

ETSI

Industry Specification Group Participant Agreement relating to ISG CCM

between

The European Telecommunications Standards Institute (hereinafter referred to as “ETSI”), a French non-profit making *association* organized under the law of July 1, 1901, located at 650 route des Lucioles, 06921 Sophia Antipolis Cedex, France, represented by its Director-General, (hereinafter referred to as the “Director-General”)

and

The participant specifically identified in Annex 1 hereof (hereinafter referred to as the “Participant”).

Whereas:

- A. ETSI is a standard-setting organization in the field of telecommunications, officially recognized by the European Union as a European Standards Organisation;
- B. The Participant is, as specified in Annex 1 hereof, either a Counsellor, an Observer, or a person or legal entity which, even though it is not a full or associate member of ETSI or an applicant to full or associate ETSI membership, wishes to participate in the work of the Industry Specification Group identified in Annex 2 hereof (hereinafter, the “ISG”);
- C. The Director-General has approved the creation of the ISG and its Terms of Reference;
- D. The Participant has applied to attend meetings of the ISG and has been invited or authorized by the Chairman of the ISG to attend such meetings on the condition that the Participant enter into this ISG Participant Agreement, which terms and conditions have been agreed to by the Participant.

It is agreed as follows:**1. Incorporation by reference and definitions****1.1 Incorporation by reference**

Subject to Discretionary Decisions, the decision making processes set forth in Article 5 of this ISG Participant Agreement and any authorized deviations from the ETSI Technical Working Procedures provided under Article 6 of this ISG Participant Agreement, the parties hereby agree to be bound by and comply with the terms and rules relating to the creation, organization, operation and cessation applicable to Industry Specification Groups set forth in the ETSI Directives, including the ETSI Guidelines for Antitrust Compliance, and their subsequent versions and evolutions (hereinafter, the “ETSI Directives”, available at <http://portal.etsi.org/directives/home.asp>), and the Terms of Reference, which shall be incorporated by reference and form an integral part hereof.

1.2 Definitions

In this ISG Agreement, all capitalized terms and expressions not otherwise defined herein shall have the meaning ascribed to them in the ETSI Directives, and, unless otherwise required by the context:

- (a) "Director-General" shall have the meaning ascribed to it in the presentation of the parties;
- (b) "Discretionary Decisions" shall have the meaning ascribed to it in Article 5.1 of this ISG Participant Agreement;
- (c) "ETSI Directives" shall have the meaning ascribed to it in Article 1.1 of this ISG Participant Agreement;
- (d) "ETSI IPR Policy" shall have the meaning ascribed to it in Article 2 of this ISG Participant Agreement;
- (e) "member" shall mean, when used in relation to the ISG, any legal entity participating in the work of the ISG other than an Observer or a Counsellor and who is a full or associate member of ETSI or an applicant to full or associate ETSI membership authorized to participate in the work of the ISG by the Director-General;
- (f) "Participant" shall have the meaning ascribed to it in the presentation of the parties; and
- (g) "participant" shall mean, either a Counsellor, an Observer, or a legal entity which, even though it is not a full or associate member of ETSI or an applicant to full or associate ETSI membership, wishes to participate in the work of the ISG and has agreed to enter into an ISG Participant Agreement.
- (h) "Terms of Reference" shall mean those Terms of Reference (as such expression is defined in the ETSI Directives) approved by the Director-General on the date set forth in Annex 2 hereof as well as their subsequent versions and evolutions, setting out, *inter alia*, the purpose, scope, initial resource requirements and organization of the ISG.

2. Intellectual property

The Participant agrees to the terms of, and shall abide by, the ETSI IPR Policy set forth in Annex 6 of the ETSI Rules of Procedure of November 2014 and their subsequent versions and evolutions, adopted during the lifetime of ISG CCM, (hereinafter, the "ETSI IPR Policy"), and to treat any specifications produced by the ISG as Technical Specifications under the ETSI IPR Policy.

