

TCCA
14 Blandford Square
Newcastle upon Tyne
NE1 4HZ UK
+44 191 231 4328
admin@tandcca.com



CCBG Terms of Reference

Produced by the TCCA
Critical Communications Broadband Group

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Version history

Version	Author	Content
3.0	TPe	Draft on updated CCBG Terms of Reference for CCBG plenary #14 commenting and approval.
3.1	TPe	Updated document template based on CCBG #14. This version has been approved in the TCCA board meeting on the 29 th November 2016.

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1. CCBG status

- a) The CCBG is a working group of the TCCA and as such is responsible to and reports to the Board of the TCCA.
- b) Participation in the CCBG is open to all paid-up member organisations of the TCCA, as well as to those organisations with which the TCCA has a formally established liaison and/or cooperation relationship.
- c) The CCBG shall operate in accordance with the provisions of the CCBG Rules of Procedure – Adopted April 23rd 2012 as amended July 2013 (attached hereto at Appendix 'A').

2. Management structure and operation

- a) The activities of the CCBG shall be managed, regulated and authorised by a CCBG Leadership Team comprising the following individuals:
 - CCBG Chair
 - CCBG Vice-Chair
 - TCCA CEO
- b) The CCBG Leadership Team shall be responsible for determining and agreeing policy on the work and deliverables of the CCBG within the operational remit of the TCCA CEO. Final approval rests with the TCCA board.
- c) CCBG chairman is co-opted to the TCCA board as a non-voting member. The chairman is expected to present to the board a written CCBG report in each TCCA board meeting. Should CCBG chairman not be able to participate the responsibility to report is on the vice-chairman.
- d) The CCBG Leadership Team shall debate and agree all necessary decisions on policy, and otherwise generally be responsible for the day-to-day functioning and work of the CCBG.
- e) Each year, in advance of the first TCCA Board meeting of the year, the CCBG Leadership Team shall recommend an annual funding allocation for CCBG activities. This will be considered as part of the annual TCCA budget.
- f) On completion of a final draft document intended for publication, all CCBG deliverables shall first be posted on the CCBG page in the members' area of the TCCA website and all CCBG participants advised per email of their availability for review and comment. The period for review and comment shall be limited and advised to all CCBG participants.

- g) On completion of the review and comment period, final draft documents intended for publication shall be amended if and as necessary and passed to the CCBG Leadership Team. The CCBG Leadership team shall ratify and approve all deliverables, publications, etc. created by the CCBG, subject to the following constraints:
- In case of any internal CCBG-generated documents falling within the terms of reference agreed by the TCCA Board, e.g. including but not limited to technical liaison statements or other such communications between and/or within other groups or organisations such as Standards Development Organisations (SDOs), the CCBG Leadership Team may, at its discretion, delegate individual approval responsibility to the appropriate Task Group leader(s). Alternatively, the CCBG Leadership Team shall be the final approval authority for each such document.
 - In case of any publications, including but not limited to cooperation agreements, MoU's, etc. which are intended for public announcement (e.g. via press release, website publication, etc.) as representation of the views, opinions, policy, etc. of the TCCA then the approval of the TCCA Board shall be required prior to publication.
- h) In any case of a decision or approval required of the CCBG Leadership Team where consensus cannot be reached, then the TCCA Board shall be requested to decide on the matter.

3. Task Forces

- a) The CCBG shall be organised as a number of functional Task Forces. Participation in any established Task Force shall be open to all TCCA members.
- b) Each Task Force shall be assigned a leader (or joint leaders) to coordinate and manage the activities of the Task Force. Task Force leader reports to the CCBG Leadership Team.
- c) Each Task Force shall comprise:
- Clearly defined and limited task the Task Force is addressing
 - Clearly defined time schedule to accomplish the task
- d) Task Forces are established as required and as there are volunteers to address any task agreed in CCBG plenary meetings (or per electronic discussion in case commencing the work cannot wait until the next meeting).

4. Task Force responsibilities and deliverables

- a) Each individual Task Force shall agree, maintain and update from time to time, both within itself and with the CCBG Leadership Team, the task project plan including roles, responsibilities and deliverables with schedule of the particular task.

- b) The Task Force shall present the draft deliverables to all CCBG members in CCBG plenary meetings for review and approval.

5. TCCA status as a 3GPP MRP

TCCA is a Market Representation Partner (MRP) of the 3rd Generation Partnership Project (3GPP).

- a) In its role as a 3GPP MRP, the TCCA has the ability to offer market advice to 3GPP and to bring into 3GPP a consensus view of market requirements (e.g., services, features and functionality) falling within the 3GPP scope.
- b) A representative of TCCA usually the CEO will attend the bi-annual 3GPP Project Control Group (PCG).
- c) CCBG shall coordinate the relationship with 3GPP, including its MRP status.
- d) CCBG shall establish process for information exchange between CCBG and 3GPP. It shall contain
 - Process for formulation of common view of all CCBG members for 3GPP
 - Process for feeding proper level feedback of 3GPP discussions to the membership
 - Process to enable various user – primarily governmental – TCCA members to provide support statements to 3GPP inputs

6. CCBG relationship initiatives

In order to achieve its objectives of creating a single global standard for Critical Mobile Broadband it is essential to bring together the primary stakeholders to ensure that a common view of the requirements for Critical Mobile Broadband is presented to the 3GPP working groups. To achieve this:

- a) CCBG will actively encourage relevant SDOs and others to work together to achieve a single common standard and avoid creating multiple solutions. These organisations will include, for example, 3GPP, ETSI, ATIS, CCSA, NIST, NPSTC, OMA and TIA.
- b) CCBG will ensure that all relevant parties are fully aware of the importance of spectrum in the provision of Critical Broadband communications. This includes lobbying of the European Commission, European Communications Office, CEPT, National regulators and others.
- c) CCBG will actively seek to have representative delegates attend relevant 3GPP plenary and working group meetings to ensure that the objectives of CCBG/TCCA are being

appropriately pursued. Such attendance will be arranged primarily via attending CCBG members which are also 3GPP members.

- d) CCBG Leadership Team members are encouraged to participate in the 3GPP SA-plenary meetings and SA1 meetings to the extent that their sponsoring organisation can support it. In case none of the CCBG Leadership Team members is participating in these meetings, and should a pressing need arise, alternative representation via participating and qualified CCBG members shall be sought.
- e) However, participating CCBG members – regardless of whether a CCBG Leadership Team or other member – shall not establish or agree new policies or positions for TCCA without prior approval of the TCCA Board.
- f) CCBG may assign particular responsibility to a liaison person for maintaining close communication, collaboration and coordination with its counterparts in other TCCA Working Groups as well as with relevant external organisations and groups with which the TCCA and/or CCBG has a formally established liaison and/or cooperation relationship