as “Technical Committee, etc.”).
 - 4 The term “ICT terms standardization” means a series of activities stipulated in these Operation Guidelines in order to standardize the professional ICT terms so that they are easily and conveniently used.
 - 5 The term “standard term” means the telecommunications terms adopted according to the term standardization.
- ② The definitions of the terms used in these Operation Guidelines shall follow these Operation Guidelines and the Handling Guidelines for Intellectual Property Rights Related to ICT Standardization (hereinafter referred to as “IPR Guidelines”) excluding the provisions of Paragraph 1.

CHAPTER II. OPERATION OF THE INFORMATION AND COMMUNICATIONS TECHNOLOGY STANDARDIZATION COMMITTEE

Section 1. Establishment of the Project Group, etc.

Article 3 (Establishment of the Project Group, etc.)

- ① When establishing the Project Group, etc., the following conditions must be met:
- 1 The Terms of Reference (ToR) for the new Project Group shall be indicated.
 - 2 The ToR of above Sub-paragraph 1 should not overlap with other Project Groups.
 - 3 The standardization project that will be implemented by the new Project Group shall be indicated.
 - 4 The period of the new Project Group’s activity shall be indicated.

5 The composition of more than three Participants and more than five members shall be indicated.

② The person who proposed the establishment of the Project Group shall submit the proposal of Annexed Form No. 1 that fulfills the necessary conditions of Paragraph 1.

③ In cases where the proposal of the newly established Project Group from Paragraph 2 has been submitted, the Secretariat shall request a review of the proposal from the Technical Committee, etc. If the Technical Committee, etc., in subject determines that it is necessary to establish a Project Group, it shall propose the establishment of a Project Group to the Coordination Committee.

Article 3-2 (Integration or Abolition of the Project Group)

① In cases of proposing the integration or abolition of Project Groups in accordance with Paragraphs 3 and 4 of Article 28 of the Operation Rules, it shall comply with Annexed Form No. 2 and Annexed Form No. 3.

② A Project Group that wishes to change the name or Terms of Reference of the Project Group ~~or the activity area~~ shall gather the opinions of the related Technical Committee before submitting the agenda to the Technical Committee. On such occasion, if there is an opinion from the related Technical Committee, etc., the opinion shall be reviewed and mediated.

Article 3-3 (Review of the Maintenance of the Project Group)

① The Project Group shall submit a written opinion on the maintenance or abolition of the Project Group as presented in Annexed Form No. 4 to the Technical Committee, etc., in subject before the end of the activity period.

② After reviewing whether to maintain or abolish the Project Group according to Paragraph 1 of the Written Opinion on maintenance or abolition, the Technical Committee, etc., shall draw up the review results report as presented in Annexed Form No. 5 and submit the maintenance or abolition of the Project Group to the Coordination Committee.

Article 3-4 (Composition of the Working Group, etc.)

- ① When composing a Working Group or Special Group in accordance with Paragraph 1 of Article 34 of the Operation Rules, the Terms of Reference and period shall be clearly stated.
- ② The Terms of Reference of the Working Group shall be limited to the name of the standardization project developed for the draft standard.
- ③ In the case of adopting the candidate standard, the Working Group shall be abolished.
- ④ The Special Group shall be newly established only for duties that need continuous response like 3GPP, oneM2M, etc. In the case of finalizing those duties, the Special Group shall be abolished.
- ⑤ A Project Group that wishes to compose the Working Group and the Special Group shall collect opinions of other Technical Committees, etc., before submitting the composition of the Working Group and the Special Group to the Technical Committee. If there are opinions that were received, the applicable Project Group shall include the results when submitting the agenda regarding the composition of the Working Group and the Special Group to the Technical Committee.
- ⑥ Before holding the Technical Committee meeting for the new establishment of the Working Group and the Special Group, if the opinions from Paragraph 2 have not been mediated, the person who submitted such opinion shall be given an opportunity to speak at the Technical Committee meeting.
- ⑦ Matters related to the composition of the Working Group and the Special Group shall comply with Article 29 of the Operation Rules.

Article 3-5 (Composition and Operation of the Special Working Group)

Matters related to the composition of the Special Working Group in accordance with Paragraph 2 of Article 20-3 of the Operation Rules shall comply with Article 20-2 of the Operation Rules, and matters related to the operation shall comply with Articles 20-4 through 20-6 of the Operation Rules.

Section 2. Operation of a Committee

Article 4 (Composition)

① In cases of recommending, changing, or revoking a member of the Technical Committee/Special Technical Committee, the Strategic Planning Committee and its affiliated Special Working Group, the Project Coordination Committee, the ICT Terms Standardization Committee, and the Project Group and its affiliated Working Groups and Special Groups (hereinafter referred to as “the Committee”), the application form as presented in Annexed Form No. 6 shall be submitted to the Secretariat.

② In cases of recommending a member in accordance with Sub-paragraph 4 and 5 of Paragraph 1 of Article 15, Sub-paragraph 3 of Paragraph 1 of Article 20-2, and Sub-paragraph 2 of Paragraph 1 of Article 23 of the Operation Rules and a special member in accordance with Sub-paragraph 2 of Paragraph 1 of Article 29 of the same Rules, the Chairman of the applicable Committee shall submit the recommendation as presented in Annexed Form No. 7 to the Secretariat. However, in cases of a newly established Committee or a Committee where the Chairman and the Vice-Chairman are both absent, the Chairman of the Committee above that shall consult with the Secretariat and submit the recommendation as presented in Annexed Form No. 7 to the Secretariat. In such case, the committee above the Technical Committee, etc., shall be the Technical Assembly.

③ When required, the President may give a certification of appointment as presented in Annexed Form No. 8 to the member appointed.

Article 4-2 (Election of Chairman)

① The members shall elect a Chairman from the members (including special members if there are special members) on a consensus. However, if there are more than two candidates and the Chairman cannot be elected on a consensus, it shall comply with the provisions of decision for the applicable Committee.

② As a rule, the successor of the Chairman shall be elected before the end of the term of

office for the current Chairman.

Article 4-3 (Tenure of the Chairman Group)

- ① The tenure of the Chairman Group shall be from the day of the election until two years have passed.
- ② Even after the end of the tenure, if it is deemed necessary for the normal operation of the committee until a successor is appointed, the Chairman Group may carry out their duties.
- ③ The tenure of the Chairman Group of the ICT Terms Standardization Committee shall be for two years, and they can serve consecutive terms. However, in the case of resignation, the tenure of the successor shall be for the remaining tenure of the predecessor.

Article 5 (Duties of the Chairman Group)

- ① The duties of the Chairman of the Strategic Planning Committee and the Technical Committee shall be as follows:
 1. Ensure the smooth and fair management of meetings
 2. Convene the meetings and hold the meetings in an open and fair manner
 3. Manage the planning and performance of the Standardization Committee
 - A. Draw up research plans and research reports
 - B. Draw up plans for mid-term (three-year) projects of ICT standardization
 4. Review contributions and draw up opinions submitted to the related international standardization organizations
 5. Draw up the review results report on newly proposed standardization projects
 6. Recommend members to applicable Committees, etc.
- ② The duties of the Project Group, etc., shall be as follows:
 1. Carry out duties from Sub-paragraph 1 through 4 of above Paragraph 1 (however, the duties of Sub-paragraph 1 through 5 of Paragraph 1 for the special Technical Committee).
 2. Oversee the drawing up of candidate standards (designate the person in charge of

writing the proposal, reviewing the proposal, etc.).

3. Draw up the review results of draft standards.

4. Recommend Special Members to applicable Committees, etc.

③ The duties of the Chairman of the Special Working Group under the Strategic Planning Committee, the Working Group, etc., under the Project Group, and the joint Working Group shall be as follows:

1. Carry out the duties of Sub-paragraph 1 and 2 of above Paragraph 1.

2. Report the activity results to the superior Committee.

3. Recommend special members to applicable Committees, etc.

④ The responsibilities of the Chairman of the ICT Terms Standardization Committee shall be as follows:

1. Duties of Sub-paragraph 1 and 2 of above Paragraph 1

2. Recommend members of the industry-university-research-government collaboration for applicable Committees, including telecommunications experts, Korean language experts, etc.

⑤ The Vice-Chairman shall assist the Chairman. If the Chairman cannot fulfill his/her duties due to unforeseen circumstances, the Vice-Chairman shall act on behalf of the Chairman and carry out the Chairman's duties.

⑥ The Secretary shall carry out the procedures required to hold a meeting, organize the meeting agendas, draw up minutes, and other duties assigned by the Chairman.

Article 6 (Convening of Meetings)

According to the necessity and importance of a meeting, the Chairman may hold a meeting face-to-face, in writing (including e-mail), or through electronic means.

Article 7 (Meeting Agendas)

① A person who wishes to submit a meeting agenda shall submit it to the Chairman at least one week before the convening of the meeting. However, if there are any special reasons,

it may be submitted at least one day before the convening of the meeting after consultation with the Chairman.

- ② The Secretary shall distribute the agenda to the members when notifying them of the meeting, and if the agenda is received after the notification of the meeting, it shall be distributed during the meeting.
- ③ An agenda that requires discussion shall be submitted according to the contribution as presented in Annexed Form No. 9.

Article 8 (Delegation of Voting Rights)

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Article 9 (Review of Meeting Agendas)

- ① The agenda proposer shall attend the meeting to explain the agenda. If the proposer is unable to attend, the Chairman may postpone the applicable agenda.
- ② The submitted opinions on the agenda shall be handled as follows:
 - 1. If there is an opposite opinion, the Chairman shall resolve it through an open discussion, and if it is difficult to reach a consensus, it shall be put to a vote.
 - 2. The Project Group or the Technical Committee, etc., shall reflect the opinions suggested by the Superior Committee or the Coordination Committee. In cases of not being able to reflect them, the opinions gathered and the review results report shall be submitted to the Superior Committee along with the applicable agenda.
- ③ The opinions submitted in writing to the meeting held shall be handled as follows:
 - 1. If it is believed that the opinions submitted are a minor issue, the Chairman shall reflect the related opinions (or not reflect) and notify the members along with the meeting results.
 - 2. If it is believed that the opinions submitted are important, the Chairman may reexamine them at the following meeting held face-to-face.
 - 3. If it falls under above Sub-paragraph 2 but there is not enough time to wait until the

next meeting held face-to-face, the Chairman shall circulate the submitted opinions to the members and receive opinions from them to be reflected (or not reflected) when the members are notified along with the meeting results. However, if it is deemed that the opinions submitted are important, the opinions may be put to a vote.

Article 10 (Cooperation between Committees)

If it is necessary to have cooperation between Committees regarding the committee's activities, the Committee Liaison as presented in Annexed Form No.10 shall be drawn up to be requested for cooperation from the applicable committee.

Article 11 (Proceeding of Meetings)

- ① The Chairman shall make sure all members are given enough time to speak, but to ensure the smooth proceeding of a meeting, the meeting participants may be restricted in making their statements.
- ② If it is deemed necessary to review the meeting agenda, the Chairman may make the interested party (other than the member) attend the meeting.
- ③ In order to implement the procedures of the enactments of the standard and the operation of the committee promptly and efficiently, the Secretariat may use an electronic method.

Article 11-2 (Minutes)

After the meeting ends, the Chairman shall distribute the minutes drawn up by the Secretary to the members.

CHAPTER III. PROCEDURES FOR ESTABLISHING THE STANDARD, ETC.

Article 12 (Procedures for Establishing the Standard, etc.)

The procedures for enactments the standard shall be as presented in Attached Table No. 1.

Article 13 (Proposal and Receipt of the Standardization Project)

① The person who proposes enactments of the standard in accordance with Article 35 of the Operation Rules shall submit the proposal of Annexed Form No. 11 or Annexed Form No. 12 to the Secretariat.

② The type of draft standard attached to the proposal of Annexed Form No. 11 according to Paragraph 1 shall be as shown below, and the draft standard of below Sub-paragraph 2 through 4 shall be restricted to those that allow the use of the applicable standard or document.

