

**Broadband Internet Technical Advisory Group, Inc.
("BITAG")**

**Technical Working Group ("TWG")
Governance Manual**

**January 2011
Version 1.0**

Table of Contents

1.	Definitions	1
2.	TWG Representatives and Observers	2
3.	TWG Qualifications	2
4.	TWG Review Requests	3
5.	Establishment and Composition of TWG Subcommittees	4
6.	TWG Subcommittee Operations	5
7.	Report Contents	6
8.	Report Circulation and Procedural Disputes	7
9.	TWG Subcommittee Expectations	8
10.	Modifications to this TWG Governance Manual	9

1. Definitions

Capitalized terms not defined in this TWG Governance Manual shall have the meanings set forth in BITAG's Bylaws. When used in this Governance Manual, unless the context otherwise requires, the term:

(a) “*Chair*” means the chair of a TWG Subcommittee, which shall either be the Executive Director or his or her designee. The designee can be a BITAG employee or contractor or a TWG Representative that does not have a material interest in the proceedings of the applicable TWG Subcommittee.

(b) “*Fee Schedule*” means the schedule of Filing Fees set forth in Schedule A, as the same may be modified from time to time by the Board.

(c) “*Filing Fees*” means, collectively, the Member Filing Fees and Non-Member Filing Fees.

(d) “*Governance Manual*” means this Technical Working Group Governance Manual, as amended, modified and restated from time to time in accordance with Section 10.

(e) “*Informational Report*” means a Report in which the Majority Opinion has received the support of less than 66% of the TWG Subcommittee Members, based on a weighted vote calculated in accordance with Section 6(e).

(f) “*Majority Opinion*” means the technical opinion in a Report that is supported by a plurality of the TWG Subcommittee Members, based on a weighted vote calculated in accordance with Section 6(e).

(g) “*Member Filing Fee*” means the filing fee that Participating Members or Observing Members must pay in conjunction with submitting a Review Request, which is outlined in the Fee Schedule.

(h) “*Near-Uniform Agreement*” means that the Majority Opinion either: (i) has received the approval of ninety percent (90%) or more of the TWG Subcommittee Members, based on a weighted vote calculated in accordance with Section 6(e), if any TWG Subcommittee Member requests a vote in accordance with Section 6(c), or (ii) has been deemed by the Chair to have achieved “Near-Uniform Agreement” if he or she reasonably believes that the primary technical opinion expressed in the Report has received general agreement among the TWG Subcommittee Members with no sustained opposition by material and significant interests on the TWG Subcommittee and no TWG Subcommittee Member requests a vote in accordance with Section 6(d).

(i) “*Near-Uniform Agreement Report*” means a Report in which Near-Uniform Agreement has been achieved.

(j) “*Non-Member Filing Fee*” means the filing fee that non-Members must pay in conjunction with submitting a Review Request, which fee is outlined in the Fee Schedule.

(k) “*Report*” means a report generated by a TWG Subcommittee which analyzes the technical issue(s) underlying a Review Request referred to the TWG Subcommittee. The contents of the Report are outlined in Section 7.

(l) “*Review Request*” means a review request application submitted by a Member or non-Member, including a governmental agency, requesting review of technical issue germane to the TWG, the form review request application is attached hereto as Schedule B, as the same may be amended or modified from time to time.

(m) “*Significant Agreement Report*” means a Report in which the majority position on the technical issues subject to the Review Request has received the approval of 66% or more but less than 90% of the TWG Subcommittee Members, based on a weighted vote calculated in accordance with Section 6(e).

(n) “*Staff*” means the staff and officers of the BITAG, including its Executive Director.

(o) “*TWG*” means the Technical Working Group, a technical working group of BITAG established pursuant to the Bylaws, which shall be governed by the Bylaws, this Governance Manual and other operating procedures adopted by the TWG from time to time.

(p) “*TWG Designee*” means an individual that has been designated by a TWG Representative as his or her designee for purposes of serving on a TWG Subcommittee. All TWG Designees must meet the technical requirements set forth in Section 7.3 of the Bylaws

(q) “*TWG Observer*” means an individual that is listed as an observer of the TWG or any TWG Subcommittee thereto as set forth in the Bylaws.

