

One Consortium Procedures

Review of the document

Version	Name	Date	Modifications
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Validation

	Title & Entity	Date	Version

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1 Abstract:

This document, The One Consortium Procedures, describes the structure and procedures of the One Consortium and any Work Groups operating within One Consortium. During the Incubator Period, changes to the One Consortium Procedures detailed in this document must be approved by the i3Forum Board. In addition, during the Incubator Period, One Consortium shall adhere to and operate in accordance with the i3Forum Bylaws, IPR Policy, Antitrust Policy, and Anti Bribery and Corruption Policy, as those documents may be duly revised by the i3Forum. If any item below is in conflict with the Bylaws of International IP Interconnection Forum (i3Forum), the Bylaws will supersede this document on the conflicting point. The i3Forum bylaws, as set forth at: <https://i3forum.org/blog/category/governance/>, are incorporated herein by reference.

2 Definitions:

Contribution: This term has the meaning set forth in the Corporation's Intellectual Property Rights Policy ("IPR Policy").

Corporation: This term means the International IP Interconnection Forum ("i3Forum").

Deliverable: A final One Consortium Leadership approved output of an activity of One Consortium, including Specifications, Recommendations, Strategic Papers and Marketing Materials and any other work product that has been approved as a Deliverable by the One Consortium Leadership.

Draft Deliverable: A proposal, document or documents entitled One Consortium Draft Specification, Draft Recommendation, Draft Strategic Paper, Draft Marketing Material or any other draft work product in non-final form, and any additions or modifications thereto, being worked on or considered by a Work Group or the One Consortium Leadership, and that has not been approved as a Deliverable by the One Consortium Leadership.

Incubator Period: The period that One Consortium operates under i3Forum as the One Consortium and continuing through and until such time as One Consortium is independently established from i3Forum.

International Carriers: Telecom operators selling international wholesale (B2B) services such as: voice termination, IP transit, messaging termination, roaming services, signaling, managed and unmanaged data transport.

Launch: The date that One Consortium is created, expected to be March 15, 2024.

Marketing Materials: Materials used by One Consortium to perform outreach and marketing activities, including press releases, presentations and the like that has been adopted and approved for release by the One Consortium Leadership, and any updates or revisions adopted and approved for release by the One Consortium Leadership.

Member: A general reference to all Voting Members and Non-Voting Members. The term Member refers to organizations and these organizations duly authorize and appoint their representatives to participate in One Consortium activities as a Member.

Necessary Claims: The meaning as set forth in the IPR Policy.

Non-Voting Member: As set forth in Section 3.4 below.

One Consortium Leadership: This term refers to the Interim Chair, potential Interim Co-Chair, and Interim Council for One Consortium, until such time as One Consortium Leadership is established on a non-interim basis.

Person: This term means any individual, acting as the duly appointed representative of a corporation, partnership, joint venture, trust, limited liability company, business association, governmental entity or other governmental or law enforcement entity that is a member of One Consortium.

Quorum: This term, when applicable to Work Groups, means greater than 50% of the existing members of

the Working Group. This term, when applicable to One Consortium in general or One Consortium Leadership in particular means greater than 50% of the Voting Members of One Consortium.

Recommendation: A document that expresses or addresses One Consortium’s guidance on carrier industry topics that -One Consortium studies, with the intention of providing practical advice to the reader, that has been adopted and approved for release by the One Consortium Leadership, and any updates or revisions adopted and approved for release by the One Consortium Leadership.

Service Providers: Telecom operators not qualifying as International Carriers.

Specification: A document entitled “One Consortium Specification” adopted and approved for release by the One Consortium Leadership, and any updates or revisions adopted and approved for release by the One Consortium Leadership.

Strategic Paper: A document that reflects the One Consortium’s views, opinions, thoughts or analyses on carrier industry related topics that has been adopted and approved for release by the One Consortium Leadership, and any updates or revisions adopted and approved for release by the One Consortium Leadership

Voting Members: As set forth in Section 3.3 below.