1. Proposed standardization project drawn up by the Committees or proposer
2. Original text or translation of the standard that comply with the standard completed at the overseas standards developing organizations as well as the international standards developing organizations
3. Original text or translation of the forum specification that was completed at domestic and overseas forums
4. Other documents related to the standardization being implemented by other standardization organizations

③ If it is necessary to attach supplemental documents and proposals enactments of the standard in accordance with Paragraph 1, the Secretariat may give back the proposal if the supplemental documents are not given within four weeks after the request for supplementation has been made.

④ In cases of proposing the standardization project in accordance with Paragraph 1, when an individual or a SME is drawing up the attached draft standard, the person can get the Secretariat's cooperation in preparing the draft standard, including the introduction and table of contents in English.

Article 14 (Intellectual Property Rights)

① In order to confirm whether intellectual property rights are included in the standardization project proposed in accordance with Article 13, it is necessary to go through the verification

of the proposer by the Secretariat. After the standardization project is adopted, it is notified through the website for 60 days to confirm the related intellectual property rights.

② The process of confirming the intellectual property rights is as presented in Attached Table No. 2.

Article 15 (Review of the Proposed Standardization Project)

① The Secretariat shall select the Technical Committee, etc., that will review the feasibility of implementing the proposed standardization project by taking into consideration the Committees' Terms of Reference in accordance with Article 13. However, if there are objections raised by other Technical Committees, etc., it shall be mediated through consultation between the related Technical Committees, etc.

② The Chairman of the Technical Committee, etc., selected according to Paragraph 1 shall review the feasibility of implementing the proposed standardization project and decide on the affiliated Project Group, etc., in charge by drawing up the review results report as presented in Annexed Form No. 15 and Annexed Form No. 16 to be proposed to the Coordination Committee.

③ In cases where the proposed standardization project in accordance with Article 13 is related to enactments of Technical Specification, the Secretariat shall select the related Project Group, etc., by taking into consideration the Project Group's Terms of Reference. The selected Project Group, etc., shall review the proposed standardization project to decide on adoption.

Article 16 (Modification and Adoption of the Standardization Project)

When adopting the standardization project in accordance with Article 37 of the Operation Rules, if there is an opinion suggested during the deliberation of adopting the standardization project like change of name, etc., the Coordination Committee may reflect this and adopt it.

Article 17 (Separation and Integration of the Standardization Project)

In order to ensure the efficient standardization, the Chairman of the Technical Committee or the Project Group, etc., may separate or integrate the standardization project as follows:

1. Separation of the standardization project: During the standardization process, the draft standard may be drawn up by separating into detailed technologies within the scope of the technology including the name of the standardization project. In such case, the new standardization project shall not be proposed separately.
2. Integration of the standardization project: During the standardization process, more than two standardization projects may be integrated if required and drawn up in one draft standard. In such case, the integrated standardization project shall not be abolished.

Article 18 (Abolition of the Standardization Project)

- ① In cases of technical reasons, such as the decline of related technology, the decrease in the necessity to enact the standard, etc., the Chairman may propose the abolition of the standardization project to the applicable Committees.
- ② If the adoption of the standardization project has not been completed after two years have passed since the adoption, the applicable Committees shall review whether to implement or abolish the standardization project in subject.
- ③ The Chairman of the Technical Committee, etc., shall draw up the review results report as presented in Annexed Form No. 17 regarding the abolition of the standardization project proposed by the Chairman of the Project Group and submit it to the Coordination Committee.
- ④ If there is a proposal made to abolish the standard, but it is necessary to maintain the applicable standard because the reasons for abolishing the standard have disappeared, it is possible to cancel the proposal to abolish the applicable standard.

Article 19 (Preparation of the Draft Standard)

- ① The preparation of the draft standard from the Project Group, etc., shall proceed as follows:

1. The Chairman of the Project Group, etc., shall check whether or not the intellectual property rights are included when drawing up the draft standard. If the intellectual property rights are included, it shall be notified that the person holding the applicable intellectual property rights shall submit the Written Confirmation of Intellectual Property Rights for Implementing TTA Standards(hereinafter to as "Written Confirmation") in accordance with Article 4 of the IPR Guidelines.
2. The draft standard shall include a cover, an introduction in Korean and English, a table of contents in Korean and English, body text, manual [applicable only to the TTA English Standard (TTAE)], as well as the annex or appendixes if required, and state the person who contributed to drawing up the standard. The Technical Specification shall include a front cover and original text.
3. The draft standard shall be drawn up clearly to be well understood by the users.
4. <Deleted>
5. As a rule, in cases of implementing the domestic standardization to comply with the international or overseas standards, one standard shall be established for a single international or overseas standard.
6. In cases of making the TTAE comply with the international or overseas standard, or for the international standardization of domestic technology, the Project Group, etc., shall refer to the standards stated in Attached Table No. 3 to decide whether or not to translate.
7. In cases of complying with the international or overseas standard, the enactment and amendment date of the applicable international or overseas standard including the difference from the draft standard shall be drawn up. The difference shall be drawn up in a table as much as possible.
8. Drafts, etc., that are in process and not completed as standards by other standardization organizations shall be implemented as Interim Standard or Technical Reports. However, there shall be an exception if it is deemed highly necessary by the Project Group, etc.

② The name of the standard shall be as follows:

1. The name of the standard shall be specific so that it is enough to explain the content.

2. The standard term shall be used. If there is an abbreviation that is widely used, it shall be specified within parentheses so that the standard users can easily confirm them.

Article 19-2 (Editor of the Draft Standard)

- ① Regarding the draft standard that the Project Group, etc., is in charge of, the Chairman of the Project Group, etc., in accordance with Paragraph 2 of Article 38 of the Operation Rules may designate the editor from the members of the applicable Project Group, etc. (including the affiliated working group). If it is required, more than one editor may be designated. In such case, a main editor must be designated.
- ② The Chairman of the Project Group, etc., may concurrently hold the position as the editor.
- ③ The tenure of the editor shall be until the applicable draft standard is adopted as the standard. However, if the draft standard is abolished in accordance with Article 18 of the Operation Guidelines, it shall be until the abolition.
- ④ Based on the matters agreed upon by the Project Group, etc., the editor shall draw up the draft standard in accordance with the Writing Guidelines for Telecommunications Technology Association Standards.

Article 20 (Gathering of Opinions and Review of the Draft Standard)

- ① In cases of gathering opinions for the draft standard in accordance with Paragraphs 1 and 2 of Article 39 and Sub-paragraph 2 of Paragraph 3 of Article 40 of the Operation Rules, the Secretariat shall attach the list of targets for gathering opinions, the draft standard, and the written opinion as presented in Annexed Form No. 19.
- ② During the period of gathering opinions for the draft standard, the opinions submitted shall be handled as follows:
 1. The Chairman of the Project Group, etc., shall draw up the review results report as presented in Annexed Form No. 20 regarding the opinions submitted.
 2. After time passes for gathering opinions, the Project Group, etc., shall decide on whether to accept the submitted opinion or not.

3. The Secretariat shall notify the person who submitted the opinion on the review meeting schedule for the suggested opinion so that the person is given an opportunity to explain the opinion.

Article 21 (Adoption of the Candidate Standard)

- ① The Technical Committee, etc., shall deliberate and adopt the draft standard proposed by the Project Group.
- ② In cases of adopting the candidate standard at the Technical Committee, etc., the Chairman of the Technical Committee, etc., shall submit the candidate standard to the Technical Assembly.
- ③ In cases of opinions being submitted when gathering opinions on the draft standard, the Chairman of the Technical Committee, etc., will submit the review results report to the Technical Assembly in accordance with the submitted written opinions and Sub-paragraph 1 of Paragraph 2 of Article 20. In cases of submitted opinions not being reflected in the applicable agenda by the superior committee or the Coordination Committee, the reasons must be submitted.
- ④ If there is a personal history that has been rejected and re-discussed, the Chairman of the Technical Committee, etc., shall submit an account of the activity as presented in Annexed Form No. 21 to the Technical Assembly.

Article 22 (Numbering System for the Adoption of the Standard)

When adopting the standard in accordance with Article 42 of the Operation Rules, the numbering of the standard shall comply with the numbering system of the standard as presented in Attached Table No. 4.

Article 23 (Handling of Objections, etc., after Public Notification of the Standard)

- ① Any person who wishes to object to the standard that has been adopted may submit the applicable opinion to TTA at any time.

② If the applicable Project Group, etc., reviews the submitted opinions according to the provision of Paragraph 1 and deems them to be important, the amendment or abolition of the applicable standard shall take place.

③ After adopting the standard, if the President confirms that intellectual property rights are related, the President shall comply with Paragraph 2 of Article 14. If it falls under any one of the following situations, it shall be confirmed by the Chairman of the related Technical Committee, etc., without going through the procedure of gathering opinions and adopting the standardization project for the abolition of the applicable standard. Afterwards, the abolition of the applicable standard shall be suggested at the general meeting.

1. In cases where the intellectual property rights holder fails to submit Written Confirmation.
2. In cases where the intellectual property rights holder refuses permission to implement the intellectual property rights
3. In cases where the intellectual property rights holder proposes the conditions of implementation aside from Paragraph 1 of Article 5 of the IPR Guidelines

Article 24 (Proposal of National Standard)

① A person who wishes to propose for a national standard shall submit the proposal and related documents in accordance with Article 12 of the RRA Notice of Broadcasting Communications Standardization. In such case, it shall be submitted to the Secretariat.

② The Secretariat shall request a review of the submitted proposal from the applicable Technical Committee, etc., in accordance with Paragraph 1.

③ The proposal procedure for national standard is as presented in Attached Table No. 5.

Article 24-2 (Follow-up Measures of National Standard)

① If the TTA's proposed standard according to Article 24 is adopted as the national standard, the Secretariat shall notify the Technical Committee, etc., and the applicable Technical Committee, etc., shall draw up the comparison table between the organization's proposed

standard and the adopted as KS. After reviewing the similarity between the two, Annexed Form No. 22 shall be submitted to the Coordination Committee.

② In accordance with Paragraph 1, the Coordination Committee shall confirm the review results submitted by the Technical Committee, etc.

③ If there is similarity between the TTA's proposed standard and the adopted KS in accordance with the review result of Paragraphs 1 and 2, the Secretariat shall submit the abolition of the TTA's applicable standard to the Technical Assembly.

Article 25 (Amendment and Abolition of the Standard)

① In cases of amending the standard, it shall comply with the provisions of Article 13 through 24.

② In cases of abolishing the standard, it shall comply with Articles 13 through 15, 18, 20, 21, 23, and 24. However, if the previous standard is being abolished in accordance with Paragraph 4 of Article 38 of the Operation Rules, it shall comply with Articles 20, 21, 23, and 24.

Article 26 (Management of the Standard)

① Project Group and Technical Committee, etc. shall review TTAS of less than five years or TTAI(Interim Standard) of less than one year after public announcement, to decide on whether to amend, abolish, or maintain it(hereinafter referred to as "maintenance").However, the standard(TTAS) decided to be maintained as results of the second consecutive maintenance shall not be done for additional maintenance any longer, and the Secretariat shall prepare for management guideline on those separately.

② The Chairman of the Technical Committee, etc., shall draw up the review results report as presented in Annexed Form No. 23 or Annexed Form No. 24 regarding the standard for management in accordance with Paragraph 1 and then report it to the Coordination Committee.

③ In cases of deciding to maintain the standard based on the review results of Paragraph

2, considering the trend of the international standards, etc., the period of the reconsideration shall be specified on review results report. If the period of reconsideration is not indicated on the report, it shall be done for maintenance within five years.

④ Based on the review results of Paragraph 2, in cases of proposing TTAI as TTAK or TTAE, it shall be submitted to the Technical Assembly as the candidate standard.

⑤ In cases of deciding to amend or abolish the standard based on the review results of Paragraph 2, the adoption of the standardization project for the amendment or abolition of the applicable standard shall be submitted to the Coordination Committee.

Article 26-2 (Technical Report)

① In cases of enacting or amending the Technical Report, it shall comply with Articles 13, 15 through 20, 22, 23(excluding Paragraph 3), and 25.

② In cases of abolishing the Technical Report, it shall comply with Articles 13, 15, 18, 20, 22, and 23(excluding Paragraph 3).

