



International Telecommunication Union

# ITU-T Working Methods

Telecommunication Standardization Bureau (ITU/TSB)

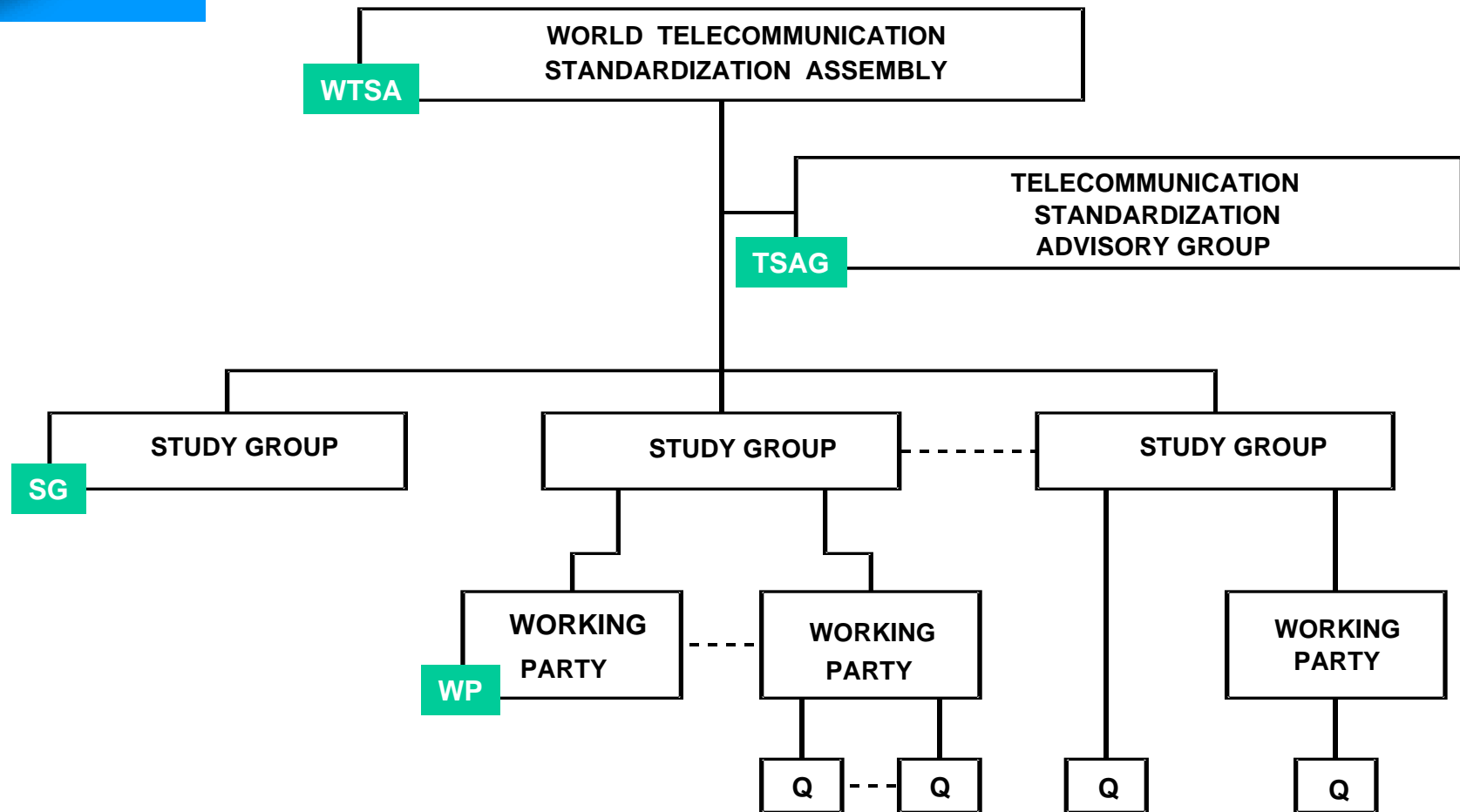
Georges Sebek, [sebek@itu.int](mailto:sebek@itu.int)

Telecommunication Standardization Workshop

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# UIT-T Structure



Q = Question



# Other roles / groups

- Lead Study Groups (Res 1, 2.1.7)

Manage and coordinate ITU-T studies forming a defined programme of work involving a number of SGs

- Focus Groups (Rec. A.7)

Work on well-defined topic and time-schedule for completion

*Ex.: Focus Group on IP Television (IPTV)*

*Focus Group on Security Baseline for Network Operators (SBNO)*

(Participation of non-member experts welcome)

- Intersector Coordination Groups (Res 18)

Established by joint meeting of TSAG and RAG. Coordinates work across Sectors, shall not develop Recommendations, shall prepare reports to the Advisory Groups.

