

HKCA 3201
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**GENERAL PROCEDURE
FOR SETTING TELECOMMUNICATIONS
STANDARDS AND RELATED POLICIES**



FOREWORD

1. This Standardisation Guide outlines the general procedure to be observed when telecommunications standards and related policies are set by the Communications Authority (CA).
2. Pursuant to Section 32D of the Telecommunications Ordinance (Cap. 106), the (CA) may prescribe standards and specifications of:
 - i) telecommunications networks, systems, installations, customer equipment and services;
 - ii) other non-telecommunications equipment generating, deliberately or incidentally, radio frequency energy that may cause interference to telecommunications networks, systems, installations, customer equipment and services; and
 - iii) other non-telecommunications equipment that may suffer interference from telecommunications networks, systems, installations, customer equipment and services,
3. The Radio Spectrum and Technical Standards Advisory Committee (SSAC) is established to provide a formal channel for the industry and interested parties to advise the Communications Authority (CA) on the following telecommunications standards issues:-
 - i) the need, establishment and maintenance of technical standards, including technical specifications for type approval or compliance tests related to the provision of the use of telecommunications equipment and services, including radiocommunications equipment and services;
 - ii) the policies and procedures of testing, approval and certification of telecommunications equipment; and
 - iii) the formulation of Hong Kong's position at, and contributions to international and regional fora on issues related to technical standards testing, approval and certification.
4. In consultation with the SSAC, the CA may publish technical standards and specifications for telecommunications equipment and services.
5. The CA may amend any part of this document as and when it deems necessary.
6. In case of doubt about the interpretation of this document, the decision of the CA shall be final.
7. The HKCA series documents are issued by the CA. The documents can be obtained through one of the following methods:-

- download direct through the OFCA's Internet Home Page. The Home Page address is <http://www.ofca.gov.hk>;
- hard copies will be available upon request to:-

Senior Telecommunications Engineer (Standards)
Standards Section,
Office of the Communications Authority,
29/F Wu Chung House,
213 Queen's Road East, Wanchai, Hong Kong.

8. If further information is required, please contact :

Senior Telecommunications Engineer (Standards)
Office of the Communications Authority
29/F, Wu Chung House,
213 Queen's Road East,
Wanchai,
Hong Kong.

Fax: +852 2838 5004
Email: standards@ofca.gov.hk

AMENDMENT TABLE

Item	Issue No.	Paragraph	Descriptions
1.	Issue 2	Title	Re-title document as "General Procedure for Setting Telecommunications Standards and Related Policies"
2.	Issue 2	Foreword	Include editorial changes to incorporate descriptions about the Telecommunications Authority's power of setting standards under the Telecommunications Ordinance and the updated scope of work for the TSAC working groups.
3.	Issue 2	Body Clause 2	Include editorial changes and the provision for CCS WG and NSP WG to invite inputs from any parties with interest in the concerned standard or policy.
4.	Issue 2	Body Clause 3	Re-write Clause 3 to describe procedure of standards setting for different categories of standards as classified in HKTA 3202.
5.	Issue 2	Annex	Include additional footnotes and other editorial changes
6	Issue 3	All	Consequential amendments of the document as a result of the establishment of the CA, OFCA and SSAC.

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1. INTRODUCTION

This Standardisation Guide outlines the general procedure to be observed when the telecommunications standards and related policies are set by the Communications Authority (CA).

2. THE GENERAL STANDARDISATION PROCEDURE

The general standardisation procedure is as follows:-

- i) Need for setting a telecommunications standard or policy is raised by any member of the industry or the public.
- ii) If OFCA considers it necessary to establish the proposed telecommunications standard or policy, OFCA may consider to establish ad hoc working group (WG) for further study.
- iii) OFCA or WG will conduct study and prepare proposal for consideration by the Radio Spectrum and Technical Standards Advisory Committee (SSAC). In the process of study, OFCA or WG may invite inputs from any parties with interest in the concerned standard or policy.
- iv) The SSAC will examine the working group's proposal and make recommendation to the CA.
- v) The CA will consider the adoption of the standard or policy based on the recommendation by the SSAC and mandate the effective date or any other implementation requirements, if necessary.
- vi) OFCA will notify the World Trade Organisation (WTO) of adoption of the standard or policy, if necessary.
- vii) The adopted standard or policy will be converted to the HKCA series as follows:-
 - HKCA 1xxx Series for Wireless Equipment and Services
 - HKCA 2xxx Series for Wireline Equipment and Services
 - HKCA 32xx Series for Standardisation Guides
- viii) OFCA will notify the members of the SSAC officially of the adoption of the standard or policy.