CHAPTER IV. Handling of International Standardization Activities

Article 27 (Scope of Activities for Responding to International Standardization)

In cases of the international standardization meeting that requires the composition of a delegation in order to implement activities to respond to international activities, the President or Committees shall operate a preparation team to respond to each meeting so that the duties of responding to international standardization are carried out. The procedures for this matter shall comply with Attached Table No. 6.

Article 28 (Procedures for Handling Activities for Responding to International Standardization)

① In order to carry out activities for responding to international standardization, the

President or the Committees may compose and operate a preparation team.

② The President may compose a delegation as follows:

1. The preparation team shall be composed of a delegation consisting mainly of members of the related Committees, the international standardization experts, and the stakeholders.
2. If necessary, one chief delegate may be appointed by taking into consideration their international meeting experience, professional knowledge, etc.
3. The responsibility and duties of the chief delegate shall be as follows:
 - a. Oversee the prior preparation and follow-up measures through the preparation meeting
 - b. Lead the delegation on the local site and assign duties
 - c. Respond appropriately through contact with the home country regarding matters deemed important
4. The responsibilities of the delegation shall be as follows:
 - a. Make presentation of the contribution
 - b. Reflect the position of the Participants and Korea on different issues
 - c. Collect information on the trend of international standardization
 - d. Seek opportunities to become the Chairman Group

③ The preparation team shall hold a preparation meeting before attending the meeting to carry out the duties as follows:

1. Analyze the meeting agenda of international standardization
2. Review the meeting documents of international standardization
3. Draw up, review, and submit contributions
4. Provide preparation plans for the Participants and Korea for different issues

④ The contribution shall be drawn up through the preparation meeting. If necessary, the review of the contribution may be requested to the related committee.

⑤ After returning home, the delegation shall report the results of attending the international standardization meeting (results of the submitted contribution) to the preparation team or related committee meeting. The matters related to follow-up measures shall be handled

mainly by the preparation team.

⑥ The delegation shall ensure the information on the results of attending the meeting is shared through an appropriate method.

CHAPTER V. HANDLING OF ICT TERMS STANDARDIZATION ACTIVITIES

Article 29 (Procedures for Term Standardization)

The procedures for the term standardization shall be as presented in Attached Table No. 7.

Article 30 (Proposal of Term)

① Anyone who are interested in the standardization of ICT terms as well as the Committees may propose to the Secretariat with the Proposal of the ICT Terms by using the Annexed Form No.25 so that ICT Terms Standardization Committee stipulated in Article 21-2 of the Operation Rules can adopt the ICT standard term.

② The Project Group, etc. may propose the terms for the applicable field in accordance with the Paragraph 5 of Article 38 of the Operation Rules.

Article 31 (Preparation of the draft Standard Term)

In case that there is standard term proposal that has been received in accordance with Article 30, Secretariat has an expert in the field of ICT make draft of standard term if they decide that it is necessary to do ICT terms standardization.

Article 32 (Review of the draft Standard Term)

① The Secretariat requests the Technical Committee, etc., Project Group or the expert in the field of ICT to review the draft standard term.

② The review of Paragraph 1 shall be done in writing, and if necessary, and the opinions of stakeholders may be gathered from the public by using the electronic method.

Article 33 (Deliberation and Adoption of the Standard Term)

The ICT Terms Standardization Committee shall deliberate the appropriateness of the draft standard term and adopt it as the standard term.

Article 34 (Handling of the Standard Terms after Adoption)

① In order to distribute and use the standard terms adopted, TTA shall provide a ICT Terms Dictionary through electronic means.

② TTA may provide the database materials to the outside for various purposes, including improving the quality of the term dictionary, expanding distribution, and promoting the use of the terms.

ADDENDUM

Article 1 (Enforcement Date)

These Operation Guidelines shall come into effect on December 8, 2021.

ADDENDUM

Article 1 (Enforcement Date)

These Operation Guidelines shall come into effect on December 19, 2018.

ADDENDUM

Article 1 (Enforcement Date)

These Operation Guidelines shall come into effect on March 30, 2018.

ADDENDUM

Article 1 (Enforcement Date)

These Operation Guidelines shall come into effect on June 4, 2014.

ADDENDUM

Article 1 (Enforcement Date)

These Operation Guidelines shall come into effect on June 15, 2012.

ADDENDUM

Article 1 (Enforcement Date)

These Operation Guidelines shall come into effect on June 10, 2011.

ADDENDUM

Article 1 (Enforcement Date)

These Operation Guidelines shall come into effect on March 26, 2008.

ADDENDUM

Article 1 (Enforcement Date)

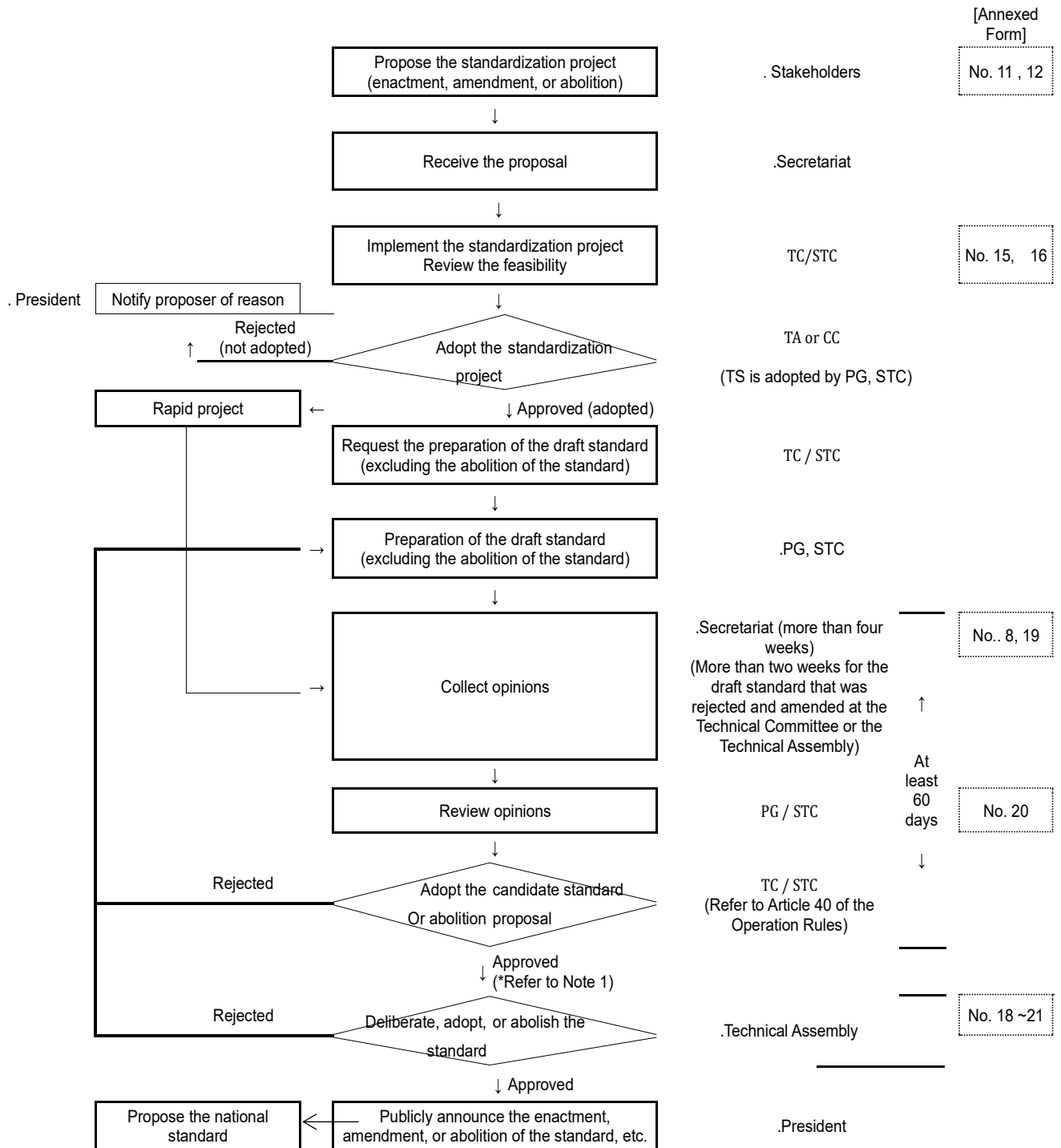
These Operation Guidelines shall come into effect on June 16, 2005.

List of Attached Tables

No.	Content of attached Table	Related operation guidelines
1	< No. 1> Procedures for the Enactment, Amendment, or Abolition of TTA Standards	Article 12
2	< No. 2> Procedures for Handling Intellectual Property Rights	Article 14
3	< No. 3> Criteria for TTA English Standard	Article 19
4	<No. 4> Numbering System for the TTA Standard and TTA Technical Report	Article 22
5	< No. 5> Procedures for Proposing into National Standard	Article 24
6	<No. 6> Procedures for Handling Activities for Responding to International Standardization	Article 27
7	<No. 7> Procedures for the Enactment, Amendment, or Abolition of ICT Standard Terms	Article 29
8	<No. 8> Guidelines for English Compliance of Overseas Standardization Organization (IEEE)	Articles 13
9	<No. 9> Guidelines for English Compliance of Overseas Standardization Organization (ETSI)	Articles 13

<Table No. 1: Related to Article 12 of the Operation Guidelines>

Procedures for the Enactment, Amendment, or Abolition of TTA Standards



*Note 1) In cases of not reaching a consensus or failing to adopt as the candidate standard in accordance with Paragraph 4 of Article 40 of the Operation Rules at the Technical Committee, etc., the Chairman of the Technical Committee, etc., may submit for deliberation of whether to adopt the standard or not at the Technical Assembly by indicating this fact.

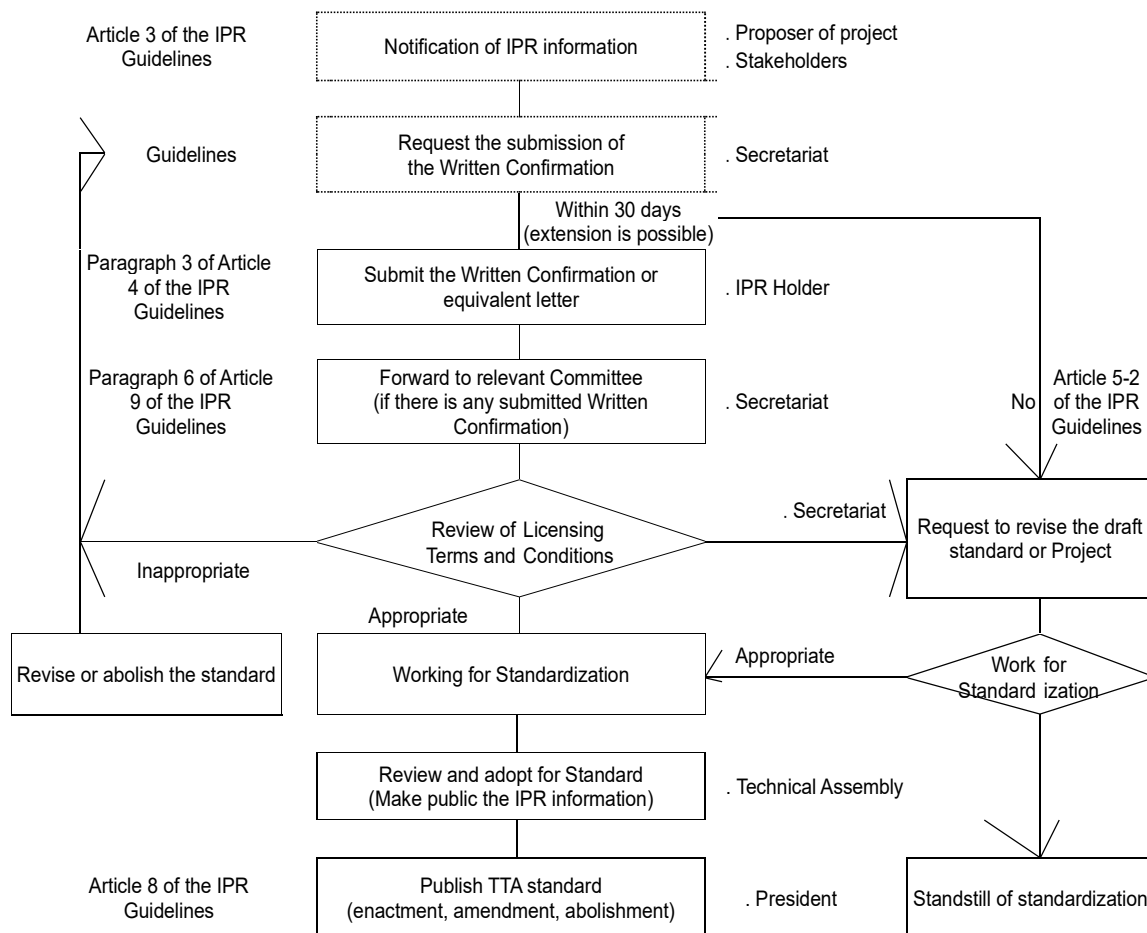
*Note 2) Among the standardization activities and standardization procedures, the matters related to the handling of IPR shall comply with Attached Table No. 2.

