



INTERNATIONAL TELECOMMUNICATION UNION

**TELECOMMUNICATION
DEVELOPMENT BUREAU**
ITU-D STUDY GROUPS

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SECOND MEETING OF STUDY GROUP 1: GENEVA, 30 AUGUST - 3 SEPTEMBER 1999
SECOND MEETING OF STUDY GROUP 2: GENEVA, 6 - 10 SEPTEMBER 1999

FOR ACTION

STUDY GROUPS 1 AND 2

SOURCE: CHAIRPERSONS OF STUDY GROUPS 1 AND 2

TITLE: PROPOSED GUIDELINES FOR RAPPORTEURS

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Action required:

The meeting is invited to give its approval for implementation of the attached proposed guidelines for Rapporteurs.

This document contains proposed guidelines for the work of the Rapporteurs with their extended role in the ITU Development Study Groups. They have been approved by the meetings of Study Groups 1 and 2 Management Teams and the Telecommunication Development Advisory Group in April 1999, who made minor modifications.

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PROPOSED GUIDELINES FOR THE ROLE OF RAPPORTEURS AND THEIR COLLABORATORS

Introduction

These guidelines have been prepared to provide the Study Group Rapporteurs with a comprehensive set of information to aid them in the performance of their enlarged duties in the Development Sector. They will be of particular value to those who may be newly appointed as Rapporteurs, but all will find it useful.

Suggestions for improving these guidelines should be made to the Study Group management team.

1. Principles for the management of Rapporteur's Groups

- 1.1 Effective, informed and motivated Rapporteurs and Rapporteur's Groups are the key to the success of studies within ITU-D Study Groups.
- 1.2 Rapporteurs should be given maximum flexibility within the constraints defined in the relevant WTDC-98 Resolution 3. Study Groups and BDT should make every effort to support and streamline the functions of Rapporteur's Groups.
- 1.3 Study Groups are responsible for the ultimate progression of work through the Rapporteur's Group. Once the collaborators in a Rapporteur's Group have had sufficient time to discuss and develop the studies, the work should be progressed to the Study Group for consideration.
- 1.4 Rapporteur's Groups should make maximum use of electronic communications.
- 1.5 Joint Rapporteur's Groups (JRGs) between Study Groups 1 and 2 in the Development Sector may be governed by these guidelines. However, for JRGs with other Sectors the guidelines should be those used by the two Sectors. It is better to identify such guidelines when creating such Joint Groups, preferably with the terms of reference, with clear identification to whom they should report and where the final decisions will be taken.

2. Appointment of Rapporteurs

- 2.1 Rapporteurs are appointed by a Study Group in order to progress the study of a Question and to develop new and revised reports, opinions and recommendations. Rapporteurs may have responsibility for one or more Questions or topics.
- 2.2 Because of the nature of the studies, Rapporteur appointments should be based both on expertise of the subject to be studied, and the ability to coordinate the work.
- 2.3 Clear terms of reference for the work of the Rapporteur should be added to the defined Question by the Study Group, if so needed.

3. Rapporteur's checklist

- 3.1 Establish a group of collaborators, often referred to as a *Rapporteur's Group*, to participate in the progress of the study. An updated list of collaborators should be provided at each Study Group meeting.

- 3.2 Establish a work programme in consultation with the group of collaborators. The work programme should be reviewed periodically by the Study Group and contain the following:
- list of tasks to be completed;
 - target dates for milestones;
 - results anticipated, including titles of output documents;
 - liaison required with other groups, and schedules for liaisons, if known;
 - proposed meeting(s) of Rapporteur's Group and estimated dates, with request for interpretation, if any.
- 3.3 Adopt work methods appropriate to the group. Use of Electronic Document Handling (EDH), electronic and facsimile mail to exchange views is strongly encouraged.
- 3.4 Act as Chairperson at all meetings of the group of collaborators. If special meetings of the group of collaborators are necessary, give appropriate advance notice.
- 3.5 Delegate portions of the work to Associate Rapporteurs depending on the workload. These appointments may be confirmed by the Study Group.
- 3.6 Keep the management team of the Study Groups regularly informed of the work progress.
- 3.7 Keep the Study Group informed of the progress of work through reports to Study Group meetings. The reports should be in the form of white contributions (when substantial progress has been made such as completion of draft Recommendations or a Report) or temporary documents. The following format is recommended to be used as far as applicable for Rapporteurs' Progress Reports:
- a. brief summary of contents of the report;
 - b. conclusions or titles of reports, opinions or recommendations sought to be endorsed;
 - c. status of work with reference to the work programme, including baseline document, if available;
 - d. draft new or revised reports, opinions or recommendations, or reference to source documents containing the Recommendations;
 - e. draft liaisons in response to or requesting action by other Study Groups or organizations;
 - f. reference to normal or delayed contributions considered part of assigned study and a summary of contributions considered at Rapporteur's Group meetings;
 - g. reference to submissions attributed to collaborators of other organizations;
 - h. major issues remaining for resolution and draft agenda of future approved meetings, if any;
 - i. list of attendees at Rapporteur's meetings held since the last progress report;
 - j. list of normal contributions or temporary documents containing the reports of all Rapporteur's meetings since the last progress report.
- NOTE: The Progress Report may make reference to the meeting reports in order to avoid duplication of information.
- 3.8 Ensure that liaison statements are submitted as soon as possible after all meetings, with copies to the Study Group Chairpersons and BDT. Liaison statements must contain the information described on the *Template for liaison statements* described in Annex 1 attached hereto. BDT may provide assistance in distributing the liaisons.