The detailed steps of the standardisation procedure is illustrated by the process flow given in the Annex.

3. STANDARDISATION PROCEDURE FOR PROVISION OF TELECOMMUNICATIONS SERVICE BY OPERATORS OF PUBLIC TELECOMMUNICATIONS NETWORKS (PTNs)

3.1 AVAILABILITY OF STANDARDS

It is required that the operators of PTNs may launch a new telecommunications service provided that the relevant technical standard is available. If there is no need of setting standard by the CA for the concerned service, the technical standard will be classified as an Operator-specific Technical Standard (OTS) as defined in the Standardisation Guide HKCA 3202 and kept in an inventory by OFCA. If the need to set standard by the CA for the concerned service is justified in accordance with the Standardisation Guide HKCA 3203, the general standardisation procedure as described in clause 2 would be followed and the service launch is subject to adoption of the relevant HKCA specification unless approved otherwise by the CA. The process of adopting an HKCA specification normally requires around 5 to 9 months.

3.2 EARLY LAUNCHING PROCEDURE FOR PUBLIC TELECOMMUNICATIONS SERVICES REQUIRING HKCA SPECIFICATION

In the case where HKCA specification is required for a public telecommunications service, the operators of PTNs can follow an early launching procedure which allows them to launch the service before the formal adoption of the HKCA specification, provided that certain necessary conditions are met. With this procedure, the lead-time for launching a new telecommunications service can be reduced to about 1 to 2 months. The early launching procedure and the criteria for application are given as follows:-

- i. When a PTN operator wishes to launch a new telecommunications service before the specification is adopted by the CA, application should be made to the CA for early launching of the service.
- ii. In the application, the operator should include a draft technical specification of the service and demonstrate that the criteria for “Technical Standard Class II ” (TS II) classification as defined in the Standardisation Guide HKCA 3202 are satisfied.
- iii. OFCA will study the technical specification and assess whether the draft technical specification should be classified as TS II. If yes, OFCA will prepare a draft HKCA specification and circulate it with the proposed TS II classification to members of for comment.
- iv. If members of SSAC agree with the proposed TS II classification, the draft HKCA specification will be adopted as a “**Provisional HKCA Specification**”. The CA will permit the operator to launch the relevant telecommunications services based on the provisional specification before formal adoption of the specification.
- v. The Provisional HKCA Specification is still required to go through the general standardisation procedure.

- vi. When the formal HKCA specification is finalised and adopted by the CA, the operator shall perform all necessary work to align his network with the adopted specification. The operator shall bear all the cost for the change and modification to the equipment of subscribers in order to comply with the adopted specification.