(r) “*TWG Subcommittee*” means a subcommittee of the TWG which shall be responsible for evaluating Review Requests.

(s) “*TWG Subcommittee Member*” means a TWG Representative or TWG Designee that has joined a TWG Subcommittee in accordance with Section 5(b).

2. TWG Representatives and Observers

The Bylaws outline the process by which each Participating Member in the BITAG shall designate a TWG Representative to serve on the TWG on his, her or its behalf and the process by which other Members and non-Members can be listed as TWG Observers in the TWG and TWG Subcommittees.

3. TWG Qualifications

Individuals involved in TWG or TWG Subcommittee technical deliberations, including any TWG Representative, TWG Designee or TWG Observer, must demonstrate that they meet the technical qualifications set forth in the Bylaws.

4. **TWG Review Requests**

(a) **Submission of Review Requests.** Technical issues that fall within the mission of the TWG can be brought before the TWG in one of the following ways:

(i) by the motion of a majority of the TWG Representatives, based on a weighted vote calculated in accordance with Section 6(e);

(ii) by a Review Request filed by a governmental agency (no Filing Fee required);

(iii) by a Review Request filed by any Participating Member or Observing Member along with the payment of the Member Filing Fee; or

(iv) by a Review Request filed by any non-Member along with the payment of a Non-Member Filing Fee.

(b) **Filing Fees.** The Fee Schedule is set forth in Schedule A. The Filing Fee for every type of Review Request submitted to the TWG in accordance with Sections 4(a)(iii) and (iv) is due upon the filing of a Review Request application and the application will not be deemed complete unless the Filing Fee is received. The Board may modify or amend the Fee Schedule from time to time without obtaining the consent of the TWG, notwithstanding Section 10 to the contrary.

(c) **Review Request Requirements.** Any Review Request must be submitted using the Review Request template attached hereto as Schedule B, as the same may be amended from time to time in accordance with Section 10. Each Review Request submitted must comply with the following requirements:

(i) the request must be germane to the TWG and its mission; and

(ii) the request should:

(A) identify the requesting party(ies),

(B) reasonably describe the underlying technical issue,

(C) identify any potentially adverse parties, and

(D) articulate why technical analysis of the underlying technical issues by the TWG would inform the public and policymakers on the underlying technical issues.

(d) **Staff Evaluation of Review Requests.** Staff will use good faith efforts to refer all properly-submitted Review Requests to the TWG for review in a timely manner. Staff may, but is not required to, recommend that the TWG not review the technical issues underlying a Review Request if:

(i) the Review Request does not satisfy the Review Request requirements outlined in Section 4(c);

(ii) Staff reasonably determines that the Review Request was submitted by an individual or entity that has repeatedly submitted spurious Review Requests;

(iii) Staff reasonably determines that the Review Request focuses too much on non-technical issues and/or TWG's review would not help inform the public and policymakers on the underlying technical issues; or

(iv) Staff reasonably determines that other exigent circumstances make TWG review inappropriate.

(e) **Acceptance and Rejection Reports.** Staff will create a report of all rejected Review Requests. Staff will promptly make such report available to all TWG Representatives and will publish a quarterly Review Request rejection report publicly.

(f) **Rejection and Appeal.** If Staff rejects a Review Request application pursuant to Section 4(d), it shall provide a written notification to the applicant with a reasonable explanation of why the application was rejected. Applicants may appeal a rejection to the TWG and Staff's rejection may be overturned if a petition requesting review is signed by at least one TWG Representative from each of BITAG's Member Categories. If a Review Request is rejected and not appealed or the rejection is affirmed on appeal, any Filing Fee paid with respect to that Review Request will be refunded.

