

# **ADDENDUM**

**Revised on February 08. 2008**

**(For reference only)**

**Followings are major rules and agreements set in the previous General Meetings to be referenced for office administration and document handlings.**

**Document 1     ADMINISTRATIVE RULES OF WORKING GROUP**

**Document 2     ADDITION TO THE PROCEDURAL REGULATION  
(DOCUMENT ADMINISTRATION RULES)**

**Document 3     PROCEDURES TO SEND OUT OFFICIAL LETTERS OR  
STATEMETNS TO OTHER ORGANIZATIONS**

**Document 4     GUIDELINES FOR ADMINISTRATIVE MANAGEMENT  
OF “TECHINICAL SPECIFICATION”**

# Document 1

## ADMINISTRATIVE RULES OF WORKING GROUP

GM-1-2

July 23, 1996

At the 1<sup>st</sup> General Meeting in Tokyo, Japan

### 1. Purpose

This administrative rules (the “Rules”) have been adopted on the basis of Article 6 of the Gist of Establishment of the Technical WG (the “Gist”) to specify detailed rules for the administration of the technical Working Group (the “WG”) and approved by General Meeting to extend this Rules to all of relevant WG.

### 2. Function

The WG shall have the following functions to achieve the purpose stated in Article 1 of the Gist.

- 2.1 To make / change / delete working items of the WG.
- 2.2 To make / change / delete PHS MoU specification.
- 2.3 To investigate / research PHS - related technology.
- 2.4 To carry out other matters necessary to achieve the purpose.

### 3. Member

- 3.1 The member organizations of the WG (the “Member Organizations”) shall register one (1) person as the members of the WG (the “Members”).
- 3.2 The Members assigned as the Chairperson of the WG (the “WG Chairperson”), Vice - chairpersons of the WG (the “WG Vice-Chairpersons”) or Chairpersons of Sub Working Groups ( the “SWG Chairpersons”) may nominate another person as the Member from their Member Organizations and they shall lose the right of the Members.

### 4. Meeting

- 4.1 The meeting of the WG (the “Meeting”) shall be convened by , and chaired by the WG Chairperson.
- 4.2 The WG Vice-Chairpersons shall perform the duties of the WG Chairperson in the event of absence of the WG Chairperson.
- 4.3 At least half the total number of the Members shall be present when the

Meeting opens.

- 4.4 If necessary, the WG Chairperson may make persons other than the Members attend the Meeting.
- 4.5 When the Members can not attend the Meeting by the justified reason, the Members may make their deputy attend the Meeting by the advance notice in writing.
- 4.6 If necessary, the Members may make their companion attend the Meeting by the advance notice in writing.

## **5. Right to vote**

The Members who belong to PHS MoU signatory organizations stated in Article 2 of RULES OF PHS MoU GROUP (the “Signatory Members”) shall have one (1) vote each.

## **6. Voting**

- 6.1 Resolutions in the Meeting shall, unless otherwise stated herein, pass by a majority of the Signatory Members present at the Meeting excluding the Signatory Members abstaining stated in Article 7 of the Rules (the “Valid Signatory Members”). In the event of tie in voting, the WG Chairperson shall have a casting vote.
- 6.2 Resolutions of Article 2 Item 2.1 and Item 2.2 shall pass by all the Valid Signatory Members in principle. When the resolutions can not pass by all the Valid Signatory Members even after enough discussion, the resolutions may pass by not less than two of thirds of the Valid Signatory Members. The Members who have a complaint may appeal against the passed resolutions in writing to the Chairperson of PHS MoU Group.

## **7. Attitudes for voting**

- 7.1 Attitudes for voting shall be among the followings.
  - 7.1.1 for
  - 7.1.2 against
  - 7.1.3 abstentions
- 7.2 In case of “against”, reason(s) or concrete counterproposal(s) shall be submitted in writing to the WG Chairperson.
- 7.3 Abstentions shall include “against” at which neither reason(s) nor concrete counterproposal(s) are submitted in writing to the WG Chairperson.

## **8. Voting by Mail**

- 8.1 With the approval of the Meeting, voting by mail may be conducted
- 8.2 When the WG Chairperson recognizes voting by mail necessary by the reason

of urgency, the WG Chairperson may conduct voting by mail.

**9 Sub Working Group**

- 9.1 With the approval of the Meeting, Sub Working Groups ( the “SWGs”) may be established to perform certain working items of the WG.
- 9.2 The WG Chairperson shall nominate the SWG Chairperson of each SWG.
- 9.3 SWGs shall in principle be composed of experts who belong to the Member Organizations.

**10 Amendment of the Rules**

The rules may be revised or amended by the resolutions of not less than two of thirds of the Valid Signatory Members.

## Document 2

### ADDITION TO THE PROCEDURAL REGULATION (DOCUMENT ADMINISTRATION RULES)

GM-2-4

December 17, 1996

At the 2<sup>nd</sup> General Meeting in Tokyo, Japan

The Steering Committee proposes the following regulations as addition to the Procedural Regulation which was established at the first General Meeting on July 3, 1996. The following is related section quoted from the original one.