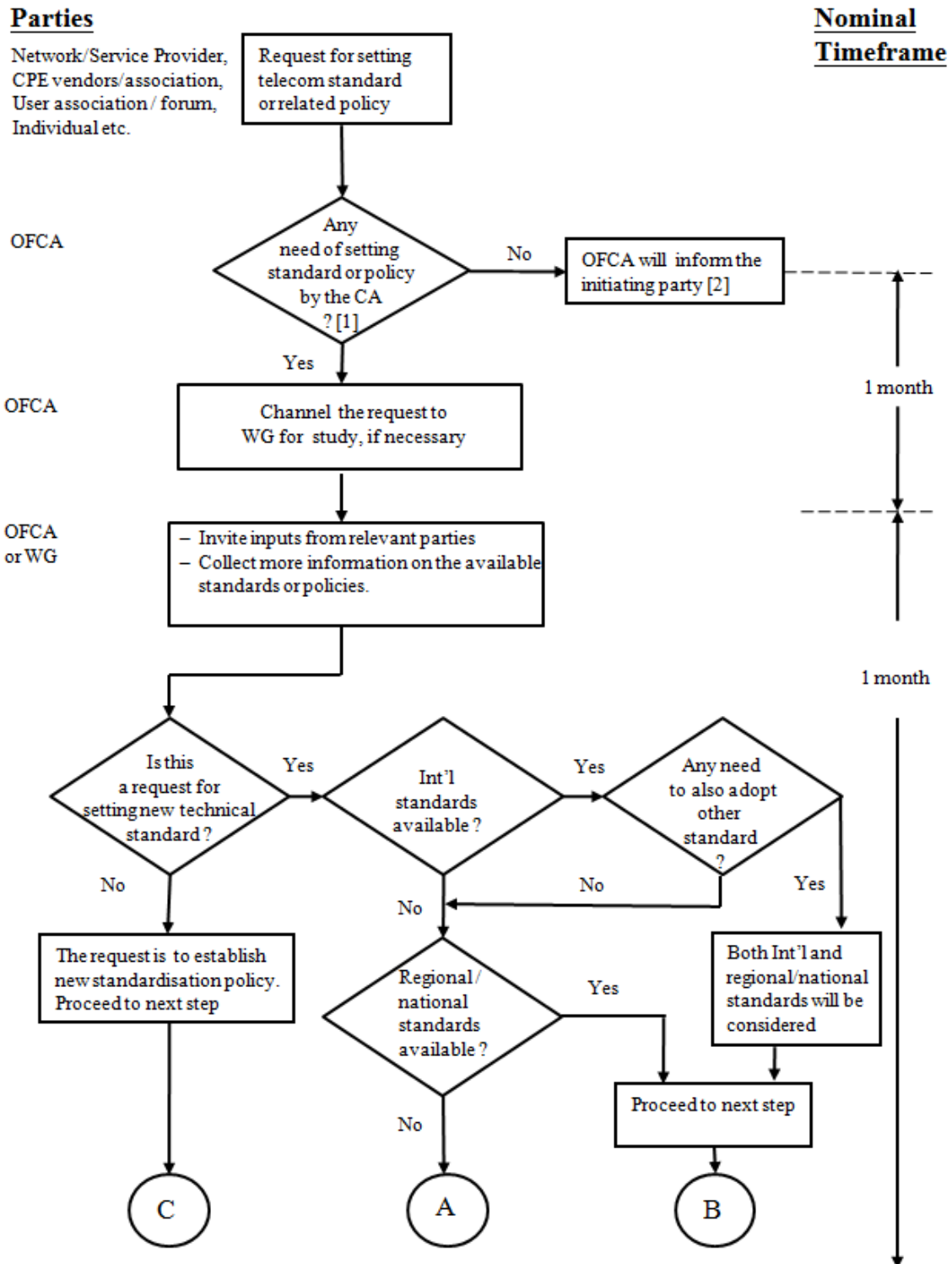
4. REFERENCE

The following reference documents describe the related telecommunications standardisation policies and should be read together with this Standardisation Guide:-

- [1] HKCA 3202 “Classification of Standards related to Public Telecommunications Services”
- [2] HKCA 3203 “General Principles and Scope of Standardisation for Public Telecommunications Services”