*ICG-SAT on Satellite matters ITU-T, ITU-R (and ITU-D), see Q.10/13 and*

*<http://www.itu.int/ITU-T/othergroups/icg-sat/index.asp>*



## Other activities

### o Workshops/Seminars

Cover the most important topics in modern telecommunication technology and applications

Speakers are renowned telecommunication experts

*Usually free of charge and open to public*

### o ITU-T Special Projects

Study on a major topic, involving multiple Questions from one or several SGs

IMT-2000 Network Aspects, <http://www.itu.int/ITU-T/imt-2000/network.html>, NGN, Security

### o Technology Watch

created by WTSA-04. Technology Watch will survey the ICT environment, focusing on new/emerging technologies and examining market trends in order to capture new topics for standardization work



# Standardization Overview

- Questions (Standards Projects)
  - Approval processes
- Recommendations
  - Traditional Approval Process
  - Alternative Approval Process
- Other document types



## Approval of Questions – Choices available

- Approve new work once every 4 years at Standardization Assembly (WTSA)
  - Convenient periodic check-point
  - This is not sufficient
- Simple process to approve new work or revise existing work projects on a continuous basis
- Note that a Question can also be revised or deleted



# Approval process for Questions

- Proposal submitted to a Study Group (SG)
- Member States and Sector Members present at the SG reach consensus on draft Question and work can begin
- Other relevant SG are informed and TSAG can review the proposed Question
- Question is approved by consensus at next SG meeting (supporters need to be identified), or
- Member States can be consulted if requested by the SG



# Development of Recommendations

- Responsibility for a Recommendation resides within a Question
- The Rapporteur for the Question is responsible for leading the work on the assigned draft Recommendations
- If the workload is significant, Associate Rapporteurs and/or Editors can be appointed
- All work in progress is recorded and the work programme updated as necessary
- The work programme is available on the ITU-T website





## Development of Recommendations

- The work is driven by **contributions** from the membership
- When necessary, assistance, comment may be requested from experts in other SGs or external standardization organization (liaison statement)
- The liaison mechanism also helps for avoiding duplication of work
- If required, a coordination structure can be established (e.g., JCA-NID)



# Development of Recommendations

- Other sources for progressing Recommendations
  - Focus Group deliverables
  - Standards from other SDOs
  - Results from relevant Workshops
  - Guidance from Coordination / Advisory groups (i.e., JCA, TSAG)
- Tools
  - Work programme, Project management, Definitions and Abbreviations database (SANCHO), Questions e-mail exploders, Discussion board, FTP for documentation exchange, e-meetings, face-to-face meetings



## Development of Recommendations

- o Face-to-face meetings. The experts in a Question work area can meet at a Study Group meeting (basically every 8-9 months), at a Working Party meeting (may be organized in between Study Group meetings) or at interim Rapporteur Group meetings.
- o SG and WP meetings are decisional (SG/WP can agree a Recommendation enter the approval process). However, only a SG meeting can decide on the final approval of a Recommendation



## Development of Recommendations

- o SG and WP meetings benefit from the support of the ITU/TSB. They are generally organized in Geneva. However, upon invitation received by Members the meeting may be held outside of Geneva (e.g., April 2006 SG 17 meeting was held in Jeju, Korea). They are officially announced (Collective-letters) by the ITU/TSB
- o Rapporteurs are responsible for the organization of interim Rapporteur Group meetings, including for the logistics, e-meetings,.. The date and venue of these meetings are shown on the relevant SG web page



# Meeting documentation

## o Contributions

or “COM-N” documents. (N=SG number)

Must be submitted at least 10 *calendar days* before the meeting. The source can only be a (or a group of) Member(s) of the ITU-T.

