

**Telecommunications Standards Development Society, India
(TSDSI)**

Working Procedures

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Appendix-1 Acronyms/Abbreviations

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Working Procedures

1. Introduction

1.1. The Working procedures cover all aspects of the working of the Study Groups and the Working Groups, and the steps that go into formulation of a standard in TSDSI. Some of the aspects related to the Study and Working Groups have been covered in the Rules and Regulations of TSDSI (R&R). These have been further elaborated, when required, in this document. However what is written in Working Procedures shall not overrule any of what is given in the R&R unless and otherwise it has been stated so specifically.

1.2. The clauses which are taken as is from R&R are marked in italics. Reference to the appropriate clause in R&R has been provided in such cases.

1.3. Study Group (SG)

A Study Group within TSDSI shall handle the activities related to a particular Telecom vertical allocated by the Governing Council. TSDSI shall define the telecom verticals representing a broader scope of the telecommunication topics. TSDSI may have several SGs.

1.4. Working Group (WG)

A Working Group (or Work Group) within TSDSI shall assist Study Groups in the deeper technical aspects of the particular Telecom vertical. A Study Group may have several WGs.

2. Definitions

Following are the definitions that are applicable to all the working procedures.

2.1. Study Item (SI)

Technical area or item being studied is called as Study Item (SI). Contribution to SI can be made using Study/Work Item Contribution (SWIC) template. [Appendix 3]

2.2. Work Item (WI)

Technical area or item being worked into a standard or specification or report is called as Work Item (WI). Contribution to WI can be made using SWIC template. [Appendix 3]

2.3. Champion

Champion is a primary contact assigned for each of the WI or SI.

2.4. Change Control

Change control is a formal process employed to ensure that each and every change proposed is properly defined, considered and approved so that the changes to documents or other outputs of the SGs/WGs are introduced in a controlled and coordinated manner.

2.5. Contribution

Technical or editorial contribution that is submitted pertaining to the standardization activities of TSDSI is called as Contribution. TSDSI has the following templates for submission of contributions.

- i) If Contribution is towards a Study Item or a Work Item, then a SWIC template shall be used.
- ii) If contribution is a review comment on the draft related to a SI or WI then RECO template shall be used.

2.6. Minutes of Meetings (MoM)

In case of SG and WG meetings, the Minutes of Meetings, may also be called Chair's notes, captures all the discussion details and conclusions from the meeting. It shall be available for circulation to all members. The MoM will be ratified and finalized in the subsequent meeting of the same group.

2.7. New Item Proposal (NIP)

Telecommunication areas that are not within the purview of existing SG or WG can be proposed by the Members using a NIP. It could result in a new SG, a new WG or a new Study or Work Item. The template for NIP is provided in Appendix 2.

2.8. Study or Work Item Contribution I (SWIC)

Contribution to existing Study Item or Work Item shall be submitted using a SWIC. SWIC is a common template that can be used to contribute to either SI or WI. The template for SWIC is provided in Appendix 3.

2.9. Review Comments (RECO)

Review comments on the (draft) standard shall be submitted using the RECO template provided in Appendix 4.

2.10. Chair for SG

The meaning and usage of the term Chair for an SG in this document is same as the meaning and usage of the term Head for an SG defined in the TSDSI R&R.

2.11. Chair for WG

The meaning and usage of the term Chair for a WG in this document is same as the meaning and usage of the term Rapporteur for a WG used in the TSDSI R&R.

2.12. Vice-Chair for SG

The meaning and usage of the term Vice-Chair used for a SG in this document is same as the meaning and usage of the term Vice-Head for an SG defined in the TSDSI R&R.

2.13. Vice-Chair for WG

The meaning and usage of the term Vice-Chair used for a WG in this document is same as the meaning and usage of the term Assistant Rapporteur for a WG defined in the TSDSI R&R.

3. Formation and disbanding of Study Groups

- 3.1. *The TSDSI Chair may from time to time constitute Study Groups to carry out functions and specific tasks/projects as may be decided by the Governing Council from time to time [R&R 9.2.1 a].*
- 3.2. A SG shall be formed in the following ways.
 1. *SGs shall be formed according to different Telecom verticals [R&R 9.1.1] as decided by the GC. Due consideration shall be given to the breadth of Telecom vertical that a Study Group can handle. It shall have as broad a scope as possible such that sufficient number of telecom technology experts are available within the group and also that the number of Study Groups are optimised. For example, the technologies related to Access Communication could be constituted into one SG whereas all technologies related to Optical and Packet Transport could be constituted into another.*
 2. *A Member of the Society may identify a Telecom area in need of Standardisation [R&R 19.1.1.a] and propose using the NIP template. GC after going through the Scope of the Item contained in the NIP, may consider and make an appropriate decision regarding creation of a SG.*
 3. *DoT may ask TSDSI to take up Standardisation of an issue of National interest [R&R 19.1.1.a] using NIP template. GC after going through the Scope of the Item contained in the NIP, may consider and make an appropriate decision regarding creation of a SG and provide appropriate response to DoT.*
- 3.3. The Terms of Reference of the SG shall be defined and published by the GC while forming an SG or modifying the scope of an SG.
- 3.4. Each SG will be identified by a unique numeric code. The mnemonics for SG shall be chosen in such a way that it shall help in conveying the scope of the SG.
- 3.5. *TSDSI Chair may merge or disband Study Groups as decided by the Governing Council. [R&R 8.3.1 i]. It can be wound up when any specific task assigned to it has been completed and a report in respect of the same has been submitted [R&R 9.2.1 f].*
- 3.6. On disbanding, the SG will prepare a report of the activities completed and the deliverables to be maintained.

