



Public Safety Partnership Project

MESA

Technical Working Procedures

Version 1.2 - 2002-10-29

Foreword

This document, the Technical Working Procedures (TWP) of the Public Safety Partnership Project (MESA), extends the provisions of the Public Safety Partnership Agreement (PPA) and is effective from the date of signature of that Agreement and final adoption of the TWP or revisions thereto.

An electronic version of PPA and TWP is available on the MESA web site, <http://www.projectmesa.org/rules.htm>

Revision history

Version	Date	Remarks
1.0	30 January 2001	Approved by OPs
1.0a	20 February 2001	PSPP replaced by MESA
1.2	29 October 2002	Annex E, Terms of Reference updated

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SECTION A: GENERAL

Article 1: Definition of MESA

The Public Safety Partnership Project (MESA) is a collaborative activity between the recognized Standards Development Organizations that have signed the Public Safety Partnership Project Agreement (PPA). It is not a legal entity.

The Purpose, scope and objectives of MESA and the conditions for Partnership and Membership are defined in Articles 1 - 4 of PPA.

Article 2: MESA Entities

The MESA entities are:

- Organizational Partners (OPs);
- the Steering Committee (SC);
- the Service Specification Group (SSG); and
- Technical Specification Group(s) (TSGs).

The OPs and SC may establish Ad Hoc Groups or other focused groups and SSG and TSGs may establish Working Groups (WG), Sub-Working Groups (SWG) and Ad Hoc Groups (AHG), as required.

Article 3: MESA Secretariat

The Organizational Partners shall provide logistical support to, and assist in the operation of MESA in the form of a MESA Secretariat, which shall operate under the overall management of the OPs.

The MESA Secretariat shall:

- make available e-mail exploder, electronic document repository and other electronic working facilities, as appropriate;
- maintain the MESA web site;
- maintain the Register of Individual Members;
- maintain the Register of Public Safety Members;
- maintain the Register of IPR declarations relevant to MESA, received by the Organizational Partners;
- manage the process for the SC adoption of MESA Specifications and MESA Reports;
- make adopted MESA Specifications and MESA Reports available to the Organizational Partners;
- assist the Chairs of the MESA Working Bodies;
- maintain MESA Drafting Rules and Guidance documents on use of electronic working facilities made available to MESA;
- coordination of public relations and promotional material;
- provide support for meetings.

Article 4: Register of Members

The MESA Secretariat shall maintain a Register of Individual Members and Public Safety Members eligible to participate in MESA, based on application forms (see Annex C) received by the MESA Secretariat from the Organizational Partners.

This Register shall be made available to OPs, SC, SSG and TSGs for purposes of determining Voting lists.

The MESA Secretariat shall also maintain a register of applicants for the status of Observer. This register shall be made available to OPs for the purpose of authorizing participation.

Article 5: Termination of Membership

Individual Membership may be terminated by the dissolution of, expulsion from or resignation from the related Organizational Partner. Individual Membership may also be withdrawn by the Organizational Partners, under the operating rules of either Partner or for non-payment of MESA levies that may be allocated to Individual Members by the OPs. Voluntary withdrawal of Individual Membership shall be in line with the operating rules of the Partner with which the Individual Member is affiliated.

Public Safety Membership may be terminated by the Organizational Partners for failing to respect the undertakings defined in the PPA.

Article 6: Working language

The working language for MESA shall be English.

Meetings of MESA Working Bodies shall be conducted in English.

All MESA documents, including MESA Specifications and MESA Reports, shall be prepared in English.

Article 7: Document Distribution

Working documents of Working Bodies shall be made available to all Individual Members and Public Safety Members on the MESA web site. The Membership List (see Article 27) of a Working Body shall be used for e-mail dissemination concerning the documents made available on the MESA web site.

Meeting documents shall be available as electronic files to all attendees and on the MESA web site and only exceptionally made available on paper by the meeting host.

Article 8: Intellectual Property Rights (IPR) Policy

Individual Members of MESA shall be bound by the IPR Policy of their respective Organizational Partner.

Individual Members should declare at the earliest opportunity, any IPRs which they believe to be essential, or potentially essential, to any work ongoing within MESA.