3 Purpose and Members

3.1 Purpose:

One Consortium is established to restore trust in international communications by enabling 1C to gather information and develop options for best practices and effective solutions to mitigate unwanted/illegal communications in the international telecommunications ecosystem. Members of i3Forum and non-members of i3Forum may participate in One Consortium. Members of One Consortium shall consist of: (1) Voting Members; and (2) Non-Voting Members. Only Voting Members shall be able to vote upon outputs associated with One Consortium. This document, including all attachments and documents incorporated by reference herein, applies to all Members of One Consortium.

3.2 Framework:

At Launch, One Consortium will operate under the following procedures:

- a. **Interim 1C Leadership:** This will consist of an Interim Chair, an Interim Co-Chair (as needed), and an Interim Council (collectively “**Interim 1C Leadership**”) for leadership and operation of One Consortium at launch. If the Interim Chair, an Interim Co-Chair (as needed), or any person on the Interim Council of 1C shall be unable or unwilling to continue in his/her role, then the 1C Leadership shall appoint another person(s) to fulfill the duties of such person. All Interim 1C leadership positions are held by the Member organization which duly assigned a Person to fulfill the role on behalf of the Member organization.
- b. **1C Leadership:** Interim 1C Leadership shall identify a leadership structure and shall develop processes and any governing documents necessary for leadership and ongoing operation of One Consortium. Elections for 1C Leadership shall be held no later than December 31, 2024. All 1C leadership positions are held by the Member organization which duly assigned a Person to fulfill the role on behalf of the Member organization.
- c. **Funding.** At launch, One Consortium shall not impose dues or membership fees on its Members. Options for funding of One Consortium will be developed and will be approved by 1C Leadership.
- d. **Work Groups:** One Consortium will undertake Work Group activities and meetings, which will be governed by the procedures in this document (the One Consortium Procedures).

- e. **Membership Agreement:** Members of One Consortium shall execute the One Consortium Membership Agreement.
- f. **Other:** Any other activities or functions deemed necessary by 1C Leadership or recommended and approved by the i3Forum Board.

3.3 Voting Members:

Voting Members shall consist of international traffic carrying companies directly impacted by unwanted/illegal communications in the international telecommunications ecosystem and, by extension, global industry associations representing such international traffic carrying companies. Voting Members include:

- a. **International Carriers** - Organizations who are telecom operators selling/buying international wholesale (B2B) services such as: voice termination, IP transit, messaging termination, roaming services, signaling, managed and unmanaged data transport; and
- b. **Service Providers** - Telecom operators that carry international traffic, but not qualifying as International Carriers; and
- c. **Global Industry Organizations** – Global industry organizations representing International Carriers or Service Providers;
- d. **Platform Providers** – Cloud communications platform providers that are international traffic carrying companies and that deliver communications applications and services involving international traffic; and,
- e. **Aggregators** – Companies that consolidate messaging communications services and that work through third parties which either are international traffic carrying companies or are directly providing international communications services.

3.4 Non-Voting Members:

All other organizations, companies, and groups involved in international telecommunications ecosystem are eligible to participate as Non-Voting members. Non-Voting Members include:

- f. **Vendors** – Companies providing network equipment (including video communications equipment), IT, services (e.g. hosting, clearing house, testing); and,
- g. **Partners**– Entities such as institutions, other industry organizations, Media partners and analysts, Academics, individual contributors.

3.5 Confidentiality:

- a. Unless otherwise specified in the i3Forum Bylaws or any of the i3Forum Policies, as those documents may be duly revised by the i3Forum, the leadership of One Consortium shall approve the dissemination and public disclosure of any and all One Consortium documents or written communications outside of One Consortium.
- b. All Members of One Consortium shall treat One Consortium documents and electronic communications marked as “Confidential” or “Internal to One Consortium” as proprietary and shall not disclose the same to any person or entity outside of One Consortium.

