**Global Standards Collaboration (GSC)**

**Guidance for
Meeting Hosts**

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## INTRODUCTION

This document has been prepared by the Admin Working Group to provide guidance for GSC Members who are about to host a GSC meeting. It covers both the program aspects and the social events. The information contained herein is based upon historical GSC meetings and is subject to change. The host(s) should take into account decisions made and actions taken by the Heads of Delegation (HoDs). The Admin Working Group has prepared a second document, *GSC Governing Principles* *and Operating Procedures*, which details the mandate and working methods of GSC. In the event of any discrepancy between the two documents, *GSC Governing Principles and Operating Procedures* takes precedence.

## FORMATION OF THE TECHNICAL PROGRAM

### Outline

The subjects for discussion at a GSC are of three general types: GSC Member reports, technical topics, and specialized Working Group topics. The Member reports form part of the GSC Opening Plenary agenda. The technical topics are based on the agreed set of High Interest Subjects (HISs), or agreed New and Novel topics other than HISs. The HISs and other topics are divided into those of interest to GTSC, those of interest to GRSC and those of common interest that are therefore dealt with in the GSC Opening Plenary. New and Novel Contributions (NNC) are presented during the GSC Opening Plenary. The Working Group agendas obviously focus on their specialized topics.

In line with this general outline, the draft agendas for the GSC, GTSC and GRSC Plenaries are proposed by the Host Organization and the Working Group agendas are proposed by the WG Chairs. All the agendas are agreed to by the HoDs in advance through the series of HoD conference calls described below.

### Heads of Delegation Conference Calls

The initial HoD conference call is normally scheduled shortly after the previous GSC meeting. Thereafter HoD conference calls typically occur every two months between GSC meetings. It is the responsibility of the incoming Host Organization to organize the calls. On these calls, the HoDs confirm the venue, the dates, the leadership positions, the agendas and the meeting logistics including instructions for submitting documents.

The incoming Host Organization should identify the following individuals well in advance of the GSC meeting:

* GSC Chair
* GTSC Chair
* GRSC Chair
* Working Group Chairs

From past experience, it is a good idea to have the meeting space booked at the time of the initial HoD conference call.

### Invitations

Approximately four months prior to GSC, once the leadership positions have been set and draft agendas have been prepared, the Host Organization should send out the invitations and registration forms. They are sent to the HoDs and Observers. It is the responsibility of the Host Organization to advise Observers of their privileges. It is the responsibility of the HoDs to organize their delegations and to forward the invitations to their respective participants. The invitations typically include information about the venue, hotel reservation and registration instructions, and country-specific information (e.g., electrical outlets, weather, etc.). The Host Organization may have to assist some delegates with acquiring visas to enter the host country.

At the same time, the Host Organization should send out a call for papers based on the draft agendas for both the GTSC and GRSC meetings and the GSC Opening Plenary. Working Group Chairs should also be invited to prepare their calls for papers.

Generally speaking, the planning process is as illustrated below:

|  |  |  |
| --- | --- | --- |
| Planning Phase | Event | Time Frame |
| Pre-Meeting Preparations | Host Organization confirmed | At the previous GSC meeting |
| Initial Heads of Delegation conference call/GSC Debrief | Shortly after previous GSC meeting |
| Prepare draft agendas | Four months prior to event |
| Call for papers from GSC, GTSC and GRSC | Four months prior to event |
| Working Groups initial draft agenda and call for papers | Four months prior to event |
| Mid-course HoD conference calls, as required | Approximately every two months |

Table 1 – Pre-meeting Prep

## AT THE MEETING

A typical GSC meeting schedule is as follows.

|  |  |  |
| --- | --- | --- |
| Day | Activity | Duration |
| Monday (first day) | Heads of Delegation and Management Team Meeting | Usually one hour in the morning |
| GSC Opening Plenary | Following the HoD/Mgmt Team meeting |
| Welcome Event | Evening |
| Tuesday (second day) | GSC Opening Plenary (continuation) | Morning (or as required) |
|  |  |
| Working Group meetings | Evening |
| Wednesday (third day) | GTSC GRSC  | Morning (or as required) |
| HoD Mid-Course Meeting | Lunch |
| Working Group meetings | Afternoon |
| Farewell Dinner | Evening |
| Thursday (if no Workshop is held) or Friday (if a Workshop is held on Thursday) | GSC Closing Plenary | Morning, afternoon as required |

Table 2 – General Meeting Outline

### Heads of Delegation Initial Meeting

The HoDs meet the morning of the GSC Opening Plenary to discuss any last-minute alterations to the program and to outline the strategic direction of the meeting as a whole. They also meet mid-way through the week to study trends and directions from the meetings and to anticipate ongoing work.