Organizational Partners should encourage their respective members to grant licenses on fair, reasonable terms and conditions and on a non-discriminatory basis.

The MESA Secretariat shall maintain a register of IPR declarations relevant to MESA, received by the Organizational Partners.

Article 9: Appeals process

An Individual Member or Public Safety Member of MESA who opposes a decision taken may submit its case to the SSG or TSG for decision if the case is related to an SSG or TSG matter, and as a second step to the SC.

All Individual Members and Public Safety Members shall have the right to appeal to the Organizational Partners against any decision taken at the level of SC, SSG and TSGs.

When an SC, SSG or TSG Chair has made a ruling, his/her decision shall be taken as the basis for future operations, unless or until overturned by OPs or SC, as relevant.

SECTION B: ORGANIZATIONAL PARTNERS (OPs)

Article 10: Organizational Partners Tasks and Responsibilities

The OPs shall determine the general policy and strategy of MESA and in addition perform the following tasks:

- maintenance of the MESA scope and objectives;
- maintenance of the MESA Technical Working Procedures and MESA Drafting Rules;
- approval of Organizational Partner funding requirements and budget;
- appointing the OP meeting chair on a rotational basis between Organizational Partners;
- confirmation of appointment or dismissal of the SC Chair;
- allocation of voluntary human and financial resources provided by Individual Members and Public Safety Members;
- allocation of human and financial resources provided by the Organizational Partners to the MESA Secretariat;
- management of the MESA Secretariat;
- acting as a body of appeal on matters referred to them by SC, SSG or TSGs;
- validation of applications for MESA participation.

The OPs may delegate some or all of the above tasks to a Project Management Committee (PMC).

Article 11: Participation in the PMC

The following shall have the right to participate in the PMC:

- three to five Representatives from each Organizational Partner;
- the SC chair
- the Chair and Vice Chairs of the SSG, ex officio, to advise on matters from a Public Safety perspective, and to advise on qualifications of potential Public Safety Members.

Article 12: PMC decision making

The PMC shall endeavor to reach consensus on all issues. If consensus cannot be achieved, then the matter will be referred to the Organizational Partners for resolution.

SECTION C: STEERING COMMITTEE - SC

Article 13: SC tasks and responsibilities

The SC shall perform the following tasks:

- appointment of SC Chair and Vice Chairs;
- taking decisions on the creation or cessation of Technical Specification Groups (TSGs) and the Service Specification Group (SSG);
- approval of the scope and terms of reference for SSG and TSGs;
- handling of appeals from Individual Members and Public Safety Members on matters referred to it from SSG and TSGs;
- recommendation of modifications to the PSPP Project Agreement (PPA) and the MESA Technical Working Procedures (TWP), for OP approval;
- technical coordination between the SSG and the TSGs;
- determination of the overall time frame and management of the overall work progress;
- final adoption of new work items proposed by the SSG and TSGs within the agreed MESA scope and objectives;
- confirmation of appointment or dismissal of SSG and TSG Chairs and Vice Chairs, as proposed by SSG and TSGs;
- final adoption of MESA Specifications and MESA Reports prepared and approved by the SSG and TSGs.

Article 14: Participation in SC

The following shall have a right to participate in the SC:

- representatives of Individual Members;
- representatives of Public Safety Members;
- representatives of Organizational Partners;
- representatives of Observers (as decided by OPs) and Guests (as authorized by SC Chair).

SECTION D: SERVICE SPECIFICATION GROUP - SSG

Article 15: SSG tasks and responsibilities

The SSG shall prepare, approve and maintain the MESA user Statements of Requirements (SoRs) and related reports intended for publication as MESA Specifications and MESA Reports.

The SSG shall also perform the following tasks:

- recommend to the SC for confirmation of SSG Chair and Vice Chairs based on election;
- harmonization of Public Safety requirements;
- definition of services and feature requirements in Public Safety environments including:
 - user scenario descriptions;
 - quality of service;
 - availability;
 - service capabilities;
 - service architecture (*e.g.*, fixed network aspects);
 - security and Crypto matters;
 - Lawful Interception aspects;
- high level service definitions used in the work performed in the TSGs and monitoring of progress;
- creation of SSG Working Groups and Ad Hoc groups and approval of their terms of reference;
- allocation of resources within the SSG;
- handling of appeals from Individual Members or Public Safety Members on SSG matters;
- preparation of a detailed time frame and management of detailed work progress;
- proposal, approval and management of work items of the SSG;
- approval of MESA Specifications and MESA Reports before forwarding to the SC for adoption.