3.6 Effective:

The One Consortium Procedures become effective upon approval of the i3Forum Board Resolution to Create One Consortium Procedures Version 1.0

and Host One Consortium and shall remain in effect until updated by One Consortium.

4 One Consortium Work Groups

4.1 Scope

Work Groups are responsible for a set of work defined by their particular Work Group charter approved by the **One Consortium Leadership**. The Work Group charters set and limit the scope of the Work Groups. Work Group charters should set an expectation of how long the Work Group lives (permanent or specific accomplishment) and whether it plans to spawn additional work groups in the future. Generally, Work Groups are launched to manage a well-defined piece of the overall agenda of the One Consortium for an on-going period of time. Short-term projects or other activities with a shorter duration would not require a Work Group, but could be performed as a team within an existing group.

4.2 Compliance With i3Forum Policies

Each of the Members acknowledges that the Corporation has enacted an Anti-Bribery and Corruption Policy, Antitrust Policy and an IPR Policy and agrees to comply with those policies and any additional policies adopted by the Board (collectively the "Policies"). The i3Forum's Anti-Bribery and Corruption Policy, Antitrust Policy, and the IPR Policy are incorporated herein by reference, as set forth at: <https://i3forum.org/blog/category/governance/>.

4.3 Responsibilities

Each Work Group has the following responsibilities:

- a. It creates the initial Work Group Charter, secures its approval by the One Consortium Leadership, and keeps it updated as-needed
- b. It responds to requests from the One Consortium Leadership
- c. It makes requests to the One Consortium Leadership, for instance:
 - o Raising important decisions (e.g. release of a new Deliverable);
 - o Requesting a change of scope for the Work Group;
 - o Requesting a change in schedule or deliverables from the Work Group; and
 - o Raising major risks and other issues.
- d. It makes regular status reports, if requested by One Consortium Leadership
- e. It delivers via electronic means meeting minutes to the Work Group members.
- f. It is also responsible for defining, scheduling and completing Deliverables necessary to accomplish its charter.

In general, each Work Group will define and schedule its deliverables, and these plans are to be approved or rejected with feedback from the One Consortium Leadership. Within its assigned charter, a group has the freedom to launch projects or short-term teams to tackle specific issues and to explore a particular need. These projects or teams are expected to be short-term in nature, with specific milestones and deliverables. The outcome of a project or team is for discussion and approval within the work group. Generally, rules that apply to the group for participation, decision making, and so forth also apply also within the project or team.

In all their undertakings, and as much as possible and relevant, all Work Groups shall ensure vendor & carrier neutrality. Specific vendor or carrier solution/service shall not be promoted or given unfair advantages. The Working Group Chairperson has a specific role to play in ensuring this.

In order to keep the membership (and the general public as deemed relevant by the One Consortium Leadership) informed of Work Groups' activity, progress, topics being discussed etc., the Chairperson of each Work Group (or anyother participant duly mandated by the Work Group shall proactively provide such information on a regular, and shall respond to requests for such information made by the One

Consortium Leadership(or any duly mandated person).

4.4 Membership

Unless otherwise specified by the One Consortium Leadership, One Consortium Voting and Non-Voting Members may join the Work Groups by registering with the Work Group Chairperson. Registered Members of the Work Group may attend the Work Group meetings, contribute to works in progress, and subscribe to the Work Group mailing list. Only Voting Members may vote on Work Group decisions. In keeping with the spirit of openness and collaboration, voting will only be used to approve final deliverables or in a situation where a consensus cannot be reached.

4.5 Chair and Other Positions

When a Work Group is formed, the One Consortium Leadership shall have the discretion to appoint the Chair or Co-Chairs, optionally a Vice Chair, and, optionally, a Secretary. During the Incubator Period, the One Consortium Leadership shall have the discretion to not appoint Officers for the One Consortium or to establish other appointments and undertake other processes to effectuate the purpose and operations of One Consortium.

