



**GUIDING RULES ON NGMN RFI PROCESS & SESSIONS IN VIENNA  
- Version 1.0, September 3<sup>rd</sup>, 2009 -**

1. Registration of RFI Session LAs

- 1.1. LA shall notify its interest to receive the RFI documents by E-Mail to [NGMN Office](#) from 17<sup>th</sup> August to 2<sup>nd</sup> September 2009.
- 1.2. Registration for presentation during one of the Vienna sessions by E-Mail to [NGMN Office](#): registration requested ASAP (for organisation and logistical reasons).
- 1.3. Registration will be closed on 3<sup>rd</sup> October 2009 cob (18:00 CET).
- 1.4. RFI Sessions are planned for 14<sup>th</sup> and 15<sup>th</sup> October 2009 in Vienna..

2. NGMN RFI Documents

- 2.1. RFI text will be published in WinWord format on NGMN website.
- 2.2. Notification that the RFI text is available from the NGMN website on 3<sup>rd</sup> September 2009 and E-Mail from the NGMN Office to all listed interested LAs.
- 2.3. RFI text will be provided together with Guiding Rules on RFI Process & Sessions.
- 2.4. Each LA response to the RFI shall be delivered, preferably by E-Mail, in WinWord format (may be a .zip compressed package) to [NGMN Office](#) on 3<sup>rd</sup> October 2009 at the latest cob (18:00 CET).
- 2.5. Supporting presentations for each LA shall be provided in PowerPoint format to [NGMN Office](#) at the latest on 9<sup>th</sup> October 2009 cob (18:00 CET).
- 2.6. Prior to their own session, LA may change the contents of these presentations and will deliver their actual presentation to the Chairman.
- 2.7. After the sessions, each LA will have an opportunity to provide a final documentation as explained in 6.

3. Communication during RFI Process

- 3.1. During the RFI Process, the sole contact point shall be the [NGMN Office](#). Communications should be made preferably by E-Mail.
- 3.2. NGMN Office shall collect all responses on RFI.
- 3.3. If a LA raises a question which may be of general interest to the other LAs, NGMN Office shall share the question and its answer among all LAs.
- 3.4. Questions of principle interest will be shared with NGMN IPR Board Working Group.

4. Confidentiality during RFI Process

- 4.1. All communication between NGMN Partners is confidential (per NGMN Partner agreement).
- 4.2. LA candidate to the RFI process should sign a separate NDA with NGMN Ltd. (to protect any confidential information).



5. Presentation at RFI Sessions

- 5.1. Timeslots for presentations will be communicated by NGMN Office in advance (on 5<sup>th</sup> October at earliest).
- 5.2. Presentations will be done in alphabetical order of LAs.
- 5.3. Each presentation will have two parts: Part 1 – Presentation; Part 2 – Questions & Answers.
- 5.4. Each registered LA will be granted a presentation session of maximum 2 hours.
- 5.5. Each LA may choose how best to organize its own timeslot; however, 1 hour max. for each part seems a reasonable indication.
- 5.6. 2-3 presenters from each LA will be allowed.
- 5.7. No other LA presence allowed during each LA presentation.
- 5.8. Each LA shall leave the presentation room after its own presentation.
- 5.9. LAs may use this opportunity to meet informally with NGMN Partners present outside LA presentation and NGMN Partners restricted sessions, e.g. at informal dinner on 14<sup>th</sup> October 2009.
- 5.10. Chairman of RFI sessions will be the Legal Counsel NGMN.
- 5.11. No minutes will be recorded.
- 5.12. LAs will be allowed to send in clarifications after the sessions.

6. Final Documentation of RFI Sessions

- 6.1. Final PowerPoint presentations from LAs as approved by each LA shall be E-Mailed to [NGMN Office](#) before 30<sup>th</sup> October 2009 cob (18:00 CET).
- 6.2. Clarifying statements from LAs which have been handed in shall be incorporated into their WinWord response to RFI and E-Mailed to [NGMN Office](#) before 30<sup>th</sup> October 2009 cob (18:00 CET).
- 6.3. Final documentation shall be made available by NGMN Office only to registered NGMN Partners by end of November 2009.

7. Documentation of RFI Responses prepared by NGMN Office for NGMN Members

- 7.1. NGMN Office will prepare and deliver two sets of documentation: the first one with the initial response to the RFI and the second one with the final documentation (including the final presentation).
- 7.2. Documentation will only contain: RFI text, response LA1, response LA 2, response LA 3, etc. in alphabetical order.
- 7.3. Documentation will not contain any other information.
- 7.4. Documentation will not make any change to RFI responses.
- 7.5. Documentation will be made available to NGMN Partners registered for the RFI session
- 7.6. Documentation will be in Adobe PDF format (security features: watermark for each participating NGMN Partner, cut and paste: no, print: yes).
- 7.7. Documentation will be prepared by NGMN Office.
- 7.8. The final NGMN documentation may be used by the Partners as any other NGMN document and will not be published outside NGMN Partners.

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