Article 16: Participation in SSG

The following shall have a right to participate in the SSG:

- representatives of Individual Members;
- representatives of Public Safety Members;
- representatives of Organizational Partners;
- representatives of Observers (as decided by OPs) and Guests (as authorized by SC Chair).

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On an exceptional and temporary basis, the SSG Chair may invite or authorize experts from entities other than Individual Members and Public Safety Members to participate in a meeting, provided that the presence of such experts is justified by a legitimate interest with regard to the work currently in progress.

SECTION E: TECHNICAL SPECIFICATION GROUPS - TSGs

Article 17: TSG tasks and responsibilities

A TSG shall prepare, approve and maintain MESA Specifications and MESA Reports within its scope and terms of reference.

A TSG shall also perform the following tasks:

- recommend to the SC for confirmation of TSG Chair and Vice Chairs based on election;
- creation of TSG Working Groups and Ad Hoc groups and approval of their terms of reference;
- allocation of resources within the TSG;
- handling of appeals from Individual Members and Public Safety Members on TSG matters;
- preparation of a detailed time frame and management of detailed work progress;
- technical coordination;
- proposal, approval and management of work items within the agreed scope and terms of reference of the TSG;
- approval of MESA Specifications or MESA Reports before forwarding to SC for adoption.

Article 18: Participation in a TSG

The following shall have a right to participate in a TSG:

- representatives of Individual Members;
- representatives of Public Safety Members;
- representatives of Organizational Partners;
- representatives of Observers (as decided by OPs) and Guests (as authorized by SC Chair).

On an exceptional and temporary basis, the TSG Chair may invite or authorize experts from entities other than Individual Members and Public Safety Members to participate in a meeting, provided that the presence of such experts is justified by a legitimate interest with regard to the work currently in progress.

SECTION F: APPOINTMENT OF CHAIRS AND VICE CHAIRS

Article 19: Appointment of SC, SSG and TSG Chair and Vice Chairs

The Chair and Vice Chairs of SC, SSG and the TSGs shall be nominated and elected by the respective Body from amongst the representatives from Individual Members and, in the case of SSG, representatives from Public Safety Members.

Nominations may be made up to the point when an election is scheduled to start.

The election process shall follow that of Section H.

Appointment of SC Chair and Vice Chairs shall be confirmed by the OPs.

Appointment of SSG and TSG Chair and Vice Chairs shall be confirmed by SC.

The Chair and the Vice Chairs shall be appointed for a two-year term of office.

A candidate for election shall provide written support (e-mail or letter) from his/her employer to the MESA Secretariat prior to the confirmation by the SC or OPs, as appropriate.

Chair and Vice Chairs of the SSG should be representatives of Public Safety Members. They should not be from the same region, or from the same group of Public Safety Members, unless no other candidate is available. Successive Chairs should not be from the same region or from the same group of Public Safety Members.

Chair and Vice Chairs of a TSG shall be representatives of an Individual Member and should not be from the same region, Organizational Partner, or from the same group of companies, unless no other candidate is available. Successive Chairs should not be from the same Organizational Partner, the same region or from the same group of Individual Members.

When a new TSG or SSG is established, the SC shall appoint a convener for the TSG or SSG until a TSG or SSG Chair has been elected. The election for TSG or SSG Chair shall take place no later than at the second TSG or SSG meeting. The Chair-elect may then assume the role of convener until confirmed by SC.

Article 20: Appointment of WG Chair and Vice Chairs

The Working Group Chair and Vice Chairs shall be appointed by the Working Group from amongst the Individual Member representatives in the case of TSGs and from amongst the Individual Member representatives or Public Safety Members in the case of the SSG.

Article 21: SC, SSG, and TSG Chair responsibilities

The Chair of SC, SSG or a TSG is responsible for the overall management of the work within the Group and its Working Groups. The Chair has an overall responsibility to ensure that the activities of the Group are within the scope and terms of reference of that Group and follow the MESA Technical Working Procedures.