<Table No. 2: Related to Article 14 of the Operation Guidelines>

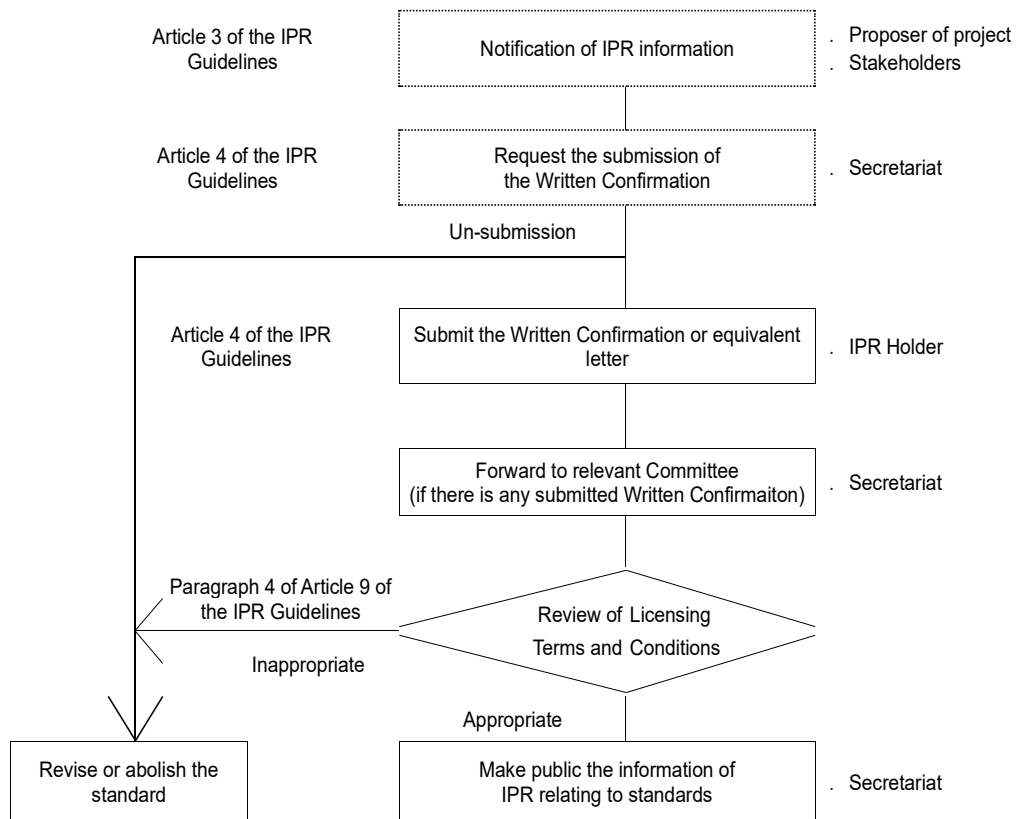
Procedures for Handling Intellectual Property Rights

IPR Guidelines refer to “Guidelines for the Handling of Intellectual Property Rights in Connection with TTA Standards”.

1. The procedures for the enactment and amendment of the proposed project, etc.,



2. Handling of intellectual property rights after the publication of TTA standard (Article 9 of the IPR Guidelines)



< Table No. 3: Related to Article 19 of the Operation Guidelines >

Criteria of TTA English Standard

In order to avoid interpretation errors of the standard that might occur during the translation or due to the lack of translation work as shown below, the standard may be in English.

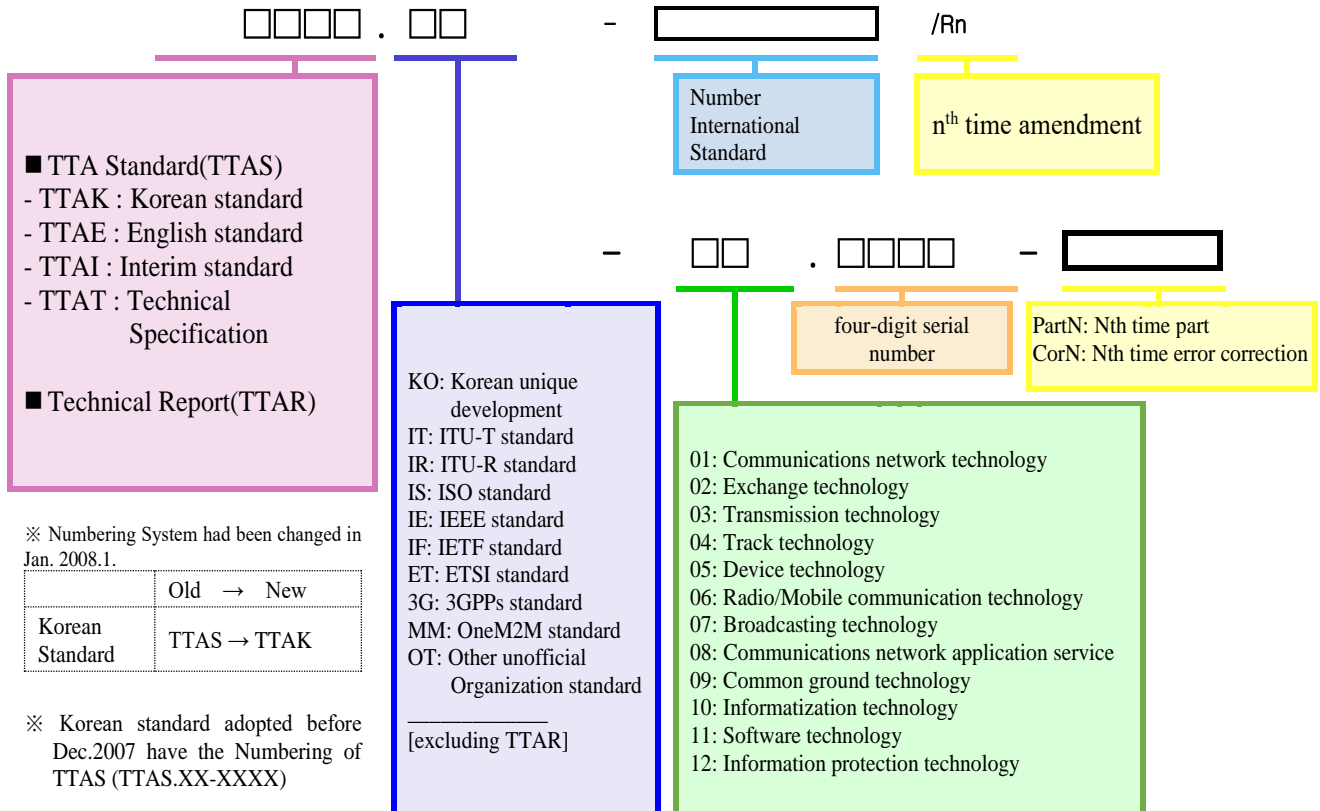
- In cases of using the original text without any change to the applicable international or overseas standard
- In cases of deleting or partially changing the selections, etc., to make the applicable international or overseas standard suitable for domestic circumstances
- In cases of the amendment period of the applicable international or overseas standard being short
- In cases where the translations have been prohibited according to the Rules of the institution adopting the applicable international or overseas standard
- In cases where the original text of the applicable international or overseas standard is easy to understand
- In cases of the committee agreeing that if the original text of the applicable international or overseas standard is translated, it could cause confusion
- In cases of the committee agreeing that it is necessary to adopt the applicable international or overseas standard as soon as possible
- In cases of drawing up in English for the international standardization of domestic technology

※ However, in the above cases, if it is necessary to translate because it is proposed as the national standard or the user is a public work, the committee shall decide on whether to translate or not.

<Table No. 4: Related to Article 22 of the Operation Guidelines>

Numbering System of the TTA Standard and TTA Technical Report

● Composition of the standard numbers



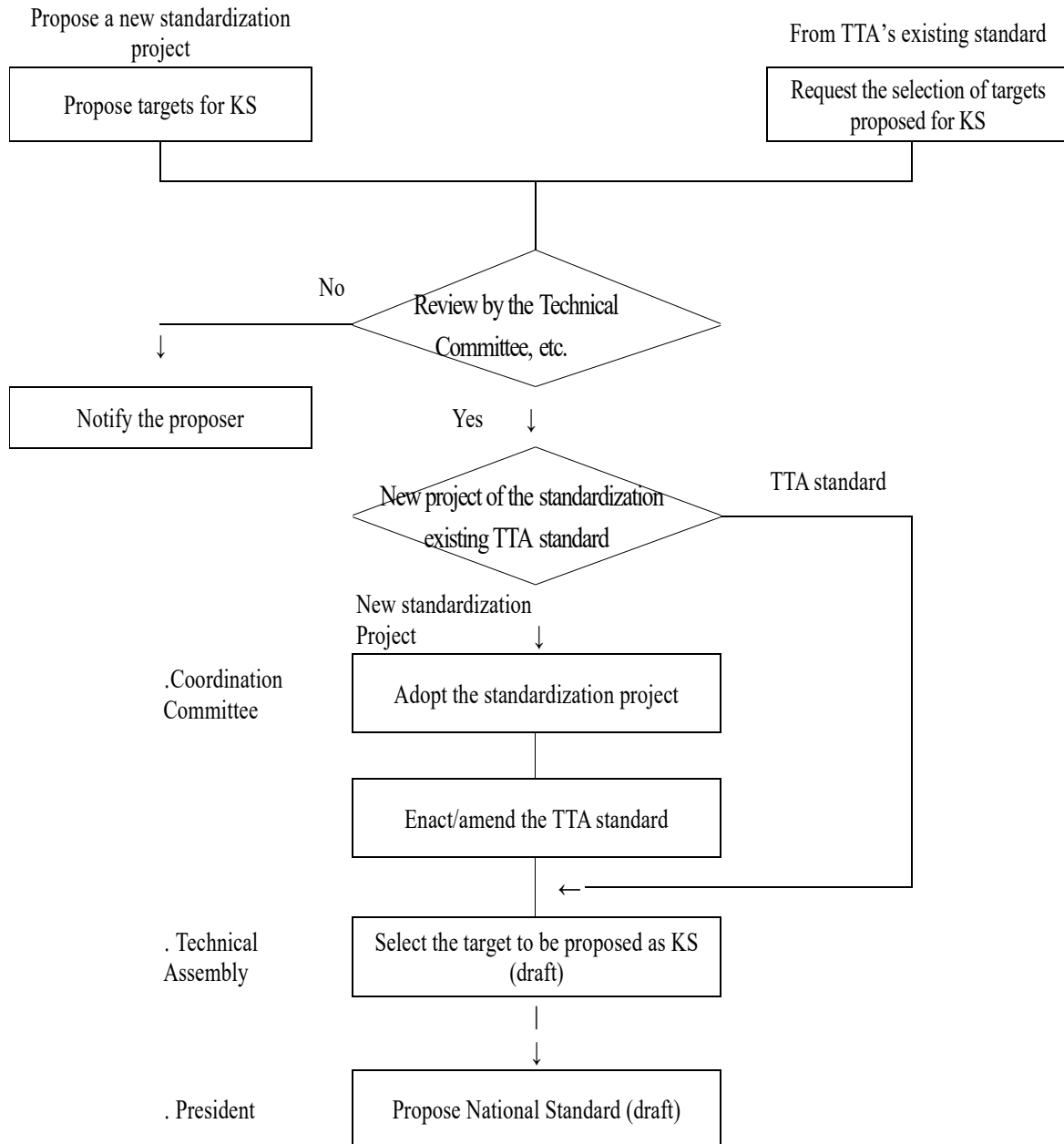
(Example) Unique standard: TTAK.KO-01.0001/R2
 Applicable standard: TTAK.IT-X.509, TTAE.OT-04.0001
 Technical report: TTAR-07.0001

● Technological classification system of uniquely-developed TTAS in Korea

* As for this section, please refer to Korean text version.