5. **Establishment and Composition of TWG Subcommittees**

(a) **TWG Subcommittee Establishment.** After a Review Request is received and accepted for review Staff will notify the TWG of the Review Request and Staff will either establish a TWG Subcommittee or refer the Review Request to an existing TWG Subcommittee to evaluate the Review Request. Staff will also be responsible for making determinations regarding request priority, staging of Review Requests such that the TWG and any TWG Subcommittee are not over-burdened, and whether to consolidate multiple requests. Staff will use reasonable efforts to establish a TWG Subcommittee or refer a Review Request to an established TWG Subcommittee in a timely manner but Staff can, in good faith, take into account the overall workload of the TWG and its TWG Subcommittees in making determinations regarding request priority and staging of Review Requests. Upon the establishment of a TWG Subcommittee, a Chair shall be appointed as set forth in Section 1(a).

(b) **TWG Subcommittee Composition.**

(i) Each TWG Subcommittee shall be open to all TWG Representatives. Once a Review Request is referred to an existing TWG Subcommittee or a new TWG Subcommittee is established in response to an accepted Review Request, Staff will notify TWG Representatives electronically that a Review Request has been referred to a TWG Subcommittee, providing copies of the Review Request application and other relevant information regarding the technical issue underlying the Review Request. TWG Representatives (or their TWG Designees) will have ten (10) business days (unless a longer timeframe is established by the

Chair) to elect whether to join the applicable TWG Subcommittee. The Chair may elect to waive the ten (10) business day registration requirement with respect to a particular TWG Representative or TWG Designee if the Chair reasonably believes that: (1) a TWG Representative's or TWG Designee's participation, as the case may be, in the TWG Subcommittee is necessary or appropriate; (2) good cause exists for why the TWG Representative or TWG Designee did not initially join within the deadline; and (3) admission would not substantially undermine general application of the ten (10) business day registration policy or materially delay action on the Review Request. The Chair will strive to ensure the TWG Subcommittee is composed of a diverse group of TWG Representatives and that each Membership Category is adequately represented.

(ii) A TWG Representative may elect to join a TWG Subcommittee and/or have his or her TWG Designee(s) join the TWG Subcommittee. A TWG Representative and his or her TWG Designee(s) may both join a TWG Subcommittee, subject to the reasonable discretion of the Chair. In any event, only one vote of the TWG Representative or TWG Designee(s) will be counted if a vote is called, and in the event of a conflict between the two, the vote of the TWG Representative will control.

6. TWG Subcommittee Operations

(a) **Review Shot Clock.** Following expiration of the TWG Subcommittee registration period outlined in Section 5(b)(i), the TWG Subcommittee shall have one hundred twenty (120) days to evaluate the Review Request and develop a Report (the "**Review Shot Clock**"). If the Chair believes in good faith that additional time beyond the Review Shot Clock period is required to obtain Near-Uniform Agreement on the Report, he or she can extend the period by up to thirty (30) days.

(b) **Striving to Achieve Near-Uniform Agreement.** The Chair will work to develop Near-Uniform Agreement and will, with input from the TWG Representatives (or TWG Designee(s)) on the TWG Subcommittee, determine when such Near-Uniform Agreement is achieved. The Chair can use straw polls or other reasonable methods to assess when sufficient agreement exists to declare that Near-Uniform Agreement has been achieved.

(c) **Obtaining Near-Uniform Agreement without a Vote.** The Chair will notify TWG Subcommittee Members once he or she believes that the Report has been completed and that he or she believes that Near-Uniform Agreement has been achieved in accordance with Section 6(b). Unless a TWG Subcommittee Member submits a written request to submit the Report to a vote within ten (10) days of receiving the Chair's notice that Near-Uniform Agreement has been achieved, the Report will be designated a Near-Uniform Agreement Report and will be circulated and published in accordance Section 8.

(d) **Requesting a Vote on the Majority Opinion.** If a TWG Subcommittee Member requests a vote under Section 6(c), the Report will be subject to a weighted vote calculated in accordance with Section 6(e). The purpose of the vote will be to determine what percentage of TWG Subcommittee Members support the Majority Opinion contained in the Report. Based on the weighted vote, the Report will be designated as either:

- (i) a Near-Uniform Agreement Report;
- (ii) a Significant Agreement Report; or
- (iii) an Informational Report.