The Chair may delegate tasks to the Vice Chairs.

In performing the tasks, the Chair shall maintain strict impartiality and act in the interest of MESA.

The Chair may solicit support from Individual Members or Public Safety Members to assist in the work.

The Chair (or individual identified by the Chair to act on the Chair's behalf) of SSG and TSGs is responsible for the preparation of reports for the SC and representing the Groups in SC meetings.

The Chair shall prepare and make meeting reports available on the MESA web site within two weeks.

The Chair shall continually make information on the structure of his/her Working Body available on the MESA web site.

Article 22: Dismissal of a Chair or Vice Chair

With the concurrence of the OPs, the SC may, in justified cases, ask an SSG or TSG Chair to step down from his/her position of office.

The OPs may, in justified cases, ask the SC chair to step down from his/her position of office.

SECTION G: MEETINGS OF SC, SSG AND TSG

Article 23: Meetings

Work in SC, SSG and TSGs shall to the extent possible and appropriate be done via electronic means. Physical meetings shall be held only when the timely progress of work cannot be achieved otherwise.

The invitation to a meeting and the necessary logistical information shall be disseminated at least 45 days before a physical meeting to the Membership List of the Body.

The invitation to an electronic meeting and the necessary information shall be disseminated at least 15 days prior to the meeting via the Membership List of the Body.

If a meeting is designated as physical, the conditions and means for participation using electronic facilities are at the discretion of the chair.

Article 24: Meeting agenda

The draft agenda for a physical meeting shall be disseminated by the responsible Chair to the Membership List at least 30 days before a meeting. The draft agenda shall indicate subject matters where decisions may be required.

Article 25: Meeting registration

Every attendee shall register on arrival at each meeting. Each attendee who represents an Individual Member or a Public Safety Member shall declare the precise name of that Member. An attendee may only register to represent one Member and to count towards quorum. The representative(s) of an Individual Members may together carry proxies for up to five other Individual Members. The representative(s) of a Public Safety Members may together carry proxies for up to five other Public Safety Members. Such proxies must be announced and reported to the meeting Secretary at the latest upon arrival at the meeting. This information shall be used for the preparation of the Voting list for the meeting.

Article 26: Calendar of meetings

The SC, SSG and TSGs shall maintain an up to date Calendar of the dates and venues for future meetings. This information shall be submitted to the MESA Secretariat for insertion into the Calendar of Meetings application on the MESA web site.

Article 27: Membership List

The SC, SSG and each TSG shall maintain a Membership List in the form of, or to be used as, an e-mail exploder list. Any representative of an Individual Member or a Public Safety Member with an e-mail address can join the Membership List.

SECTION H: DECISION-MAKING AND VOTING

Article 28: Principles of decision-making

The Chair shall endeavor to reach consensus on all issues.

If in SC, SSG or a TSG consensus cannot be achieved, the Chair can decide to take a vote, which may be performed by a secret ballot. A vote may be conducted during a physical meeting or by correspondence.

A proposal shall be deemed to be approved if 71 % of the votes cast are in favor. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

For interpreting the results of a vote for an election of a Chair or a Vice Chair see Article 31.

Article 29: Voting during a meeting

Voting during a physical meeting shall be based on a Voting list derived from the Register of Members and the affiliation of attendees who have registered at the meeting.

The following procedures apply for voting during a meeting:

- before voting, the Chair shall provide a clear definition of the issues;
- each Individual Member on the Voting list shall be entitled to one vote (“ Individual Member” shall be interpreted by an OP according to its own rules of membership, except multi-national companies which only have one vote regardless of the number of OPs they participate in);
- if an Individual or Public Safety Member on the Voting list has more than one representative present, only one representative may vote;
- quorum shall be a majority in groups of 19 or less, and at least 10 in groups larger than 20 participants;
- only actual (physical or on-line) participation shall count toward quorum;
- voting by proxy is permitted, an Individual Member may carry proxies for up to five (5) other Individual Members;
- a Public Safety Member may carry proxies for up to five (5) other Public Safety Members;
- the results of the vote shall be recorded in the meeting report.