(submitted at least *2 months* before the meeting *if translation is required*)

## o Reports

Official records of SG, WP or Rapporteur Group meetings. To be available shortly after the closure of the meetings ([Rec. A.1](#))



# Meeting documentation

## o Temporary Documents

*Submitted by a meeting 'official' (a member of the SG Mgt. Team, Rapporteur, Editor, etc.) or TSB*

Includes, for example:

- Reports of interim Rapporteur meetings or other activities (Workshop, Seminar, etc.)
- Latest draft text for Recommendations
- Inputs from other SGs known as "liaison statements"
- Inputs from other [Standards Development Organizations](#) (SDOs), forums and consortia, also known as "liaison statements"
- Group reports generated during the meeting



# Other documentation

## ○ Circulars

*Information of general interest*

- Annual [ITU-T meetings schedule](#)
- Announcement of Workshops
- Announcement of Approval and deletion of Recommendations and Questions
- Questionnaire

## ○ Collective-letters

*Invitation to a specific SG/WP meeting*

- with agenda, registration forms, etc.

## ○ AAP Announcements

*Information on Recommendations under AAP process*

- posted on 1st and 16th of every month (*e-version only*)



# Submitting Contributions

## *WHO?*

Any ITU-T member <sup>1)</sup> may submit <sup>2)</sup> contributions using the Templates, preferably electronically

## *HOW?*

### Helpdesk

- e-mail to EDH [tsbedh@itu.int](mailto:tsbedh@itu.int)
- e-mail to SG xx [tsbsgxx@itu.int](mailto:tsbsgxx@itu.int)
- FTP via the Web (*requires TIES account*)

<sup>1)</sup> *and ITU-T Associate*

<sup>2)</sup> *Please consult your home organization for national approval processes*





# Submitting Contributions

## General Directives ([Rec. A.1](#); [Rec. A.2](#))

- Documents are concisely and clearly written to be universally understood
- They are directly related to one or more Questions (*not of purely theoretical interest*)
- Contributors are reminded that early disclosure of patent/software copyright information is desired
  - [Patent Statement and Licensing Declaration Form](#)
  - [Software Copyright Statement and Licensing Declaration Form](#)

[Director's Ad Hoc IPR Group](#)

[ITU-T Patent Database](#)

[ITU-T Software Copyright Database](#)

# Copyright



## Rec. A.1 Clause 3.1.5:

“Material such as text, diagrams, etc., submitted as a contribution to the work of ITU-T is presumed by ITU to have no restrictions in order to permit the normal distribution of this material for discussions within the appropriate groups and possible use, in whole or in part, in any resulting ITU-T Recommendations which are published. By submitting a contribution to ITU-T, authors acknowledge this condition of submission. In addition, authors may state any specific conditions on other uses of their contribution.”