(e) **Calculation of Votes.** In calculating votes on the TWG Subcommittee, the TWG Subcommittee Member votes shall be weighted by the Member Category affiliation of a TWG Representative (or his or her TWG Designee) with each Member Category being allocated an equal percentage of the total vote. By way of example, but not limitation, as long as there are five (5) Member Categories in the BITAG, each Member Category will be allocated twenty percent (20%) of the total vote. Each Member Category shall have its equal percentage of the total vote regardless of: (i) how many TWG Representatives (or TWG Designees) of a Member Category are TWG Subcommittee Members, or (ii) the number of TWG Representatives (or TWG Designees) in a Member Category that vote on the Majority Opinion in a Report. To be clear, if a TWG Representative and his or her affiliated TWG Designee(s) are both TWG Subcommittee Members, only one vote will be counted with a preference for the vote of the TWG Representative.

To calculate a vote of the TWG Subcommittee Members and determine the percentage of TWG Representatives (or TWG Designees) in a Member Category that supports the Majority Opinion in the Report, (A) the number of TWG Representatives (or TWG Designees if the affiliated TWG Representative is not a TWG Subcommittee Member or does not vote on the Report) in each Member Category casting a vote in favor of the Majority Opinion in a Report, divided by (B) the total number of TWG Representatives (or TWG Designees if the affiliated TWG Representative is not a TWG Subcommittee Member) in that Member Category that is a TWG Subcommittee Member, and that quotient shall then be divided by (C) the number of Member Categories of BITAG as of the date of such vote. The percentages so derived for each Member Category shall be aggregated. If the aggregate is:

- (i) less than 66%, the Report shall be deemed an Informational Report;
- (ii) 66% or greater but less than 90%, the Report shall be deemed a Significant Agreement Report; and
- (iii) 90% or greater, the Report shall be deemed a Near-Uniform Agreement Report.

(f) **Anonymity of Votes.** Except for the numerical outcome of the vote with respect to the total percentage and aggregate percentage vote of each Member Category, the TWG Subcommittee voting shall be confidential, and the Staff and Chair shall not reveal how any TWG Subcommittee Member voted on the Majority Opinion in the Report.

7. Report Contents

Each Report issued by a TWG Subcommittee will contain the following information, at a minimum:

- (a) on the cover page of the Report, it will indicate whether the Report is a Near-Uniform Agreement Report, Significant Agreement Report or Informational Report;
- (b) a summary of the Review Request that is the subject of the Report, including a thorough review of technical issue(s) evaluated and information pertaining to the individual or entity filing the Review Request;
- (c) the TWG Representatives and TWG Designees that were TWG Subcommittee Members;
- (d) if a vote was requested by any TWG Subcommittee Member, the Report will outline the aggregate percentage that the Majority Opinion received and the percentage the Majority Opinion received from each Member Category but the Report, under no circumstances, will identify how any individual TWG Representative or his or her TWG Designee voted;
- (e) the Majority Opinion, including supporting technical analysis;
- (f) material minority, conflicting or dissenting opinions raised by TWG Subcommittee Members that were considered but not included in the Majority Opinion, including the technical analysis supporting such material minority, conflicting or dissenting opinions;
- (g) if the Report is designated as an Informational Report, the Majority Opinion, if any, within such Report will not be deemed to be an official TWG position; instead, the Report will outline the various material technical opinions raised by TWG Subcommittee Members and provide underlying technical analysis supporting each position; and
- (h) if the TWG Subcommittee's Report is crafted as an advisory opinion of the TWG, the advisory opinion will consider the following factors, as appropriate: (i) whether a technical practice is used by others in the industry; (ii) whether alternative technical approaches are available; (iii) the impact of a technical practice on other entities; (iv) whether a technical practice is aimed at specific content, applications or companies; and/or (v) other relevant factors considered by the TWG Subcommittee.