Article 30: Voting by correspondence

The following procedures apply for voting by correspondence:

- the electronic voting application provided by the MESA Secretariat on the MESA web site shall be used;
- before voting, the Chair shall provide a clear definition of the issues, make it available from the voting application and announce the voting to all on the body’s Membership list;
- each Member shall be entitled to one vote as defined in the PPA;

- “Individual Member” shall be interpreted by an OP according to its own rules of membership, except multi-national companies which only have one vote regardless of the number of OPs they participate in;
- the voting period shall be a minimum of 30 days;
- quorum shall be a majority in groups of 19 or less, and at least 10 in groups larger than 20 participants;;
- voting by proxy is not permitted;
- the results of the vote shall be made available to everybody on the Membership List.

Note – The voting application will ensure that if an Individual Member or Public Safety Member has more than one representative on the Membership List, only one of them can vote.

Article 31: Voting for the election of a Chair or Vice Chair

In the case where there is more than one candidate for an SC, SSG or TSG Chair or Vice Chair, a secret ballot shall be used. For interpreting the result of the secret ballot the following procedure shall apply:

When, in the first ballot, no candidate has obtained 71% of the votes cast, a second ballot shall be held. In the second ballot, in cases where there are only two candidates, the candidate obtaining the higher number of votes is elected. In cases where there are more than two candidates, if none of them has obtained 71% of the votes, a third and final ballot shall be held among the two candidates who have obtained the highest number of votes in the second ballot. The candidate obtaining the higher number of votes in the third ballot is then elected.

The acting Chair shall be responsible for the voting process, with Secretariat assistance if available, and shall ensure that confidentiality is maintained. Only the result shall be announced.

Article 32: Decision-making in a Working Group

A Working Group shall work by consensus unless otherwise decided by the parent group. Articles 28-31 apply for decision-making within a Working Group.

SECTION I: WORK PROGRAMME AND TECHNICAL COORDINATION

Article 33: Work Programme

The MESA Work Programme shall consist of MESA Work Items defined and approved by SSG and the TSGs and adopted by the SC.

Article 34: Work Items

A MESA Work Item is a task defined in terms of the following essential parameters:

- title;
- intended output (Specification or Report);
- impact on other Specifications and Reports;
- technical scope, including the field of application of the intended output;
- impact on other MESA Work Items;
- the schedule of tasks to be performed;
- the identities of the supporting Individual Members or Public Safety Members;
- the identity of the Work Item Rapporteur;
- the identification of any national and/or regional regulatory requirements which may lead to options being defined.

Article 35: Work Item approval

SSG and TSG shall define and approve new Work Items.

In the TSGs the proposed new Work Item shall be supported by at least four Individual Members, and the Individual Member names shall be recorded in the Work Item definition prepared by the TSG. The supporting Individual Members are expected to contribute to the new work.

In the SSG, the proposed new Work Item shall be supported by at least four Public Safety Members and/or Individual Members, and their names shall be recorded in the Work Item definition prepared by the SSG. The supporting Public Safety Members and/or Individual Members are expected to contribute to the new work.

A single individual shall be named as Rapporteur for the Work Item.

Article 36: Work Item adoption

The MESA Work Programme shall be made available to all Individual Members and Public Safety Members. A new Work Item shall remain flagged as "new" until the end of the month following the month during which the MESA work item was entered into the MESA Work Programme.

A new Work Item shall be adopted by the SC unless a substantial objection is received from an Individual Member or an Organizational Partner during this period. At the end of the period, the "new" flag shall be removed (even if there is an objection) and it is the responsibility of any objecting Individual Member or Organizational Partner to discuss the objection with the SSG or TSG Chair, as relevant. If it is not possible to resolve the objection, it is the responsibility of the Individual Member or representative of the Organizational Partner to raise the issue with the PMC.

The SSG and TSGs shall ensure that their MESA Work Item details are maintained at regular intervals.

Article 37: Work Item stopping

Prior to completion of the intended MESA output, the responsible SSG or TSG may conclude that a Work Item is no longer required. Any Work Item shall automatically be stopped by SSG or a TSG, if no progress has been achieved in a period of 12 months. In such cases, the Work Item shall be flagged as "stopped" in the Work Programme.