4. Formation and disbanding of Working Groups

- 4.1. *To assist in the organization of the work, the SG may be organized into a number of Working Groups (WG). Each WG will coordinate a number of study items or work items on a related theme [R&R 9.1.3]*

- 4.2. A working Group may be formed in the following ways.
 1. *The Study Groups may create Working Groups as needed to progress the work. [R&R 9.2.1. c]. The formation of a new Working Group may be put forward to the GC which can approve the same.*
 2. A Member of the Society may identify a Telecom area in need of Standardisation and propose using the NIP template. SG after going through the Scope of the Item contained in the NIP, may consider and make an appropriate decision regarding creation of one or more Working Group(s).
 3. DoT may ask TSDSI to take up Standardisation of an issue of National interest [R&R 19.1.1.a] using NIP template. SG after going through the Scope of the Item contained in the NIP, may consider and make an appropriate decision regarding creation of one or more Working Group(s) and provide appropriate response to DoT through the Secretariat.
- 4.3. The Terms of Reference of the WG shall be defined and published by the SG while forming a WG or modifying the scope of a WG.
- 4.4. Each WG must be identified by a unique numeric code. The mnemonics for the WG shall be chosen in such a way that it shall help in conveying the scope of the WG.
- 4.5. Study Group Chair may merge or disband Working Groups when the reason for creation of Working Group has come to closure or as decided by the Governing Council.
- 4.6. Before disbanding, the Working Group shall prepare a report of the activities completed and the deliverables to be maintained.

5. Election to Chair and Vice-Chair positions

- 5.1. SG Chair and Vice-Chair:
 - 5.1.1. *Every SG will have Chair and Vice-Chair (Head and Vice-Head) elected by the Corporate Members who opt for the Study Group [R&R 7.2.9.2].*
 - 5.1.2. *The Chair/Vice Chair of the Study Groups/Working Groups shall be elected among the candidates proposed by members as their representatives, and at their election due consideration should be given to equitable representation amongst the categories of stakeholders [R&R 7.1.b.] [R&R 9.1.2]*
 - 5.1.3. *The positions of Study Group Head and Vice-Head are for individuals nominated by the Corporate Members, and the candidates shall be elected based on their individual credentials [R&R 7.2.9.3]*
 - 5.1.4. The procedures for the election to SG positions are given in section 7.2 of the R&R of TSDSI. These procedures are reproduced in the Appendix 5 of this document.
 - 5.1.5. *The TSDSI Chair shall change the Head (Chair) of the Study Group if a majority of the Members of the Governing Council and/or the concerned Study Group so petition to the Chair. The Chair may initiate re-election of the Head (Chair). [R&R 9.2.1 d]*

5.2. WG Chair and Vice-Chair:

- 5.2.1. *The Chair/Vice Chair of the WG shall be elected among the candidates proposed by members as their representatives, and at their election due consideration should be given to equitable representation amongst the categories of stakeholders [R&R 7.1.b]*
- 5.2.2. *Each WG will elect a Chair and Vice-Chair to carry out the proceedings of the meetings conducted by it. [R&R 9.1.4]*
- 5.2.3. *Each WG will also elect an Editor to record the outcomes of the proceedings and to modify/finalise the draft Standards on the basis of the deliberations/comments of the members [R&R 9.1.4].*
- 5.2.4. The procedures for the election to WG positions will follow the same procedures given in section 7.2 of the R&R of TSDSI. These produced are reproduced in the Appendix 5 of this document.

6. Responsibilities of Study Group Chair/Vice-chair

- 6.1. The Chair of a Study Group shall be responsible for the overall management of the Study group.
- 6.2. SG Chair shall work out the schedule of SG meetings in advance. The Chair shall call for the meetings in advance and publish the agenda to the members.
- 6.3. SG Chair shall chair the meetings.
- 6.4. SG Chair is responsible for preparation of the report, circulating amongst Members and finalising the report. [R&R 20.4.1, 20.4.2, 20.4.3]
- 6.5. *SG Chair shall report on the functioning of the Study Groups/Working Group to the GC and to the Director General. [R&R 9.2.1.e]*
- 6.6. The Vice-chair shall assist the Chair in discharging the duties. Vice-chair takes on any responsibility of the Chair in the absence of the Chair and on request from the Chair.

7. Responsibilities of Working Group/Vice-chair

- 7.1. The Chair of a WG shall be responsible for the overall management of the group.
- 7.2. The WG Chair shall work out the schedule of the Group meetings in advance. The Chair shall call for the meetings in advance and publish the agenda to the members and SG Chair.
- 7.3. The Chair shall preside over the meetings.
- 7.4. The WG Chair shall remind the members regarding the need to declare essential IPRs before each WG meeting.
- 7.5. The Chair is responsible for preparation of the report, circulating amongst Members and finalising the report.

7.6. The Vice-chair shall assist the Chair in discharging the duties. Vice-chair takes on any responsibility of the Chair in the absence of the Chair and on request from the Chair.

8. Study Group/Working Group meetings

8.1. Participation in SG and WG

8.1.1. *All members shall be entitled to participate in conferences and meetings of Study Groups and Work Groups of TSDSI [4.2.2.a] subject to Rights and Obligations [R&R4.2].*

8.1.2. *DoT/TEC representatives shall be part of SG/WG to represent national requirements [R&R 9.1.6].*

8.1.3. *The Chair, Vice Chair and Director General shall be permanent invitees on all Study Groups/Working Groups. [R&R 9.2.1 g]*

8.1.4. *Participation of Subject Matter-/Guest-Expert (R&R 4.2.6.1 a & 10.3.8 d)*

a) Participation is applicable to individuals approved as SME by the GC.

b) The participation will be reviewed by GC at the end of one year to deliberate on its effectiveness.

8.2. Frequency of meetings

8.2.1. SGs and WGs shall meet as often as necessary to complete their work within the prescribed timeframe.

8.2.2. The schedule of SG/WG meetings shall be planned and published 3 months in advance by the corresponding Groups.

8.2.3. A plenary meeting of all the SGs shall be held at least once in every six months. Frequency of interim meetings will be decided by the respective chairs and communicated in advance.

8.3. Calling for meetings

8.3.1. *The notice for the Meetings shall be sent to all the relevant members through email and also be posted on the TSDSI web site. The Draft Agenda of the meeting shall be shared along with the meeting notice. The agenda shall include as a minimum of:*

- 1. The date, duration and place of the meeting*
- 2. Items to be discussed*
- 3. Any elections to be held in the meeting*
- 4. Any voting planned in the meeting*

[R&R 20.2.1]

8.3.2. SG and WG meetings shall be announced along with the agenda at least 14 days in advance.

8.3.3. *Meetings may be cancelled due to an emergency situation or if it is confirmed that there is no quorum possible for the meeting. The cancellation notice shall be sent to all members at the earliest possible. [R&R 20.2.2]*

8.3.4. SG/WG Chair shall give at least one week notice for telephonic meetings and one month for face-to-face meetings. For any extraordinary requirement, exception may be made and meetings arranged with the best possible notice period.