8. Report Circulation and Procedural Disputes

(a) Prior to the final publication of the Report but after the Executive Director has declared Near-Uniform Agreement pursuant to 6(c) and any vote on the Majority Opinion has been conducted in accordance with Section 6(d), the final draft of the Report will be circulated to the entire TWG. During the ten (10) business day period following transmittal, any TWG Representative, TWG Observer, Participating Member or Observing Member may file a complaint if he, she, or it reasonably believes that the TWG Subcommittee failed to follow the procedures outlined in this Governance Manual or operated outside of the scope of its mission as outlined in the Bylaws. Such complaint should clearly identify the written policies or procedures of the TWG or TWG Subcommittee that were not followed or how the TWG Subcommittee operated outside the scope of the TWG mission. Any such complaint will be first referred to the TWG Subcommittee for consideration. The Chair, in consultation with the TWG Subcommittee Members, will evaluate the merits of the complaint, provide a written response addressing the

complaint and, if the Chair deems necessary, take steps to cure any valid procedural deficiencies raised by the complaint.

(b) If the complainant is not satisfied with the steps taken by the TWG or TWG Subcommittee, the complainant may file an appeal to the Board, which appeal must be filed within five (5) days of receiving notice of the actions taken by the TWG or TWG Subcommittee. The Board may (but is not required to) entertain any appeals raised, but its review will be limited solely to whether the TWG and the TWG Subcommittee complied with the Governance Manual and conducted itself within the scope of the TWG's mission. For avoidance of doubt, the Board may not evaluate the substance of the Report generated by the TWG Subcommittee except to ensure that such Report did not exceed the scope of the TWG's mission. If the Board refuses to hear the complaint or concludes that the TWG and TWG Subcommittee acted in accordance with the Governance Manual and within the scope of the TWG's mission, it shall provide a written explanation of its decision to the complainant. If the Board agrees with the merits of the complaint, it shall identify how the Report fell outside of the mission of the TWG and/or the procedural defects and, if procedural defects, refer the issue back to the TWG (or TWG Subcommittee) to resolve such procedural defects. The Board shall make its determination regarding the merits of any complaint within thirty (30) days of the appeal being filed with the Board.

9. TWG Subcommittee Expectations

Each TWG Representative and TWG Designee on a TWG Subcommittee will be expected to:

- (a) commit the resources necessary for drafting, reviewing and discussing technical issues within the agreed timeframes;
- (b) attend TWG Subcommittee meetings;
- (c) participate fully in all TWG Subcommittee work and, based on the TWG Representative's or TWG Designee's knowledge and experience in the subject, provide technical input into the Work Product being prepared;
- (d) fully and impartially comment on proposals and provide substantive reasons for the non-acceptance of proposed changes;
- (e) track and monitor project progress;
- (f) ensure that relevant interests in the subject matter, not readily apparent, be made known to the TWG Subcommittee (i.e., declare conflicts of interest other than conflicts that are readily apparent by virtue of such individual's affiliation with a particular company or organization or that would require the person to divulge confidential or competitively sensitive information); and
- (g) otherwise comply with any rules and codes of conduct established by the TWG and BITAG.

10. Modifications to this TWG Governance Manual

(a) Staff will regularly review the TWG processes and may propose modifications to the TWG processes. If Staff believes that these governance procedures should be substantially modified, amended, supplemented or restated, the Staff will refer the issue to the TWG and the TWG will establish a TWG Subcommittee responsible for reviewing and making recommendations regarding any such modifications, amendments, supplements or restatements of this Governance Manual. If the majority of the TWG Subcommittee Members, weighted based on Member Category in accordance with Section 6(e), recommends that such modification is necessary, the proposed modification will be referred to the Board in accordance with the modification provisions set forth in the Bylaws. Additionally, the TWG can take up, on its own initiative, reviews of the TWG Governance Manual and shall refer the matter to a TWG Subcommittee for review in accordance with the foregoing provisions.

(b) Any modifications to this Governance Manual proposed by a TWG Subcommittee must be approved by the Board in accordance with the modification provisions set forth in the Bylaws. The Board may not make procedural modifications to the TWG processes unless such modifications are approved by a TWG Subcommittee established for that purpose in accordance with the modification provisions set forth in the Bylaws.

(c) Notwithstanding the foregoing, TWG and Staff may adopt written procedures that implement the terms of this Governance Manual without obtaining the consent of the Board so long as such procedures do not explicitly or implicitly amend, modify or negate any provision of this Governance Manual or the Bylaws.