The Work Programme shall be updated accordingly, and shall show the Work Item as "stopped" until the end of the month following the month during which the Work Item was initially flagged.

A stopped Work Item can be reactivated in accordance with Articles 34 -36.

Article 38: Technical coordination

The SC shall be responsible for determining the overall time frame and for managing the overall work progress and have a particular responsibility for the technical coordination of work being undertaken within MESA. Problems encountered in performing this technical coordination role shall be reported immediately to the PMC.

SECTION J: DELIVERABLES

Article 39: MESA deliverable types

MESA shall prepare, approve and maintain deliverables known as MESA Specifications and MESA Reports. Such deliverables shall be created and approved by the SSG and TSGs and shall, following adoption by the SC, be submitted to the participating Organizational Partners for submission to their respective standardization processes.

Article 40: Approval process for MESA deliverables

When a draft MESA deliverable (MESA Specification or MESA Report) becomes sufficiently stable, it shall be put under change control of the relevant SSG or TSG. The further development of the deliverable shall be achieved by change requests to be approved by the SSG or TSG.

Final approval of a MESA Specification and MESA Report by SSG or a TSG shall follow the rules outlined in Section H. Once a deliverable is approved by the SSG or TSG, it is sent to the MESA Secretariat for processing prior to dissemination for SC adoption.

The MESA Secretariat will then, via the SC Membership List, inform SC participants that the voting will start. The Individual Members will be given 30 days to cast their vote. The vote cast shall be an unconditional “yes” (in favor) or “no” (not in favor), or an abstention. A “no” vote shall be accompanied by an explanation of the reason why the deliverable is not acceptable.

The deliverable is adopted if at least 71 % of the votes cast (excluding abstentions) are in favor.

Article 40A: Maintenance of MESA deliverables

When a published MESA deliverable (MESA Specification or MESA Report) is revised in order to produce a subsequent version, this shall be performed under change control within the relevant SSG or TSG. All development of the deliverable shall be achieved by change requests to be approved by the SSG or TSG.

Article 41: MESA Drafting Rules

The MESA Specifications and MESA Reports drafted by the SSG and TSGs shall follow the MESA Drafting Rules, using document processing facilities, format, languages and notations agreed by the PMC, and on a medium suited for electronic document handling and publishing.

Article 42: Copyright and ownership

The Organizational Partners will have joint ownership (including copyright) of the Specifications and Reports produced by MESA and are free to use such documents as the basis for their standards work and license others to such copyrights.

Contributions made to MESA shall contain the following text:

[Name of company] grants a free, irrevocable license to MESA and its Organizational Partners to incorporate text or other copyrightable material contained in the contribution and any modifications thereof in the creation of MESA publications; to copyright and sell in Organizational Partner's name any Organizational Partner's

standards publication even though it may include portions of the contribution; and at the Organizational Partner's sole discretion to permit others to reproduce in whole or in part such contributions or the resulting Organizational Partner's standards publication.

The contributor must also be willing to grant licenses under such contributor copyrights to third parties on reasonable, non-discriminatory terms and conditions, as appropriate.

Article 43: Conversion by Organizational Partners

Organizational Partners shall use their best endeavors to convert the MESA Specifications and MESA Reports adopted by MESA into deliverables in a timely manner through their normal processes.

The Organizational Partners are urged not to change the technical parts of the MESA Specifications and MESA Reports; they may add non-technical parts required by their own deliverable schemes and they may add descriptions of options selected.

Organizational Partners should ensure that all comments raised during their approval processes are delivered to the appropriate SSG or TSG.

SECTION K: EXTERNAL RELATIONS

Article 44: Relationship with the ITU

MESA will not contribute directly to the ITU.

MESA results may be shared with the ITU following the existing national/regional processes.

Formal contributions to ITU Study Groups are made by ITU members.

Article 45: Relations with other groups

MESA will establish and maintain liaison relationships with groups working on standards for mobile broadband services, as appropriate.

TSGs, WGs and Ad Hoc groups of the SC are encouraged to liaise directly with the relevant technical bodies within the Organizational Partners as appropriate.

The SC shall maintain a list, based on proposals received from the TSGs, of other organizations with whom the TSGs are authorized to liaise directly.