8.4. Quorum for meetings

8.4.1. The technical meetings shall be conducted when at least 3 or more members participate in the call/meeting.

8.4.2. When any elections or voting is on the agenda for a meeting, such meetings shall follow the procedure given in the Section 6.4.2 of R&R of TSDSI which have been below

- a) *If within half an hour from the time appointed for the meeting, the quorum is not present, the Chairman may with consent of the Members present at the meeting, or in exceptional circumstances without such consent, adjourn any meeting to such time and place provided that no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.*
- b) *If, at the expiration of half an hour from the time appointed for holding such adjourned meeting, no quorum is formed, the meeting, if called upon the requisition of the Members shall stand dissolved and in any other case the Meeting shall stand re-adjourned as Chairman may determine and if at such re-adjourned meeting a quorum is not formed at the expiration of half an hour from the time appointed for holding the meeting, the Members present shall be a quorum, and may transact the business for which the meeting was called.*
- c) *When a meeting is adjourned for 30 days or more, fresh notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give notice of an adjournment or of the business to be transacted at any adjourned meeting.*

8.5. Conducting Meetings

8.5.1. The Chair will display the Agenda of Meeting to the Participants.

8.5.2. Participants will be invited to record their attendance by the Chair.

8.5.3. The SG/WG Chair will invite the Participants to identify patents as per IPR policy.

8.5.4. When a SWIC is accepted for drafting of a standard, then the Chair will request the Participants to comply with the declaration as required by the TSDSI IPR policy before the accepting the SWIC. The details of the policy and the declaration forms are available in the TSDSI IPR policy.

8.6. Minutes of Meeting (MoM) or Meeting reports

8.6.1. *The SG/WG Chair can take the help from the Secretariat for preparing meeting reports. The SG/WG Chair is responsible for preparation of the report. The report shall include as a minimum of:*

1. *The time, date and place of the meeting*
2. *List of individuals who attended with name and affiliation*
3. *List of all documents distributed before or during the meeting such as, technical contributions, test-results, etc.*
4. *Decisions taken*
5. *Action items assigned*
6. *Significant unresolved SI/WI*
7. *Statement of any identified patent holders, if any*
8. *Voting results, if applicable*
9. *Future meeting plans, if applicable*

[R&R 20.4.1]

8.6.2. *The report shall specifically mention the reminder given by Chair regarding the IPRs to be declared and the responses, even if nil, shall be recorded in the report.*

8.6.3. *Draft MoM shall be circulated amongst Members of the respective body within five working days of the conclusion of the meeting. After incorporating any comments, the meeting report shall be finalized by the SG/WG Chair within ten working days of the meeting and ratified in the next meeting.* [R&R 20.4.2]

8.6.4. *The final meeting reports shall be circulated to all the Members by the SG Chair and also posted on the TSDSI web site.* [R&R 20.4.3]

8.6.5. *The Meeting reports shall be retained for a minimum duration of five years.* [R&R20.4.4]

9. Work Programme

9.1. Creation of a Work Item or Study Item

9.1.1. *A Member of the Society may identify a Telecom related issue in need of Standardisation [R&R 19.1.1 a]. The proposal to initiate work on a new item which is not currently being worked upon can be submitted using a NIP to a SG Chair or to the DG. It shall also be possible to submit the item to the GC who shall then allocate it to the relevant SG [R&R 19.1.1 c]. A NIP can only contain one item.*

9.1.2. *For a new issue to be taken up, it is necessary that a number of members commit to support the work [R&R 19.1.1 b]. At least four Members including the proposer shall commit to support the NIP. If the NIP is signed by four or more Members, including the primary proposer, it can be taken up for direct consideration; else NIP shall be circulated seeking interest from other Members.*

9.1.3. *The SG shall approve the issue as a Study Item, and allocate it to the relevant WG [R&R 19.1.1 b].*

- 9.1.4. If the NIP falls within the scope of a SG but is not falling under the scope of any existing WGs, the SG Chair shall handle the NIP. When sufficient number of members are committed to support, the NIP shall be adopted as a Study Item if the topic requires further study before it can be taken up by an existing WG or result in a new WG. If a new WG is to be formed to handle the NIP, the NIP shall be submitted to GC with a request to form an appropriate WG.
- 9.1.5. If the NIP does not fall under the scope of existing SG or WG, the NIP shall be submitted by DG to the GC for consideration.
- 9.1.6. GC shall accept or reject the proposal with due reasons. If the NIP is accepted, a new Study Group or Work Group may be created if necessary. GC could also constitute a special committee to deliberate and come out with recommendations on the proposal.
- 9.1.7. When there are related NIPs with overlapping areas, GC may also invite Members to resubmit consolidated NIP.
- 9.1.8. *DoT or DeitY may ask TSDSI to take up Standardisation of an issue of National interest [R&R 19.1.1 a].*
- 9.1.9. Each of the WI and SI is allocated a unique number by the secretariat using an appropriate mechanism.

9.2. Champion for the Study Item/Work Item

- 9.2.1. A Champion shall be appointed for each of the SI or WI. The name shall be nominated by the members who had proposed the NIP.
- 9.2.2. The Champion shall be the primary contact for the WI or SI through the period of working on the item until it is completed or aborted.

9.3. Contributions to the Study Item/Work Item

- 9.3.1. *The issues will be addressed through technical studies in a particular area of Telecom Standardisation, and are driven by contributions [R&R 19.1.1 a].* A member can submit contributions for existing study or work items to the appropriate SG or WG Chair. The contribution shall be submitted using the SWIC template. Each of the SWIC is allocated a unique number by the secretariat using an appropriate mechanism.

9.4. Study or Work Items

- 9.4.1. *A List of the TSDSI work items shall be available with the Director General and also published on the TSDSI web site. [R&R 20.7.1].* Similar information for Study Items shall also be published on the TSDSI website.
- 9.4.2. *Following details regarding a Work Item shall be available with the Study Group/Working Group and shall be provided to any Member on request:*

1. *Work Item name*
2. *Work Item description*
3. *Work Item Timelines*
4. *Work Item Milestones*

5. *Status of the Work Item. The status shall reflect the following – Initiated, Initial Draft, Draft under Change Control, Suspended, SG/WG approved, Governing Council Approved* [R&R 20.7.2]

Similar information for Study Items shall be available with the Study Group/Working Group and shall be provided to any member on request.

