

ANNEX 3: MECHANISM AND STANDARD FORMAT FOR ECC RECOMMENDATIONS

A3.1 INTRODUCTION

- A3.1.1 ECC Recommendations should be the outcome of a consultation process on matters of harmonization in the communications regulatory field. Administrations are encouraged to apply them, though implementation is on a voluntary basis.
- A3.1.2 There are four main elements to the Recommendation making mechanism: development and approval, implementation, amendment, and withdrawal.

A3.2 DEVELOPMENT AND APPROVAL

- A3.2.1 The Plenary or the appropriate Working Group(s) or other ECC entities if authorized to do so in their terms of reference shall decide whether a new item of work should lead to a Recommendation.
- A3.2.2 Where more than one entity is involved, before work is started, the involved entities should agree the responsible entity. In case an ECC Recommendation is developed by a decision of the Plenary, the responsible entity is designated by the Plenary.
- A3.2.3 The responsible entity developing a draft ECC Recommendation should take account as appropriate of its regulatory consistency and enforceability.
- A3.2.4 The responsible entity is expected to liaise with ETSI to inform it of the draft ECC Recommendation¹ asking for comments and feedback.
- A3.2.5 Draft Recommendations shall follow the standard format.
- A3.2.6 A draft Recommendation agreed by the responsible entity for Public Consultation shall be notified to Members by the Office using e-mail. A copy of the draft shall be placed within the CEPT website consultation area for downloading by members, as advised in the email. Providing no objections to proceed to Public Consultation are received by the Office from any Member within two weeks of this notification, the draft Recommendation is considered to be approved for Public Consultation to be carried out during a minimum period of six weeks. If such an objection is received, the draft Recommendation shall be placed on the agenda of the next responsible entity meeting for decision on Public Consultation. In cases where there is no consensus the voting procedure in accordance with Article 12.2.15 of the Rules of Procedure shall be applied.
- A3.2.7 In cases where the ECC Plenary approves draft Recommendations for Public Consultation, this will proceed without the notification referred to in A3.2.6.
- A3.2.8 The responsible entity shall consider the results of the Public Consultation when approving the draft Recommendation. However, draft Recommendations tasked by the ECC shall be submitted to the Plenary for approval.

¹ On spectrum matters

A3.2.9 If no agreement can be reached, the responsible entity shall present the draft Recommendation to the Plenary together with the comments received. The Plenary shall decide on the approval of the Recommendation, preferably by consensus. In cases where this is not possible, a voting procedure in accordance with Article 12.2.15 of the Rules of Procedure shall be applied.

A3.2.10 The final text of the ECC Recommendation shall be included as an annex to the Minutes of the meeting at which it is approved, published in the documentation area of the CEPT website.

A3.3 IMPLEMENTATION

A3.3.1 Members are strongly urged to respond to periodic questionnaires from the Office that facilitates the publication of a complete list of relevant ECC Recommendations and the extent of their implementation by ECC Members.

A3.4 REVIEW

A3.4.1 Every Recommendation can be reviewed following a request by an ECC entity or following the guidance of the Plenary, to update the frequency bands indicated in the Recommendation or other information, taking into account an initial assessment made by an ECC entity and any other relevant information. The time for such reviews is not strictly established. As a consequence of a review, the responsible ECC entity or the Plenary shall decide whether to maintain, amend or withdraw the Recommendation. If the decision of the responsible ECC entity is not unanimous, a final decision is taken by the Plenary.

A3.5 AMENDMENT²

A3.5.1 The Plenary or the responsible entity shall decide whether or not a process to amend a Recommendation should start.

A3.5.2 With the exception of amendments in accordance with paragraphs A3.5.3 and A3.5.3bis below the development and approval of an amended Recommendation should follow the provisions of section A3.2 above.

A3.5.3 Amendments of editorial nature, that is, amendments relating to the correction of editorial errors, such as typographical errors or errors in calculations or any other similar oversight as well as updates of factual information, e.g. references to standards, provided that these corrections or updates do not impact on the original recommends part of the Recommendation, would not require a Public Consultation.

A3.5.3bis Also national information included in a Recommendation, typically in annexes/appendices, may be updated by means of communication between the country in question and the Office, without Public Consultation. The latest date of update of national information is to be identified at the bottom of the relevant page, stating "Edition of < date >".

A3.5.4 On the approval of the amended Recommendation, the previous Recommendation is automatically withdrawn.

² These provisions are also applicable to ERC and ECTRA Recommendations.

A3.5.5 Previous versions of amended Recommendation shall be kept in the documentation area of the CEPT website except in the case of corrected Recommendations where the amendments are limited to the correction of errors.

A3.5.6 Unless agreed otherwise, the reference number of the amended Recommendation remains unchanged, but the new version should have a reference next to the title, stating: "Amended" < place, date >".

A3.5.6bis For amended Recommendations in accordance with Article A3.5.3, the reference number shall remain unchanged, but the new version shall have a reference next to the title, stating

"Corrected < date >" or "Updated < date >" depending upon the nature of the amendments.

A3.6 WITHDRAWAL

A3.6.1 When it is considered by the Plenary or the responsible entity that a Recommendation is no longer valid or needed, the Plenary or the responsible ECC entity shall take a decision on its withdrawal or replacement by another Recommendation. If the decision of the responsible ECC entity to withdraw is not unanimous, a final decision is taken by the Plenary.

A3.6.2 A withdrawn Recommendation shall be kept in the documentation area of the CEPT website with the following note: "Withdrawn" or "Withdrawn – Replaced by ECC/REC/(XX)YY", where (XX)YY refers to the reference number of the new Recommendation that replaces the old one.

A3.7 STANDARD FORMAT FOR ECC RECOMMENDATIONS

A3.7.1 The standard format for ECC Recommendations can be downloaded from the ECC website or from this [link](#).