

**INTERNATIONAL STANDARDIZATION  
TUTORIAL****STUDY PERIOD 2010-2013****English only  
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Nadi, Fiji July 2011

**SPECIAL STUDY GROUP G – TEMPORARY DOCUMENT 9****Source:** Working Party 1**Title:** Report of WP1, 6 July 2011

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WP1 met on 6 July 2011 to consider two issues under Terms of Reference approved by SG G (see Annex 1). The list of documents allocated to WP1 is shown in TD2R3 and the list of participants is shown in Annex 2 of this report.

Contributions on Issue 1 (Location) and Issue 2 (Work Methods) were introduced and discussed. The results of the discussions, to be reported to the closing plenary of SG G, are as follows:

**Issue 1: Location**

Noted:

- Other UN organizations, researchers and a mature infrastructure are located in Geneva, and GTO should remain totally in Geneva
- Geneva is very far away for the poor, developing countries
- Decentralized locations will enable greater participation by developing countries
- Can combine keeping administrative functions in Geneva and having competition among other countries for holding and managing meetings and operations of GTO
- Discussions and decisions are more effective when made in one place
- There is no disagreement that the administrative functions remain in Geneva
- There is a linkage between the Location issue, i.e., decentralization, and the Work Methods issue, i.e., use of technology to enable remote participation
- Can establish new, or use existing regional offices to support the operations of the GTO

The Working Party proposes that the administrative functions of GTO remain in Geneva. This includes the General Secretariat (e.g., Finance, Personnel) and the Bureaux of the three Sectors (i.e., Standardization, Radiocommunications and Development). The operations of GTO, as is the current practice of ITU, can be decentralized with meetings held in the regions as well as to continue using existing facilities in the regions and in Geneva. Such distributed operations can be supported by the use of new technologies and working methods to enable remote participation, especially considering the needs of developing countries (see Work Methods, below).

## **Issue 2: Work Methods**

Noted:

- Use of multiple languages will need to be accommodated even with all e-meetings.
- Issues of time zones – to be decided by each group
- Lack of personal contact and communication
- Improved efficiencies and reduced energy use
- New means of decision-making with remote participation can be assisted by training and use of technology
- Developing countries might have difficulties implementing all e-meetings due to lack of appropriate infrastructure
- Developing countries' ability to participate can be enhanced through use of virtual meetings
- Can use both virtual and physical meetings, as appropriate
- On-line discussions (e.g., e-mails) can be moderated, summarized and distributed by the Secretariat so participants can participate in their normal work hours
- GTO meeting procedures will need to accommodate use of e-meetings
- E-meetings include, e.g., teleconferencing, e-mail discussions, videoconferencing, collaborative software, social media

The Working Party agreed that there are benefits from using e-meetings and their use should be allowed. To gain appropriate experience, there should be a trial, for 1 year, of all e-meetings for a selected Study Group (including its subordinate groups) which has active participation from many regions, and then appropriate procedures for GTO be developed based on the experience gained. Until then, both virtual meetings and electronic meetings may be used throughout GTO. Pending further evaluation, GTO may then decide whether or not to require only e-meetings or to continue using both mechanisms.

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## **Annex 1 – Terms of Reference**

The Terms of Reference of the WP are:

- a. Based on contributions assigned to the WP, the background paper (see COM G - TD1) and further discussion at the WP meeting develop recommendations on the UNHCS Proposal assigned to the WP.
- b. Include in the WP report to the SG a discussion of issues related to the assigned Proposal(s) regarding matters of particular concern to developing countries.
- c. WP 1 will address Issue 1 on Location and Issue 2 on Work Methods

## **Annex 2 – List of Participants**

(to be provided by Secretariat)

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