

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

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## **Rules of Procedure for Rapporteurs**

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Rapporteur/Editor Tutorial:  
Rules of Procedure for Rapporteurs



# Rules governing the ITU

- The ITU Constitution (CS) – treaty document
  - ➔ CS takes precedence over Convention
- The ITU Convention (CV) - treaty document
  - ➔ CV takes precedence over General Rules
- The General Rules of Conferences, Assemblies and Meetings (GR)
  - ➔ GR takes precedence over Sector rules

# Rules governing ITU-T

- WTSA Res 1 – Rules of Procedure for ITU-T
- Rec ITU-T A.1 - Rules of the ITU-T Sector
  - Must be consistent with the higher-level ITU documents
- Other Resolutions and A-Series Recs (see Session 7: Overview of WTSA Resolutions and Recommendations)
- In general, rules of procedure in the GR are used/adapted for all meeting of the Sector, including Rapporteur Group meetings
  - Similarities and differences noted below

# Using the General Rules – carefully!

- The following excerpts from the General Rules can be applied at your meetings
  - For simplicity, there is some paraphrasing
- Understand these rules but be careful when applying them
  - Know the rules but also use your judgment
  - Use rules to facilitate work, not to block work
- The real “Power of the Chair” is not in exercising Power, but in creating an environment which facilitates agreements

# Similarities of Rapporteur rules of procedure and the GRs - 1

- As Chairman: direct deliberations, ensure rules are applied, give floor to speakers, put questions to vote and announce decisions adopted (GR59)
  - All interventions go through the Chair
  - Interventions start and end with “Thank you, Mr/ Madam Chairman”
  - Ensure the meeting is aware when a decision has been made

# Similarities of Rapporteur rules of procedure and the GRs - 2

- Ensure order is maintained, rule on motions, propose discussions be postponed or closed, meeting be suspended or adjourned (GR60)
  - ➔ E.G., Call a “coffee break” to allow opposing parties a chance to talk
  - ➔ Delay discussion and set up ad hoc group
- Protect the right of each delegation to speak freely and fully on the point at issue (GR61)

# Similarities of Rapporteur rules of procedure and the GRs - 3

- Ensure discussion is limited to point at issue, may interrupt a speaker who departs therefrom; request speakers confine remarks to the subject under discussion (GR62)
- Chair may at any time submit proposals likely to accelerate the debates (GR84)
  - ➔ When you do that may be just as important as what you propose
  - ➔ Wait; Listen; Choose your time

# Managing the meeting

- No proposal may be discussed unless supported by at least one other delegation (GR90)
- Speaker must first obtain consent of chair to speak; begin by announcing capacity in which they speak (GR94)
- Meeting may decide how many times one delegation may speak on a point and for how long (GR108)
- Chair can request lengthy speakers to conclude their remarks (GR110)



# Managing the meeting – “Closing the List”

- When:
  - ➔ Discussions are becoming repetitive
  - ➔ No new information is being offered
  - ➔ Too many potential requests for floor
- Announce you are “Closing the List” of speakers in the queue (GR111)
  - ➔ Add speakers to list if requested at that moment
  - ➔ After the final speaker, close the debate, propose a way forward

# Rapporteur rules of procedure – additions/differences from the GR - 1

- Part of the difference is because Rapporteurs/Editors also work between meetings
  - ➔ Work proceeds in a continuous fashion
  - ➔ Can hold more frequent RG meetings
  - ➔ With approval of SG and WP Chairs and TSB, can announce additional meeting at least 2 months before; final approval at least 4 weeks before; invitation sent at least 3 weeks before meeting

# Rapporteur rules of procedure – additions/differences from the GR - 2

- Rapporteurs and Editors can utilize electronic meeting methods and facilities
  - ➔ Refer to E-Meeting Guide: Procedures for Electronic Meetings\*
  - ➔ While TSB does not attend or support Rapporteur Group meetings, TSB can provide valuable expertise in your planning and set-up

\*[http://www.itu.int/dms\\_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf](http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf)

# **Rapporteur rules of procedure – additions/differences from the GR - 3**

- TSB does not announce RG meetings but will post information on SG page
- Rapporteur can invite non-member experts to RG meetings
- Rapporteur must ask “The IPR Question” and record any responses
- Rapporteur should stay within Terms of Reference and agenda of RG meetings

# **Rapporteur rules of procedure – Best Practices**

- Rapporteurs can encourage/stimulate collaborators to make submissions
- Rapporteurs should have good negotiation skills
  - Lead the collaborators to achieve consensus without imposing Rapporteur's own views
  - Aim for win-win solutions
  - Recall the end-game of TAP and AAP before pushing a solution that does not have sufficient consensus

# Rapporteur rules of procedure for external relations

- If RG (SG) initiates request or receives request for cooperation or exchange of information with an external body, follow procedures in Rec ITU-T A.4 (forums and consortia) or Rec ITU-T A.6 (SDOs)
  - Evaluation Criteria in Annex A
  - Establishment Process in Appendix I

# Rapporteur rules of procedure for external referencing

- If your draft Recommendation incorporates, in whole or in part, a normative reference to an approved standard of another body (besides ISO or IEC), you must provide information specified in Recommendation ITU-T A.5, §2.2 for evaluation by the SG or WP
- Due before SG or WP can make **CONSENT** or **DETERMINATION**