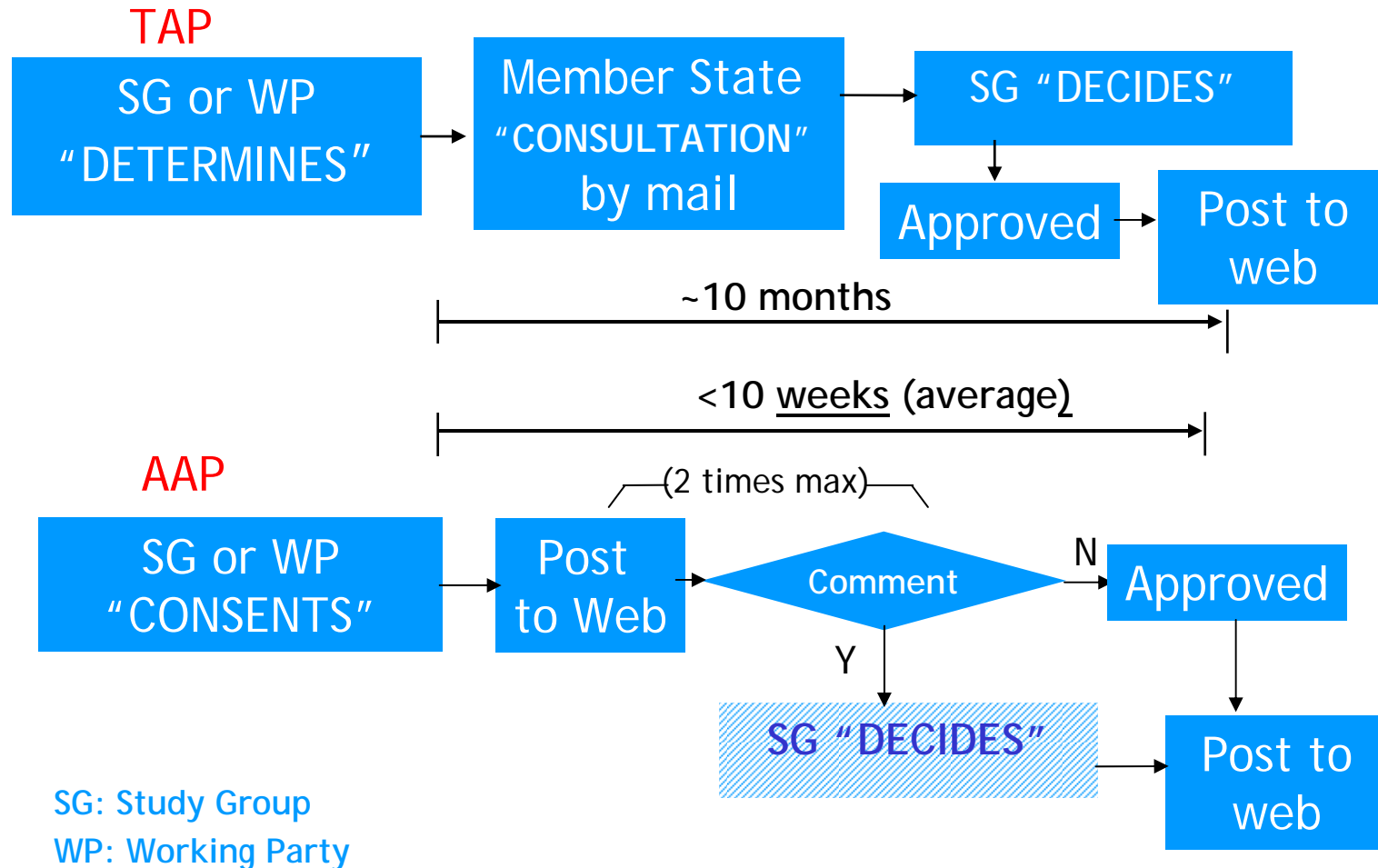


# Access to documentation

- TIES registered users can access Documents (*Contributions, Temporary Documents, Reports*) related to ITU-T SGs and TSAG on the website
  - *Possibility of Bulk/download documents, and*
  - Search for *a specific subject (or document)*
  - *Search for the recently posted documents*
  - *New! Sorting by source or Question*
- Informal FTP areas are available to the Study Groups for their correspondence work e.g., <http://ties.itu.int/u/tsg13/sg13/>



# Recommendation Approval Processes





# TAP and AAP

- o **TAP** - Traditional Approval Process
  - **DETERMINATION** at a physical WP/SG meeting
  - **CONSULTATION** of Member States by mail
  - **DECISION** to approve is taken at next study group meeting, about 9 months later
  
- o **AAP** - Alternative Approval Process
  - **CONSENT** at a physical meeting
  - **E-mail notification** of AAP initiation
  - **LAST CALL** (and **ADDITIONAL REVIEW**) via web
  - If no substantive comments are submitted, Recommendation is approved

