

Terms of Reference for ETSI ISG QKD (Quantum Key Distribution) [TWP D.3, Part A a]

Scope:

To develop GSs (ETSI Group Specifications) describing quantum cryptography for ICT networks. Quantum Key Distribution is the essential credential in order to use quantum cryptography on a broad basis. It is the main task of the QKD ISG to specify a system for Quantum Key Distribution and its environment.

The activities of the QKD ISG will be performed in close co-operation with relevant standards activities within and outside ETSI. External relationships will be established where and when ever needed, Formal relationships will be established using the normal ETSI processes via the ETSI Secretariat.

Membership:

Membership of the QKD is open to ETSI members and applicants for membership, who have signed the ISG agreement.

Non-members of ETSI may not become members of the ISG but may participate in the ISG according to the rules as described in clause 3.4 of the ETSI Technical Working Procedures (TWP). Participation of non-members of ETSI is subject to acceptance of the QKD ISG Participant Agreement, and payment of a per-meeting participation fee as described in the QKD ISG Participant Agreement.

Further to the conditions as described in clause 3.4 of the ETSI Technical Working Procedures. and the signing of the QKD ISG Participant Agreement, the Participant Agreement will be is terminated if the participant has not participated in 2 successive meetings.

Dues:

Dues for membership and operation are fixed on an annual basis by the members of the ISG, based on the costs they anticipate to incur.

Duties and Rights of Members:

ISG Members have the duty to constructively cooperate on the development of QKD Group Specifications.

ISG Members have the right to cast their vote on the approval of a specification when necessary, and in other instances when decisions are required. ISG Members have the right to appeal directly to the ETSI Board to challenge a Chairman's decision.

Preparation of Group Specifications:

Group specifications are prepared within the ISG 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 must be approved by the ISG members using the decision making process detailed in the rules of operation of the ISG. If a specification is prepared in a working group and fails to be approved by the members, it is referred back to the working group.

Operational issues (where different from the normal TWP)

The ISG shall use as its working procedures the ETSI Technical Working Procedures, with the following modifications.

TWP 3.4 Participation in the work of the Industry Specification Group

The text of clause 3.4 of the ETSI Technical Working Procedures is modified as indicated below:

On an exceptional and temporary basis, Observers and non-members which have applied to attend Industry Specification Group meetings, may be invited or authorized by the Chairman to attend meetings of an Industry Specification Group, provided that the presence of this Observer or non-member is justified by a legitimate interest with regard to the work currently in progress. The authorization or refusal of the Chairman shall be made to such an applicant in writing and shall contain appropriate justification of the Chairman's decision. The Industry Specification Group Chairman shall notify the ETSI Director-General of the decision. Observers or non-members authorized to attend Industry Specification Group meetings may participate without the right to vote but shall pay a "per meeting fee", to be specified in the ISG Participant Agreement.

The Director-General may authorize the provisional participation of applicants for full or associate ETSI membership within the Industry Specification Group before the application for membership is formally approved by the General Assembly.

Further to the conditions as described in clause 3.4 of the ETSI Technical Working Procedures, and the signing of the QKD ISG Participant Agreement, the following rules of validity apply:

The Participant Agreement will be terminated if the participant has not participated in 2 successive meetings. A revocation notice under 9 (c) of the ISG Participant Agreement will be sent to the participant following the opening of the third meeting at which the participant has not participated.

Remote participation in Industry Specification Group meetings (e.g. audio conference, webcast, etc.) should be permitted whenever technically possible. Such participation should, at least, be on the basis of complete agenda items and not misused to influence the outcome of votes where the remote participant has not been involved in the preceding discussions.

TWP 3.7 Decision Making

The decision making procedures as detailed in clause 1.7 shall be used, with the following modifications:

1.7 Decision Making

1.7.1 Principles of decision making

The ISG shall endeavour to reach *Consensus* on all issues, including the approval of draft *ETSI deliverables* and the adoption of 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 meeting or by correspondence.

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

Decisions concerning (i) the ISG Budget under Article 3.1(b) of the ISG Agreement, (ii) Additional Costs under Article 3.1 (c) of the ISG Agreement, and (iii) the allocation of costs among members of the ISG under Article 3.2 of the ISG Agreement, require unanimous support. Otherwise, a proposal shall be deemed to be approved if 71 % of the votes cast are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

For interpreting the result of an election for an ISG-official a simple majority of the votes cast shall be used.

1.7.1.1 Voting during a Technical Body meeting

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

- before voting, a clear definition of the issues shall be provided by the chairman;
- voting members shall only be entitled to one vote per member;
- if a voting member has more than one representative present, only one representative may vote;
- if manual voting procedures are used, each voting 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 members are only eligible for voting (voting members), if they have been present during at least two out of the previous 3 meetings;
- voting by proxy is not permitted;
- there are no quorum requirements;
- the voting weight shall be 1 per voting member;
- the result of the vote shall be recorded in the meeting report.

1.7.1.2 Voting by correspondence

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_membership list;
- the voting period shall be defined by the ISG Chairman and communicated to all on the Industry Specification Group membership list;
- ISG members are only eligible for voting (voting members), if they have been present during at least two out of the previous 3 meetings;
- voting members shall only be entitled to one vote per 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 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;
- the result of the vote should be disseminated to everybody on the membership list within 15 days.