9.4.3. The Study Item may have a final deliverable as any of the following:

1. Technical report
2. Technical Guide
3. Liaison document/report

9.4.4. The Work Item may have a final deliverable as any of the following:

4. TSDSI Standard
5. Technical report
6. Technical Guide
7. Liaison document/report

The format or template for each deliverable and names of recommended tools to generate the same will be provided in TSDSI website.

9.5. Study Item/Work Item Milestones

9.5.1. The SI/WI may go through some or all of the following milestones based on the scope and expected output from the item.

Milestone	Meaning
Initiated	SI/WI identified, time plans are not yet made
Initial draft	After sufficient discussions, an early draft has been prepared and is being discussed within the WG/SG. However the document is not under change control.
Change Control	The document is fairly mature and is brought under change control.
SG/WG Approval	The draft has been reviewed and approved by the SG/WG
GC Approval	The document has been approved by the GC
AGM Approval	The document has been approved by the General Body
Suspended	The work item has been temporarily suspended or stopped for various reasons

9.6. Change Control

9.6.1. *A Work Item shall be placed under Change Control as decided by the Study Group/Working Group of the Work Item. In general, it is done once the draft is in a stable shape or when any changes need to be closely tracked. [R&R 20.8.1]. The Study Group/Working Group chair shall recommend when the draft needs to be brought under change control.*

9.6.2. *Once the item is under change control, any change can be done only through Change Requests (RECO forms). Change Request Forms (RECO) will be available in the TSDSI web site. [R&R 20.8.2]*

9.7. Study/Work Item Approval

9.7.1. *The finalised draft SI/WI, on the basis of a series of deliberations and resolution of issues, will be submitted to WG/SG meeting for approval [R&R 19.1.1 g].*

9.7.2. Each of the Study Item/Work Item output needs to be approved by the WG/SG.

9.7.3. The approval process shall follow the decision making procedure for the Group described in clause 10 Decision Making in SG/WG.

9.8. Approval of TSDSI Standard

9.8.1. *After the Work Item which has resulted in a draft standard has been approved by the WG, it shall be sent for approval to the SG or GC. On the recommendation of the SG, the GC shall then approve the circulation of the draft standard through DG as below:*

- a) The draft Standard shall be circulated electronically to all the members who are eligible to send their comments. As an alternative, the communication could be made through mail and the drafts made available on the TSDSI web site.*
- b) If no comments, other than editorial changes, are received, the draft is considered as approved after the editorial changes are duly made.*
- c) If substantive comments are received, all these comments shall be further discussed in WG/SG meetings and a Comment Resolution Report will be generated.*
- d) The process of seeking comments and discussions shall be repeated to resolve all the unsettled issues. After completion of this process, the draft shall be finalised for submission for approval to the General Body.*
- e) Approval by the General Body will result in a TSDSI Standard. The TSDSI Standard shall be sent to DoT for consideration and approval, and adoption as a National Standard.*

[R&R 19.2.1]

9.8.2. *All proposed Standards which the General Body deems do not have regulatory implications, may be approved through a Fast Approval Process as under:*

- a) The draft Standard shall be circulated electronically to all the members who may send their comments, if necessary, within a time period of 4 weeks. As an alternative, the communication could be made through mail and the drafts made available on the TSDSI web site.*

- b) *If no comments, other than editorial changes, are received within the time limit, the draft shall be considered as approved after the editorial changes are duly made.*
- c) *If substantive comments are received, all these comments shall also be circulated electronically for review within a time period of 3 weeks and a Comment Resolution Report will be generated.*
- d) *If no comments, other than editorial changes, are received within the time limit, the draft shall be considered as approved.*
- e) *If substantive comments are received, the draft shall be sent to the General Body for further discussions, and possible approval.*
- f) *After approval by the General Body, the proposed Standard shall be sent to DoT for consideration and approval, and adoption as National Standard.*

[R&R 19.2.1]

9.8.3. National Opinion

Recommendations in the form of draft national opinion in all the technical matters concerning national interests shall be sent to DoT, at least 4 weeks in advance for consideration and approval, before taking up in any other National or International forums.

[R&R 19.2.3]

9.9. Suspending a Study Item/Work Item

9.9.1. A WI or SI may be stopped if there has been no progress on the item and it has been not able to keep up to the time plans. Recommendation to close a WI or SI may be made by the SG/WG Chair to the GC. GC may recommend appropriate action on the same.

10. Decision Making in SG/WG

- 10.1. The Chair shall endeavour to develop consensus for approval of any of the decisions taken by the SG/WG. However if it is not possible to arrive at a consensus after reasonable attempt, WG Chair may put the item for voting for approval. If Voting is decided by the Chair, the Chair could adopt a 'Show of Hands' method to conduct the voting. However, if any eligible voting members insist on secret ballot, the voting will be conducted exceptionally using secret ballot.
- 10.2. When voting is conducted in a face to face meeting, only those members who are attending in person are eligible to vote.
- 10.3. A quorum of at least 50% of the total number of eligible voting members is required for the voting to be conducted in a meeting. The eligibility to vote will be as given in the clause below.
- 10.4. Corporate members in good standing are eligible to vote in the SG/WG. A corporate member is considered to be in good standing if at least one representative of the member company has attended two of the previous four meetings of the corresponding SG/WG.
- 10.5. In cases of items other than a draft standard when it is not feasible to arrange a face-to-face meeting, the voting may also be undertaken by correspondence. The voting period shall be clearly mentioned in the communication with a minimum being 10 working days.