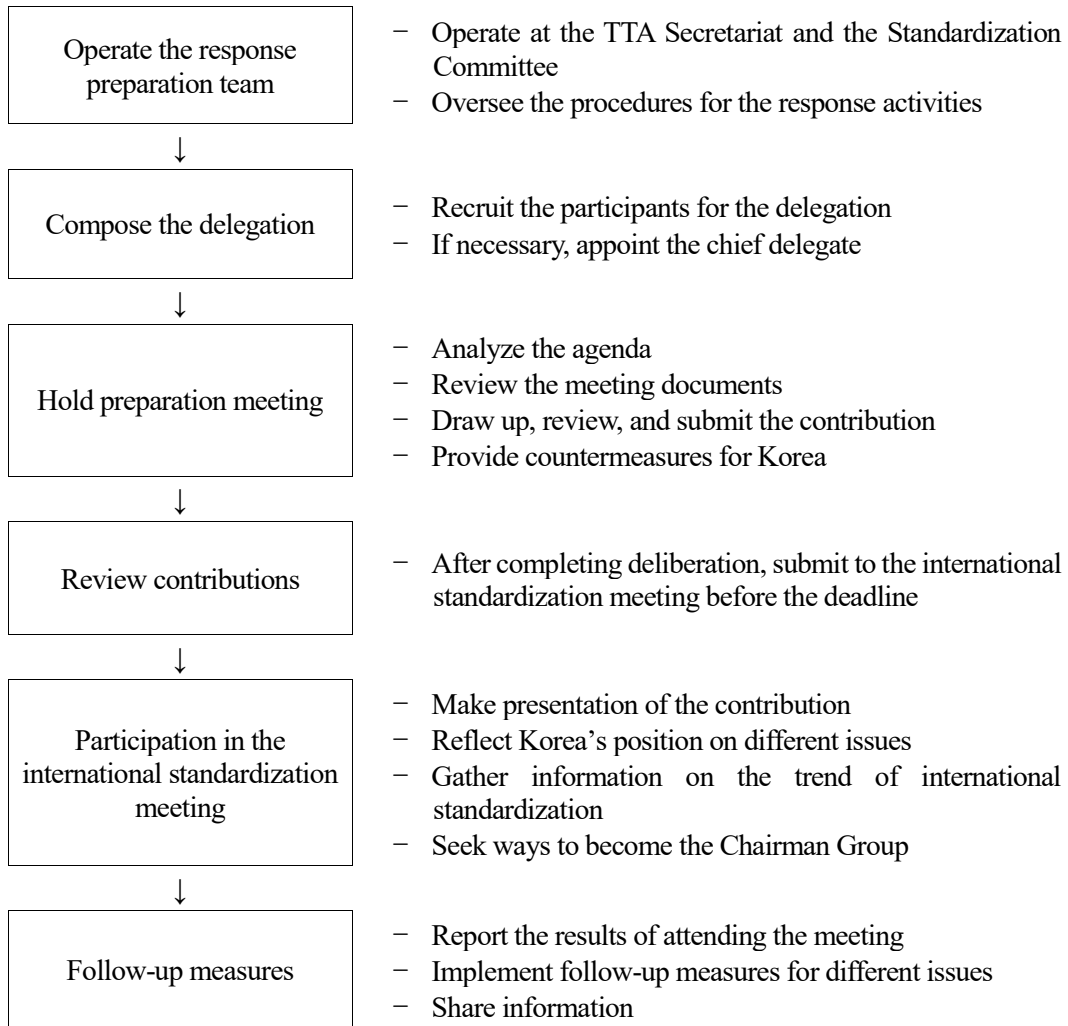
<Table No. 5: Related to Article 24 of the Operation Guidelines>

Procedures for Proposing a National Standard



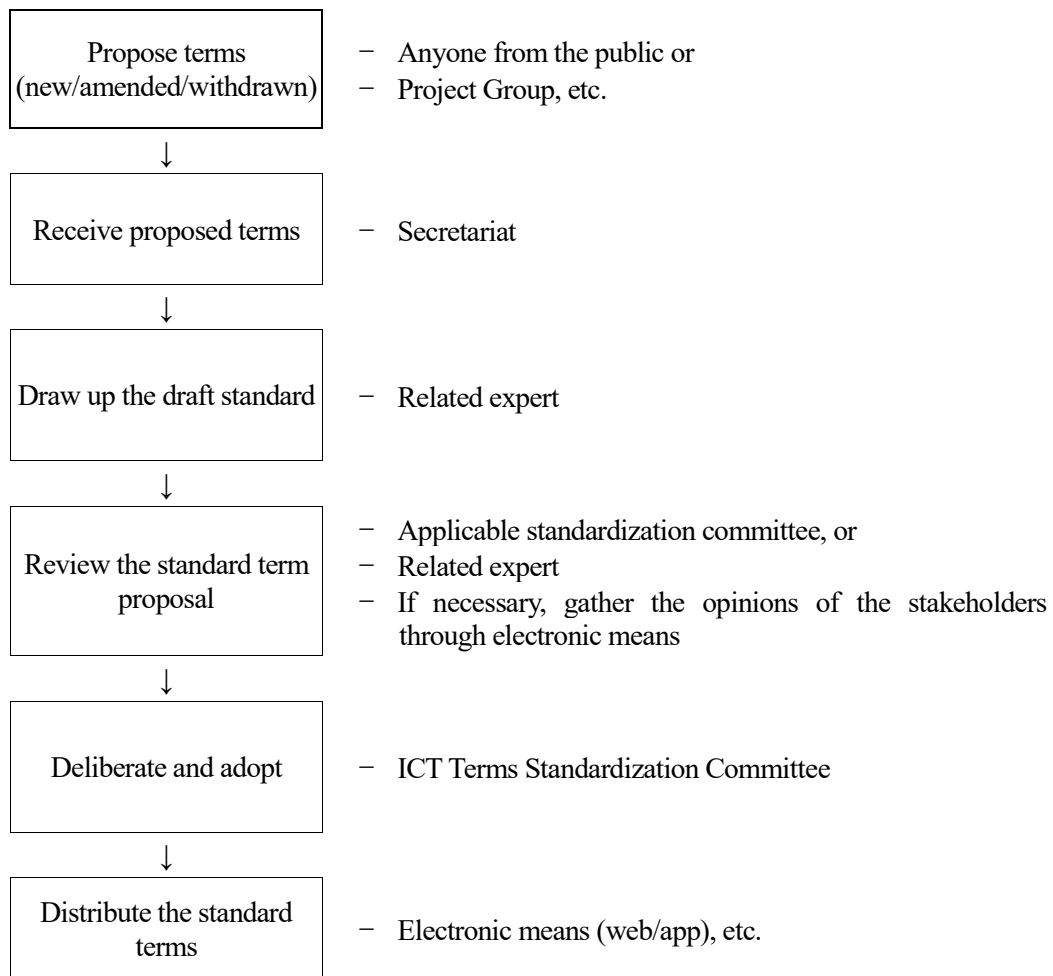
<Table No. 6: Related to Article 27 of the Operation Guidelines>

Procedures for Handling Activities for Responding to International Standardization



<Table No. 7: Related to Article 29 of the Operation Guidelines>

Procedures for the Enactment, Amendment, or Abolition of ICT Standard Terms



<Table No. 8: Related to Articles 13 of the Operation Guidelines>

Guidelines for English Compliance of Overseas Standardization Organization (IEEE)

Classification	Details to check
Common	<ol style="list-style-type: none"> 1. Check whether the specification obtained the final approval (active standard) <ul style="list-style-type: none"> - Able to confirm from http://standards.ieee.org/index.html - Not able to cite from the draft or the project version 2. Check whether it is the latest version or a withdrawn standard <ul style="list-style-type: none"> - Able to confirm from http://standards.ieee.org/index.html - Recommend citing the specification from the latest edition and indicate the reason for citing from the old version in the introduction 3. Check whether or not it is 100% citation without amendment <ul style="list-style-type: none"> - Only approve of changes according to national deviation (for example, changes made in part of the contents due to the Korean frequency policy) ※ If only partial citation is needed, recommend enacting a new standard that can be used as a reference standard after enacting the standard that cited 100% from the applicable IEEE specification. 4. Delete the phrase regarding the copyright of TTA at the second page after the cover <ul style="list-style-type: none"> - (delete) “본 문서에 대한 저작권은 TTA에 있으며, TTA와 사전 협의 없이 이 문서의 전체 또는 일부를 상업적 목적으로 복제 또는 배포해서는 안됩니다.” 5. Add “(IEEE Std xxxx-xxxx)” after the standard title (applied to both Korean and English titles)
TTAE	<ol style="list-style-type: none"> 1. Add the box below in 3.1 of the TTAK introduction. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> 본 TTA 표준은 IEEE와의 라이선스 동의 하에 IEEE [XXXX-XX], [제목], [발행 일자]를 기반으로 재발행되었으며, 본 문서에 대한 저작권은 IEEE, 445 Hoes Lane Piscataway, NJ 08854, USA에 있습니다. </div> 2. Add the box below in 3.1 of the TTAE introduction. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> This TTA Adoption is based on IEEE [XXXX-XX], [Title], [Year date]. Copyright IEEE. All rights reserved. 445 Hoes Lane Piscataway, NJ 08854, USA. Reprinted pursuant to license agreement with IEEE. </div> 3. Create pdf by integrating all of the standard pdf documents received from IEEE. <ul style="list-style-type: none"> - (TTA front cover/introduction/table of contents pdf) + (IEEE specification pdf) + (English standard manual/person who contributed to drawing up the standard/TTA back cover pdf)
TTAK (translated)	<ol style="list-style-type: none"> 1. Add the box below in 3.1 of the TTAK introduction. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> 본 TTA 표준은 IEEE와의 라이선스 동의하에 IEEE [XXXX-XX], [제목], [승인일자]를 기반으로 번역 및 재발행되었으며, 본 문서에 대한 저작권은 IEEE, 445 Hoes Lane Piscataway, NJ, USA에 있습니다. IEEE는 TTA에 의한 본 표준의 번역을 허락하며, 해당 번역의 기술적, 언어적 정확도에 대해서는 TTA에게 책임이 있습니다. IEEE가 발행하고 저작권으로 보호하는 영문 edition만이 공식적인 IEEE 표준으로 간주됩니다. </div> 2. Add the box below in 3.1 of the TTAE introduction. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> This TTA Translation is based on IEEE [XXXX-XX], [Title], [Year date], Copyright IEEE, All rights reserved, 445 Hoes Lane Piscataway, NJ, USA. Translated and reprinted pursuant to license agreement with IEEE. IEEE has authorized the translation of this standard by TTA, which is responsible for the technical and linguistic accuracy of the translation. Only the English edition as published and copyrighted by IEEE shall be considered the official IEEE standard. </div> 3. Add the phrase, “Translated under license with IEEE” at the right side of footer in each page of main text. 4. Maintain the document form of the unlocked pdf that was received from IEEE (number system, font, footnote/endnote, etc.) and translate the whole document.

