



INTERNATIONAL TELECOMMUNICATION UNION

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

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Document 2/064-E
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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: DIRECTOR, TELECOMMUNICATION DEVELOPMENT BUREAU

TITLE: REACTIVATION OF THE DRAFTING GROUP ON THE STRUCTURE AND WORKING METHODS OF THE ITU-D STUDY GROUPS

Action required:

The meeting is invited to consider reactivation of the Drafting Group.

Abstract:

The Drafting Group, created during the study period 1995-1998, helped to improve the working methods of the ITU-D Study Groups. More improvements in the streamlining and simplification of procedures and document flow will contribute to the efficiency of the functioning of the ITU-D Study Groups.

1. Introduction and background

During the first study period of the ITU-D Study Groups 1 and 2 (1995-1998), a Drafting Group was created in order to provide more detailed guidelines for the submission and processing of documents, and to study more closely the working arrangements. This resulted in among other things, a template for new Questions and issues to study (section 3A of Appendix to Resolution 4 of WTDC-98), revised Resolutions 3 and 4 WTDC-98, and the establishment of on-line discussion facilities (in development).

2. Present needs

The second study period is just over one year old now. Experience already shows that further improvements are needed - among others - in the following areas:

- a. Meetings of the Management Team (Chairpersons, Vice-Chairpersons, Rapporteurs), Rapporteur's Groups, Joint Groups, etc.
These additional meetings require pre-defined protocol for numbering of documents, and follow-up procedures.

- b. Rapporteur's Progress Reports
Their frequency and processing need to be defined.
- c. Liaison statements
Their use and layout need closer study.
- d. Guidelines for Rapporteurs
Are being presented to the present Study Group meeting (see Document 1/043 - 2/059).
- e. The increased use of electronic document handling (EDH) and the development of on-line discussion methods require guidelines for the document flow.
- f. Titles of the Study Groups
During the World Telecommunication Development Conference 1998, the titles of the two Study Groups were not defined. It might be necessary to give a title to each Study Group.
- g. Reference document
The above-mentioned items, combined with documentation related to the definition of Questions and references to Articles of the ITU Constitution and Conventions as well as Resolutions and Recommendations of World Telecommunication Development Conferences and Plenipotentiary Conferences, could be gathered in one single reference document, to be updated as and when required. The BDT Secretariat will present a first draft structure to the present Study Group meeting (see Document 1/044-2/063).

Streamlining and simplification of procedures will contribute to the efficiency of all involved in the work of the ITU-D Study Groups.

3. Reactivation of the Drafting Group

Considering the above, it is recommended that the Drafting Group be reactivated, comprising representatives from among the two Study Group Management Teams, Associate Rapporteurs and other collaborators, as well as staff from the Study Group Secretariat. The working methods of ITU-R and ITU-T Study Groups may be a basis for establishing more detailed working methods for ITU-D Study Groups, however, taking into account the specific nature and resources of the Development Study Groups.

4. Conclusion

If the idea of reactivation of the Drafting Group is approved, the two Study Groups should agree on the date of its first meeting, with the following mandate:

- Consider the experience gained so far in ITU-R, ITU-T, and particularly in ITU-D
- Consider the issues enumerated under item 2 of this document, and elaborate more detailed working methods
- Establish a timetable of working sessions in order to present a first report for approval to the next meeting of the Management Teams and of the Telecommunication Development Advisory Group in February 2000, and of the Third Study Group Meetings in September 2000.
- The final report of the drafting group will be presented to the Director of the Telecommunication Development Bureau in time for action by the World Telecommunication Development Conference in 2002.