- 10.6. The item put to voting shall be deemed to be approved when more than 50% of the votes cast (excluding the abstaining votes) are in its favour.
- 10.7. Only Yes and No votes will be counted. Abstaining votes shall not be counted as votes cast. All votes giving 'No' shall be accompanied by the reasons for the same.
- 10.8. *Voting records are held confidential by the SG/WG Chair of the respective body. Only the final results are made available to the respective Members, as part of the meeting minutes or upon written request. [R&R 20.5.1]*
- 10.9. *Voting records shall be maintained for a period of one year and voting results shall be retained for a minimum duration of five years. [R&R 20.5.2]*

11. Confidentiality

- 11.1. *The proceedings of a Study Group or Working Group shall be regarded as non-confidential and all information submitted to a SG/WG shall be treated as non-confidential and shall be available for public inspection except as expressly provided below:*
 - a) *the information is in written or other tangible form; and*
 - b) *the information is identified in writing, when submitted, as confidential;*
 - c) *clear reason is given as to why the information shall be kept confidential and*
 - d) *the information is first submitted to, and accepted by, the chairperson of the SG or WG as confidential.*

[R&R 21.4.1]
- 11.2. *Confidential Information incorporated in any of the deliverables from the SG/WG like a Standard or Technical Specification or report shall be regarded as non-confidential by TSDSI and its Members, from the date on which the Standard or Technical Specification is published. [R&R 21.4.2]*

12. Reporting of WG/SG progress

- 12.1. List of SI/WI *and* the progress of the same shall be available in the TSDSI site for all the members.
- 12.2. *SG Chair shall report on the functioning of the Study Groups/Working Groups to the Chair, Vice Chair and to the Director General. [R&R 9.2.1.e]*
- 12.3. Chair of WG shall send reports to the SG Chair(s) and the Chair(s) of SG shall send the consolidated report to DG before the plenary meetings.
- 12.4. SG Chair shall report any organizational changes to the Director General within two weeks of any such changes occur.

13. Maintenance of Standards

- 13.1. *The Standards developed and published by the TSDSI as per documents listed in reference section shall be maintained by the Secretariat [R&R 20.6.1].*
- 13.2. *A listing of all the published Standards shall be maintained on the TSDSI website. All such listed versions of the Standards Documents shall be available for download from the TSDSI website. The draft versions of the Standards documents may not be available for public circulation or on the website [R&R 20.6.2].*

14. Document Numbering

- 14.1. The document numbering shall follow the scheme given in TSDSI Version Scheme Document.

15. Templates and Formats

- 15.1. *SGs/WGs shall follow Standard template and formats for the documentation listed below:*
1. *Meeting Minutes*
 2. *Work Item Proposal*
 3. *Work Item Description*
 4. *Work Item Status Report*
 5. *Technical Specification*
 6. *Technical Reports*
 7. *Change Requests*
 8. *Liaison Statements*
- [R&R 20.10.1]

16. Code of Practices

16.1 Code of Practice – Technical e-Meetings

- End time will be <hhmm> hrs.
- GoToMeeting will start 30 minutes before meeting start time, requesting all participants to join 15 min before the start time.
- Everybody will be kept on mute (audio & video) by default except people on the e-dais (Chair, Vice Chair and DG) and the Presenter (audio & video unmuted). Meeting Admin (<name of person>) will coordinate under guidance of <name of Meeting Chairperson>.
- To speak, make a “Request for the Floor” using the Chat window. Admin will organize permission. Mute once again after speaking. Discipline to be followed strictly to avoid multiple people speaking at the same time.
- Discussions on agenda items are limited by the time available to complete the agenda – if an item appears to require extended discussions, Chair may request it be conducted offline and the item will be brought back in the agenda in a future meeting. Depending upon the situation, chair may decide to have further discussion in the same meeting after the offline discussion has happened.
- All members are participating here as representatives of the member organisation to further the agenda of the society. It is applicable for all SG meetings whether F2F or e-meeting.

- Meeting proceedings will be recorded to create the Minutes of the Meeting – will be deleted on approval of the MoM.
- Any other item by any member needs to be brought up in beginning of meeting to schedule discussions at the end of all agenda items. kindly focus actively on the e-meeting, avoid side emailing / phone calls.
- Attendance will be recorded leveraging the participant details provided by the meeting tool (joining time, duration, etc.).

16.2 Code of Practice – Members

In order to make meetings as productive and efficient as possible, members undertake to observe the following practices in addition to those already provided under TSDSI R&R and Working Procedures. Members/delegates to the meeting shall make themselves fully aware of the said rules and would exercise the same during their participation in TSDSI meetings.

1. Chair is the in-charge of the meeting and all communications in the meeting shall be addressed through the Chair. Members will not interrupt each other or hold side talk while another member is speaking. Request for speaking will be registered with Chair by raising hand and member will start speaking when turn is granted by the Chair.
2. Members will be prompt in arriving at the meeting and returning from breaks.
3. Members will come well prepared with the agenda items for fruitful and to the point discussions in the meeting.
4. All members will keep the time targets of completion of item of work in mind while providing contributions and conducting discussions while at the same time pushing the boundaries of technology to meet the national requirements.
5. Members will behave in a polite and respectful manner with those present in the meeting and will treat others' technical/other opinions with courtesy, consideration and openness to difference even if one does not agree with them.
6. Issues will be raised in an objective manner – no personal reference or innuendo will be made to any persons/meeting participant associated with the matter being raised.
7. Members will only make a point if it has not already been raised and is relevant to the topic. Individual members will not attempt to reopen previous decisions at subsequent meetings, unless the majority of members there is consensus to re-open the debate. In case a decision is made despite sustained objection by members to the topic under discussion, the affected members may make a request to the meeting Chair to record their sustained objection. Absence of a member when the decision was made, will not grant eligibility to reopen the matter already decided.
8. Members will endeavor to achieve closure on one point before another point is raised. During discussions/drafting of standards, the members should exchange views only on technical and system aspects or standardization related aspects relevant to the topic being deliberated.
9. When there are concerns about matters that may be controversial or sensitive in nature or which do not relate to the agenda, member will check with the Chair/other members, generally offline, for understanding and clarification. Offline discussions on the issues on agenda will also be encouraged to generate consensus and expedite decision making in the meeting.

10. Members will act consistently with agreed position on matters within TSDSI, demonstrating collective responsibility in TSDSI activities as well as in external forums on matters relevant to TSDSI.
11. Participants in meetings will leave the meeting (with intention not to attend rest of the meeting) with good reason after informing the Chair.
12. Guidelines of usage of the premises of the meeting host and Wi-Fi facility will be adhered to.
13. All members will assist the Chair to uphold the agreed behavior protocols, and challenge departures therefrom to bring the meeting to order.

16.3 Code of Practice – Chair

In order to make meetings as productive and efficient as possible, Chairs of Study Group/Working Group/Committee undertake to observe the following practices in addition to those already provided under TSDSI R&R and Working Procedures. They shall make themselves fully aware of the said rules and shall exercise the same in letter and spirit during the conduct of their applicable duties & responsibilities.