#### Additional regulations

(Documents)

#### 1. Classification of documents

- 1.1 Based on the Article 18 (Documents) of “Rules of PHS MoU Group”, documents created by General Meeting, Steering Committee, Working Groups and Secretarial office (“Document”) shall be classified as either public documents or non-public documents.
- 1.2 The following documents shall be classified as public documents.
  - 1.2.1 Regulations which may bind or be influential to the public as well as members of PHS MoU Group, such as ID Application Procedures, IPR guidelines and so on
  - 1.2.2 Technical Specifications
  - 1.2.3 Documents which are created only to provide information to the public such as newsletter, technical reports, promotional materials and so on
- 1.3 Documents created for internal use only within General Meeting, Steering Committee, Working Groups or Secretarial office may be classified as non-public documents.

#### 2. Approval for public documents

- 2.1 Public documents mentioned at the clause 1.2.1 and 1.2.2 of this regulations, unless otherwise stated in “Rules of PHS MoU Group”, shall be approved at General Meeting.
- 2.2 Public documents mentioned at the clause 1.2.3 of this regulation, unless otherwise stated in “Rules of PHS MoU Group”, may be approved finally at

the party which creates the documents.

- 2.3 Partial revision of public documents mentioned at the clause 1.2.2 of this regulation, unless otherwise stated in “Rules of PHS MoU Group” or concerning the change of document title, shall be approved by the Working Group and be reported to the General Meeting later.

### **3. Approval procedures for Technical Specification**

- 3.1 Considering the characteristic of Technical Specification, the following approval procedures shall be taken before proposing to General Meeting.
- 3.2 Secretarial office shall distribute PHS MoU Technical Specification (draft) to all PHS MoU Group members for comment before General Meeting.
- 3.3 More than three (3) weeks shall be given for submission of comment.
- 3.4 Replies to comment shall be sent to all members before General Meeting.

### **4. Letter voting for Technical Specifications**

- 4.1 To enable swift approval of Technical Specifications, letter voting can be conducted instead of voting at General Meeting by the following procedures.
- 4.2 Secretarial office shall first get the approval on letter voting from the Steering Committee members before the start of letter voting procedure.
- 4.3 Secretarial office shall distribute draft Technical Specification to all PHS MoU Group members for comment after the approval of the Steering Committee members.
- 4.4 More than three (3) weeks shall be given for submission of comment.
- 4.5 Voting papers shall be delivered to members eligible to vote along with replies to comment.
- 4.6 Voting papers shall be sent back to the Secretarial office within one (1) week.
- 4.7 Terms of resolutions (the article 5.5 of “Rules of PHS MoU Group”) and voting (the article 8 of “Rules of PHS MoU Group”) at General Meeting shall be effective at letter voting.

### **5. Pricing of public documents**

- 5.1 In general, public documents except Technical Specifications may be free of charge.
- 5.2 In case of being chargeable, Secretarial office shall decide reasonable prices on cost base.

## **Document 3**

### **PROCEDURES TO SEND OUT OFFICIAL LETTERS OR STATEMENTS TO OTHER ORGANIZATIONS**

**GM-20-10**

**August 22, 2006**

**At the 20th General Meeting in Hanoi, Viet Nam**

1. On behalf of PHS MoU Group, Next Generation PHS Working Group (NWG) is responsible for making decisions, taking corrective actions, and guiding PHS MoU Group toward to the most preferable conclusion in connection with responses between international standard-setting organizations such as ITU-R.
2. Official responding letters or liaison statements shall be forwarded upon requests with the signature of Chairperson of PHS MoU Group after being reviewed by NWG, and approved by the Chairperson of NWG.
3. This activity shall be reported to PHS MoU Group Signatory Members at the earliest General Meeting right after the event.
4. These procedures shall be applied case by case for other Working Groups when the similar case is raised, and Secretarial Office shall always coordinate with such relevant Working Group for the benefit of PHS MoU Group.
5. This note, GM-20-10, shall be kept in the Rule Book of PHS MoU Group as a general procedure.

(End)

## **Document 4**

### **GUIDELINES FOR ADMINISTRATIVE MANAGEMENT OF “TECHINICAL SPECIFICATION”**

**By Web Voting  
V1.0  
January 3, 2008**

#### **1. The Types of “Technical Specification” Documents**

The PHS MoU Group can elaborate following documents.

##### 1.1 Technical Specifications (standardized documents)

This refers to documents including standardized material and technical specifications. Technical Specifications are drafted by WGs such as TWG, and promulgated after admission received from the general meeting of PHS MoU Group principally.

##### 1.2 Technical related documents

This refers to documents describing other themes than technical specifications, such as the business strategies and roadmap of PHS MoU Group. Technical Related Documents with themes relevant to each WG’s business can be drafted by respective WGs, and are promulgated after admission received from the general meeting of PHS MoU Group principally.

#### **2. Treatment of Technical Specifications**

The definitions of revising subtitles are following.

##### 2.1 Version:

A major change such as changing of basic specifications or adding new sections that would be unable to achieve only with existing technologies, or methods, written into the previous version and this shall be only authorized by General Meeting.

##### 2.2 Revision:

A minor change such as partial small changing, or adding some words which shall be not affected to the basics and this shall be authorized by each WG.

##### 2.3 Release:

A minor change such as the correction of typographical errors, and the change of

the way of expression in a better way which would not be affected to contents itself, and this shall be authorized by each WG.

### **3. Effect of Documents**

All documents made by PHS MoU Group are handled according to the policies stated below.

#### **3.1 Copyright**

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