# **During AAP or TAP Comment Resolution Processes**

- Rapporteurs are normally called upon to lead the comment resolution process
  - ➔ See Rapporteur/Editor Manual, Annex 1 for Template for AAP comment resolution table
  - ➔ May work by correspondence, by e-meeting or physical meeting for AAP
  - ➔ May chair Question meeting during SG/WP for TAP
  - ➔ Follow appropriate rules for convening and holding those meetings



# Rapporteur/Editor e-procedures

- Make use of e-mail lists and informal FTP areas
- Moderate e-mail discussions to help progress work between meetings
- Use these as another source of alternatives, proposals and discussions, not as a replacement for decision-making normally reserved for meetings

# Rapporteur/Editor reporting\*

- Since TSB is not present at RG or Editor meetings, Rapporteur/Editor is responsible for preparing a report for every meeting
  - ➔ Submit to parent body
- Rapporteur is also responsible to provide a Progress Report to every meeting of the parent body
  - ➔ Suggested format shown in Rec ITU-T A.1, Appendix II

\*see Session 14: Writing Reports

# Responsibility for the final Draft Recommendation

- The Rapporteur is responsible for the quality of the draft Recommendation reported to the SG even if the text is prepared by an Editor
- Rapporteur checklist for improving the quality of Recommendations is in Author's Guide for drafting ITU-T Recommendations, Annex D

# Rapporteurs/Editors have the best of both worlds

- Guidance and structure of general ITU-T procedures with support of an excellent Secretariat
- and
- Continuous working methods and greater flexibility for convening meetings and working outside of meetings



**Thank you**

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# Additional Information

Doc.	Link
Basic Texts (ITU Constitution, Convention and General Rules of Conferences, Assemblies and Meetings of the Union; Resolutions and Decisions of 2010 Plenipot)	<a href="http://www.itu.int/S-CONF-PLEN-2011-ZIP-E.zip">http://www.itu.int/S-CONF-PLEN-2011-ZIP-E.zip</a>
General Rules of Conferences, Assemblies and Meetings of the Union	<a href="http://www.itu.int/net/about/basic-texts/rules.aspx">http://www.itu.int/net/about/basic-texts/rules.aspx</a>
WTSA Resolution 1	<a href="http://www.itu.int/dms_pub/itu-t/opb/res/T-RES-T.1-2008-MSW-E.doc">http://www.itu.int/dms_pub/itu-t/opb/res/T-RES-T.1-2008-MSW-E.doc</a>
Recommendation ITU-T A.1	<a href="http://www.itu.int/rec/T-REC-A.1-200810-I/dologin.asp?lang=e&amp;id=T-REC-A.1-200810-I!!MSW-E&amp;type=items">http://www.itu.int/rec/T-REC-A.1-200810-I/dologin.asp?lang=e&amp;id=T-REC-A.1-200810-I!!MSW-E&amp;type=items</a>
Rapporteurs and Editors Manual (12 February 2010)	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc</a>
E-Meeting Guide: Procedures for Electronic Meetings	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf</a>

# Additional Information

Doc.	Link
Author's Guide for drafting ITU-T Recommendations (March, 2011)	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx</a>
Recommendation ITU-T A.4	<a href="http://www.itu.int/rec/T-REC-A.4-200206-I/dologin.asp?lang=e&amp;id=T-REC-A.4-200206-I!!MSW-E&amp;type=items">http://www.itu.int/rec/T-REC-A.4-200206-I/dologin.asp?lang=e&amp;id=T-REC-A.4-200206-I!!MSW-E&amp;type=items</a>
Recommendation ITU-T A.5	<a href="http://www.itu.int/rec/T-REC-A.5-200111-I/dologin.asp?lang=e&amp;id=T-REC-A.5-200111-I!!MSW-E&amp;type=items">http://www.itu.int/rec/T-REC-A.5-200111-I/dologin.asp?lang=e&amp;id=T-REC-A.5-200111-I!!MSW-E&amp;type=items</a>
Recommendation ITU-T A.5 justification TD e-tool	Bottom of page for each Recommendation found in work programme database at <a href="http://www.itu.int/ITU-T/workprog/wp_search.aspx">http://www.itu.int/ITU-T/workprog/wp_search.aspx</a>
Recommendation ITU-T A.6	<a href="http://www.itu.int/rec/T-REC-A.6-200206-I/dologin.asp?lang=e&amp;id=T-REC-A.6-200206-I!!MSW-E&amp;type=items">http://www.itu.int/rec/T-REC-A.6-200206-I/dologin.asp?lang=e&amp;id=T-REC-A.6-200206-I!!MSW-E&amp;type=items</a>
Recommendation ITU-T A.8	<a href="http://www.itu.int/rec/T-REC-A.8-200810-I/dologin.asp?lang=e&amp;id=T-REC-A.8-200810-I!!MSW-E&amp;type=items">http://www.itu.int/rec/T-REC-A.8-200810-I/dologin.asp?lang=e&amp;id=T-REC-A.8-200810-I!!MSW-E&amp;type=items</a>
Structure of SG XX Informal FTP Area and mailing lists	<a href="http://www.itu.int/ITU-T/studygroups/comXX/edh/ifa-structure.html">http://www.itu.int/ITU-T/studygroups/comXX/edh/ifa-structure.html</a>