3. Participant contribution

The Participant shall pay to ETSI a fee to attend each physical meeting of the ISG as set forth in Annex 3 hereof, which may be invoiced by ETSI up to one (1) month prior to the occurrence of each meeting of the ISG which the Participant is scheduled to attend, and which shall be payable within 30 days of the receipt of the invoice to the Participant.

The Participant agrees that such fee may be modified by a decision of the members of the ISG. Such decision shall be taken pursuant to the general decision making process set forth under Article 5.2 of this ISG Participant Agreement and notified by the Chairman of the ISG to ETSI and the Participant and become effective as from the date of its receipt by the Participant.

4. Terms of attendance

4.1 No vote

The Participant shall not be entitled to vote or participate in any decision taken by the members of the ISG. The Participant may provide observations to the members of the ISG upon request from the Chairman of the ISG.

4.2 Confidentiality

(a) The Participant undertakes that (unless the prior written consent of the members of the ISG shall first have been obtained pursuant to the general decision making process set forth under Article 5.2 of this ISG Participant Agreement) it shall, and shall procure that its officers, employees, advisers and agents shall keep confidential and not by failure to exercise due care or otherwise by any act or omission disclose to any person whatever, or use or exploit commercially for its or their own purposes, any of the confidential information disclosed to the Participant in relation to its attendance of the meetings of the ISG. For the purposes of this Article 4.2, "confidential information" shall include:

- (i) information of whatever nature concerning the business, finances, assets, liabilities, dealings, transactions, know-how, customers, suppliers, processes or affairs of the members of the ISG or ETSI;
- (ii) any information which is expressly indicated to be confidential or is imparted by one member of the ISG or ETSI in circumstances importing an obligation of confidence;
- (iii) any information which the Participant may from time to time receive or obtain (orally or in writing or in disk or electronic form) as a result of entering into, or performing its obligations pursuant to, this ISG Participant Agreement or attending the meetings of the ISG (including but not limited to any meeting documents such as proposals, drafts, reports, etc.).

(b) The consent of the members of the ISG under (a) above shall not be required for disclosure by the Participant of any confidential information:

- (i) to its officers, employees and agents, in each case, to the extent required to enable the Participant to carry out its obligations under this ISG Participant Agreement and who shall in each case be made aware by the Participant of its obligations under this ISG Participant Agreement and shall be required to observe the same restrictions on the use of the relevant information as are contained in this Article 4.2;
- (ii) to its professional advisers who are bound to such party by a duty of confidence which applies to any information disclosed;
- (iii) to the extent required by applicable law or by the regulations of an administrative or regulatory authority to which the Participant is subject or pursuant to any order of court or other competent authority or tribunal;
- (iv) to the extent that the relevant confidential information is in the public domain otherwise than by breach of this ISG Participant Agreement by the Participant;
- (v) which is disclosed to the Participant by a third party who is not in breach of any undertaking or duty as to confidentiality whether express or implied; or
- (vi) which the Participant can prove that it lawfully possessed prior to obtaining it from ETSI or a member of the ISG.

- (c) If the Participant becomes required, in circumstances contemplated by Article 4.2(b)(iii) to disclose any information, the Participant shall give to ETSI and the members of the ISG such notice as is practical in the circumstances of such disclosure and shall co-operate with ETSI and the members of the ISG and take such steps as they may reasonably require in order to enable it to mitigate the effects of, or avoid the requirements for, any such disclosure.

5. Decision making

5.1 Discretionary Decisions

The Participant recognizes and accepts that ISG shall be operated pursuant to the rules set forth in the ETSI Technical Working Procedures, provided however that the members of the ISG may take decisions on issues concerning its organizational structure, the Terms of Reference of its Working Groups, the approval of draft ETSI Group Specification, the Participant contribution pursuant to Article 3 of this ISG Participant Agreement, and more generally, any matter which is left at their discretion under the ETSI Directives (hereinafter, the "Discretionary Decisions").

5.2 General decision making process

In accordance with clause 3.7 of the ETSI Technical Working Procedures and subject to the provisions of Article 1.1 of this ISG Participant Agreement, the Participant agrees that the Discretionary Decisions taken by the members of the ISG shall be binding upon the Participant when taken according to the rules laid down in clause 1.7 of the ETSI Technical Working Procedures for Technical Bodies, except for any variations provided for in Annex 4 hereof. The Participant undertakes to comply with all applicable laws and regulations, including Community and national competition laws and regulations in the context of the ISG.

