

## **Operating Procedures of the ATIS Open Access Network Forum**

### **1. Mission**

The Open Access Network Forum (OANF) brings together industry stakeholders to develop deployable, interoperable technical standards and a practical commercial playbook for open-access networks in North America. OANF provides a collaborative forum to align technical, operational, and commercial practices; identify gaps; and produce implementation guidance that reduces integration friction, supports scalable deployment, and accelerates adoption across the North American market.

### **2. Participation**

Participation in the OANF is open to ATIS members and to other service providers, manufacturers, distributors and developers of information and communications technology products and services. All OANF members must comply with ATIS [U.S. Export Administration Regulation \(EAR\) Policy](#).

With the approval of the leadership, subject matter experts may be invited to attend specific meetings. These invited guests must abide by these Operating Procedures and may not participate in consensus decisions.

### **3. Leadership**

The OANF is led by a Chair and Vice Chair (or Co-Chairs). The initial Chair and Vice Chair (or Co-Chairs) of the OANF will be appointed by ATIS to serve two years. At the end of this initial term, the leadership will be elected by the OANF members to serve two-year terms, with a limit of two consecutive terms. The election is by a simple majority of those OANF members casting votes. If there are multiple candidates and no one candidate receives a simple majority on the first ballot, a second ballot is held between the top two vote-receiving candidates.

### **4. Meetings**

It is anticipated that most, if not all, meetings will be virtual. Face-to-face meetings, if needed, will be scheduled at least two weeks in advance. ATIS will prepare and distribute meeting agendas and meeting notes.

### **5. Decision Making/Quorum**

With the exception of leadership elections, the OANF makes decisions via “consensus.” Consensus is established when substantial agreement (more than a simple majority, but not necessarily unanimity) has been reached among OANF members. All views and objections must be considered, and a concerted effort made toward their resolution. A member’s silence is perceived as agreement.

A quorum is not required.

### **6. Working Groups**

The OANF may decide via consensus to create working groups. The leadership of working groups will be appointed by the OANF Chair (or Co-Chairs). Input from the working groups will be presented to the OANF for approval.

## 7. Contributions

The OANF is contribution driven. Members should strive to submit contributions in advance of meetings. Each contribution or document submitted to the initiative is subject to an unlimited perpetual, non-exclusive, royalty-free, world-wide right, and license to ATIS of any copyrights in such contribution.

As a general rule, any contributions that are subject to any requirement of confidentiality or any restriction on its dissemination will not be considered.

## 8. Antitrust

ATIS operates in accordance with applicable antitrust and competition laws. Sensitive topics (prices, contract terms, etc.) should be avoided.

## 9. Patents

If the group develops deliverables that refer to or require use of patented inventions:

- No discussion of patent licensing terms may occur within ATIS; and
- The disclosure of patents relevant to ATIS deliverables as early as possible is encouraged; such disclosures must be made in writing to the ATIS General Counsel.

If a patented invention is essential to a deliverable, ATIS' [Patent Policy applies](#). Under this policy, an irrevocable assurance must be received from a patent holder if a patented invention is essential to a deliverable that:

- He does not hold or currently intend on holding any invention that would be required for compliance with the proposed deliverable; or
- A license will be made available under reasonable and non-discriminatory terms and conditions.

## 10. Communications

Formal communications conveying an OANF position and those communications from the OANF to external organizations must be approved by the OANF. The ATIS General Counsel shall review, prior to distribution, all proposed communications to regulatory, legislative, or governmental bodies, as well as any other sensitive material.

## 11. Revisions to the Operating Procedures

These Operating Procedures are maintained by ATIS. Proposed revisions to these procedures may be submitted in writing by any OANF member to the ATIS General Counsel along with the supporting rationale for the proposed change. Proposed revisions will be submitted to the OANF members for approval. Approved revisions will be effective upon publication.

## 12. Questions

Questions or comments about these Operating Procedures may be directed to: Thomas Goode, General Counsel, at [tgoode@atis.org](mailto:tgoode@atis.org). ATIS shall be responsible for the interpretation of these Operating Procedures.