### Management Team Meeting

This meeting is held in conjunction with the HoD initial meeting the morning of the GSC Opening Plenary. It is an opportunity for the Plenary, GTSC, GRSC, and Working Group Chairs and Vice Chairs to meet with the Host Organization and HoDs to adjust and finalize the agendas for the respective sessions.

### GSC Opening Plenary

GSC Members and Observers meet in Plenary on the first and second days of the GSC meeting. The agenda of the Opening Plenary changes little from one meeting to the next. As described above, the main elements are reports from each Member on their activities since the last GSC, some introductory presentations by Observers as invited by the Host Organization, presentations on Plenary HISs, reports by Task Forces, and the presentation of Working Group agendas by the WG Chairs.

Here is a typical Opening Plenary agenda:

|  |  |
| --- | --- |
| Welcome and logistical announcements  | Host Organization |
| Broad review since last meeting | GSC Chair |
| Activity reports from GSC Members | Heads of Delegation |
| Report from Working Groups and plans and expectations for the week | Working Group Chairs |
| Contributions on High Interest Subjects and other topics of interest to both GTSC and GRSC | GSC Members |
| Formation of Communiqué drafting group | GSC Chair |
| Task Force reports | Task Force leaders |
| New and Novel Contributions | GSC Members |
| Review of Proposals for new HISs | GSC Chair |
| Review of Resolutions not mapped to an HIS | GSC Chair |
| Summary (including Resolutions, Conclusions, etc.) | GSC Chair |

Table 3 – Typical GSC Opening Plenary Agenda

### GTSC and GRSC Sessions

The GTSC and GRSC sessions are normally held on the third day (Wednesday). The agendas for these meetings are developed through the HoD conference calls and/or from decisions made at the previous GSC.

### GTSC and GRSC Breakout Sessions

Throughout the meeting times of both the GTSC and the GRSC, there may be a need to provide for *ad hoc* breakout sessions. In the past, similar sessions have been established to respond to specific actions under GSC Resolutions. These breakouts will be determined at the discretion of the GTSC and GRSC Chairs.

### Heads of Delegation Mid-Course Meeting

This is intended to focus the HoDs on strategic issues that have been raised prior to or during the main meetings and to discuss future directions and themes for upcoming GSC meetings.

### Working Group Sessions

In addition to the GTSC and GRSC, there are Working Group sessions that are normally held in the afternoon and/or evening of the second (Tuesday) and/or third day (Wednesday). The Working Groups that are active at present are Intellectual Property Rights (IPR) and Admin.

### Communiqué Drafting Group

Typically, during the opening HoD/Management Team meeting, the GSC Chair will organize a group responsible to draft a Communiqué. The GSC Chair invites each Member to name a representative to participate in the drafting group. Typically the Host Organization appoints a Chair of the Drafting Group. The Communiqué includes factual information about the GSC meeting (when, where, host, etc.) and reports on the accomplishments as demonstrated by the agreed Resolutions.

### GSC Closing Plenary

On the fourth day of the meetings (typically Thursday), the GTSC, GRSC and the Working Groups come together to provide their reports in the GSC Closing Plenary. This Plenary ties together the work of both the GTSC and the GRSC, ratifies the Resolutions, and approves the Communiqué. In addition, this Plenary attempts to address the future direction of GSC and formally announces the next GSC Host Organization.

The Closing Plenary approves a Plenary Report prepared by the Plenary Chair, assisted by the host-designated Plenary Rapporteur. The Plenary Report is intended to record any decisions of the Plenary that do not take the form of a Resolution, for example future meeting schedule or changes to GSC membership. Optionally, the Plenary Report may contain attendance data, sponsorship acknowledgements, a list of Resolutions or a list of current HISs. It may not be possible to prepare the Plenary Report in time for the Closing Plenary to approve it. In such case, the Plenary Report would be approved by the HoDs some time after the GSC closes. A sample Plenary Report is included in Annex A.