6. Authorized deviations from the ETSI Technical Working Procedures

The Participant recognizes and accepts that the ISG shall operate pursuant to the rules set forth in the ETSI Technical Working Procedures, with the exceptions provided in Annex 5 hereof.

7. No assignment

The rights and obligations of the Participant under this ISG Participant Agreement are personal to the Participant and shall not be assigned (whether absolutely or by way of security and whether in whole or in part), sub-contracted, delegated, transferred, pledged, declared in trust for a third party, or otherwise disposed of in any manner whatsoever (each of the above an "assignment") and any such purported assignment in contravention of this clause shall be ineffective.

8. Limitation of liability

ETSI, its officers, employees and agents shall have no liability to the Participant in respect of any actual or expected loss of profits, loss of revenue, loss of goodwill, loss of opportunity, loss of business, or increased costs or expenses. ETSI's total liability to the Participant under any circumstance arising from or in relation to this ISG Participant Agreement shall be limited to the amounts paid by the Participant to ETSI pursuant to this ISG Participant Agreement.

9. Term and termination

9.1 Date of Termination

This ISG Participant Agreement shall enter into force as from the date of its execution by the parties and shall remain effective until the earlier of (i) the date of cessation of the ISG, (ii) the date of the Participant's resignation from the ISG, (iii) the date of the revocation of the invitation or authorization of the Chairman of the ISG pursuant to which the Participant was authorized to attend meetings of the ISG, (iv) the date of receipt of a notice of termination sent by ETSI at its discretion in the event that the Participant commits a material breach of any of its obligations under this ISG Participant Agreement (including the ETSI Directives and the Terms of Reference incorporated by reference pursuant to Article 1.1 of this ISG Participant Agreement) and fails to remedy the same within thirty (30) days after receiving notice to do so (hereinafter, the "Date of Termination"), and (v) the date of receipt by ETSI of an application sent by the Participant for full or associate membership in ETSI. For the purpose of determining the Date of Termination:

- (a) the date and conditions of cessation of the ISG shall be decided by the Director-General pursuant to Article 8.3.9 of the ETSI Rules of Procedure and clause 3.2 of the ETSI Technical Working Procedures;
- (b) the Participant may resign from the ISG at any time by sending a notice of resignation to the Chairman of the ISG and the Director-General, and the date of the Participant's resignation from the ISG shall be deemed to be the date of receipt of the notice of resignation by the Director-General;
- (c) the Chairman of the ISG may revoke at any time the invitation or authorization to attend meetings of the Participant by sending a notice of revocation to the Participant and the Director-General, and the date of the revocation shall be deemed to be the date of receipt of the notice of revocation by the Participant; and
- (d) the notice of termination sent by ETSI in the event of a material breach of its obligations by the Participant under this ISG Participant Agreement shall be sent to the Chairman of the ISG and the Participant, and the date of receipt of the notice of termination shall be deemed to be the date of its receipt by the Participant.

9.2 Effect of termination

Upon occurrence of the Date of Termination, this ISG Participant Agreement shall automatically terminate and the Participant shall cease to attend meetings of the ISG, and shall no longer receive any information as Participant of the ISG, it being provided however that termination of this ISG Participant Agreement for any reason:

- (a) shall be without prejudice to any rights or obligations which shall have accrued or become due prior to the Date of Termination and the Participant shall remain bound to duly perform and complete any and all obligations which shall have arisen out of or in connection with this ISG Participant Agreement prior to the Date of Termination, including any transfer or license of intellectual property rights (or undertakings to transfer or license intellectual property rights) pursuant to the ETSI IPR Policy and Article 2 of this ISG Participant Agreement;
- (b) shall not affect any right or obligation of any party under Article 4.2 of this ISG Participant Agreement, which shall survive in full force and effect for a period of five (5) years after the Date of Termination; and
- (c) shall not prejudice the rights or remedies which any party may have in respect of any breach of the terms of this ISG Participant Agreement prior to the Date of Termination.

