ITU-T Rapporteur and Editor Tutorial

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Writing Reports

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Overview on Writing Reports

- General thoughts and specific instructions on writing good reports
  - Guidance from Recommendation ITU-T A.1 and some additional advice
- Purposes of good reports
- What should be in your reports
  - Meeting reports
  - Progress reports

General thoughts on reports

- Should be clear, concise and timely
- May be the only place to determine who participated and who submitted which proposals (IPR aspects)
- Use English Language Style Guide, Author's Guide, templates
- Will be starting point for:
  - Experts' new work
  - Next meeting planning

General – for Rapporteurs

- Meeting reports include results of discussions
- Meeting reports also contain edited text for new and revised Recs
  - Should be posted as soon as possible
  - Both the substance and actual texts are needed by the members for further work at home and for future contributions

General – for Editors

- After a meeting, Editor should follow-up quickly and submit a new document with the edited text
  - First check with TSB to ensure starting with the correct baseline document
- Members should use that text to submit new contributions showing revision marks against this official text

Meeting Reports - Requirements

- Rec ITU-T A.1, §2.3.3.12:
  - Rapporteur shall prepare a meeting report for each RG meeting
  - Submit as TD to the next SG/WP meeting
  - Include:
    - date, venue, agenda, chairman
    - attendance list with affiliations
    - summary of inputs, results and outgoing liaison statements

Meeting Reports – Requirements (continued)

- Rapporteurs will ask, during each meeting, whether anyone has knowledge of patents or software copyrights, the use of which may be required to implement the Recommendation being considered. <u>The fact that the question was asked shall be recorded in the meeting report, along with any affirmative responses.</u>

- Generally report is drafted by the end of the meeting, then cleaned up for posting

Additional views (1)

- A meeting report is NOT meeting minutes

- Include required information, e.g.:

  - Agenda

  - Participant list (if not found elsewhere)

  - Title and source of each document with a very short summary of what it says

  - Concise report on the highlights of any discussion

  - Clear statement of the resulting decision of the group.

Additional views (2)

- Be brief
  - State the issue fairly
  - Give the main points accurately
  - State conclusions
- Do not use judgmental language
- Include verbatim comments only when specifically requested
- Sensitive agreements should be recorded exactly as agreed – do not paraphrase!

Example report template from one WP chair

- Sections of the meeting report

  1. Main report
  2. Table of texts for CONSENT / DETERMINATION / AGREEMENT
  3. Status of Recommendations
  4. Liaison statements
  5. Interim meetings

Progress Reports - Requirements

- Recommendation ITU-T A.1, 2.3.3.6:

  - Rapporteurs "submit a progress report to each of the parent group's meetings in the form of a TD to be submitted as soon as possible and not later than the first day of the meeting; when such a TD contains draft new or revised Recs, then it is encouraged, where possible, that it be submitted at least six weeks prior to the parent group's meeting"

Rapporteur progress report format Rec ITU-T A.1, App II

a) brief summary of contents of report;

b) conclusions or Recs sought to be endorsed;

c) status of work with reference to work plan, including baseline document if available;

d) draft new or draft revised Recs;

e) draft liaisons to other SGs or organizations;

f) reference to, and summary of, contributions considered at RG meetings;

g) reference to submissions attributed to collaborators of other organizations;

h) major issues remaining for resolution and draft agenda of future approved meeting, if any;

i) response to question on knowledge of patents;

j) attendees at all meetings since last progress report

Rapporteur progress report format Rec ITU-T A.1, App II

- Meeting report shall clearly indicate in its title the Question no., venue, date. In general, title shall be of form "Rapporteur Report Q.x/x".

- Any draft Recs shall be in separate TDs (one per Rec). Title of TD shall be "Draft new/ revised/ amendment N to/(etc.) Rec ITU-T X.x: title"

- Progress report may make reference to meeting reports in order to avoid duplication.

Problems with Reporting

- Rec ITU-T A.1, §3.2.8 - Contributions shall not be included in reports as annexes, but should be referenced as needed

- RG documentation has not been preserved/archived as it should be

  - Reports have served as a way to reconstruct when and what contributions were submitted, as well as discussions and conclusions

In summary, on writing reports:

- When reporting from a leadership position, such as Chair of a Question meeting, Rapporteur or Editor:
  - Do not abuse your position
  - Do not change substance under the name of editorial fixes
  - Do not use a report as a way to try to increase the stature of a contribution
  - Fulfill your commitments

From a Chairman's bag of tricks

- To help you achieve your long-term objectives, when you write a report:
  - Think ahead; plan ahead
    - Look ahead at least 2 meetings
  - What "hooks" can you put into your meeting report that will help you set the stage for the next meeting(s)?

Thank you

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Additional Information

Doc.	Link
Rec ITU-T A.1	http://www.itu.int/rec/T-REC-A.1-200810-I/dologin.asp?lang=e&id=T-REC-A.1-200810-I!!MSW-E&type=items
ITU-T Basic Template for Reports, Contributions, TDs	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000A0002MSWE.docx
ITU-T Liaison Template	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000B0004MSWE.docx
Rapporteurs and Editors manual (12 February 2010)	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc
Author's Guide for drafting ITU-T Recommendations (March, 2011)	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx
ITU-T Recommendation Skeleton Template	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000C0002MSWE.docx
English Language Style Guide	http://www.itu.int/SG-CP/docs/styleguide.doc
Work Programme Database	http://www.itu.int/ITU-T/workprog/wp_search.aspx