Schedule A

Review Request Filing Fee Chart

Filing Fee for 2011:

Industry Tier (revenue)	Member	Non-Member
Above \$5B	\$6,000	\$30,000
\$1B to \$5B	\$6,000	\$15,000
\$100M to \$1B	\$6,000	\$13,500
Under \$100M	\$6,000	\$12,000
Trade Association Tier (budget)	Member	Non-Member
Any Size Budget	\$25,000	\$30,000
Community Representative Tier (budget)	Member	Non-Member
Any Size budget	\$1,000	\$5,000
Individual Tier	Member	Non-member
Any Individual	\$1,000	\$5,000

Schedule B

Template Review Request Application

BITAG Review Request Application and Instructions

The Broadband Internet Technical Advisory Group, Inc. (BITAG) is an independent non-profit organization, whose mission is to bring together engineers and other similar technical experts to develop consensus on broadband network management practices or other related technical issues that can affect users' Internet experience, including the impact to and from applications, content and devices that utilize the Internet.

REVIEW REQUEST FORM

1. Requesting Party Details

Name of Organization	
Address of Organization	
Organization URL	
Name of Submitter	
Position and Title of Submitter	
Submitter Email	
Submitter Phone #	
BITAG Member (Y or N)	

2. Description of Underlying Technical Issue and Why TWG Review Would Inform the Public and Policymakers Please fully describe the underlying technical issue here. Attach additional documents or information as necessary. For example: relevant diagrams, illustrations, reports, studies, specifications, or standards. URLs to each of these are helpful as well.

3. Identify Any Potential Adverse Parties (attach additional page(s) if necessary)

Name	Reason for Adversity

4. Filing Fee

Review requests will not be considered complete or examined until we receive the requisite filing fee. There is a significant administrative and operational burden to each review, and BITAG asks those who submit requests to shoulder some of that burden. Please contact reviewrequest@bitag.org about submitting your filing fee.

Filing Fee for 2011:

Industry Tier (revenue)	Member	Non-Member
Above \$5B	\$6,000	\$30,000
\$1B to \$5B	\$6,000	\$15,000
\$100M to \$1B	\$6,000	\$13,500
Under \$100M	\$6,000	\$12,000
Trade Association Tier (budget)	Member	Non-Member
Any Size Budget	\$25,000	\$30,000
Community Representative Tier (budget)	Member	Non-Member
Any Size budget	\$1,000	\$5,000
Individual Tier	Member	Non-member
Any Individual	\$1,000	\$5,000

5. Declaration

The information provided in this request is true to the best of my knowledge. I understand that upon submission, this request and any attached documents become the property of BITAG, Inc. I also understand that all review requests must be germane to the Technical Working Group (TWG) and its mission. Further, I understand that BITAG reserves the right to reject any request not filled out properly, not germane to the TWG mission, or where the requisite filing fee is not received.

DATE: _____

SIGN: _____

PRINT: _____

BITAG REVIEW REQUEST APPLICATION INSTRUCTIONS

General Instructions

Who can use the Review Request form? Anyone with a network management issue or other technical issue may submit a request to BITAG in order to have it reviewed. Just to be clear though, simply submitting a request does not mean it will automatically be taken up by BITAG and its Technical Working Group (TWG). The request must be approved and submitted with the appropriate filing fee.

How to use the Review Request form? The Review Request form must be filled out in its entirety in order for your review request to be approved. We will need your contact information, the organization you are affiliated with (if any), a description of the technical issue and how review of such by the BITAG TWG will better inform the public and policy makers, additional technical documentation that will be helpful to BITAG in making its decision, a short list of the parties that may be adverse to your own position on the technical issue requested for review, and the filing fee. Finally, you will need to confirm the information provided in the application is true and correct to your knowledge, along with other declarations.

Then simply email the completed and signed application (along with additional technical documentation) back to BITAG at reviewrequest@bitag.org.