10. Notice

A notice (including any approval, consent, request, or other communication) in connection with this ISG Participant Agreement must be in writing, in the English language, and left at the address of the addressee or sent by pre-paid registered delivery with return receipt requested/express mail (air mail if posted from or to a place outside France) to the address of the addressee or sent by facsimile to the facsimile number of the addressee, and marked for the attention of the person so specified, or to such other address or facsimile number, and/or marked for the attention of such other person as the relevant party may from time to time specify by notice given in accordance with this clause, and, for the avoidance of doubt, must not be sent by e-mail.

The relevant details of the Participant are set forth in Annex 1 hereof and the relevant details of ETSI are as follows:

Address: 650 route des Lucioles, 06921 Sophia Antipolis Cedex, France

Facsimile: +33 (0)4 93 65 47 16

Attention: ETSI Director General

In the absence of evidence of earlier receipt, a notice shall take effect and be deemed received:

- (a) in the case of a notice left at the address of the addressee, upon delivery at that address;
- (b) in the case of a posted letter, the seventh day after posting; and
- (c) in the case of a facsimile, on production of a transmission report from the machine from which the facsimile was sent which indicates that the facsimile was sent in its entirety to the facsimile number of the recipient.

A notice received or deemed to be received on a day which is not a Business Day or after 5 p.m. on any Business Day according to local time in the place of receipt, shall be deemed to be received on the next following Business Day. For the purposes of this clause, "Business Day" shall mean a day not being a Saturday on which trading banks are generally open for business in the place where the notice is received.

11. Severance/unenforceable provisions

If any provision or part of this ISG Participant Agreement is deemed void or unenforceable due to applicable law, it shall be deemed to be deleted and the remaining provisions of this ISG Participant Agreement shall continue in full force and effect.

12. Variation and waiver

12.1 Variation

Subject to the ETSI Directives and the Terms of Reference, this Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof. No variation (including any supplement, deletion or replacement, however effected) of this ISG Participant Agreement shall be effective unless it is in writing (which for this purpose, does not include e-mail) signed by or on behalf of each of the parties to this ISG Participant Agreement.

12.2 Waiver

The rights and remedies of the parties shall not be affected by any failure to exercise or delay in exercising any right or remedy or by the giving of any indulgence by any party or by anything whatsoever except a specific waiver or release in writing and any such waiver or release shall not prejudice or affect any other rights or remedies of the parties. No single or partial exercise

of any right or remedy prevents any further or other exercise thereof or the exercise of any other right or remedy.

13. Third party beneficiary (stipulation pour autrui)

As a condition to the Participant's attendance to meetings of the ISG, the Participant recognizes and accepts that all provisions of this ISG Participant Agreement concerning the members of the ISG, acting individually or collectively, are provided for their benefit, have been accepted by each such member pursuant to the terms of the ISG Agreement entered into between each member of the ISG and ETSI, and, as a result, are binding upon the Participant and may be enforced by the members of the ISG pursuant to Article 1121 of the French Civil Code.

14. Governing law, jurisdiction and service of process

14.1 Governing law

This Agreement shall be governed by and interpreted in accordance with French law.

14.2 Jurisdiction

Each party irrevocably agrees for the benefit of ETSI that the *Tribunal de Commerce de Grasse* shall have jurisdiction in relation to any claim, dispute or difference concerning this ISG Participant Agreement and any matter arising therefrom.

The submission to the jurisdiction of the *Tribunal de Commerce de Grasse* shall not (and shall not be construed so as to) limit the right of ETSI to bring legal proceedings in any other court of competent jurisdiction including without limitation the courts having jurisdiction by reason of the Participant's domicile. Legal proceedings by ETSI in any one or more jurisdictions shall not preclude legal proceedings by it in any other jurisdiction, whether by way of substantive action on the merits, emergency or provisional relief, injunction, enforcement or otherwise.