Annex A (Informative): Definitions

Ad Hoc group; AHG: subordinate body of a Technical Specification Group, Working Group, Sub-Working Group or Steering Committee formed to address a specific problem as part of the larger body. Dissolved when the purpose for which it was formed has been completed.

Consensus: General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. (Note: consensus need not imply unanimity).

Conversion: transformation of a MESA deliverable into an Organizational Partner's deliverable following the Organizational Partners recognized processes.

Deliverable: MESA Specification or a MESA Report.

Election: voting process used to select an individual from a number of candidates.

Guest: an individual authorized to participate in a specific meeting by the SC Chair.

Individual Member; IM: member of an Organizational Partner having participation rights within that Organizational Partner and which has registered to take part in MESA.

Observer: Standards Development Organization fulfilling the criteria to become a future Organizational Partner and which has been granted temporary participation rights in MESA.

Organizational Partner; OP: An Organizational Partner (OP) is any open Standards Development Organization, irrespective of its geographical location, which has a national, regional or other officially recognized status and the capability and authority to define, publish and set or administer the formulation of standards within the MESA scope, in that nation or region; committed itself to all of the MESA scope; and- signed the Partnership Project Agreement.

Partnership Project Agreement; PPA: document signed by the MESA Organizational Partners defining their rights and obligations which contains minimum legal text necessary for MESA to function correctly.

MESA Drafting Rules: document approved by PMC providing rules for the drafting of MESA deliverables.

MESA Secretariat: organization designated by Organizational Partners to provide support services including maintaining the official records of MESA. Assistance to the Secretariat may be provided by OPs, especially when hosting in-country meetings.

MESA Report: MESA output document (deliverable) containing mainly informative elements approved by SSG or a TSG.

MESA Specification: MESA output document (deliverable) containing normative elements approved by SSG or a TSG.

MESA Work Item: standardization task approved by SSG or a TSG according to the procedures in Article 35 and adopted by the MESA SC.

MESA Work Programme: collection of all MESA Work Items.

Public Safety: activities of police, law enforcement, fire and distress and emergency undertakings, as implemented within both private and public sectors.

Public Safety Member (PSM): legal entity who may not be a member of an Organizational Partner which has applied to an Organizational Partner to become a Public Safety Member of the MESA, and is a governmental entity; or a private entity providing public safety services under contract to a governmental entity; or an association or consortium of governmental entities; or an association of representatives of governmental entities; or otherwise represents governmental entities with the further provision that it is not a manufacturer of equipment or the holder of IPR that may fall within the scope of MESA.

Rapporteur: individual responsible for a MESA work item and who acts as the prime contact point for information on progress throughout the drafting phases of a MESA Work Item.

Working Group (WG): subordinate body of SC, SSG or a TSG.

Annex B (Informative): Acronyms

AHG	Ad Hoc Group
ETSI	European Telecommunications Standards Institute
IM	Individual Member
ITU	International Telecommunication Union
PMC	Project Management Committee
PSM	Public Safety Member
PSPP	Public Safety Partnership Project
SC	Steering Committee
SSG	Service Specification Group
SWG	Sub-Working Group
TIA	Telecommunications Industry Association
TSG	Technical Specification Group
WG	Working Group

Annex C (Informative): APPLICATION FORMS

APPLICATION FORM for INDIVIDUAL MEMBERSHIP

of PROJECT MESA

Please complete this form and return it to appropriate Organizational Partner

COMPANY NAME: _____

ADDRESS:

E-MAIL:

URL:

Please indicate below which ORGANIZATIONAL PARTNER(s) your company is a member of:

ETSI

TIA

Please indicate the member COMPANY NAME: _____

Please indicate below which ORGANIZATIONAL PARTNER you wish to designate as your Principal OP
(check one):

ETSI

TIA

*A Principal OP is the standards development organization with which your company/organization wishes to be affiliated for purposes of participating in MESA. In choosing the OP, an Individual Member agrees to have its membership in MESA associated with that particular OP.

Authorization

Authorized Representative:

Signature: _____ Date: _____

Name: _____ Title: _____

Address: _____ Phone: _____

Fax: _____

E-Mail: _____

The 'Authorized Representative' is an individual within an organization authorized to commit a company to all or part of the scope and charter of MESA.

