ITU-T Rapporteur and Editor Tutorial (Geneva, 28 – 29 November 2011)

Organizing meetings

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Rapporteur meeting: general

- Informal
- Interim activity to progress the work
- Has narrow ToR
- Consensus-building <u>but</u> *not* decision-making
- Normally convened in English
- Secretariat is not present

Rapporteur meeting: for convener

Rapporteur is responsible for planning/convening the meeting

- Documentation
  - Template/layout, numbering, availability, archiving
- Registration
  - Participation of non-members (based on written contributions/active participation, *see also last slide*)
- Reporting to parent WP/SG

Electronic meeting

- Increase in use (live, off-line)
  - Audio-conferences
  - E-mail or forum based discussion threads
  - Web-based collaboration

Electronic meeting [2]

- Important aspects to consider:
  - All concerned experts be informed about them

  - Clear beginning and end times/dates

  - Take time differences into consideration

  - For live events, keep times short (<3 hours), "share the pain"

  - E-Meeting Guide: Procedures for Electronic Meetings http://www.itu.int/oth/T0A0F000007/en

Physical meeting

- Find location

   - usually hosted by some member

   - if not, see if TSB can host the meeting at ITU premises

Rapporteur meeting: funding

- Host pays for the meeting room and technical equipment used (network connection, microphones, loudspeakers, projector, …)

- TSB is NOT involved in financial support for interim meetings

- However!

- - may offer its meeting rooms

- - call back facility if conference call bridge is used

Rapporteur meeting: funding [2]

- RG meetings in Geneva: as soon as possible, ask TSB for room availability
- RG meetings outside Geneva: participants should not be charged for meeting facilities, unless agreed in advance by the study group and on an exceptional and fully justified case
  - Caveat: no participant should be excluded from participation if he or she is unwilling to pay the charge
  - Additional services offered by the host shall be voluntary, and there shall be no obligation on any of the participants resulting from these additional services

Rapporteur meeting:
six steps to follow

- Pre-authorize
- Plan
- Authorize
- Confirm
- Hold
- Report

Rapporteur meeting: pre-authorization

- At SG or WP meeting, obtain agreement in principle to hold a RG meeting

- Provide
  - Host, venue, dates (tentative or confirmed)
  - ToR for the meeting (e.g. items for discussion)
    - Controversial topics: need to be more specific

Rapporteur meeting: pre-authorization [2]

- Normally at *least 2 months* notice

- List of pre-authorized RG meetings are posted in the SG home page

- Urgent cases: SG management can authorize holding non-planned RG meetings
  - Announcement needs to go out with extra antecedence

Rapporteur meeting: planning

- TSB does not circulate convening letters for meetings below working party level

  – notice is posted on the SG web page, as provided by the Rapporteur, and update it as needed

  – Rapporteur is responsible for circulating meeting notices to the concerned experts (e.g. via mailing lists) soliciting contributions and participation

Rapporteur meeting: planning [2]

- Rapporteur meetings, **as such**, should not be held during working party or study group meetings

  - Discussion on a Question during the SG/WP meeting is <u>not</u> a meeting of the <u>Rapporteur Group</u> - it is just part (i.e., a *session*) of the SG/WP meeting

  - During SG & WP meetings, the more relaxed rules at RG meetings are not applicable

    - document approval, submission deadlines, documentation availability

Rapporteur meeting: authorization

- Authorization by SG management
  - Typically: by the SG chairman in consultation with TSB and the concerned WP chair
  - Management can agree on a different arrangement

- Three criteria to be met:
  - clear terms of reference
  - sufficient documentation to be discussed
  - sufficient number of participants / membership representation

- Further considerations
  - collocated with other related Questions?
  - strategic importance of holding the meeting

Rapporteur meeting: confirm

- Circulate confirmation of date and venue:
  - After authorization by SG management
  - *At least three weeks* before the meeting to participants

- Copy to TSB and SG & WP chairmen

- Update displayed in the SG website

Rapporteur meeting reports

- Obligation, as a TD, before the start of the next meeting of the parent group
  - If contains draft Recs: as much as possible *at least six weeks* before the meeting

- Should include:
  - Date, venue and chairman
  - Attendance list with affiliations
  - Agenda of the meeting
  - Summary of technical inputs & results
  - Result of IPR roll call
  - LSs sent to other organizations

Rapporteur meeting reports [2]

- Additionally: stable archive of meeting documents needed
  - Default: SG Informal FTP Area (TIES account needed)

- Transparency of the process
  → concise, clear, timely

Thank you!

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Acronyms

- IFA — Informal FTP Area
- IPR — Intellectual Property Rights
- ITU-T — International Telecommunication Union – standardization sector (delegates)
- LS — Liaison Statement
- PP — Plenipotentiary Conference
- Rec — Recommendation
- RG — Rapporteur Group
- Res — Resolution
- SG — Study Group
- TD — Temporary Document
- TIES — Telecommunication Information Exchange Service
- ToR — Terms of reference
- TSB — Telecommunication Standardization Bureau of ITU (secretariat to ITU-T)
- WP — Working Party

Rapporteur group meetings organization: reference

- Rec ITU-T A.1 §s 2.3.3.6, 2.3.3.10, 11, 13, 14, 15

Participation of non-members

- ## WTSA-08 Res.1 §2.3.1:

  … Chairmen of meetings may invite individual experts as appropriate.

- ## PP-06 Res.135 *resolves 3*:

  that the participation of other observers in conferences, assemblies and meetings of the Union shall be guided by the terms of Annex 3 to this resolution

- ## PP-06 Res.135 Annex 3:

  Based on long-standing practice, the participation in ITU Sector meetings such as study groups or their subordinate groups by those organizations which have no status in ITU other than that of observers in an advisory capacity may include the submission of contributions and oral interventions in meetings.