14.3 Service of process

Each party agrees that without preventing any other mode of service, any document in an action (including, but not limited to, a claim form or any other document to be served pursuant to the provisions of the French Code of Civil Procedure) may be served on any party at its address for service of notices under this ISG Participant Agreement and each party undertakes to notify the other party in advance of any change from time to time of the details of such address in accordance with the manner prescribed for service of notices this ISG Participant Agreement.

Made in two (2) originals
In Sophia Antipolis
On [date]

For ETSI

For the Participant

ETSI
Director-General

[signatory's name]
[signatory's title]

Annex 1

Identification of the Participant

- Full name of the organization:
- Nationality:
- Legal form:
- Identification number or VAT number:
- Notification details:

Attention:

Address:

Facsimile:

Telephone:

Email-address:

Web-address:

The representative of the Participant whose name and title appear on the signature page of this ISG Participant Agreement is duly authorized for the purposes hereof.

The Participant is

(please choose one of the bullets below; delete or strike through the bullet point which is not applicable)

- an ETSI Observer
- not a full or associate member of ETSI or an applicant to full or associate ETSI membership.

Annex 2

Identification of the ISG

- Name of the ISG: ISG CCM
- Names of the founding members of the ISG:
 - BT Group Plc
 - Dolby Laboratories Inc
 - STMicroelectronics
 - Telefonica S.A.
- Date of approval of the creation of the ISG CCM and the Terms of Reference by the Director-General: 06/10/2015

Annex 3

Participant contribution

The ISG CCM Participant shall pay to ETSI a per-meeting attendance fee amounting to €100 (excluding taxes) per delegate per physical meeting day. These fees may be modified by ETSI on consultation with the ISG CCM.

Advance payment for a number of delegates for all meetings in a calendar year according to meeting calendar may be made.

Annex 4

Variations in the general decision making process

The following decision making process is applied to this ISG, instead of the process described in the ETSI Technical Working Procedures clause 1.7:

The terms 'ISG CCM Member(s)', 'ISG CCM Participant(s)' and 'ISG CCM member(s)' have the meaning as defined in Annex 5, clause 3.2.

3.7.3 Decision making (TWP 1.7 and TWP 3.7),

3.7.3.1 Principles of decision making (TWP 1.7.1)

The ISG CCM shall endeavour to reach Consensus on all issues, including the approval of draft ETSI Group Specifications. If Consensus cannot be achieved, the Chairman can decide to take a vote which may be performed by a secret ballot. A vote may be conducted during an ISG CCM meeting or by correspondence.

Where voting is used, vote results shall be evaluated by the Chairman on the basis of one ISG CCM Member, one vote. ISG CCM Participants do not have the right to vote.

Decisions concerning (i) the ISG CCM budget under Article 3.1(b) of the ISG CCM Member Agreement, (ii) Additional Costs under Article 3.1(c) of the ISG CCM Member Agreement, and (iii) the allocation of costs among ISG CCM Members under Article 3.2 of the ISG CCM Member Agreement, require unanimous support. For all other decisions, except for the appointment of officials of the ISG CCM, a proposal shall be deemed to be approved if 71 % of the votes cast by the ISG CCM Members are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

3.7.3.1.1 Voting during an ISG CCM meeting (TWP 1.7.1.1)

The following procedures apply for voting during an ISG CCM meeting:

- before voting, a clear definition of the issues shall be provided by the chairman;
- voting ISG CCM Members shall only be entitled to one vote per ISG CCM Member;
- if a voting ISG CCM Member has more than one representative present, only one representative may vote;
- if manual voting procedures are used, each voting ISG CCM Member may only cast the vote once; if electronic voting procedures are used, votes may be changed prior to the closure of the vote;
- ISG CCM Members are only eligible for voting (voting members), if they have been present during at least 2 out of the previous 3 meetings;
- Founding members of the ISG CCM as identified in the ISG Agreement shall be eligible to vote during and up to the end of the first 2 meetings following the creation of the ISG. Thereafter they are subject to the above participation requirements as for all other ISG CCM Members;
- voting by proxy is not permitted;
- there are no quorum requirements;
- the voting weight shall be 1 per voting ISG CCM Member;
- the result of the vote shall be recorded in the meeting report.

