

# **ITU-T Rapporteur and Editor Tutorial**

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## **The Role of ITU-T Rapporteurs and Editors**

**Gary Fishman**

**Pearlfisher International**

**TSAG Chairman (1996-2008)**

# Who are you?

- You are technical experts who have participated in ITU-T meetings
  - Representing your company and/or country
  - Advocating your positions
- Typically you go to a meeting, do your thing, go home
- Leave the organization, management and follow-through to others

# Who have you become?

- As Rapporteur or Editor
  - Plan a work programme in conjunction with SG and WP leadership
  - Stimulate work, facilitate agreements and meet your objectives
  - Be a leader, not an advocate
  - Be neutral
  - Really be neutral
  - Report on progress to the parent body

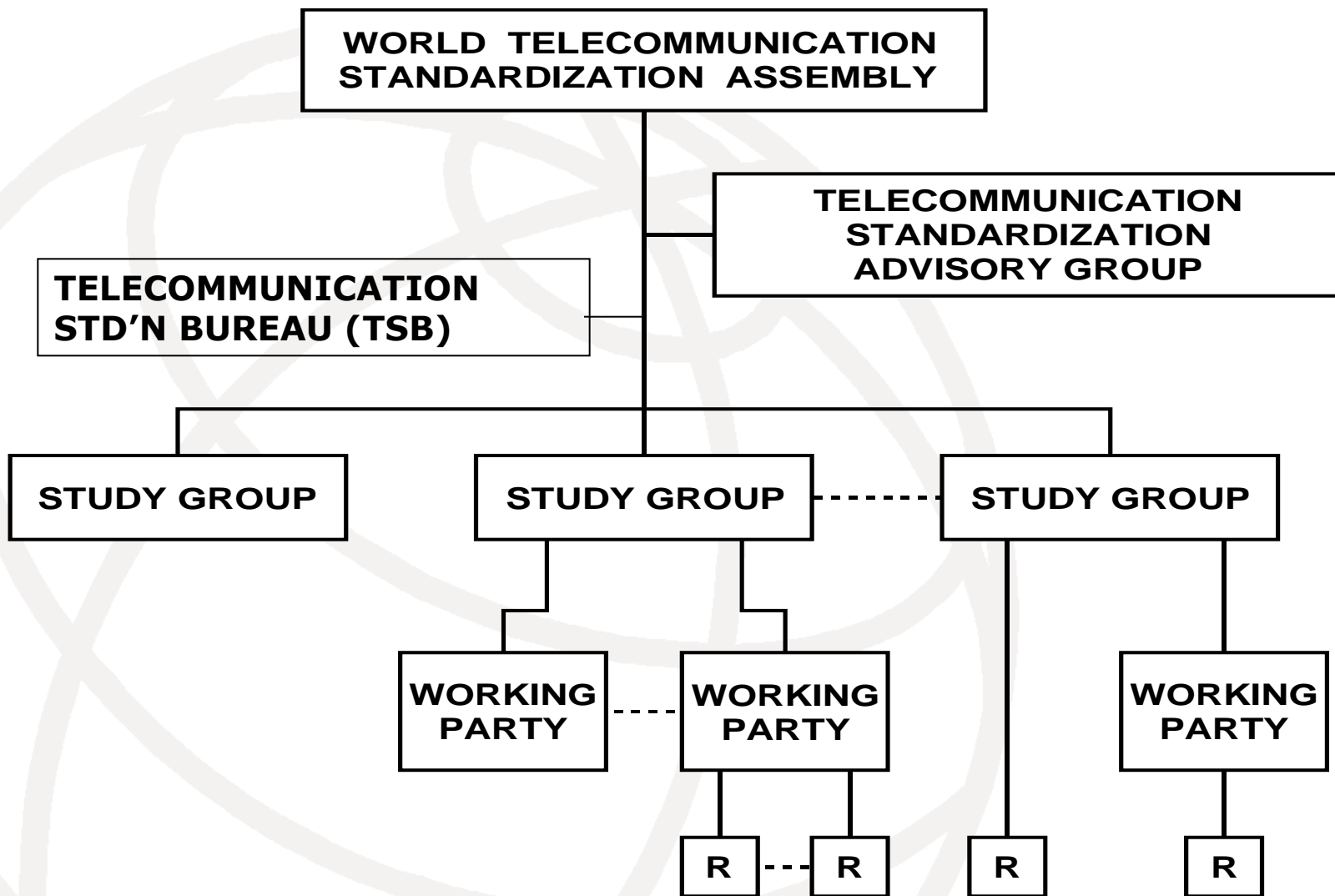
# Role of Rapporteurs and Editors

- You have new roles and responsibilities that go beyond your technical expertise
- You have been put into the inner-circle of study group leadership
- Requires clear understanding and acceptance by your employer, your country and your region of your new role

# What are your rules?

- Resolution 1 – Rules of procedure for ITU-T
  - Basic structural guide for ITU-T
  - Study Group and higher
  - Traditional approval of Recommendations
- Recommendation ITU-T A.1 – Work methods for SGs of ITU-T
  - SGs and lower
  - Role of Rapporteurs in §2.3

# ITU-T Structure



**R = RAPPORTEUR GROUP**

# Where do you fit in?

## ■ Rapporteurs

- ➔ Appointed by WP (or SG) for a term related to the work to be done, not the interval between WTSAs
- ➔ Responsible for a Question, part of a Question or several related Questions

## ■ Editors

- ➔ Proposed by Rapporteur and endorsed by WP (or SG) for a term related to the work to be done, not the interval between WTSAs

# What do Rapporteurs do?

- Report:
  - ➔ Organization of work
  - ➔ Goals
  - ➔ Every meeting
  - ➔ Progress made between parent body meetings
- Assist in resolving comments on draft Recs during approval processes
- Attend all relevant meetings



# What do Editors do?

- Editors EDIT! Full Stop!!!
- Assist Rapporteur prepare texts of draft Recommendations and other publications
  - Accurate record of agreements
  - Proper language, grammar and formatting
- Attend all relevant meetings

# What you DO NOT do

- Rapporteurs DO NOT continue work without a clear need for a new or revised Recommendation
- Editors DO NOT change content
  - Editor Groups are NOT Drafting Groups

# What you DO NOT do

- Rapporteurs and Editors:
  - ➔ DO NOT insert their own ideas in place of other agreements
  - ➔ DO NOT insert their own ideas in the absence of other inputs
- DO NOT abuse or go around the rules – once you lose the trust of your standards colleagues, it might never be earned again

# The rest of this tutorial

- High-level overview of procedures that relate to your roles
- Details on work methods, E-tools and various groups in ITU-T
- Decision-making, consensus and Rec approval procedures
- Inputs and outputs of meetings
- Drafting and revising Recs
- IPR policies and guidelines
- Guides, Templates, Databases



**Thank you**

**Mr. Gary Fishman**

**PEARLFISHER INTERNATIONAL**

**Tel: +1 732 778-9572**

**Fax: +1 732 583-3051**

**[gryfishman@aol.com](mailto:gryfishman@aol.com)**

**Skype: gryfishman**