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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | SG17-TD582 | |
| **STUDY GROUP 17** | |
| **Original: English** | |
| **Question(s):** | | All/17 | Geneva, 29 August - 6 September 2017 | |
| **TD** | | | | |
| **Source:** | | TSB | | |
| **Title:** | | Guidelines and template for correspondence group report TD | | |
| **Purpose:** | | Information | | |
| **Contact:** | | TSB | | E-mail: [tsbsg17@itu.int](mailto:tsbsg17@itu.int) |

ITU-T Study Group 17 has developed informal guidelines for the operation of correspondence groups, which includes a template for correspondence group reports. These informal guidelines and report template have been used in SG17.

The use of Correspondence Groups (CGs) to progress work is seeing increasing use within study groups as a means for continuing collaboration between meetings.

SG17 has developed a set of informal guidelines for CGs that place an emphasis on transparency. Because CGs by their nature may tend to give rise to strongly held disparate views, some care is needed to ensure that those views are able to be expressed in the report and free from editorial characterizations. It is ultimately the body that the CG reports to (Question or Working Party or Study Group) that decides the merit of views emerging from Correspondence Groups – which have no authority to make decisions.

Toward these ends, the following guidelines are provided in Annex 1. Furthermore, a ‘Microsoft WORD template’ document is generated following these guidelines in Annex 2, which could be used to facilitate the generation of such Correspondence Group report TD.

**Annex 1  
Guidelines for Correspondence Group Report**

1. The CG convener will provide a timely report using the template outlined in the Annex.
2. The role of a CG convener is to promote full dialogue in the CG using the designated mailing-list and any teleconferences established. If the latter are held, adequate advance notice shall be given of the means of participation, and notes provided that detail what was discussed and who participated. Teleconferences will not be regarded as having any special status vis-à-vis mailing-list discussions.
3. It is recommended that, at the beginning of a CG, the CG convener proposes a roadmap for work/discussions with deadlines for provision of comments, agreement on revised text, etc.
4. Reports must fully describe the views of CG. Participants have the opportunity to have their views fully contained in the report, if necessary, using an appendix.
5. CGs will not make decisions or reach agreements, but can work towards suggesting possible agreements to be approved by the body the CG reports to (Question or Working Party or Study Group).

**Annex 2  
Template for Correspondence Group Report TD**

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| --- | --- | --- | --- | --- | --- | --- |
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| **STUDY GROUP 17** | |
| **Original: English** | |
| **Question(s):** | | | Q[Insert Question number]/17 | [Insert Venue], [Insert SG17 meeting beginning date] – [Insert ending date] | | |
| **TD** | | | | | | |
| **Source:** | | | [Insert author’s affiliation with this CG] | | | |
| **Title:** | | | Report of the Correspondence Group on [Insert the full name of CG] ([Insert the abbreviation of CG]) for the [Insert period] period | | | |
| **Contact:** | | [Insert contact name(/org/country)] | | | | [Insert (Tel/Fax/)Email] |

**Summary**

This report describes the activity of the Correspondence Group on [Insert the full name and abbreviation of CG] for the period [Insert period]. This CG was created in [Insert time] to [Insert topic] (See ToR of this CG in attachment).

[Describe the history of CG reports, if any, and any other relevant history] [If external experts joined, this should be mentioned]

The group maintained an active email during this period [and held several teleconferences]. Contributions, meeting notes and other related CG documents were posted to the CG’s ftp site at [Insert URL].

[Describe in a succinct and neutral way the overall status of work and nature of the views expressed.]

The CG’s work is provided for consideration by Question(s) WP(s), or SG17 [Insert Question number(s)]/17 pursuant to the group’s terms of reference. This report was prepared by [Insert the name of contributors to the report].

**1 Activities of the Correspondence Group**

**1.1** **Participants**

As of [Insert the date], the Group had [Insert the number of members] members listed on the mailing list, [Insert the name of mailing list account], as listed in the table below:

|  |  |  |
| --- | --- | --- |
| Name | Organization | Contact |
| [Insert participants] |  |  |
| [Insert participants] |  |  |

**1.2** **List of dialogue**

The list of dialogue is available at [Insert the link]. This list archive contains [Insert the number of messages] messages during the reporting period.

**1.3 Teleconferences**

**[Insert the number of teleconferences]** teleconferences were held. The table below provides details of dates, participants, and where summary notes can be found for all teleconferences.

|  |  |  |
| --- | --- | --- |
| **Date** | **Participants** | **Summary Notes** |

|  |  |  |
| --- | --- | --- |
| Choose the date | [Insert participants] | [Insert location of meeting notes describing what was treated at the meeting] |
| Choose the date | [Insert participants] | [Insert location of meeting notes describing what was treated at the meeting] |

**1.4 Informal FTP document archive**

[Insert the number of documents] documents were placed in the archive during this period:

[List documents in the group’s FTP archive including documents produced by the CG]

**2 Discussions of Correspondence Group**

[Based on a roadmap proposed shortly after the creation of the CG, this should describe in a neutral manner, free from editorial characterizations, the different views in different sub-clauses, and include annexes if necessary or requested]

**3 Agreement/Suggestions of Correspondence Group**

[Based on discussions, this should describe agreement or suggested way forwards, if necessary.]

**Attachment  
CG Terms of Reference**

[Cut and paste the CG’s in-force Terms of Reference here together with a citation to the specific document in which it is contained. The TORs are often difficult to find, and it is important for anyone reading the report to know how the CG was created and what it is responsible for delivering]

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