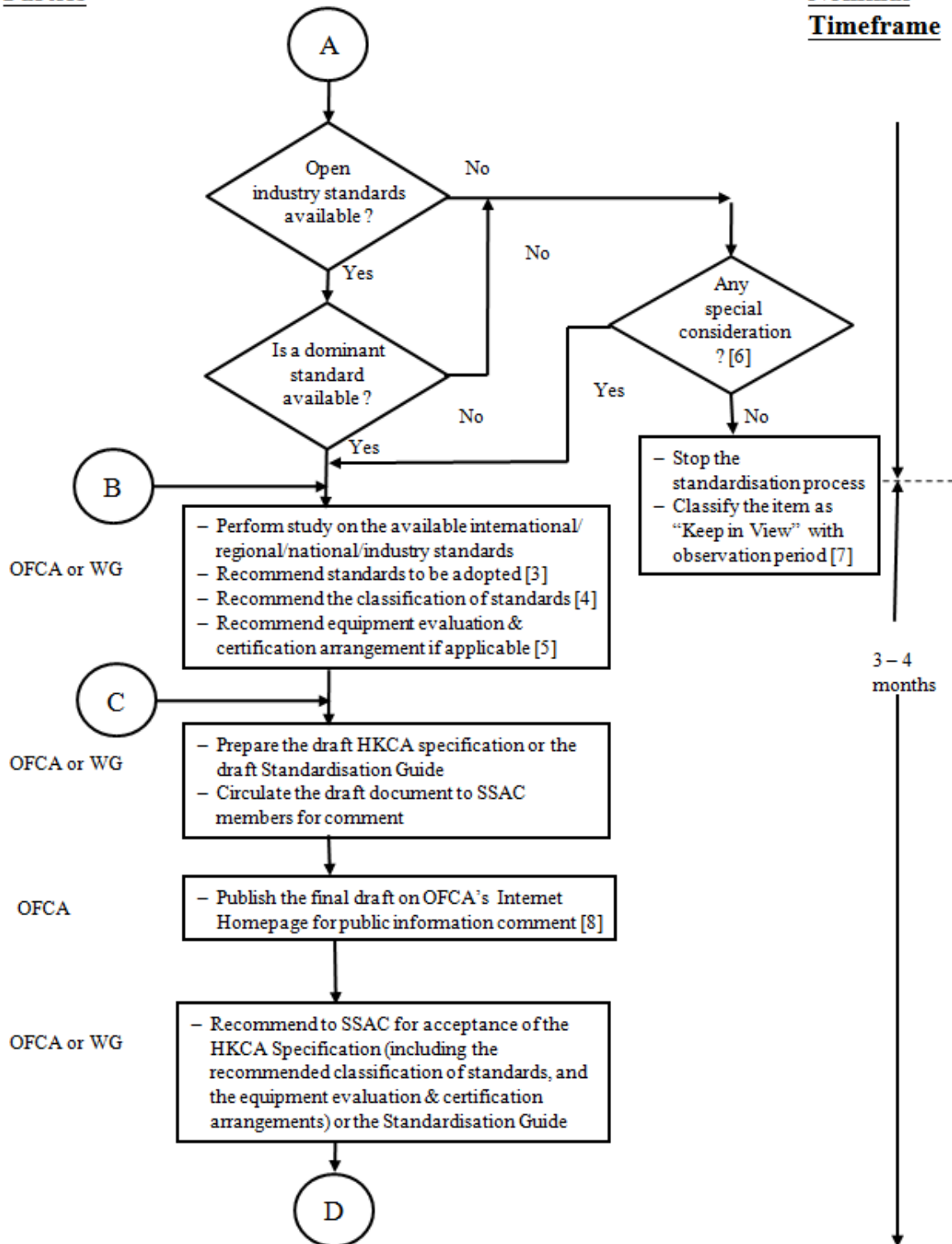
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Annex Telecommunications Standardisation Process Flow