Here is a typical agenda for the Closing Plenary.

|  |
| --- |
| Reports from the Working Groups |
| Report from GTSC |
| Report from GRSC |
| Ratification of Resolutions |
| Approval of Communiqué |
| Approval of Final Report |
| Decisions on Proposed HISs for Addition/Deletion |
| Next Meeting |

Table 4 – Typical GSC Closing Plenary Agenda

## MEETING OFFICIALS

### GSC Chair

The GSC Chair is typically a senior representative of the Host Organization and/or stakeholder in the host country. The GSC Chair is responsible for the overall GSC meeting. The GSC Chair presides over the Opening and Closing Plenary. In addition to organizing these elements, he or she works with the GTSC Chair, the GRSC Chair and the Working Group Chairs to facilitate their meetings.

### GTSC, GRSC and Working Group Chairs

The GTSC, GRSC and Working Group Chairs plan the agendas for their sessions and manage the presentation of contributions in much the same manner as the GSC Chair, ensuring maximum benefit and output is achieved. These Chairs are responsible for seeking consensus approval for Resolutions from their meetings and, assisted by their Rapporteurs, prepare reports for the GSC Closing Plenary.

### Vice Chairs

The office of Vice Chair has been established for the GSC, GRSC, GTSC and Working Groups (optionally) to assist the Chairs in the planning the sessions, based on the proposed agenda as outlined earlier. The GSC, GRSC, and GTSC Vice Chairs are identified by the preceding and upcoming GSC meeting host(s). In the event that the Chair is unable to perform his or her functions, the Vice Chair is able to step in and maintain a smooth flow.

### Rapporteurs

Rapporteurs in each of GSC, GTSC and GRSC exist to free the Chairs to moderate the real-time floor discussions in the meeting. Rapporteurs should be individuals who have had experience in more than one GSC.

The Rapporteurs advise the Chair on the distribution of input documents to agenda items, draft the meeting report, and record the agreed wording of the Resolutions developed in their meetings. The Rapporteurs take responsibility for document management for their meeting, i.e., assign document numbers to new documents, upload documents to the server and manage document directories. One of the Rapporteurs should be assigned overall responsibility for the document system and support the documentation needs of the Working Group Chairs.

### Resolutions Editor

The GSC Chair may choose to appoint a Resolutions Editor who will collect the Resolutions that were prepared by the various meetings and make sure that they are numbered and formatted in the correct manner (see Section 8 of *GSC Governing Principles and Operating Procedures*). The GSC Chair may call on the Resolutions Editor to present all of the Resolutions and lead the discussion at the GSC Closing Plenary. This position may be combined with that of the GSC Rapporteur. The agreed Resolution format is shown in Annex A.

### Communiqué Drafting Group Chair

The GSC Chair usually asks each GSC Member to assign one individual to a Communiqué Drafting Group which meets at its own convenience to prepare the Communiqué. Typically, the Communiqué Drafting Group Chair will present the Communiqué to the GSC Closing Plenary for approval.

The organizational structure of the meeting officials is shown below:

Figure 1 – Meeting Officials

## DOCUMENTATION CONTROL

### Document Format

Authors typically submit their contributions in MS Word or Powerpoint or both. The templates are provided in Annex A. The Host Organization (often the GSC Rapporteur, assisted by the other Rapporteurs) is responsible for ensuring that the format is consistent and all submissions are correctly structured and numbered. Generally, the numbering of documents is based on a numeric sequence identifying the order in which they are received by the host. Documents for the Opening Plenary, Closing Plenary, GTSC, GRSC, and the Working Groups are identified seperately:

GSC11-PLEN-01, GSC11-PLEN-02, GSC11-PLEN-03, etc.

GSC11-GTSC4-01, etc.

GSC11-GRSC4-01, etc.

GSC11-IPR-01, etc.

GSC11-ADMIN-01, etc.

GSC11-CL-01, etc.