- 1) The Chair shall conduct the meeting with the appropriate degree of formality and at the opening of the meeting, explain the agenda and expected outcome of the meeting and specific approach, if any, for conduct of the meeting.
- 2) The role of the Chair is to facilitate the debate and not to overtly influence the outcome. The Chair will act in an objective and non-partisan manner.
- 3) If the Chair has a conflict of interest on account of the company to which he/she belongs or on personal account, in a matter being discussed, this is advisable to the chair to delegate the chair to the Vice Chair and in the absence of Vice Chair to a member of the Study Group / Working Group / Committee chosen by the entire Study Group / Work Group / Committee for the duration of discussion on that matter.
- 4) Chair will encourage non-partisan deliberations and point out to the meeting if at any time overtly partisan comments are made and bring neutrality back to the discussions.
- 5) Chair will always be alert that discussions are on track with constructive contributions/comments by participants and the discussions are not derailed or negatively escalated either by body language, tone, or length of speech by one or more participants. In such situations the Chair will respectfully, but firmly, steer the discussion back to a more courteous direction.
- 6) Chair shall be watchful of the discussions to ensure that all the comments are addressed to the Chair and there is no cross-talk among the participants.
- 7) It will be the endeavour of the Chair that all the approved agenda of the meeting is covered before the end of the meeting except for special circumstances which justify postponement of discussion. For this purpose, discipline in respect of time allotted to each agenda item will be maintained.
 - a) If majority of the members agree, the allotted time may be extended with or without reducing the time initially allotted to any other agenda item or as agreed by the members. Based on the majority proposal, the chair will have the final say in the matter keeping in view the totality of circumstances.

- b) If it is noted that a debate is taking longer than usual time and is likely to adversely affect the agenda, the Chair may encourage off-line discussions to enable consensus or reduce the areas of disagreement.
- 8) Chair shall give due regard to duly approved Observer/SME members present in the meeting and ensure that they can express their views, if any. However, their views/notes/contributions will be treated as per R&R/WP of TSDSI.
 - 9) At the end of each item, the Chair shall summarise what has been agreed, the wording of any resolutions and decisions taken, next steps and who is responsible for any actions required. Any disagreement to a decision already arrived at during the meeting will also be recorded if pressed for by the concerned participant/s. This process will not be allowed to be used as a route to reopen discussions on any item.
 - 10) The Chair shall ensure that personal references, where necessary, are removed from approved minutes before their publication.
 - 11) Chairs (and GC members) should be mindful of the fact that when a matter relevant to TSDSI is being discussed in an external/public forum or meeting, their opinions or statements should be aligned with TSDSI formal/approved positions on the matters and objectives and not be critical of TSDSI in any manner whatsoever.
 - 12) Chairs (and GC members) are responsible for nurturing a culture of collaboration within TSDSI and should pro-actively practice consensus building to resolve any differences of opinion that may emerge during the execution of their role within TSDSI.

16.4 Code of Practice – GBM

- End time will be <<>> hrs.
- GoToMeeting will start 30 minutes before meeting start time, requesting all participants to join 15 min before the start time.
- Everybody will be kept on mute (audio & video) by default except people on the e-dais (Chair, Vice Chair and DG) and the Presenter (audio & video unmuted). Admin (Mr Asif Iqbal) will coordinate under guidance of Mr Anurag Vibhuti.
- To speak, make a “Request for the Floor” using the Chat window. Admin will organize permission. Mute once again after speaking. Discipline to be followed strictly to avoid multiple people speaking at the same time.
- Discussions on agenda items are limited by the time available to complete the agenda – if an item appears to require extended discussions, Chair may request it be conducted offline and the item will be brought back in the agenda in a future meeting.
- All members are participating here as representatives of the member organisation to further the agenda of the society.
- Meeting proceedings will be recorded to create the Minutes of the Meeting – will be deleted on approval of the MoM.
- Any other item by any member needs to be brought up in beginning of meeting to schedule discussions at the end of all agenda items. kindly focus actively on the e-meeting, avoid side emailing / phone calls.
- Attendance will be recorded leveraging the participant details provided by the meeting tool (joining time, duration, etc.)

Appendix-1 Acronyms/Abbreviations

DG	Director General
DoT	Department of Telecommunications
GC	Governing Council
IPR	Intellectual Property Rights
NIP	New Item proposal
R&R	Rules and Regulations of TSDSI
RECO	Review comments
SG	Study Group
SI	Study Item
SWIC	Study/Work Item Contribution
TEC	Telecom Engineering Center
WG	Working Group
WI	Work Item

New Item Proposal

[Form to be used for proposing a new item for standardization, study, or consideration by TSDSI]
 [Instructions for filling are given at the end of the Form]

Study/Work Group meeting for which the contribution is submitted	<SG-Networks/SG-Services> <Meeting Number>	
Date of Meeting	<Date of meeting>	
Title	<Provide the name of the NIP. The title shall be specific and indicate the item clearly. Do not use bold letters>	
NIP Number	<Please mention entire NIP number with version no as generated while filling up the form on website following the Action 1 of the Instructions.>	
Proposed Outcome (Please tick anyone)	Study Item	Work Item
Supporters:	< Please give one name from each supporting corporate member. The first name shall be of the champion for the NIP. Additional names can be incorporated in the list depending upon support from members during the course of discussion in Study Group. The e-mail ids shall be the official email ids with organization domains or ids used while registering as a member with TSDSI>	
Member Organization Name	Name of the Person	Email

*Please add additional rows if required.