<Table No. 9: Related to Articles 13 of the Operation Guidelines>

Guidelines for English Compliance of Overseas Standardization Organization (ETSI)

Classification	Main details
Common	<p>1. The standard/specification that can be applied is only possible for the standard/specification that obtained the final approval.</p> <ul style="list-style-type: none"> - Check out the website(https://www.etsi.org/standards), whether it obtained the final approval for an active standard. - Either draft standard or standardization project cannot be applied. <p>2. The standard/specification which is being developed or withdrawn cannot be applied.</p> <ul style="list-style-type: none"> - It is recommended that the newest version is applied. But when old version is applied, the reason shall be specified at the preamble of TTAS. <p>3. Check whether the whole standard/specification document is to be applied completely(100%) without any modification.</p> <ul style="list-style-type: none"> - The original standard/specification shall not be modified or separated. - If extracting texts/contents from standard/specification document and using it as normative reference with TTAE or TTAK(Korean translation), add sentence/phrase as it is written in the box below without extracting necessary texts/ contents from it arbitrarily and putting it in the TTAE or TTAK(Korean translation). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>※ For example, if it is needed to extract a part of texts/contents from ETSI standard/specification as follows:</p> <ul style="list-style-type: none"> - It shall be written like, “As for this chapter/paragraph, refer to chapter X/paragraph X of ETSI standard/specification(title, number, publishing date).” - The referenced standard/specification shall be written specifically in the section of “normative reference”. </div>
Handling of copyright	<p>1. Delete the sentence regarding the copyright of TTA on the front matter(the second page after the cover).</p> <ul style="list-style-type: none"> - Delete the sentence of “본 문서에 대한 저작권은 TTA에 있으며, TTA와 사전 협의 없이 이 문서의 전체 또는 일부를 상업적 목적으로 복제 또는 배포해서는 안됩니다.” - Instead of the sentence regarding the copyright above, replace the sentence as adding the box below. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>©The box below sentence astver)TTA t has to be checkeyyyy [Date]. Further use, modification, copy and/or distribution are strictly prohibited. ETSI standards are available from http://pda.etsi.org/pda/.</p> </div>
Handling of Written Confirmation of Intellectual Property Rights	<p>1. Replace the sentence regarding intellectual property rights written on the front matter(the second page after the cover).</p> <ul style="list-style-type: none"> - Delete the sentence of “본 표준 발간 이전에 접수된 지식재산권 협약서 정보는 본 표준의 ‘부록 (지식재산권 협약서 정보)’에 명시하고 있으며, 이후 접수된 지식재산권 협약서는 웹사이트에서 확인할 수 있습니다.” - Instead of the sentence regarding the intellectual property rights above, replace the sentence as adding the box below. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>※ 본 표준과 관련하여 접수된 지식재산권 취급협약서 외의 지식재산권이 존재할 수 있으며, ETSI 원문에 대한 지식재산권 취급협약서는 ETSI 웹사이트(https://ipr.etsi.org/)에서 확인할 수 있습니다. 본 표준과 관련하여 접수된 협약서 외의 지식재산권이 존재할 수 있습니다.</p> </div> <p>2. Replace the sentence regarding intellectual property rights written on ‘Annex I-1. Intellectual Property Rights Information’, which is located at the latter part of TTAS.</p> <ul style="list-style-type: none"> - Delete the sentence of “※ 상기 기재된 지식재산권 협약서 이외에도 본 표준이 발간된 후 접수된 협약서가 있을 수 있으니 웹사이트에서 확인하시기 바랍니다.” - Instead of the sentence regarding the intellectual property rights above, replace the sentence as adding the box below. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>※ 본 표준과 관련된 지식재산권 취급협약서는 ETSI 웹사이트(https://ipr.etsi.org/)에서 확인할 수 있으며, 본 표준이 발간된 후 접수된 협약서가 있을 수 있으니 ETSI 웹사이트(https://ipr.etsi.org/)에서 확인하시기 바랍니다.</p> </div>

List of Annexed Forms

Classification		No.	Content of forms	Related operation Rules	Related operation guidelines
Operation of committee	Committee organization	1	<Form No. 1> Proposal for New Establishment of Project Group	Articles 24, 28	Article 3
		2	<Form No. 2> Proposal for Integration of Project Groups	Articles 24, 28	Article 3-2
		3	<Form No. 3> Proposal for Abolition of Project Group	Articles 24, 28	"
		4	<Form No. 4> Written Opinion of Project Group (Maintain, Abolish)	Articles 24, 28	Article 3-3
		5	<Form No. 5> Review Results of Project Group (Maintain, Abolish)	Articles 24, 28	"
		5-1	<Form 5-1> Written Opinion of the Special Technical Committee (Maintain, Abolish)	Article 27-2	
	Member and Responsibility	6	<Form No. 6> Member Application Form (New, Change, Withdraw)	Articles 4, 15, 20-2, 23, 29	Article 4
		7	<Form No. 7> Recommendation of (Special) Member	"	"
		8	<Form No. 8> Certificate of Appointment	"	"
	Meeting guidelines	9	<Form No. 9> Contribution of Committee Meetings	-	Article 7
		10	<Form No. 10> Committee Liaison	-	Article 10
		10-1	<Form No. 10-1> Liaison Statement for Overseas Standardization Organization (SDO)	Article 49	Article 28
	Procedures of standardization	Proposal of the enactment, etc., of the standard, adoption and abolition of the standardization project	11	<Form No. 11> Proposal for Standard (Enactment, Amendment)	Article 35
12			<Form No. 12> Proposal to Abolish a Standard	"	"
13			<Form No. 13> <Deleted>		
14			<Form No. 14> <Deleted>		
15			<Form No. 15> Review Results Report of Standardization Project (Enactment and Amendment of the Standard)	Article 37	Article 15
16			<Form No. 16> Review Results Report of Standardization Project (Abolition of Standard)	"	"
17			<Form No. 17> Review Results Report of Abolition of Standardization Project	Article 41	Article 18
Public Comment		18	<Form No. 18> <Deleted>	-	
		19	<Form No. 19> Written Opinion of the Draft Standard	Article 39	"
		20	<Form No. 20> Review Results Report of Content of Gathering Opinions	"	"
Candidate Standard		21	<Form No. 21> Report on Standardization Activities	-	Article 21
Proposal of KS		22	<Form No. 22> Equivalence Review Results between KS and TTAS	Article 43	Article 24-2
Maintenance of standard		23	<Form No. 23> Review Results Report of Maintenance of Standard	Article 48	Article 26, 26-2
		24	<Form No. 24> Review Results Report of Maintenance of Interim Standard	"	Article 26
Proposal of ICT terms		25	<Form No. 25> Proposal for ICT Terms	-	Article 29

Proposal for New Establishment of Project Group

I . Proposer

1. Name (or name of organization):
2. Affiliation (in the case of an individual):
3. Contact address (phone number, e-mail):

II. Content of the proposed committee activities

1. Name of committee (draft): (Korean) (English)
**Clearly describe target technology to standardize.*
2. Terms of reference (ToR): **Please clearly define and be specific about the scope of standardization.*

- | |
|---|
| <ol style="list-style-type: none">1. Technology for standardization<ol style="list-style-type: none">1.1. OOOOO (<i>if necessary, indicate detailed keywords</i>)1.2. OOOOO1.3.2. Cooperation for standardization<ol style="list-style-type: none">2.1. International (de jure) standards developing organizaion : OOOOO2.2. International (de facto) standards developing organizaion: OOOOO2.3. Domestic standards developing organizaion : OOOOO <p><i>(* Revision date: the 106th CC on March 21, 2019)</i></p> |
|---|

※ As for the criteria of drawing up ToR, please refer to the Korean version.

3. Necessity of new establishment: **Specify clearly in an article-type description.*
4. Standardization project being implemented (expected)

No.	Korean name of the project	English name of the project	Related standards	Application of international standards		Korean/English	Implementation plan (schedule)
				Applied or not	Application ratio		
1							-
2							
...							

5. Implementation period of the committee: 20xx.x-20xx.x

6. Name of the existing committee (PG) and differentiation:

- Related committee: **Specify related committee out of the existing TTA Committees*
- Differentiation: **Specify the areas overlapping and differentiation between related Committees*

7. List of recommended members (three or Participants)

No.	Affiliation	Department	Name	Job title	Phone number	e-mail
1						
2						
3						
4						
5						
...						

Attachment: One copy of the analysis of the technology subject to standardization.

<Attachment>

Analysis of Technology Subject to Standardization

1. Overview of technology subject to standardization
 - Overview of technology
 - Goal of standardization

2. Status of domestic/overseas standardization
 - Domestic
 - Overseas

3. Outlook of related technology development

4. Applicable field and industry

5. Standardization implementation plan
 - Implementation plan of domestic standardization
(Describe schematically the cooperative relationship between the outside TTA institution and other Committees focusing on the proposed committee.)
 - Implementation plan of international standardization
(If possible, include the IPR acquisition strategy.)

6. Expected effect of standardization (include specific economic figures if possible)

Proposal for Integration of Project Groups

I. Details of the committee subject to integration

		Committee before integration		Committee after integration
Name of committee				
Committee code				
Chairman	Name			-
	Affiliation			-
	Contact			-
Committee activity period				
Term of reference (ToR)				
Number of members				

II. Reason for integration

III. Progress of integration of the committee

※ Specify the progress of reviewing the integration of the committee and the results of hosting the review meetings, including PG, TC, etc.

I would like to propose the integration of the Project Group as shown above.

Attachments: 1. One copy of the list of implemented standardization projects.
2. One copy of the list of members.

20XX.

(Special) Technical Committee
Chairman (signature)

<Attachment 1> List of the implemented standardization projects (specify the projects completed and being carried out)

○ Implemented standardization projects of the existing Committees

No.	Korean name of the project	Enactment/ amendment	Korea/ English	Stage of progress	Previous committee code
1					
2					
...					

<Attachment 2> List of members

○ List of members of the existing committee

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

Proposal for Abolition of Project Group

I. Committee subject to abolition

1. Name of committee (committee code): ()
2. Chairperson: (※ name, affiliation, contact number)
3. Committee activity period:
4. Term of reference (ToR):

5. Reason for abolition:

II. Results of the review meeting for abolition

※ Name of meeting, including PG, TC, etc., date and time, summary of the results

III. Content of committee activity

1. Implementation progress

※ Specify the status of holding the meeting, the progress of reviewing the abolition of the committee, etc.

2. Implemented standardization project (specify the plans for the projects being implemented)

No.	Korean name of the project	Enactment/ amendment	Korean/En glish	Stage of progress (progress plan)
1				
2				
...				

※ If there is a remaining standardization project, provide the plans to handle the remaining standardization project.

3. Maintenance plans for the already adopted standard

※ Provide the maintenance plan for the already adopted standard for the committee subject to abolition (delegate to a special committee out of the existing Committees, etc.).

20XX. . .
(Special) Technical Committee
Chairman (signature)

Written Opinion of Project Group (Maintain, Abolish)

(※ Provide the Project Group)

1. Name of the Project Group (code): Project Group (PG)

2. Whether to maintain (abolish) the Project Group or not (abolish/maintain):

3. Necessity of maintaining or reason for abolishing the Project Group:

4. Items of standardization implemented for the following year (in the case of maintaining)
 - Name of items (standardization project) (beginning stage–completion stage)
 -
 -
 -

5. Committee activity period (expected): 20XX.1–20XX.MM (expected period of the activity ending)

6. Results of the standardization activities compared to the previous year: performance of the implementation of standardization projects, etc.

Planned projects for the previous year	Status of the implementation for the year	Notes (reason)
Name of project	Implemented/not implemented/ adopted standard	
Name of project	Implemented/not implemented/ adopted standard	
Name of project (new))	Implemented/not implemented/ adopted standard	

20XX. MM. DD

Project Group

Chairman

(signature)

<Annexed Form No. 5: Related to Article 3 of the Operation Guidelines>

Review Results of Project Group (Maintain, Abolish)

[※ Provide the (Special) Technical Committee]

1. Related meeting: The _____th (Special) Technical Committee meeting (YYYY.MM.DD)

2. Project Group's review results of maintenance (abolition) for the following year

Name of Project Group (PG code)	Maintain/abolish	Reason (necessity)	Major items of standardization being implemented	Committee activity period
Internet security (PGXXX)	Maintain		E.g., encryption message specification, XML information protection technology	20XX.1–20XX.MM
	Abolish			

I would like to submit the review results of whether to maintain (abolish) the Project Group under the (Special) Technical Committee as shown below.

