

ITU-T Rapporteur and Editor Tutorial (Geneva, 6 – 7 September 2012)

Role of the Secretariat

Gary Fishman

**Pearlfisher International
TSAG Chairman (1996-2008)**

ITU General Secretariat - elements related to Rapporteurs/Editors

- Conferences and Publications Dept
 - ➔ Infrastructure (and interpreters)
 - ➔ Documentation, including translation
 - ➔ Publication and Promotion, including translation
- Information Services
 - ➔ Infrastructure and services
- Legal Affairs Unit (under Office of the Sec-Gen)

Telecommunication Standardization Bureau (TSB) – elements related to Rapporteurs & Editors

- **Director** – Malcolm Johnson
- **Deputy to the Director / Telecom Standardization Policy Department** – Reinhard Scholl
 - Workshops and Promotion Division – Paolo Rosa
- **Study Groups Department** – Bilel Jamoussi
 - SG Counsellors, Engineers
- **Operations and Planning Dept.** – Alexander Ntoko
 - Editing and Publication Div. – Greg Ratta
 - Administration Div. – Raymond Chalindar
 - Meetings, Documents , Logistics Div – Richard Gonzalez
 - Database Development, Formal Languages – Sebastien Castano
 - Electronic Working Methods – Al Dayao

TSB support for Rapporteurs and Editors

- TSB does not provide detailed support for Rapporteur Group meetings, however, TSB supports Rapporteurs and Editors when they lead meetings of their Questions during SG, WP and Question meetings and GSI events
- Source of information and expertise on ITU-T procedures

Examples of TSB support - 1

- Provide “correct” version of texts
 - Rapporteurs and Editors should avoid using personal versions of draft Recs
- Informal FTP Areas, by WP, by Question
- E-Mail lists
- Provide advice for setting up meetings, including Electronic Working Methods
- Rooms, logistical support for Question meetings during SG/WP

Examples of TSB support - 2

- **Process incoming and outgoing liaison statements**
- **Archive meeting documentation, including contributions, TDs, reports**
- **Assist production of handbooks**
- **Maintain databases, e.g.,:**
 - **Work Programme**
 - **Vocabulary**
 - **Patent and software copyright statements**

Examples of TSB support - 3

- Process for TAP approval of Recs
- Process for AAP approval of Recs
- AAP notifications twice a month
- Guideline documents, such as:
 - Rapporteur and Editor manual
 - Author's Guide for drafting Recs
 - English Language Style Guide
- Tool for documentation of A.5 justification
 - **Mandatory for Rec approval!!**

Examples of TSB support - 4

- Manage Rec ITU-T A.4 and ITU-T A.6 processes for communication with other bodies
- Manage Rec ITU-T A.5 process for referencing standards of other bodies, including appropriate copyright permissions
- Processing of all Patent Statement and Licensing Declaration forms

Overall

- The Secretariat provides support for, and is a valuable member of the SG management teams
 - ▶ Setting up meetings
 - ▶ Running meetings
 - ▶ Following up after meetings
 - ▶ Processing and archiving documentation and publications



Thank you

Mr. Gary Fishman

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Additional information →

Additional Information

Doc.	Link
TSB organization by Departments	http://www.itu.int/en/ITU-T/info/tsb/Pages/tel.aspx
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
ITU-T Guide for Participants: Information paper for Participants, Rapporteurs and Chairmen	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000010001PDFE.pdf
English Language Style Guide	http://www.itu.int/SG-CP/docs/styleguide.doc
E-Meeting Guide: Procedures for Electronic Meetings	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf

Additional Information

Doc.	Link
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
Liaison Statement Database - Outgoing	http://www.itu.int/net/itu-t/ls/ols.aspx?
Liaison Statement Database - Incoming	http://www.itu.int/net/itu-t/ls/ils.aspx
Rec ITU-T A.5 justification TD e-tool	Bottom of page for each Recommendation found in work programme database at http://www.itu.int/ITU-T/workprog/wp_search.aspx
ITU Terms and Definitions Database	http://www.itu.int/ITU-R/go/terminology-database
Work Programme Database	http://www.itu.int/ITU-T/workprog/wp_search.aspx

Additional Information

Doc.	Link
ITU-T Patent Information Database	http://www.itu.int/ipr/IPRSearch.aspx?iprtype=PS
ITU-T Software Copyrights Database	http://www.itu.int/ipr/IPRSearch.aspx?iprtype=SW
Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC (01 March 2007)	http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000010001MSWE.doc
ITU-T Software Copyright Guidelines	http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000040001MSWE.doc
ITU-T Guidelines related to the inclusion of Marks in ITU-T Recommendations	http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000060001MSWE.doc