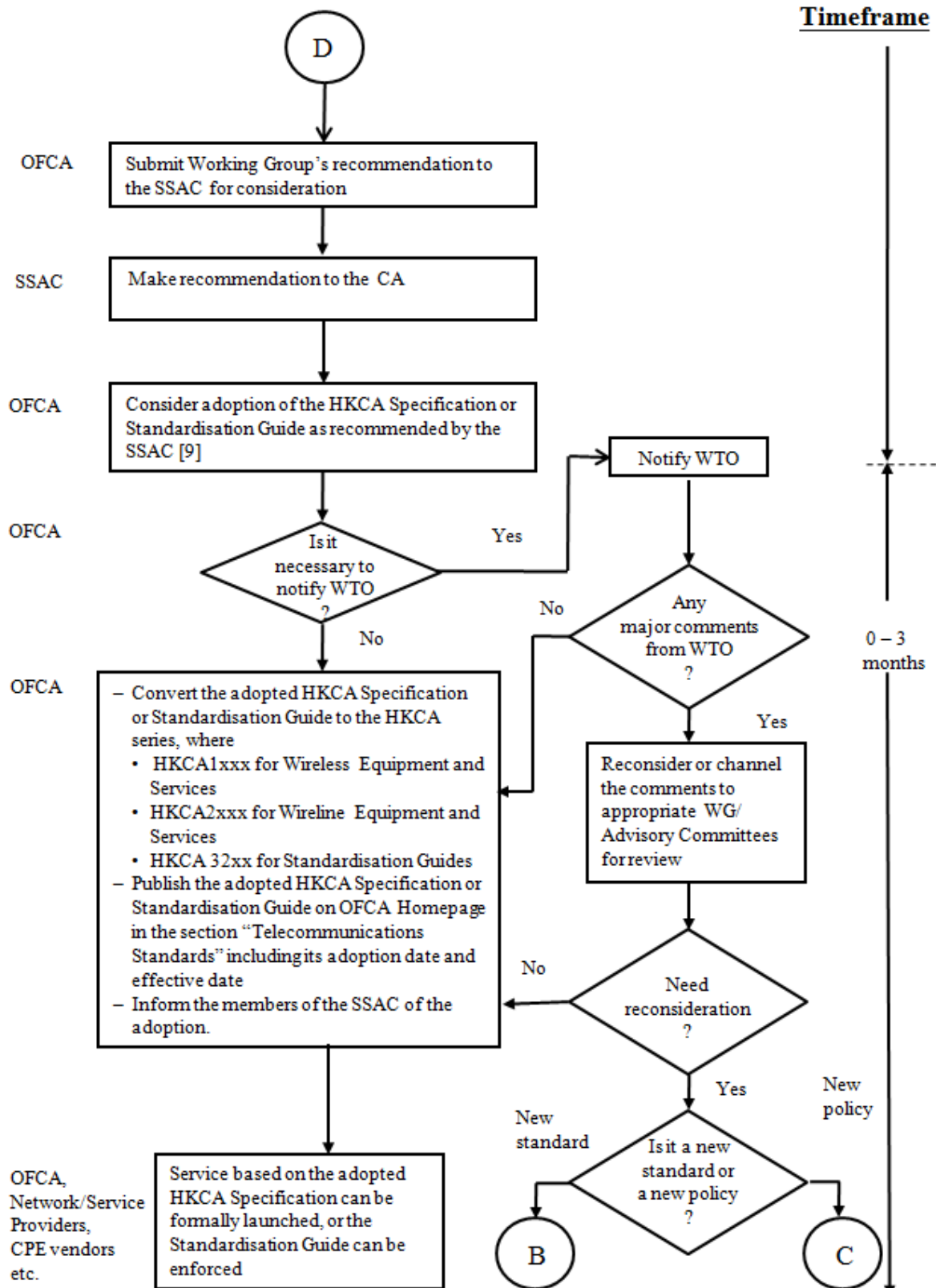
Parties

Nominal
Timeframe



Parties

**Nominal
Timeframe**



Supplementary Information for Standardisation Process Flow

- [1] The general principles and scope of standardisation for public telecommunications services are set out in HKCA 3203.
- [2] For the standard is related to public telecommunications service and there is no need of setting standard by the CA, technical specification should be available as an Operator-specific Technical Standard (OTS) as defined in HKCA 3202.
- [3] In general, the priority of standards adoption will be as follows:
 - if available, international standards should be adopted.
 - in the absence of international standards, other regional/national standards can be considered, provided that the standards are mature and stable and no other competing standards are available.
 - For other industry standards, they will not generally be adopted as the technical standards in Hong Kong unless with special considerations and there are no international/regional/national standards available.
- [4] For public telecommunications service, the classification of standards is given in HKCA 3202.
- [5] The equipment evaluation and certification arrangements are given in the Statement of the Communications Authority “Hong Kong Telecommunications Equipment Evaluation and Certification Scheme” issued on 25 September 1998.
- [6] As there are not any open international/regional/industry standards available, the standardisation process should be stopped and the item should be kept in view. Only under exceptional case when there is genuine need for imminent service application, the adoption of non-open and proprietary standards will be considered.
- [7] The item will be reconsidered after the observation period of say 6 months, or when the relevant standards become more mature and are adopted by the appropriate standards-setting bodies.
- [8] For standards and certification policies related to radiocommunications equipment and wireline terminal equipment, OFCA will also consolidate comments from economies of the Asia-Pacific Economic Cooperation (APEC) as well as other overseas interested parties.
- [9] If it needs other Advisory Committee(s) to consider, OFCA will act as a coordination point between SSAC and the relevant parties.