



---

# PROCEDURE

---

## Consultation

Version 1.0

Issue Date: 27<sup>th</sup> May 2006

---

This document contains proprietary information and, except with written permission of Telecommunications Regulatory Authority (TRA), such information shall not be published or disclosed to others, or used for any purpose and the document shall not be copied in whole or in part.

---

COPYRIGHT 2006 · TELECOMMUNICATIONS REGULATORY AUTHORITY · TRA · ALL RIGHTS RESERVED

---

Telecommunications Regulatory Authority "TRA"  
P O Box 26662  
Abu Dhabi, United Arab Emirates  
Tel: +971 2 6212222 Fax +971 2 6212227  
[www.tra.ae](http://www.tra.ae)

## Revision Control

Version:	Issue Date:	Reason for Revision:
1.0	24 <sup>th</sup> May 2006	

## Table of Contents

1. Introduction.....	1
2. Invitation to Comment.....	1
3. Format of Response .....	1
4. Request for Consultation Extension of Time.....	2
5. TRA Replies to Requests for Consultation Extension of Time.....	2
6. Confidentiality .....	3
7. Language.....	3

## 1. Introduction

The TRA may, at its sole discretion, invite participants to provide their views on a given subject. The TRA is not obliged to undergo a consultative procedure for any matters within the responsibility of the TRA nor is the TRA under any obligation whatsoever to make comments about and/or accept and/or put into force any comments received from participants.

## 2. Invitation to Comment

Invitations to comment shall be delivered on the issuance date to participants via fax or by hand, and if sent by fax, then the original will be delivered to people designated by participants to receive such documents.

Alternatively, invitations to comment may appear on the TRA's website:

[www.tra.ae](http://www.tra.ae)

In all cases, invitations to comment shall be assigned a due date and shall specify a person/postal address or email address by which to transmit the reply.

## 3. Format of Response

Participation in invitations to comment is voluntary. If a participant chooses to respond, the participant shall:

- a. Ensure that responses are submitted to the TRA in a timely manner. Responses provided after the due date and without an extension of time granted by the TRA shall not be taken into consideration by the TRA; and
- b. Furnish the responses in a format requested by the TRA. In the absence of a prescribed format, the information shall be presented in an organized and clear manner; and
- c. Provide as part of the response a contact name, address, email address, phone and fax number details

#### **4. Request for Consultation Extension of Time**

In rare cases, there may be unavoidable reasons for a delay in a response to a consultation, in which case:

- a. Participants shall request an extension of time, in writing;
- b. Such requests must be received by the TRA within a reasonable time before the due date;
- c. Participants shall provide detailed reasons for their request; and
- d. Participants shall request a reasonable due date which does not unnecessarily prolong the process. All requests for extensions of time due dates must specify a calendar date that is a working day of the TRA.

#### **5. TRA Replies to Requests for Consultation Extension of Time**

In all cases, participants must anticipate that requests for extension of time may not be granted.

The TRA will respond to requests for extension of time as soon as possible after receipt. Requests for extensions made within three days before the due date may automatically be denied.

The TRA may deny requests for extension of time in full or in part, or may agree to a request but modify the requested due date or the TRA may agree in full.

Requests for extension of time shall be the exception, not the rule. Decisions to extend due dates are made at the sole discretion of the TRA.

## **6. Confidentiality**

When submitting a response to the TRA, any confidential information shall be clearly marked.

## **7. Language**

The TRA will accept responses in either Arabic or English, however a professional English translation may be requested in cases when responses are submitted in Arabic.