Note that GTSC and GRSC meetings emerged as distinguishable sesssions from the GSC session at GSC-8. At that time, GTSC and GRSC sessions began to number their sessions beginning at “1”. Therefore, the meeting identification for GTSC and GRSC are off by a count of seven (7) compared with the GSC meeting identification (i.e., currently, GSC-14 is comprised of GTSC-7 and GRSC-7). GTSC and/or GRSC could meet separately from the GSC meetings and in that scenario the GTSC and/or GRSC meeting identification number would increment accordingly without impacting the overall GSC meeting number.

By convention, the agenda is numbered 01 and the list of participants is numbered 02.

### During the Meeting

The Host Organization may establish a schedule for the submission of contributions and strongly encourage Members to provide contributions by the established deadline. However, the host should be prepared to accept contributions any time up to and including the start of the meeting.

Contributions that are available in advance can be uploaded to an established FTP server. Typically the Host Organization provides a local server as a document repository during the meeting. The local server will come on-line as the meeting draws close. Any documents that have been uploaded to the established FTP server will then be mirrored to the local server and will be numbered if they have not been numbered already, or renumbered. During the meeting, new and revised documents are loaded to the local server under control of the Rapportueurs. The FTP server may be synchronized to the local server (e.g., once a day). At the conclusion of the meeting, the Host Organization may wish to provide the HoDs with copies of the latest documents, Resolutions and the Communiqué.

Annex B shows a sequence chart for document handling.

**GSC Plenary, GTSC, and GRSC Room and Panel Set-Up**

* The GSC plenary, the GTSC, and the GRSC meetings will generally be conducted in panel format, with the audience seated in classroom style and presentations displayed on a screen. New and Novel Contributions may be presented in the GSC Opening Plenary either in panel format or by a single Member without a panel.
* The Chair and Vice Chairs will be seated at the front of the room, with microphones, at a head table facing the audience.
* The panelists (presenters) will be seated at the front of the room, with microphones, at a panel table facing the audience.
* Name tent cards will identify the panelists’ GSC Member organization.
* Member-specific summary presentations (summarizing Member activities during the Opening Plenary) and HIS presentations shall be given in panel format, and shall follow the prescribed PowerPoint template.
* A monitor may be provided on the floor in front of the panelists and leadership for ease of viewing all presentations.
* After each HIS panel session ends, panelists shall exit the table, and the session panelists for the following session will join the panel table.

**Role of GSC, GTSC, and GRSC Chair**

GSC, GTSC, and GRSC Chair will:

* Manage the timing and content of the agenda;
* Ensure each presenter remains within the allotted presentation time;
* Ensure Resolutions are addressed during respective HIS panel and ensure drafting groups are established, as necessary;
* Ensure panels and agenda items remain within the allotted agenda timeframe
	+ Each panel will have approximately 15 minutes after all presenters have finished to entertain questions and discussion, identify actions, provide a summary, and discuss next steps related to Resolutions;
* Identify action items based upon presentations and discussion, and ensure summary is developed and provided;
* Ensure accuracy of their respective summary slides for the closing plenary; and
* Ensure Information Sharing Subjects (ISSs)and “for information” documents are not presented.

**Role of Prime PSO (PPSO) in Panel Session**

The PPSO will:

* Review all material submitted against the PPSO’s HIS and be prepared to provide a *brief summary* (few sentences) -- preferably in writing -- of the major highlights of the presentations and takeaways from the session, including action items, after each Member (including the PPSO) gives their presentation;
* Moderate overall panel session and questions/discussions between panelists and audience; and
* Determine if there is a requirement/need to create a new or revise, reaffirm, or withdraw an existing Resolution *(NOTE: It is not a requirement that each HIS have a Resolution; however, previous Resolutions must either be revised, reaffirmed, or withdrawn)*.
	+ New or revised Resolutions may be worked offline following the panel session and will likely require a drafting group, to be led by the PPSO
	+ Proposed reaffirmation of an existing Resolution may be discussed offline following the panel session or endorsed during the panel session

**Role of Presenter (Panelist) in Panel Session**

* Each Member may provide a single oral presentation against an HIS.
	+ A Member wishing to give a presentation must be included on the panel.
	+ Only those with presentations will be included in the panel.
	+ The Member must designate a panelist to give the presentation, who will sit at the panel table in the front of the room with the other session panelists.
* Each presenter will be allotted a prescribed speaking time.
* Each Member or invited Observer will provide their presentation, in an order determined by the Chair and/or PPSO, followed by the PPSO summary.
* Additional HIS supporting material may be provided *for information* either via separate documentation (e.g., reports, press releases, etc.) or incorporated in the “Supplemental Slides” section.