Section by Section Instructions

→1. Requesting Party Details

In this subsection, you must provide contact information for yourself and your organization (if applicable). Please provide:

- **Name of Organization** – Please enter the name of the organization that you are submitting the BITAG Review Request on behalf of. If you are submitting the Request on behalf of yourself as an individual, please enter “SELF.”
- **Address of Organization** – Please enter in the address of the organization that you are submitting the BITAG Review Request on behalf of. If you are submitting the Request on behalf of yourself as an individual, please enter your own mailing address.
- **Organization URL** – Please enter in the website address or URL of the organization that you are submitting the BITAG Review Request on behalf of. If you are submitting the Request on behalf of yourself as an individual, please enter your personal website address or URL or simply leave blank.
- **Name of Submitter** – Please enter your full legal name.
- **Position and Title of Submitter** – Please enter your position and title at the organization you are submitting the BITAG Review Request on behalf of. If you are submitting the Request on behalf of yourself as an individual, please leave blank.
- **Submitter Email** – Please enter your email address. If the BITAG Review Request is being submitted on behalf of an organization, please use your email at that same organization.
- **Submitter Phone Number** – Please enter a phone number that BITAG Staff can reach you at.
- **BITAG Member** – Please inform BITAG of whether you or your organization is already a BITAG Member.

→2. Description of Underlying Technical Issue and Why Technical Working Group (TWG) Review Would Inform the Public and Policymakers

In this subsection, use the space provided to describe the underlying technical issue that you are requesting the BITAG TWG to review. This should at a minimum include relevant: diagrams and illustrations of the network management technique or technical issue, reports and studies on the same, any specifications or standards that are related to the issue or technique (for example ANSI, ISO, IEEE, IETF, ITU-T, etc), as well as the URLs where each of the above can be found on the Internet.

Please also describe how TWG review will help inform the public and policymakers. Attach any additional documents or information that you feel would be helpful.

→3. Identify Any Potential Adverse Parties

In this subsection, please list the names of any parties that may have adverse interests to your own on the technical issue that is the subject of this review request and the reasons for such. If additional space is required, please attach a separate document with the additional names and information.

→4. Filing Fee

Review requests will not be considered complete or examined until we receive the requisite filing fee. There is a significant administrative and operational burden to each review, and BITAG asks those who submit requests to shoulder some of that burden. Please contact reviewrequest@bitag.org about submitting your filing fee.

The filing fee schedule for 2010/11 is:

Industry Tier (revenue)	Member	Non-Member
Above \$5B	\$6,000	\$30,000
\$1B to \$5B	\$6,000	\$15,000
\$100M to \$1B	\$6,000	\$13,500
Under \$100M	\$6,000	\$12,000
Trade Association Tier (budget)	Member	Non-Member
Any Size Budget	\$25,000	\$30,000
Community Representative Tier (budget)	Member	Non-Member
Any Size budget	\$1,000	\$5,000
Individual Tier	Member	Non-member
Any Individual	\$1,000	\$5,000

→5. Declaration

In this subsection, the submitter must affirm that the information is true and correct and that they understand the application will be rejected if not completed properly, if it is not germane to the TWG Mission, or is not accompanied by the filing fee.

Additional Information on How the Request for TWG Review Will Be Reviewed by BITAG Staff

When the BITAG Review Request reaches the BITAG Staff the process is straightforward:

- **FIRST**, the request is received electronically via email.
- **SECOND**, the BITAG Staff will check to make sure the Review Request has been filled out completely and correctly. The Staff will also confirm whether BITAG has received the filing fee.
- **THIRD**, the BITAG Staff will review the substance of the request to ensure it is germane to the Mission of the Technical Working Group and may properly be reviewed by BITAG. Upon completion of this stage, the Request will either be rejected or approved.
- **FINALLY**, the BITAG Staff will inform the submitter by email of whether the Review Request has been accepted or approved:
 - If the Request has been rejected, you will also receive a list of reasons why the Request was rejected. If you feel the Request is rejected in error, you may contest that rejection. To initiate that process please contact us at reviewrequest@bitag.org.
 - If the Request has been approved, you will receive notification of the next steps.

Once the Review Request is approved, BITAG will begin the internal processes necessary for the Technical Working Group (TWG) to start its deliberations.