No. 3-22/2021-IR
Department of Telecommunications
International Relations Division
Sanchar Bhawan, New Delhi

Dated 26 May 2025

Subject: SOP for submitting Contributions to ITU Study Groups

Kindly find enclosed the revised Standard Operating Procedure (SOP) for making Contributions to ITU Study Groups. This revised SOP document shall supersede the SOP document issued by the IR Wing on 28 July 2022. This revision is to incorporate the administrative decision wherein the administrative and supervisory control of the Telecom Engineering Centre (TEC) has been brought under Advisor (T). It is requested to comply with this SOP, in particular the timelines mentioned therein, for each contribution before submitting to ITU.

This issues with the approval of competent authority.

(Sandeep Kumar Gupta)
Director (IR-2)

To,
  1. DGT/CGCA
  2. Heads of LSA/Heads of CCA
  3. Advisor (T)/ Advisor (O)/ Wireless/Economic Advisor, DoT
  4. Senior Deputy Director General (TEC)/NCCS/NTIPRIT/NICF
  5. DDG (IR), DOT HQ
  6. All DDGs in DoT HQs.

Copy for kind information to:
  1. PSO to Secretary (T)
  2. Member (S)/Member (T)/ Member (F)
  3. PPS to AS (T)

SOP for submitting Contributions to ITU Study Groups

1. Reconstitution of NWG within one month of conclusion of study period and formation of new study period by ITU.
2. The NWGs consists of a Management Group and members. Management Group consists of Chairperson and Vice-Chairperson and Convenor for coordination of the NWG activities. The Management Group manages, monitors and drives the NWG.
3. Chairperson shall ensure the members participation from industry (equipment manufacturers, service providers, industry associations), academia, start-up, government (other concerned ministries, TEC, DOT, CDOT, PSUs), research organizations, patent holders/domain experts etc.
4. The objective of the NWGs is to contribute to ITU activities keeping in view the interests of Indian Telecom Sector. During first meeting of NWG, all members of each NWG will identify and prioritize the contributions based on India's interest and build consensus & harmonize the interests of various stakeholders and proactively make necessary contributions for the study group of ITU.
5. Conduct regular meetings of NWG (minimum 2 meetings in a quarter).
6. Submission of contributions by members to the concerned Chairperson/Convenor of NWG within T - 6 weeks (T: Date of respective Study Group meeting) for discussion in the NWG meeting. [once the Standards/coordination portal is ready, contributions shall be uploaded by members]
7. Last meeting of NWG and deliberations on the contribution should be completed by T - 5 weeks.
8. Minutes of NWG meeting, approved by the Chairperson of respective NWGs shall be circulated to all members and copy to Nodal officer of the respective Sector.
9. The file for submission of Contributions to ITU-T/ITU-R should be initiated by Chairperson/convenor of NWG/NSG for approval of Member (T) through Head of TEC/WPC by T - 4 weeks. The file for submission of Contributions to ITU-D should be initiated by Chairperson/convenor of NWG for approval of AS (T) through DDG (IR) by T - 4 weeks.
10. In case of contributions related to policy matters, they should be submitted to Secretary (T) for final approval.
11. Submission or uploading of Contributions on ITU platform by Chairperson/convenor before T - 2 weeks or the deadline date set by the ITU Study Groups, whichever is earlier.