The Vice Chair is responsible for performing Chair duties in the absence of the Chair. The Secretary is responsible for recording the minutes of all meetings. It is acceptable for the Chair or Vice Chair to also act as the Secretary. Attendance at all meetings shall be kept in the minutes.

In order to allow the Work Groups to meet and work in parallel, it is preferred that no individual will chair more than one Work Group.

4.6 Voting

Voting Members may cast a single vote per organization within the Work Group, regardless of the number of representatives from the organization participating in the Work Group.

A consensus model of decision making is preferred and is the normal mode of operation for all Work Groups. A Quorum is required to reach any decision by a Work Group, including a decision by consensus. Voting is used only when needed to break deadlocks or to approve Draft Deliverables for One Consortium Leadership approval.

4.7 Raising Decisions

All major decisions, policy questions and issues that go beyond the scope of the Work Group will be raised to the One Consortium Leadership.

4.8 Mailing Lists

Work Groups may do business on-line using their mailing lists and collaboration tools. Each Work Group will also have a mailing list. i3Forum member companies with participation rights in respective Work Groups may join the Work Group mailing lists for those Work Groups in which it is registered.

In the case that company membership in a Work Group changes, the company representative is responsible to contact the Chair and ensure that changes in the mailing list or group roster are made.

4.9 Meetings

One Consortium member companies who have registered to participate in a Work Group may attend the Work Group meetings. Notices for meetings of a Work Group shall be sent not less than six (6) days prior to the scheduled date of the meeting.

Work Groups may convene phone and videoconference meetings at the discretion of the Chair. For physical Work Group meetings, whenever possible and practical, a host company will be chosen from those who volunteer. Normally, each company with Work Group membership will rotate hosting responsibilities; however, any One Consortium member company participating in the Work Group may volunteer to host. The host will be responsible for organizing meeting facilities, providing wireless internet, and arranging for such equipment as videoconferencing equipment, conference phones, projectors, white boards and extension cords for laptop computers. The host will also send invitations, hotel information and directions to the Work Group mailing lists associated with the meeting. The host will also organize lunch, snacks and beverages. The host will determine whether costs can be covered by the host or whether a fee should be charged. In no cases should a host attempt to make a profit on the event.

4.10 Work Group Procedures

4.10.1 Work Group Formation

One or more Members may submit a concept proposal to the One Consortium Leadership to form a Work Group, or the One Consortium Leadership may determine (for instance as a result of membership or industry surveys) to form a Work Group and draft the corresponding concept proposal.

A concept proposal should be a brief presentation or document that describes the purpose of the proposed Work Group and why members and the industry would benefit from the initiative. It should also outline the minimum requirements in terms of number of participants, their desired availability, expertise and skills, leadership, support and resources and generally any factor seen as contributing to the success of the proposal. Upon receiving and approving such a concept proposal, the One Consortium Leadership shall submit it to the membership, and request that they confirm if they are willing to participate and support the initiative, and how they pledge to contribute (e.g. chairmanship, expertise, editorial support, logistics etc.).

Based on the responses and the minimum requirements set out in the proposal, the One Consortium Leadership shall determine if the proposed initiative has gathered sufficient support from the membership and, consequently, whether or not to install a new Work Group and approve its initial membership.

The One Consortium Leadership shall have the discretion to request a detailed charter of the proposed Work Group (“Work Group Charter”) for approval by the Board. If a draft Work Group Charter is not delivered within two (2) months after its installation, the proposed Work Group will be rejected.

The initial Work Group Charter shall include at a minimum the following information:

- Proposed name of the Work Group
- Detailed definition of the scope of the Work Group
- Objective of the Work Group
- Intended Deliverables of the Work Group, and whether or not they are intended for public release
- Timeframe for the Deliverables
- Initial participants
- Proposed initial Chair, Vice Chair, and Secretary
- Method of working, meetings (i.e., virtual, face-to-face, or both)
- Any specific rules regarding participation in the WG, organization, confidentiality, logistics etc...
- Any other relevant aspect.

