**Terms of Reference  
TSAG Rapporteur group on Working Methods**

The TSAG Rapporteur group on Working Methods is established:

1.         To solicit comments from all categories of members on the existing working methods (including electronic working methods but excluding collaboration and cooperation with other standards organizations).

2.         To examine the existing working methods described in WTSA-12 Resolution 1 and in the relevant ITU-T A-series Recommendations (Organization of the work of ITU-T), especially the following Recommendations:

         Recommendation ITU-T A.1;

         Recommendation ITU-T A.7;

         Recommendation ITU-T A.8;

         Recommendation ITU-T A.13,

and propose to TSAG any changes (excluding collaboration and cooperation with other standards organizations) for the improvement of those working methods, with an eye towards presenting those proposals to WTSA-16.

3.         To propose to TSAG a draft set of best practices for handling remote participation to ITU‑T meetings, taking into account PP10 Resolution 167 and the relevant decisions of the ITU Council, and liaising if necessary with RAG and TDAG.

4.         The rapporteur group shall operate in English.

5.         The meetings of the rapporteur group shall be paperless and shall make use of electronic working methods.

6.         The rapporteur group will normally not meet at the same time as another rapporteur group.

7.         The rapporteur group shall meet during TSAG and, if necessary, shall schedule additional meetings between TSAG meetings. Those additional meetings should normally be held electronically. If necessary, the rapporteur group may schedule a face to face meeting which shall not exceed three working days and which should be collocated back to back with Review Committee meetings or other Rapporteur group meetings as much as possible.

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