



**ITU-T Kaleidoscope 2010**  
**Beyond the Internet? - Innovations for  
future networks and services**

**Introduction to the  
Standardization Tutorial**

**Gary Fishman**  
**President, Pearlfisher International**  
**ITU-T TSAG Chairman (1996-2008)**  
**[gryfishman@aol.com](mailto:gryfishman@aol.com)**



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# What will we do in the Standardization Tutorial?

- Learn: What are international standards meetings like?
- Learn: Being effective from the floor and from the Chair
- Do: Simulated Study Group meeting
  - There will be 3 contentious, but make-believe, topics
  - You will each be a different Country
  - You will present your various views, and then reach common agreements

# Outline

## ➤ Characteristics of international standards meetings

- Skills for successful participants and successful Chairs
- Summary of other topics to be covered by the Tutorial
- The Simulated Study Group meeting

# Characteristics of international standards meetings

- What makes standards meetings different from other meetings?
- Why does “International” make a difference?
- What skills are important?
- Who has a role to play in management of a meeting?

# Standards meetings (1)

- There are many types of meetings
  - ➔ The goal of a standards meeting is to create agreements
- Requires, at the end, written words
  - ➔ Definitions become critical
  - ➔ Language becomes critical
  - ➔ Clarity is demanded

# Standards meetings (2)

- Usually involves:
  - Travel - leave sufficient time before and after the meeting!
  - Large preparatory time
  - Clear, written rules to ensure openness, transparency, due process
  - Intense meetings and long hours
  - Written reports
  - Multiple iterations between first efforts and final product

# International (1)

- There might not be a natural commonality of interests or goals
  - National and regional differences
  - Marketplaces are different
  - Regulations are different
- Large-scale competition
- Cultural differences
- Everyone comes with their own language but all work in one language

# International (2)

- Translation is inherently imprecise but precision is demanded
  - ▶ Sometimes lack of precision has been deliberate
- International standards can be used to help, or hinder, trade and national/regional influence



# Outline

- Characteristics of international standards meetings
  - **Skills for successful participants and successful Chairs**
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# Skills

- Experience and skills have a profound impact on getting things done
- Good results cannot be reached with an ineffective Chair
- Good results cannot be reached with ineffective participants
- Those who know the rules, history, issues and people will probably win

# Who is responsible, what are their perspectives and their skills?

- Participant skills
- Chairmanship skills
- The Standardization Tutorial will take each in turn and discuss:
  - Preparation before the meeting
  - During the meeting
  - Reporting after the meeting
- A brief summary follows, more comes tomorrow:

# Participant preparation

- What is most important to you?
- Anticipate actions of others
- Consult, consult, consult
- Travel time: use enough, and more
- Prep time is 2-3 times meeting time
- Set objectives and reasonable expectations – write them down
  - ➔ No one wins 100%
- Delegation management

# Chair preparation

- Review where the group is
- Anticipate who will do what
- Consult with each side
- Set the agenda – one of the few powers of a Chair
- Set your objectives & back-up plans
- Create the right environment
- Deal with sovereign governments

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# Standardization Tutorial will also address

- Difference between participant and Chair skills
- What to do Before, During and After the standards meeting
- Decision-making: many different types
- “Tricks of the trade” and “Take-aways”

# Also to be covered:

- How to prepare a good contribution
- How to present your contribution to the meeting
- How to prepare reports:
  - ➔ Reports within the standards body
  - ➔ Reports for your organization
    - For other experts, for managers, for executives
- Practice new skills in a simulated international standards meeting



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- Characteristics of international standards meetings
- Skills for successful participants and successful chairs
- Summary of other topics to be covered by the Tutorial
  - **The Simulated Study Group meeting**

# Simulated Study Group Meeting (1)

- Start in full Plenary session
- A fictitious, but almost-real, problem will be presented
- You will each represent a different Member State, each with a position to defend
  - Some of you will have a pre-written contribution to present
- Break into Working Parties (WP)

# Simulated Study Group Meeting (2)

- Each WP to consider its issue and come back to the Closing Plenary with a recommendation
- Volunteers will serve as WP Chairs
- Apply the Participant and Chair skills taught earlier – they really can work
- It is not always easy to reach consensus, so don't get discouraged too quickly
- Have fun



**Thank you**

**Mr. Gary Fishman**

**PEARLFISHER INTERNATIONAL**

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

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

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