3.7.3.1.2 Voting by correspondence (TWP 1.7.1.2)

The following procedures apply for voting by correspondence:

- before voting, a clear definition of the issues shall be provided by the Chairman and disseminated to all on the ISG CCM membership list;
- the voting period shall be defined by the ISG CCM Chairman and communicated to all on the ISG CCM membership list;

- ISG CCM Members are only eligible for voting (voting members), if they have been present during at least 2 out of the previous 3 meetings;
- Founding members of the ISG CCM as identified in the ISG Agreement shall be eligible to vote during and up to the end of the first 2 meetings following the creation of the ISG. Thereafter they are subject to the above participation requirements as for all other ISG CCM Members;
- voting members shall only be entitled to one vote per ISG CCM Member;
- electronic voting only shall be used for voting by correspondence;
- votes may be changed prior to the closure of the vote;
- the voting weight shall be 1 per voting ISG CCM Member;
- there are no quorum requirements;
- at the end of the voting period the Chairman shall count the votes as described in clause 1.7.1 of TWP;
- the result of the vote should be disseminated to everybody on the ISG membership list within 15 days.

3.7.3.1.3 Voting for the election of an ISG CCM official (TWP 1.7.1.3)

For the purpose of electing any ISG CCM official the procedures given in clauses 3.7.3.1, 3.7.3.1.1 and 3.7.3.1.2 shall apply.

In the case where there is more than one candidate, a secret ballot shall be used. For interpreting the result of an election for an ISG CCM official the candidate obtaining the highest number of votes in the ballot is elected.

In addition to performing its task in strict impartiality and in the interest of ETSI, the ISG CCM Chairman shall be responsible for the voting process and shall ensure that confidentiality is maintained.

If the vote is conducted during an ISG CCM meeting only the final result shall be recorded in the meeting report.

If the vote is conducted by correspondence only the final result of the vote shall be disseminated.

3.7.3.2 Appealing against a Chairman's decision (TWP 1.7.2)

Any ISG CCM Member who is against the Chairman's ruling on a vote may submit its case to the Board for decision. In such cases the ISG CCM Member shall also inform the Industry Specification Group Chairman and the ETSI Director General beforehand.

When the Industry Specification Group Chairman has made a ruling, his decision shall be taken as the basis for future operations, unless overturned by the Board.

Annex 5

Authorized Deviations from the ETSI Technical Working Procedures

3.2 Membership

Membership is restricted in accordance with Clause 3.4 of the ETSI Technical Working Procedures to ETSI Full/Associate members and applicants for Full/Associate membership [hereafter "ISG CCM Member(s)"], who have signed the ISG CCM Membership Agreement.

Observers and non-members of ETSI may not become members of the ISG but may participate in the ISG according to the rules as described in the ISG CCM Participant Agreement (see clause 3.7.1 below). Participation of non-members of ETSI [hereafter "ISG CCM Participant(s)"] is subject to acceptance of the ISG Participant Agreement, and payment of a per-meeting participation fee as described in the ISG Participant Agreement.

ISG CCM Member(s) and ISG CCM Participant(s) together will be defined as ISG CCM member(s).

3.3 Dues

Dues for membership and operation are fixed on an annual basis by the ISG CCM members, based on the costs the ISG CCM members anticipate to incur. Currently, no or minimal annual dues are anticipated.

3.4 Duties and Rights of Members

ISG CCM Members and ISG CCM Participants have the duty to constructively cooperate in compliance with all applicable competition law rules on the development of ISG Group Specifications within the scope of the ISG as described in 3.1.

ISG CCM Members have the right to cast their vote on the approval of a Group Specification when necessary, and in other instances when decisions by the ISG CCM Members are required. ISG CCM Members have the right to appeal directly to the ETSI Board to challenge a Chairman's decision and shall inform the ISG Chairman and the ETSI Director-General beforehand.

3.5 Participant Fee

The ISG CCM Participant shall pay to ETSI a per-meeting attendance fee amounting to €100 (excluding taxes) per delegate per physical meeting day. These fees may be modified by ETSI on consultation with the ISG CCM.