Upon receipt of the draft Work Group Charter, the One Consortium Leadership shall, within thirty (30) days, approve, modify, or reject the Work Group Charter.

All members that join or make a Contribution to a Work Group shall be bound by the i3Forum IPR Policy.

4.10.2 Work Group Process

The One Consortium Leadership shall supervise the ongoing work of the Work Groups.

The Work Groups shall receive contributions from Work Group members and distribute such contributions to other participating members of that Work Group for consideration. The Work Group will be responsible for implementing a process to create meeting minutes and any other contemporaneous written records to identify all Contributions, the contributor, and any disclosed Necessary Claims that relate to Contributions or Draft Specifications.

The Work Group shall share or post all contributions and Draft Deliverables to a location where they may be viewed by all Work Group participants.

When a Work Group agrees to advance a Draft Deliverable for review and approval by the Board of Directors, in accordance with paragraph 4.6 above, the Work Group Chair shall inform the One Consortium Leadership and shall request a review of the Draft Deliverable created by the Work Group prior to approval as a Deliverable.

The One Consortium Leadership will be responsible for maintaining and publishing a current list of all Work Groups, including the Chair, Work Group members and a detailed definition of the scope of the Work Group, and any Draft Deliverables.

4.10.3 Member Review of Draft Specifications

Upon receipt of a Draft Specification, the One Consortium Leadership shall, within fourteen (14) calendar days, make a preliminary assessment of the Draft Specification, including, but not limited to, whether the Draft Specification conforms to the approved scope of the Work Group.

Prior to approval by the One Consortium Leadership, the Draft Specification shall be distributed to all Voting and Non-Voting Members for a review and comment period of not less than twenty-one (21) calendar days.

The Voting and Non-Voting Members shall use commercially reasonable efforts to disclose, in writing to the One Consortium Leadership, the existence of any claims of any of its patents or patent applications that may be Necessary Claims that are personally known to the representative acting on behalf of such Member with respect to the Organization. Such disclosure must occur within twenty-one (21) calendar days of the distribution of the Draft Specification to the individual acting on behalf of the Member. The disclosure should also include information known to the representative of the Member including: patent owner; patent number and claims; publication number for published patent applications; and for non-published patent applications, the affected portions of the Draft Specification. With respect to unpublished patent applications, the individuals acting on behalf of Member shall be obligated to disclose the existence of the unpublished application and identify the area of the Draft Specification where the patent may apply, if issued. When such application is published, the individuals acting on behalf of Member shall update its disclosure with additional specific information concerning the potential Necessary Claim. Members (collectively or individually) or their representatives are not obligated to perform or conduct patent searches. Members may also disclose any other known intellectual property encumbrances and any related prior art information.

If comments and/or IP disclosures are received by the One Consortium Leadership, these comments and disclosures shall be sent to the originating Work Group who will consolidate and consider the comments and disclosures received from all Members and will then prepare a final Draft Specification for submission to the One Consortium Leadership. The Work Group shall review with the One Consortium Leadership the comments and any proposed changes incorporated into the final Draft Specification resulting from Member comments or intellectual property disclosures and highlight any proposed changes made to address intellectual property disclosures.

The One Consortium Leadership will review the final Draft Specification, along with any disclosed Necessary Claims, Member comments, and other information provided by the Members to determine whether there are any known or identified intellectual property claims that could impede adoption of the final Draft Specification. Should the final draft involve any intellectual property changes resulting from member review comments, the Work Group Chair will highlight those changes and ask member companies to reassess the changes per the requirements of section 2.9.3 hereof and Section 5.1(b) of the IPR Policy and distribute the final Draft Specification for incremental review. Such disclosure must occur within twenty days (20) days of the distribution of the final Draft Specification for this incremental review of the final Draft Specification by the individual acting on behalf of the Member. If there are no content changes involving patents or after all disclosure reviews are complete, then the Work Group Chair may proceed to request One Consortium Leadership approval.