3.9 Oversee the quality of texts up to and including the final text submitted for approval.

4. Meetings of the Group

- 4.1 ITU-D members who have the expertise and are willing to contribute to help progress the work of the Rapporteur should so indicate. The Rapporteur will include the individual on the list of active collaborators. However, participation is open to all ITU-D members. If outside experts are essential to progress the work in a particular work area, the Rapporteur may extend an invitation to such expert(s) for a specific meeting.
- 4.2 Members of the Rapporteur's Group should help progress the work through inputs submitted via e-mail/EDH, facsimile, regular mail or at meetings of the group of collaborators.
- 4.3 Rapporteurs should convene meetings only when there is a clear need and sufficient inputs have been received or promised from collaborators.
- 4.4 The intention to hold meetings should be agreed in principle at a Study Group meeting. (Under exceptional circumstances, the Study Group Chairperson - in consultation with BDT and with the members of the Rapporteur's Group - may approve a meeting not previously publicized at the Study Group meeting.) The Rapporteur should provide the following information about the meeting to the Study Group:
- meeting objectives
 - draft agenda
 - chairperson (usually the Rapporteur)
 - dates (or tentative dates)
 - venue (if already known)
 - deadline for submission of inputs (or the intent to submit inputs) by collaborators
- 4.5 The meeting should be publicized with as much notice as possible (normally at least two months prior to the date proposed) via Study Group reports and via TIES, for example. The Rapporteur should send confirmation of the date and place of the meeting to the collaborators, the Study Group chairperson and BDT at least four weeks before the meeting. Rapporteurs may cancel a meeting if it is discovered that there is not sufficient input or a sufficient number of collaborators planning to attend a meeting. Rapporteurs should notify the collaborators, the Study Group chairpersons and BDT of such cancellation.
- 4.6 Rapporteurs should prepare a meeting report for each Rapporteur's meeting held and submit it as a temporary document to the Study Group. The meeting report should include:
- date(s), venue and chairperson;
 - attendance list with attendee affiliation;
 - agenda;
 - summary of inputs;
 - summary of results;
 - liaison statements sent to the other Study Groups or organizations.

Template for liaison statements

Information to be included in the liaison statement:

1. List the appropriate Question numbers of the originating and destination Study Groups.
2. Identify the Study Group or Rapporteur's Group meeting at which the liaison was prepared.
3. Include a concise title appropriate to the subject matter. If this is in reply to a liaison statement, make this clear, e.g. "Reply to the liaison statement from (*source and date*) concerning"
4. Identify the Study Group(s), if known, or other organizations to which sent.
NOTE: Can be sent to more than one organization.
5. Indicate the level of approval of such liaison statement, e.g. Study Group, or state that the liaison statement has been agreed at a Rapporteur's Group meeting.
6. Indicate if the liaison statement is sent for action or comments, or for information only.
NOTE: If sent to more than one organization, indicate this for each one.
7. If action is requested, indicate the date by which a reply is required.
8. Include the name and address of the contact person.

NOTE: The text of the liaison statement should be concise and clear using a minimum of jargon.

Example of a liaison statement:

QUESTIONS : 11/1 of ITU-D Study Group 1 and 11/2 of ITU-D Study Group 2
 SOURCE : ITU-D, Rapporteur's Group for Question 9/2
 MEETING : Geneva, September 1999
 TITLE : Request for information/comments - Reply to liaison statement from Question 16/1

LIAISON STATEMENT

TO : ITU-D, ITU-T, ITU-R, WP1/4, etc.
 APPROVAL : Agreed to at the Rapporteur's Group meeting
 FOR : ITU-R WP1/4 for action; others for information
 DEADLINE : Reply by 22 May 2000
 CONTACT : [Name], Rapporteur for Question [number]
 [Administration/Organization/Company]
 [Full address]
 [Tel./Fax/e-mail]