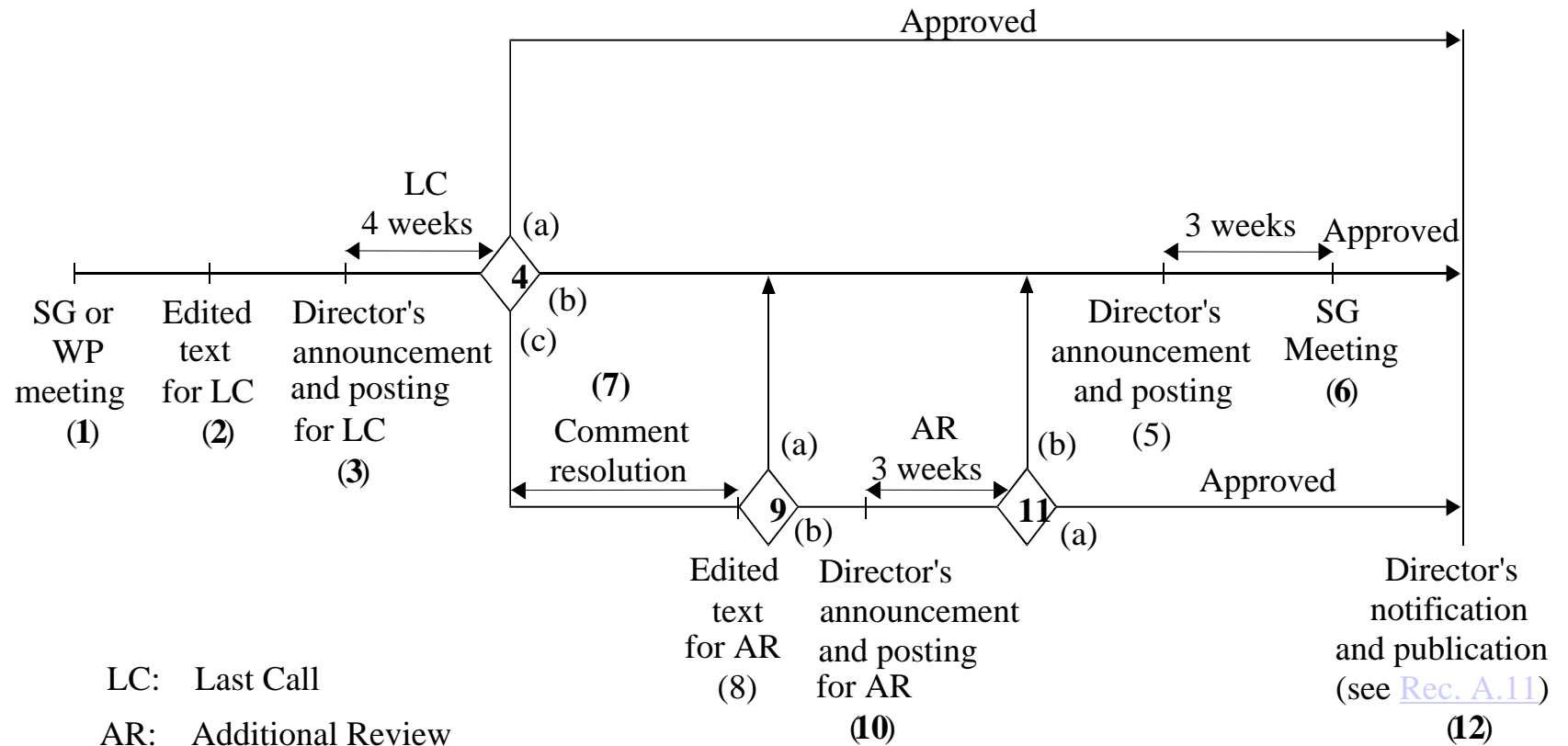


## TAP and AAP

- o A Question is developing Recommendations that are a priori identified as relevant to an approval process (AAP or TAP)
- o A text having policy/regulatory implications will follow the TAP
- o The pre-determined approval process track for a Recommendation may be changed



# AAP sequence



See Figure 1 ([Rec. A.8](#))



# Implementation of the AAP

- AAP announcements (twice a month)
- Web-based
- Comments, search, archives facilities
- Only an authorized person (by the ITU-T Member contact person) can submit comment
  - When comments are received, a resolution process is set up (involving the experts and the commenters)
- <http://www.itu.int/ITU-T/aapinfo/index.phtml>





# Approval time for ITU-T Recommendations

- o Before 1988 4 years
- o 1989-1993 2 years
- o 1993-1996 19 months
- o 1997-2000 10 months
- o Since 2000 AAP: 4 weeks (minimum),  
<10 week (average)  
TAP: 10 months



# Other Approved Documents

- o **Normative** - approved by TAP or AAP
  - Amendments (e.g., Annexes to Recommendations)
  - Corrigenda to Recommendations
- o **Non-normative** - approved by Consensus of Study Group
  - Amendments (e.g., Appendices)
  - Supplements
  - Implementers' Guides
  - Handbooks, Manuals, ...



## Summary

- ITU-T working methods are open and transparent
- Much flexibility is available for the development of Recommendations
- Consensus based-approval
- Timely development of Recommendations to meet the telecommunication market needs
- Maintenance of Recommendations (long term relevance)



o Thank you for your attention