20XX. . . .
(Special) Technical Committee
Chairman (signature)

Attachment: One copy each of the written opinion of the Project Group (maintain, abolish).

<Annexed Form No. 5-1: Related to Article 27-2 of the Operation Rules>

Written Opinion of the Special Technical Committee (Maintain, Abolish)

(※ Drawn up by the Special Technical Committee)

1. Name of the Special Technical Committee (code): _____ Special Technical Committee (STC)

2. Whether to (maintain, abolish, transfer) the Special Technical Committee: *(maintain) Includes the extension of less than one year after the activity of less than two years.*

3. Major performance of the activity period of the Special Technical Committee (Jan. 2014–Feb. 2018)

- Major standard
-
- Industry and economic performance
-
- Improvements including government policies, etc.
-
- Others

4. Necessity of the reason to maintain or abolish the Special Technical Committee

◦

5. Major activity plan for the following year (*omit for abolition)

- Major standard
-
- Major activities (external cooperation, government policies, etc.)
-
- Others

7. Committee activity period for the following year (*omit for abolition): 20XX.1–20XX.MM (expected period of the end of the activity)

Attachment: One copy of the activity plan of the Special Technical Committee (**provide only for maintaining*).

2018.MM.DD

Chairman of the Special Technical Committee
(omit signature)

<Attachment: Annexed Form No. 5-1: Related to Article 27-2 of the Operation Rules>

Activity Plan of _____ Special Technical Committee

(※ Drawn up by the Special Technical Committee)

1. Activity period: 201x년 1월-201x년 12월 (less than one year)

2. Activity area

3. Necessity of existence

o

o

4. Expected effects

o

I would like to submit the activity plan of the Special Technical Committee as shown above.

2018.xx.xx

Chairman of the Special Technical Committee

(omitted signature)

Member Application Form (New, Change, Withdraw)

(※ Form for TTA Participant to request addition of their employee as a new member)

I request that the following employee become a member and participate in the telecommunications standard general meeting and affiliated Committees (new, change, withdraw).

Classification	※ Specify new, change, withdraw		
Name of committee (code)		Name of the member before change	
Name	※ Provide the name of the member who will carry out the activities	Affiliation	
Department		Job title	
Field of expertise and experience		Phone number	
e-mail		Fax number	
Address	(-)		
Reason for withdrawal	※ Provide the reason for withdrawal when applying for withdrawal.		
20XX. . . Name of company (group): Name of CEO: (signature)			

To the President of the Telecommunications Technology Association

※ Membership for more than one employee can be requested the same time on one application form.

Recommendation of (Special) Member

[※ Form for the Chairman of the committee to recommend a (special) member of the applicable committee]

I would like to recommend the (special) member shown below to attend the affiliated committee under the Technical Assembly.

Name of committee (code)			
Name	※ Provide the name of the member who will carry out the activities	Affiliation	
Department		Job title	
e-mail		Phone number	
		Fax number	
Address	(-)		
History	※ Provide a brief history and attach the annexed form with a detailed resume if required.		
		20XX. . . .	
		Name of committee:	
		Name of Chairman:	(signature)

To the President of the Telecommunications Technology Association

※ The person recommended by the Chairman of the Strategic Planning Committee or the Chairman of the Technical Committee, etc., to become a member of the Strategic Planning Committee or the Technical Committee, etc., shall be appointed by TTA's President to become a member of the applicable committee. The person recommended by the Project Group, the Chairman of the Special Technical Committee, or the Chairman of the affiliated Working Group, etc., to become a member of the Project Group, the Special Technical Committee, or the affiliated Working Group, etc., shall be appointed by TTA's President to become the applicable committee's special member. In such case, the tenure of the special member shall be for one year.

<Annexed Form No. 8: Related to Article 4 of the Operation Guidelines>

Certificate of Appointment

Name:

Affiliation:

Job title:

I appoint the above person as the _____ of the _____ Committee in accordance with Paragraph _____ of Article _____ of the Operation Rules of Information and Communications Technology Standardization.

20XX. . . .

To the President of the Telecommunications Technology Association

<Annexed Form No. 9: Related to Article 7 of the Operation Guidelines>

Contribution of Committee Meetings



Telecommunications Technology Association

Document no.: 20XXPGYY-ZZZ
20XX.MM.DD

Name of committee	(Name of Working Group)	
Document type	Draft standard (), Information (), Comments (), Others ()	
Source	<Name of company, committee chairman/working group chairman, secretariat, etc.>	
Title		
Person preparing (contact)	<Name>	<Tel>
	<Job title>	<Fax>
	<Affiliation>	<E-mail>
Abstract		
Whether the patent is included or not		
Copyright:	The copyright of this document belongs to TTA.	

<Provide the content below>

Business Contact of the Committee

Document number	※ Provide the document number of the sending committee
Receipt	※ Provide the name of the committee and the chairman that sent the document
Reference	※ Affiliated committee of the receiving committee or related member
Title	※ Provide the title of the business contact
Content	※ Clearly specify the main content of the business contact (attach supplementary materials if necessary)
Reference	※ Provide a list of the attached data to supplement the content
Sender	Chairman of the OOO Committee (signature)

20XX.

Telecommunications Technology Association (TTA)

Contact Document for Overseas Standardization Organization (SDO)

TTA ICT Standardization Committee



2018TCxx-0xx

16 August 2018

Title: LS/o on, LS/r on, LS/i on (o, outgoing; r, reply; i, incoming)
Source: 5G Special Technical Committee (STC3)/SPG5
To: SDO/Groups
CC: SDO-Chairman/Secretary (external)
Purpose: Information, action
Approval: TTA meeting (16 August 2018)
Deadline: Optional
Contact point: TC/STC or PG Chairman, Secretary (TTA), and editors/proposer
Attachments: Draft standards

Contact:	Insert contact name	Tel: +xx	E-mail: a@b.com
	Insert organization		

Contact:	Insert contact name	Tel: +xx	E-mail: a@b.com
	Insert organization		

Please do not change the structure of this table, just insert the necessary information.

(*You can freely make main texts.)

1. Introduction

2. Actions

3. Dates of next meetings

- 1) Document number: Number allocated to LS document within TC or PG
- 2) Date of document: Date of receiving LS document within TC or PG
- 3) Title: Draw up one of the three types so that the characteristic of the LS document can be easily understood

- LS/o on title: LS document sent overseas
- LS/r on title: Reply to LS document that was received from abroad
- LS/i on title: LS document that was received from outside

* Abbreviations: LS, Liaison Statement; o, outgoing; r, reply; i, incoming

- 4) Source: Name of TC or PG that approved LS document

- Example: full name (abbreviation), 5G Special Technical Committee (STC3)

- 5) To: Outside group that delivers the LS document

- Example: ETSI/ISG/QKD (can omit full name)

- 6) CC: Group chairman and the secretariat in charge that delivers the LS documents

- If you do not know, leave it blank

- 7) Purpose: Specify the purpose of the LS document

- Information: LS document drawn up for the purpose of sharing information among groups
- Action: LS document that requires certain review and approval from the outside SDO

- 8) Approval: TTA meeting and schedule that has been approved and sent outside for the LS document

- Example: 17th STC3 Meeting (16 August 2018)

- 9) Deadline: Period that the response has been requested by the outside SDO

- By taking into consideration the outside SDO group's meeting schedule, etc., provide a schedule with enough time. If not necessary, leave it blank.

- 10) Contact point: Provide the contact number of the committee inside TTA

- Mandatory: TC/STC or PG Chairman, Secretariat (for example, STC3 Chairman or TTA Secretary)

– Optional: Editor or proposer

11) Attachment: Attach the draft standard that needs to be reviewed

12) Contact: Provide the detailed content for no. 10 (contact point)

13) Main part: Write freely without any format restrictions

<Annexed Form No. 11: Related to Article 13 of the Operation Guidelines>

Application number: _____ - _____	
Proposal of Standard (Enactment, Amendment)	
In accordance with Article 35 of the Operation Rules of Information and Communications Technology Standardization, I apply for the (enactment, amendment) of the standard as shown below.	
1. Proposer	
1) Name of proposing organization or individual	
2) Contact person(name, department, job title)	Name: _____ Job title: _____ Department: _____ (If the proposed organization and the affiliation are different, provide the name of the affiliated organization)
3) Contact number	Phone number: _____ E-mail: _____ FAX: _____
4) Address	(_____ - _____)
2. Name of proposed standard	
1) Korean name	
2) English name	
3. Classification of project	
<input type="radio"/> Korean <input type="radio"/> English	- Reason for English proposal: _____
<input type="radio"/> General project <input type="radio"/> Rapid project <input type="radio"/> Technical specification	- Reason for rapid project: _____ - Evidentiary material of special case (rapid project) <※ attach separately>
4. IPR-related matters	
<input type="radio"/> Related <input type="radio"/> Not related	(※ If you have or know the related IPR, attach Written Confirmation of IPR or Written Notification of IPR.)
5. Copyright confirmation	
<input type="radio"/> Authorized <input type="radio"/> No-Authorized	- Have the right to use copyrights belonged to 3 rd party : attach documentary evidence of copyright licensing (*exemption in case of copyright license under the MoU or Agreement) - Don't Have the right to use copyrights belonged to 3 rd party : the reason of not getting copyright license or the plan for getting copyright license
6. Keyword (for searching standards)	
Date of application YY MM DD Applicant (signature)	
To the President of the Telecommunications Technology Association	
<Attached documents>	
1. One copy of Explanatory Summary of Standard Proposal (enactment, amendment)	
2. One copy of proposed standardization project (※ Please draw up the proposed standardization project in accordance with Attachment 1 & 2 in the Writing Guidelines for TTA Standards. The proposer may omit to submit the proposed standardization project, only if the Standardization Committee is the proposer itself.)	
3. One copy of evidentiary material for special case (rapid project) (※ if necessary)	
4. One copy of the notification of the recognition and the affirmation document for IPR (※ if necessary).	

Explanatory Summary of Standard Proposal (Enactment, Amendment)

Application number:

1. General matters		
a. Name of proposed standard		
b. Purpose of proposal		
c. Report on the implementation		
d. Scope of application	Main	
	Side	
e. Name of products/services subject to realizing the standard (specify the company name and service)	Refer to example (provide sample by the Secretariat)	
f. Classification of telecommunication standard	Classification of function domain Classification of technology domain Main class: Subclass: Main class: Subclass:	
g. Period of adopting the standard	<input type="checkbox"/> Within 6 months <input type="checkbox"/> Within 1 year <input type="checkbox"/> Within 2 years <input type="checkbox"/> After 3 years	
h. Expected performance of standard activity (be specific)	Where is the pilot good applied with the standard being use? The government's technology announcement and legal system, etc.	
i. Period of drawing up the standard (draft)	(Begin)_____ – (End)_____ (YYYY-MM–YYYY-MM)	
j. Standard subject to amendment (limited to the amended standard)	Standard number	
	Date of enactment	
k. Summary of content	(※ In the case of amended standard, provide information mainly on the amendment)	
l. Type of proposed draft	<input type="checkbox"/> Name of national project [(detailed) name: ; project name:] *(Example) Project name: Broadcasting communication standard development support project; project name: OOO standard development project <input type="checkbox"/> Domestic forum standard (forum name:) <input type="checkbox"/> Domestic standard (related name:) <input type="checkbox"/> Standard developed by TTA Standardization Committee (committee name:) <input type="checkbox"/> Others ()	