1. Description

<Provide detailed background, justification, and description of the proposal. The scope of the proposal should be clearly brought out.>

2. Objectives

<List the objectives of the proposal and intended output (e.g., Technical Report, Technical Guide, Technical Standard)>

3. Impact

<Provide the impact of the objective/outcome of the NIP on User, Networks and applications considering Industry/user vertical etc.>

4. Relation with any existing/planned domestic or international standards/TSDSI Roadmap

- 4.1 Dependence on/modification of any existing TSDSI, national or international standard.....Yes/No
- 4.2 Dependence on/modification of any ongoing work in TSDSI, national or international standards organization..... Yes/No
- 4.3 Does the proposal relate to any item in the TSDSI Roadmap?.....Yes/No
- 4.4 Any other information

<In case the answer to 4.1,4.2 or 4.3 is yes, please provide details of organization/standard/work item/study item and their references to the standards/ongoing work or details of Roadmap item as the case maybe.>

5. References

<Provide the references used in description or any additional references>

6. Level of Urgency

<Provide the level of urgency of the NIP. Select anyone Important/Necessary/Critical/Urgent.>

7. Time plan for completion of work

< Please provide the proposed time plan for completion of work in terms of number of SG/WG meetings as well as the expected month and year>

8. NIP Revision History

<Please capture the revisions of the NIP.>

SG/WG Meeting	Version

[End of NIP]

Instructions:

1. **Study Group:** Mention the Study Group that you think is relevant for the item proposed. The list of existing Study Groups is available at TSDSI website. The field can be left blank if you are unsure of the appropriate SG. The SG will be assigned by the secretariat after consulting the SG chairs.
2. **Work Group:** Mention the Work Group that you think is relevant for the item proposed. The list of existing Work Groups is available at TSDSI website. The field can be left blank if you are unsure of the appropriate WG.
3. Depending upon the requirement, number and size of boxes above can be increased.
4. Urgency shall indicate how important the topic is to be taken up on priority. The broad meanings of the urgency terms are:

Urgent: There is huge market or regulatory impact if the item is not addressed very soon

Important: There can be market impact or regulatory impact in the near future (order of one or two years) if the item the item is not addressed

Necessary: The item needs to be addressed though the immediate impact is not noticeable.

Critical: Both Important and urgent.

Urgency level can be given by the proposer. This will be reviewed by the GC/SG and the final urgency level will be allocated subsequently.

Actions/Steps to upload NIP:

Action 1: Filling the form for allocating the NIP number.

- 1) Please visit TSDSI website (<https://tsdsi.in/>).
- 2) Follow the path (“Technical Activities> Standardization Artifacts> Please fill the relevant form to submit your contributions”)
- 3) Click on ‘Submit New Item Proposal’ and a form would appear that needs to be filled for uploading the contributions.
- 4) After submitting the form in step 3 above, you would get a system generated mail which would include the NIP number/other details and URL of the folder where the NIP template (indicated in Action 2) has to be uploaded.

Action 2: Submission of NIP in template and Uploading of NIP template in the TSDSI Repository.

- 1) Please visit TSDSI website (<https://tsdsi.in/>).
- 2) Download the NIP template by following the path (“Technical Activities>Standardization Artifacts>View/Download-Blank Templates for Submitting Contribution
- 3) Kindly fill this template offline. Use the NIP number received in step 4 of Action 1
- 4) Click on the link given in the system generated mail (indicated in the step 4 of Action 1). This links will take you directly to the TSDSI Document Repository (<https://members.tsdsi.in>).
- 5) Login with your account credentials
- 6) Relevant study groups folder will open where the NIP template needs to be uploaded. (Please contact contributions@tsdsi.in in case you do not have login credentials.)
- 7) Click the plus sign on the top right of the folder and select ‘upload file’ to upload the NIP template in this folder.

Appendix-3 Study or Work Item Contribution template 
Study or Work Item Contribution

Study/Work Group meeting for which the contribution is submitted	<SG-Networks/SG-Services> <Meeting Number>	
Date of Meeting	<Date of meeting>	
Title	<Please mention title of the contribution (SWIC) clearly>	
SWIC Number Allotted	<Please mention entire SWIC number with version no. as generated while filling up the form on website following the Action 1 of the Instructions.>	
Study Item/ Work Item Number	<Mention the Study Item/Work Item number # for which contribution is submitted. If required, refer to TSDSI website>	
TSDSI Document Number(s)	<List of the TSDSI Document number(s) wherein the corresponding proposals in the Contribution will be implemented, as approved>	
SWIC Type	<Mark "X" against the type of SWIC below> <input type="checkbox"/> Discussion Paper <input type="checkbox"/> Contribution	
Proposers and *Supporters: < Please give only one name from proposer and each supporting corporate member organization. The first name shall be of the proposer. The e-mail ids shall be the official email ids with organization domains or ids used while registering as a member with TSDSI>		
Member Organization Name	Name of the Person	Email ID

**Please add additional rows if required.*

1. Introduction

<This section should contain introduction to the contribution and justification for the Contributions >

2. Description of the contribution

<This section provides the description of the contribution. If the contribution has multiple Contributions, it can be separately listed as Contribution 1, Contribution 2 etc. Also clearly mention the TSDSI document corresponding to each Contribution. Change marks should be enabled for Contributions containing modifications to existing content of a TSDSI document. If the contribution is a discussion paper, suitable sub-sections can be provided for detailed illustrations.>

3. References

<Provide the references used in description or any additional references>

[End of SWIC]

Instructions:

1. The Contribution shall provide details of the problem addressed and solution proposed. It shall include detailed analysis, simulation results and any other supporting data.
2. One form shall be related to only one SG/WG and the corresponding SI/WI.

Actions/Steps to upload SWIC:

Action 1: Filling the form for allocating the SWIC number.

- 5) Please visit TSDSI website (<https://tsdsi.in/>).
- 6) Follow the path (“Technical Activities> Standardization Artifacts> Please fill the relevant form to submit your contributions”)
- 7) Click on ‘Submit Study Work Item Contribution’ and a Form would appear that needs to be filled for uploading the contributions. While filling up the form select “New” or “Revision” as the case may be.
- 8) After submitting the form in step 3 above, you would get a system generated mail which would include the SWIC number/other details and URL of the folder where the SWIC template (indicated in Action 2) has to be uploaded.

Action 2: Submission of SWIC in template and Uploading of SWIC template in the TSDSI Repository.

- 8) Please visit TSDSI website (<https://tsdsi.in/>).
- 9) Download the SWIC template by following the path (“Technical Activities>Standardization Artifacts>View/Download-Blank Templates for Submitting Contribution
- 10) Kindly fill this template offline. Use the SWIC number received in step 4 of Action 1
- 11) Click on the link given in the system generated mail (indicated in the step 4 of Action 1). This links will take you directly to the TSDSI Document Repository (<https://members.tsdsi.in/>).
- 12) Login with your account credentials
- 13) Relevant study/work group’s folder will open where the SWIC template needs to be uploaded. (Please contact contributions@tsdsi.in in case you do not have login credentials.)
- 14) Click the plus sign on the top right of the folder and select ‘upload file’ to upload the SWIC template in this folder.