**Etiquette**

* The Chair will preside at all times over the respective meetings.
* To ensure equality for all presenters, presenter must conclude presentation when allotted time has expired.
* Questions are allowed following the conclusion of a presentation if the allocated time permits.

### Following the Meeting

ITU-T maintains the permanent repository for GSC documentation. Once the HoDs agree that the documents, especially the Resolutions and the Communiqué, are stable and free of errors, responsibility passes to ITU-T.

## ROOM REQUIREMENTS

### Meeting Rooms

There are three general requirements for rooms. First, the Host Organization will need to book a room for the Opening and Closing Plenaries. Second, there will be a need for two rooms for each of the GTSC and GRSC sessions. Third, rooms will be needed for the Working Groups, the HoD sessions and the Communiqué Drafting Group. The Host Organization may wish to secure space for a secretariat office.

Additional logistics consideration should include providing the LCD projectors, display screens, microphones for the panelists and leadership, and power outlets for laptops.

### Meeting Service

A wireless LAN with Internet access is the norm for GSC meetings, preferably with a two-way 10Mbit/s Ethernet connection.

### Participant Accommodations

The Host Organization typically organizes a block of hotel accommodations for the participants. Normally, this is arranged through the hotel in which the meeting takes place. Participants are responsible to settle their own accounts with the hotel and submit the appropriate paperwork to obtain a reservation.

### Catering Requirements

In addition to the social events, the Host Organization typically caters continental breakfast, luncheon and coffee breaks for the morning and afternoon sessions.

## DEVELOPING A WORKSHOP

The Host Organization, with the assistance of some issue-oriented local organizations, may also organize a public event on the Thursday of the GSC week. This is related to, but distinct from, the GSC meetings and typically will have its own Chair and registration process. Over time, several User Workshops have been held, covering different user topics, including accessibility issues. Early GSCs were accompanied by a more general telecom Workshops, with a topical theme. The format and theme of the Workshop are left up to the Host Organization. The documents for the Workshop are not part of the GSC document series.

If there is to be a Workshop, the preferred day is Thursday, which has the advantage that GSC Chairs and Rapporteurs can use the time to finalize reports and Resolutions for the Closing Plenary on Friday. However, a workshop may be held immediately prior to or following a GSC meeting week.

## SOCIAL EVENTS

Typically, there are two social events tied directly to the GSC (see below). Generally, accompanying persons are invited to the social events. In addition, daytime tours and activities for accompanying persons may be organized at the discretion of the Host Organization.

The Host Organization may wish to solicit industry sponsors for some or all of the social events and give appropriate acknowledgement. Lunch or dinner sponsors may wish to have a representative offer some remarks during the lunch or dinner that they are sponsoring.

### Welcome Event

The objective of the Welcome Event is to provide an informal occasion where delegates may mingle and renew their contacts. In terms of catering for this event, the host may consider a range of possibilities from an open bar with hors d’oeuvres to a dinner. This event should take place on the evening of the opening day (Monday).

### Farewell Dinner

The Farewell Dinner is an informal opportunity to unwind after a very intensive three or four days. Typically, an offsite location is selected. Normally, there are no formal speeches, but delegations have the opportunity to express their appreciation to the Host. Impromptu entertainment by the delegates is frequently part of the Farewell Dinner.

## ANNEX A (Templates and samples)

### Typical Word Resolution Format

|  |  |
| --- | --- |
|  | *Resolutions should not contain images or other header information other than what is included in this template. This is to limit the editing required during the transition of the Resolution documents between hosts.* |

### Typical PowerPoint Contribution Format



### Typical Word Contribution Format



**Typical HIS Summary Template**



### Sample Plenary Report



### Sample Communiqué



### Sample Resolution Cover Sheet



## ANNEX B(Document Handling Procedures)

### Document Handling Procedures