3.6 Preparation of Group Specifications

Group specifications are prepared within the ISG CCM or within specific working groups. Working groups are chaired by working group chairs, who are appointed according to the rules of operation of the ISG. All draft specifications should be approved by Consensus by the ISG CCM members according to the rules of operation of the ISG. In case Consensus cannot be achieved then article 3.7.3 applies. If a specification is prepared in a working group and fails to be approved by the ISG CCM members, it is referred back to the working group.

3.7 Detailed deviations from the ETSI Technical Working Procedures (TWP)

In the following, deviations from the applicable ETSI TWP as agreed by the ISG CCM Members, are stipulated.

3.7.1 Participation in the work of the Industry Specification Group (extension of TWP 3.4)

Observers or non-members of ETSI must agree to and sign the ISG CCM Participant Agreement in order to be authorized to participate. The ISG CCM Participant Agreement will be terminated if the ISG CCM Participant has not participated in at least 2 meetings of the ISG CCM in a 6 months period, or if there aren't 2 meetings in a 6 months period but only in a longer period, if the participant has not participated in 2 meetings of the ISG CCM in such longer period. A revocation notice under article 9.1 (c) of the ISG CCM Participant Agreement is sent to the ISG CCM Participant in this case. The ISG CCM Chairman will periodically review the participation record of authorized ISG CCM Participants.

Access to meeting documents, mailing lists etc. will be removed from authorized ISG CCM Participants if they fail to participate in, or register and pay participation fees for 2 successive meetings.

3.7.2 Convening an ISG meeting (TWP 3.5)

3.7.2.1 Invitation to an Industry Specification Group meeting (TWP 1.5.1)

The invitation to an Industry Specification Group meeting and the necessary logistical information shall be disseminated by the hosting organization at least 21 days before the meeting to all on the Industry Specification Group membership list (see clause TWP 1.5.5).

The first meeting of a new Industry Specification Group will be announced in a Collective Letter, with at least 30 days notice, by the ETSI Secretariat.

3.7.2.2 Agenda for an Industry Specification Group meeting (TWP 1.5.2)

The draft agenda shall be disseminated by the responsible Chairman to all on the Industry Specification Group membership list at least 21 days before a meeting. The draft agenda shall include details of draft ETSI Group Specifications for approval and officials for appointment. Any other subject matters where voting may be required shall also be included and indicated in the draft agenda.

The draft agenda for the first meeting of a new Industry Specification Group will be announced in a Collective Letter, with at least 30 days notice, by the ETSI Secretariat.

3.7.2.3 Documentation for an Industry Specification Group meeting (TWP 1.5.3)

Documents shall be numbered as shown in the following example:

ETSI/CCM(nn)x

This numbering system has three logical elements:

- 1) **ETSI:** to indicate that it is an ETSI document;
- 2) **CCM:** the name of the Industry Specification Group or related Working Group;
- 3) **(nn):** to indicate the year, e.g. (15);
- 4) **x:** to indicate any additional information concerning the unique number of the document or its status, etc

3.7.2.4 Registration for an Industry Specification Group meeting (TWP 1.5.4)

Every Attendee shall register prior to the meeting using the Meetings Application on the ETSI Portal or on arrival at the meeting. Where registration is made on arrival at the meeting each Attendee representing an ISG CCM Member or ISG CCM Participant shall declare the precise name of that ISG CCM Member or ISG CCM Participant. An Attendee may only represent one ISG CCM Member or one ISG CCM Participant.

3.7.2.5 Maintaining an Industry Specification Group membership list (TWP 1.5.5)

The CCM Industry Specification Group shall maintain a membership list within an email exploder list established specifically for that purpose. Any individual may join this email exploder list if he/she is a representative of a legal entity that has signed an ISG CCM Member or Participant agreement and has an ETSI server user account, and those who join this email exploder list will be considered as being on the Industry Specification Group membership list. Failure to reconfirm the intention to remain on the email exploder list at regular intervals (lists are normally reviewed every six months) will result in removal from this email exploder list and thus from the Industry Specification Group membership list.

The Industry Specification Group membership list shall be used for the dissemination of information and for decision making within the Industry Specification Group.