Appendix-4 Review Comments template

Review Comment Template					
[Form to be used for submitting comments or change requests for any of the documents in TSDSI] [Instructions for filling are given in the next sheet]					
Title	<Provide Title for the RECO>		Document No	< Provide the exact Document No>	
Page No	Clause/Section no and Line no within the clause/section	Comment	Suggested Change	Reason for Change	Type of Comment

Appendix-5 Election Procedures

ELECTION PROCEDURES EXTRACTED FROM RULES AND REGULATIONS

The election procedures of the Rules and Regulations of TSDSI Society which is also relevant to the Working procedures have been reproduced here for convenience.

4.1.1 Nomination of Candidates

- 4.1.1.1 The Director General shall ascertain from each Corporate Member at least four weeks prior to the holding of the Annual General Body Meeting, nominations for its representatives (who are qualified for the purpose) for election as Chairman or Vice Chairman or members to the Governing Council or Head/Vice-Head Study Groups/Working Groups. However, such time period can be waived/ reduced at the discretion of the Director General. The Director General shall also ascertain the mode of election preferred by the respective Corporate Members.
- 4.1.1.2 Corporate Member companies nominating any of their representatives for the aforesaid positions/posts shall state the name of the person and the position for which he/she is being nominated and shall declare that he/she is qualified for the purpose under the rules. The statement/declaration/nomination has to be signed by an authorized representative of the Corporate Member company.
- 4.1.1.3 Every nomination shall be supported by a declaration signed by the candidate that he/she has given his/her consent to the nomination. If consent is given to more than one nomination, all the nominations will be treated as invalid.
- 4.1.1.4 Such statement/declaration shall be sent within seven days from the date of nominations by the Members.
- 4.1.1.5 The nomination papers and the declaration by the candidate shall be sent to the Director General of the Society so as to reach him/her at such address and by such date as may be mentioned by him/her.

4.1.2 Scrutiny of Nominations

- 4.1.2.1 Prior to the holding of the Annual General Body Meeting, the Governing Council shall appoint a person(s) to scrutinize the nomination papers received from Corporate Members.

Such person(s) may reject such nominations that in his/her opinion are invalid. If no such person(s) is appointed by the Governing Council, the Director General of the Society shall be deemed to be so appointed with powers to scrutinize the nomination papers and reject such nominations as in his/her opinion are invalid.

4.1.3 *Withdrawal of Nominations*

4.1.3.1 A candidate nominated by a Corporate Member for election as Chairman or Vice Chairman or member to the Governing Council/Study Groups/Working Groups may withdraw his/her candidature by intimation addressed to the Director General and delivered before 5:00 PM on the day before the day of the Annual General Body Meeting.

4.1.4 *Election of Candidates*

4.1.4.1 If the nominations submitted are less than the stipulated number in each category, the nominees shall automatically stand elected for the ensuing tenure.

4.1.4.2 If the nominations are in excess of the numbers stipulated, then the Director General shall issue a notice for Elections, not less than two weeks before the Annual General Body Meeting to all the Members embodying the names thus submitted.

4.1.5 *Method of Voting*

4.1.5.1 The Director General shall cause voting papers to be prepared setting forth the names of candidates for the election as Chairman or Vice Chairman and/or Governing Council Members.

4.1.5.2 The voting papers shall be authenticated by a person(s) authorized by the Director General and shall be issued under the authority of the Director General by any other person(s) on the day of the Annual General Body Meeting considered fit and expedient by the Chairman, when the arrangements for polling have been completed. The voting papers shall be issued to such delegates as are authorized by the Corporate Members to receive them and are returnable by such delegates immediately after such issue.

4.1.6 *Declaration of Results*

4.1.6.1 The result of the election shall be declared at the Annual General Body Meeting.

4.1.6.2 The persons so declared as elected shall function in spite of any irregularity in the election until such irregularity is established as hereinafter provided.

4.1.6.3 Whenever there is equal voting during election of Governing Council or Study Group position, the Chairman or in the absence of whom, the Chairman of the meeting shall have the deciding vote.

4.1.7 *Objections to the Elections*

4.1.7.1 Any objection to the procedure or process of elections, eligibility of votes or candidates or Members, etc., shall be raised:

- a) With respect to candidature or eligibility of votes/Members – at the commencement of the Annual General Body Meeting.
- b) With respect to process or procedure – at the commencement of the respective process or procedure.
- c) In any other case – immediately on the irregularity having been noticed.

4.1.7.2 No objection(s), except as aforesaid, shall be entertained.

4.1.7.3 All objections shall be taken note of by the Annual General Body Meeting and decided upon by a “simple majority”.

4.1.7.4 In case of an equality of vote, the Chairman shall have one casting vote in addition to the vote(s) he/she has as a Member.

4.1.8 *Election Procedures for Governing Council*

4.1.8.1 Corporate members shall be eligible to be elected to the TSDSI Governing Council.

- a) Representatives to the Governing Council are elected by the Corporate Members of the Society.
- b) It is the Member Company who is elected to the Governing Council, and not an individual representing the company.
- c) Member companies that have completed two consecutive terms can apply for Governing Council positions only after a gap of two years.
- d) If a Member company resigns or its Membership gets terminated, a new Member is elected from the same category, for the remaining period only.
- e) The current Chairman of the Governing Council moves the motion for election.

4.1.9 Election Procedures for Study Groups

- 4.1.9.1 Study Groups shall be created by the Governing Council on a need basis with an identified area to focus on.
 - 4.1.9.2 Every Study Group will have a Head and Vice-Head elected by the Corporate Members who opt for the Study Group.
 - 4.1.9.3 The positions of Study Group Head and Vice-Head are for individuals nominated by the Corporate Members, and the candidates shall be elected based on their individual credentials.
 - 4.1.9.4 Study Group Head and Vice-Head positions shall be for a term of two years after which the individual can seek re-election for a term of two more years.
 - 4.1.9.5 Individuals who have completed two consecutive two year terms can apply for the positions only after a gap of two years.
 - 4.1.9.6 If a Member resigns, the Membership gets terminated or if the individual no longer represents the company, re-election is conducted for the position.
- The Director General shall move the motion for election.