4.10.4 One Consortium Leadership Approval of Draft Specification

The final Draft Specification and any identified Necessary Claims and other disclosed information shall be submitted to the One Consortium Leadership for approval. The One Consortium Leadership shall consider the quality of the Draft Specification and its conformance with the stated purpose of the Corporation and approved technical scope of the Work Group. The One Consortium Leadership, when considering approval of a Draft Specification that is subject to a Necessary Claim, may consider all disclosed information regarding the Necessary Claims, and the importance of the function in the Draft Specification subject to the Necessary Claims.

Upon approval of a Draft Specification by the One Consortium Leadership, the Work Group will create the Specification, which will be disseminated to the Members. When the Specification is subject to a disclosure of a Necessary Claim, the Work Group shall place a notation on the Specification or related documentation, indicating the existence of a disclosure of a Necessary Claim. This notation will include the patent number, if available, the publication number for patent applications that have been published, and the owner of the Necessary Claims.

The One Consortium Leadership will be responsible for implementing a process to record all Specifications, any notations indicating the existence of a disclosure concerning Necessary Claim, and the members of the relevant Work Group.

4.10.5 One Consortium Leadership Approval of Draft Deliverables other than Draft Specifications

If a Work Group Chair has notified the One Consortium Leadership that the Work Group has agreed that a Draft Deliverable other than a Draft Specification is ready for One Consortium Leadership review and approval, then the One Consortium Leadership shall act on the request within thirty (30) days of the notification. The One Consortium Leadership shall consider the quality of the Draft Deliverable and its conformance with the purpose of the One Consortium and approved technical scope of the Work Group.

Upon approval of a Draft Deliverable by the One Consortium Leadership, the Work Group shall put the Deliverable into its final form and publish the Deliverable according to the publishing plan approved by the One Consortium Leadership.

The One Consortium Leadership will be responsible for implementing a process to record all Deliverables and the members of the relevant Work Group.

4.10.6 Work Group – Scope Modification or Renewal

Any Work Group Charter shall be reviewed, updated and approved by the One Consortium Leadership at least once a year. At any point in time a Work Group may submit a request to the One Consortium Leadership to modify the existing scope of work of the Work Group or to renew the Work Group based

on an updated scope of work. The request will set forth a detailed definition of the proposed modification of the scope of the current Work Group Draft Deliverables or a detailed definition of the proposed updated scope of the Work Group, including any proposed additional Work Group Draft Deliverables. Requests to renew a Work Group also will include the proposed updated schedule, chairperson, and anticipated outputs of the Work Group.

The One Consortium Leadership shall within thirty (30) days from receipt of the request approve, modify or reject the request.

Upon approval of the request by the One Consortium Leadership, the Work Group Chair shall notify all One Consortium Members of the modified scope of the Work Group, or the renewal of the Work Group and a description of the updated scope of work, and invite participation of qualifying members.

4.10.7 Dissolving an Existing Work Group

A Work Group may be dissolved, based on the following criteria:

- The Work Group has completed its assigned goals, and no new goals are to be assigned, or
- After numerous requests, it still does not have enough support to complete its goals, as judged by the Work Group Chair and the One Consortium Leadership,
- Due to changes in the current situation, its goals are no longer valid, as judged by the One Consortium Leadership, or
- At the discretion of the One Consortium Leadership.

If at any time the Chair of a Work Group feels that a Work Group should be dissolved, based on the above criteria, that Work Group Chair may present their request to the Chairman of the One Consortium Leadership. The One Consortium Leadership will then take a vote to dissolve the Work Group in question. If approved, the Chairperson of the One Consortium Leadership will notify the Work Group Chair, who will notify all members of the decision to dissolve.