Contact Information

Principal Contact (If different from above):

Name:	Title:
Address:	Phone:
	Fax:
	E-Mail:

The 'Principal Contact' will be used by MESA and its OPs for purposes of any general information.

APPLICATION FORM for PUBLIC SAFETY MEMBERSHIP

of PROJECT MESA

Please complete this form and return it to appropriate Organizational Partner

COMPANY/ORGANIZATION NAME:

ADDRESS:

URL:

Please indicate your PRINCIPAL ACTIVITY:

Please indicate below which ORGANIZATIONAL PARTNER you wish to designate as your Principal OP (check one):

ETSI

TIA

*A Principal OP is the standards development organization with which your company/organization wishes to be affiliated for purposes of participating in MESA. In choosing the OP, a Public Safety Member agrees to have its membership in MESA associated with that particular OP.

Contact Information

Principal Contact:

Name:

Title:

Address:

Phone:

Fax:

E-Mail:

The 'Principal Contact' will be used by MESA and its OPs for purposes of any general information.

Other Contacts:

Name:

Title:

Address:

Phone:

Fax:

E-Mail:

Name:

Title:

Address:

Phone:

Fax:

E-Mail:

Annex D (Normative): Meeting document and file naming

Documents shall be numbered as shown in the following example:

MESA/TBnn(yyyy)ddrxx

This numbering system has five logical elements:

- 1) **MESA**: to indicate that it is a MESA document;
- 2) **/TBnn**: the name of the *Technical Body* or Working Group and the meeting number;
- 3) **(yyyy)**: to indicate the year, e.g. (2001);
- 4) **dd**: the unique number of the document;
- 5) **rxx** the document status.

Documents shall be formatted using the following header:

	MESA/OP02(2001)02r00
Mesa, Arizona, 29 January 2001	
Meeting:	<i>Organizational Partners #02</i>
Source:	<i>MESA Secretariat</i>
Title:	<i>List of actions</i>
Date:	<i>23^d January 2001</i>
Agenda item:	<i>All</i>
Document for:	<i>Decision/Action/Information/Discussion*</i>
* (pick as appropriate)	

Annex E (Normative): Terms of Reference of SSG and TSG

E.1 Service Specification Group - Services and Applications (SSG SA)

The SSG shall prepare, approve and maintain the MESA user's Statements of Requirements (SoRs) and related reports.

The SSG shall also perform the following tasks:

- Recommend to the SC for confirmation of SSG Chair and Vice Chairs based on election;
- Harmonization of Public Safety requirements;
- Definition of services and feature requirements in Public Safety environments including:
 - user scenario descriptions;
 - quality of service;
 - availability;
 - service capabilities;
 - service architecture (*e.g.*, fixed network aspects);
 - security and Crypto matters;
 - Lawful Interception aspects (*e.g.*, CALEA: Communications Assistance for Law Enforcement Act).
- High level service definitions used in the work performed in the TSGs and monitoring of progress;
- Creation of SSG Working Groups and approval of their terms of reference;
- Allocation of resources within the SSG;
- Allocation of voluntary human and financial resources provided by Partners and Members;
- Handling of appeals from Members on SoR matters;
- Preparation of a detailed time frame and management of detailed work progress;
- Management of work items;
- Proposal and approval of work items within the agreed scope and terms of reference of the SSG;
- Maintenance of the list of Members eligible to vote within the SSG (Voting Members);
- Approval of the SoR and related reports before forwarding to the Steering Committee for adoption.

E.2 Technical Specification Group - System (TSG SYS)

The TSG SYS will have the following responsibilities:

- Identification and derivation of the Technical Requirements from the SoR.
- Development of MESA system reference models and architectures.
- Consideration of the SSG SA reference user scenarios to evaluate proposed system models including environmental issues (EMC etc.).
- Coordination with the SSG SA concerning technical, operational and performance issues.
- Monitor and inform other MESA entities of new and emerging activities falling within the scope of Project MESA. E.g. 802.1x, Hiperlan, DVB, 3GPP, 3GPP2 etc. Identify and propose co-operation with other relevant bodies if necessary.