2. Whether the overseas standard is applied (cited)	
a. Classification of application (citation)	<input type="checkbox"/> Unique standard <input type="checkbox"/> Unique overseas standard application
b. Application (citation) standard (name of organization/standard number/enactment date) Example: IETF RFC XXXX (YYYY-MM-DD)	- Application (citation) standard _____, Date of enactment: _____
c. Content of application (citation)	
	- Overseas standard
	- Domestic standard
	- Others
3. Relevance of test certification	
a. Necessity of test standard	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Reason for the need for test standard (be specific)	
c. Target for test standard (specify the name of product/service)	
d. Type of test certification (choose more than one, if necessary)	<input type="checkbox"/> Legal mandatory certification (name of certification:) (e.g., broadcasting communication equipment appropriateness certification, electric device safety certification) <input type="checkbox"/> Legal arbitrary certification (name of certification:) (e.g., GS certification, NEP certification) <input type="checkbox"/> Private arbitrary certification (name of certification:) (e.g., TTA certification, WiMAX certification) <input type="checkbox"/> Not applicable
e. Status of enacting test standards (whether the test method is included in this standard or not)	<input type="checkbox"/> Including the content of the test methods in this standard <input type="checkbox"/> Enacted the test method standard separately (standard number:) <input type="checkbox"/> No test standard
4. Whether KS or not	<input type="checkbox"/> Yes <input type="checkbox"/> No (※ The recommendation as KS has taken into consideration the above opinions, and after review by the Standardization Committee, it is decided whether it becomes KS or not.)
5. Others:	

<Attached Form No. 12: Related to Article 13 of the Operation Guidelines>

Application number: _____ - _____	
Proposal to Abolish a Standard	
I would like to apply for the (abolition) of the standard as shown below in accordance with Article 35 of the Operation Rules of Information and Communications Technology Standardization.	
1. Proposer	
1) Name of the proposing organization or individual	
2) Contact person (name, department, job title)	Name: _____ Job title: _____ Department: _____ (provide the name of the institution you belong to if it is different from the proposing institution)
3) Contact number	Phone number: _____ E-mail: _____ FAX: _____
4) Address	(_____ - _____)
2. Proposed standard for abolition	
1) Standard number	
2) Name of standard	
3) Date of enactment/amendment of standard	
3. Classification of standard	
<input type="radio"/> TTA standard <input type="radio"/> TTAE (English standard) <input type="radio"/> TTAI (interim standard) <input type="radio"/> TTAT (technical specification) <input type="radio"/> TTAR (technical report)	
4. Reason for proposing the abolition of the standard	
<input type="radio"/> Abolish the previous standard due to the amendment of the standard <input type="radio"/> Abolish the previous standard after adopting a new technology or service standard <input type="radio"/> Abolish the applicable standard due to not resolving the plans to handle IPR <input type="radio"/> Abolish the applicable standard due to the abolition of the international standard or/and national standard <input type="radio"/> Other reasons (※ If it does not fall under any of the above, please provide another reason in detail.)	
5. Relevance to IPR	
<input type="radio"/> Related <input type="radio"/> Not related	(※ If related to IPR, please attach a separate affirmation document.)
Date of application YY MM DD Applicant (signature)	
To the President of the Telecommunications Technology Association	
<Attached documents> 1. One copy of the explanation of the abolition of the standard. (※ Provide the reason for the abolition.) 2. One copy of the evidentiary materials including the results of the gathering of opinions from the industry-university-research institute regarding the abolition of the standard (※ if necessary). 3. One copy of the Written Confirmation of Intellectual Property Rights (※ if necessary).	

<Attachment 1>

Explanation of the Abolition of the Standard

Application number:

1. Target of abolition	
a. Standard number	
b. Name of standard	
c. Enactment date of standard	
2. Reason for abolishing the standard	※ Specify the reason and purpose of the proposed abolition.
3. Progress of the proposal for abolition	※ Specify the progress of the abolition of the standard (gather opinions, conduct survey and report results, etc.).
4. Trends of domestic and international technologies related to the standard	
a. Status of domestic and overseas markets regarding related technology	※ If the related technology is no longer used in the market and calls for the abolition of the standard, indicate if there are any complaints or confusion in the market due to the abolition of the technology or the standard in the market.
b. IPR problems related to the standard	※ After the enactment of the standard, if the standard is not appropriate due to IPR problems, indicate the problems related to IPR.
5. Expected effects after the abolition of the standard	※ Provide in detail the expected effects after the abolition of the standard.
6. Alternative standard	※ Provide the standard number, standard name, and enactment date of the standard that could replace this standard after the abolition.

※ Attach the annexed form if necessary.

<Annexed Form No. 13: Related to Article 14 of the Operation Guidelines> <Deleted>

<Annexed Form No. 14: Related to Article 14 of the Operation Guidelines>

<Deleted>

Review Results Report of Standardization Project (Enactment and Amendment of the Standard)

Application number: _____

1. Name of standardization project	Korean			
	English			
2. Review results				
Review item	Review results			
a. Necessity of implementing standardization project				
b. Reason for not requiring implementation	_____			
c. Classification of standardization project	Enactment/Amendment	Korean/English	General/rapid project/technical specification	
d. Scope of application	Main			
	Sub			
e. Name of products/ service for realizing the standard				
f. Standard implementation schedule	Begin	YYYY.MM	End	YYYY.MM
g. Time required to adopt the standard				
h. Expected effects of using the standard				
i. Purpose of proposing as KS (in the case of proposing as KS)				
j. Importance of the standard				
k. Responsible PG				
l. Related standard	Main international standard	_____, Date of enactment: _____		
	Sub-international standard (in the case of multiple standard applications)	_____, Date of enactment: _____		
m. Other opinions				

I would like to announce the above review results of the standardization project.

YY MM DD

OOOO (Special) Technical Committee

Chairman (signature)

To the President of the Telecommunications Technology Association

Review Results Report of Standardization Project (Abolition of Standard)

Application number:

1. Standard subject to abolition	Standard number	
	Name of standard	
	Date of enactment	
2. Review results		
Review item	Review results	
a. Necessity of abolishing the standard	<input type="radio"/> Needs abolition <input type="radio"/> Does not need abolition	
b. Reason for not needing abolition	_____	
c. Classification of standard	<input type="radio"/> TTA standard <input type="radio"/> TTAE (English standard) <input type="radio"/> TTAI (interim standard) <input type="radio"/> TTAT (technical specification) <input type="radio"/> TTAR (technical report)	
d. Responsible PG	_____ PG ▼ (reason for new establishment:)	
e. Other opinions		

I would like to report the above review results of the project on abolishing the standard.

YY MM DD

OOOO (Special) Technical Committee

Chairman (signature)

To the President of the Telecommunications Technology Association

Review Results Report of Abolition of Standardization Project

1. Review committee

- Name of committee: OOO Committee (committee code)
- Name of meeting: The nth regular meeting of the OOO Committee
- Date of meeting: YY MM DD

2. Review content and results

No.	Project number	Name of project	Project proposer	Responsible committee	Reason for abolishing the project
1					
2					
3					

I would like to submit the review results of the abolition of the standardization project as shown above.

YY MM DD

OOOO Committee

Chairman (signature)

<Annexed Form No. 18: Related to Article 20 of the Operation Guidelines>

<Deleted>

Written Opinion of the Draft Standard Proposal

Project number	
Name of the draft standard	
Opinion category	※ Provide the category number and title with opinions from the draft standard.
Original text	※ Provide the content with opinions from the draft standard.
Alternative	※ Suggest a revised version of the original text above.
Reason	※ Provide the reason for proposing an alternative.

Name of company (group):

Name of CEO: (signature)

To the President of the Telecommunications Technology Association

Review Results Report of Content of Gathering Opinions

1. Review committee

- Name of committee: OOO Committee (committee code)
- Name of company: The nth regular meeting of the OOO Committee
- Date of meeting: YY MM DD

2. Review content and results

- Project number:
- Name of the draft standard:
- Review content and results

Opinion category	Original text	Alternative	Reason for suggesting the alternative	Committee's review results	Opinions

I would like to submit the above written opinions of the review results of the draft standard.

YY MM DD . . .

OOOO Committee

Chairman (signature)

Report on Standardization Activities

1. Name of the standard (draft): (Korean)

(English)

2. Name of the standardization project:

3. Number of the standardization project:

4. Name of the responsible committee: OOOOO (Special) Technical Committee OOOOO Project Group

5. Progress

- a. Project proposal: YYYY-MM-DD OOOO (※ Provide the date and time of the project proposal and proposer name.)
- b. Adopt the project: YYYY-MM-DD The nth regular meeting of the Coordination Committee
- c. Review the draft standard: YYYY-MM-DD The nth regular meeting of the OOOO PG
- d. Gather opinions: YYYY-MM-DD-YYYY-MM-DD
 - Results of collected opinions: no opinions/written opinions O cases submitted
 - Group that submitted opinions: none/O companies including OO, OOOO(※ If there are written opinions submitted, attach the written opinions and the committee's review results of the written opinions.)
- e. Hold the review meeting on the opinions: YYYY-MM-DD The nth regular meeting of the OOO PG
- f. Adopt the candidate standard: YYYY-MM-DD The nth regular meeting of the OOOO (Special) Technical Committee
- g. Review by the Coordination Committee: YYYY-MM-DD The nth regular meeting of the Coordination Committee
- h. Deliberate the candidate standard: YYYY-MM-DD The nth regular meeting of the Technical Assembly
- i. Public announcement of the standard: YYYY-MM-DD

<Annexed Form No. 22: Related to Article 24 of the Operation Guideline>

Equivalence Review Results between KS and TTAS

1. Subject of review
 - o Number of TTAS :
 - o Name of TTAS :
 - o TTA

2. Comparative table between KS and TTAS

item	KS number	TTAS number	Review Results
	(name of KS)	(name of TTAS)	
1.Purpose and background of standardization			※ Draw up the equivalence review result of this item
2.Scope of implementation, etc.			※ Draw up the equivalence review result of this item
3.Normative references			※ Draw up the equivalence review result of this item
4.Definition of terms, abbreviations			※ Draw up the equivalence review result of this item
5.Comparison of technological matters	<i>-item of each standard technology</i>	<i>-item of each standard technology</i>	※ Draw up the equivalence review result of this item
	<i>-item of each standard technology</i>	<i>-item of each standard technology</i>	
	<i>-item of each standard technology</i>	<i>-item of each standard technology</i>	
6.Annex			※ Draw up the equivalence review result of this item
7.Appendix			※ Draw up the equivalence review result of this item

[Draw-up instructions]

- 1) Compare both standards by each table of contents, and as for “5. Comparison of technological matters”, review the detailed part of each contents.
- 2) In the “Review Result” of the table above, write up “IDT(Identifical)”, “MOD(Modified)” or “NEQ(Not Equivalent)” and detailed reasons for it.
3. Final review results
 - o (Draw up the final review results and the reason.)

Review Results Report of Maintenance of Standard

1. TTA standard number:

2. TTA standard name:

3. Review results

Category	Review results			
Classification of standard	TTA standard		KS	
	Korean <input type="checkbox"/>	English <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Enactment and amendment of the standard				
Date of implementing the maintenance				
Related standard	International			Local
	Main		Sub	
Maintenance execution committee				
Review results of the standard maintenance	<input type="checkbox"/> Maintain		<input type="checkbox"/> Amend	<input type="checkbox"/> Abolish
Content of reviewing the standard maintenance (reason for maintenance, amendment, or abolition)				
Other opinions (measures taken if necessary, etc.)				
Attached data	<input type="checkbox"/> Standard (enactment, abolition) proposal <input type="checkbox"/> Others			

I would like to announce the above review results of the standard maintenance.

YY MM DD

OOOOO Committee

Chairman

(signature)

Review Results Report of Maintenance of TTAI

1. TTAI number:

2. TTAI name:

3. Review results

Category	Review results			
Classification of standard	Korean <input type="checkbox"/> English <input type="checkbox"/>			
Enactment and amendment of standard				
Date of maintenance				
Related standard	International			Local
	Ma in		Su b	
Review committee				
Review results of standard maintenance	TTA <input type="checkbox"/> standard adoption	Interim <input type="checkbox"/> standard adoption	Amended <input type="checkbox"/> interim standard	Abolish <input type="checkbox"/> interim standard
Reason for the review results of standard maintenance (reason for adopting as TTA standard, maintain as interim standard, or amendment/abolition)				
Other opinions (measures that are required, etc.)				

I would like to announce the above review results of the TTAI maintenance.

YY MM DD.

OOOOO Committee

Chairman

(signature)

Proposal of ICT Terms

Date of proposal:

Proposer:

Affiliation (contact):

Korean	(Chinese characters)		
English			
Abbreviation		Field	
Definition			

To the President of the Telecommunications Technology Association