ITU-T Rapporteur and Editor Tutorial (Gyeonggi, Korea, 30-31 October 2012)

The Role of ITU-T Rapporteurs and Editors

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Who are you?

- You are technical experts who have participated in ITU-T meetings
  - Representing your company and/or country
  - Advocating your positions
- Typically you go to a meeting, do your thing, go home
- Leave the organization, management and follow-through to others
Who have you become?

As Rapporteur or Editor

- Plan a work programme in conjunction with SG and WP leadership
- Stimulate work, facilitate agreements and meet your objectives
- Be a leader, not an advocate
- Be neutral
- Really be neutral
- Report on progress to the parent body
Role of Rapporteurs and Editors

- You have new roles and responsibilities that go beyond your technical expertise
- You have been put into the inner-circle of study group leadership
- Requires clear understanding and acceptance by your employer, your country and your region of your new role
What are your rules?

- Resolution 1 – Rules of procedure for ITU-T
  - Basic structural guide for ITU-T
  - Study Group and higher
  - Traditional approval of Recommendations

- Recommendation ITU-T A.1 – Work methods for SGs of ITU-T
  - SGs and lower
  - Role of Rapporteurs in §2.3
Where do you fit in?

- **Rapporteurs**
  - Appointed by WP (or SG) for a term related to the work to be done, not the interval between WTSAs
  - Responsible for a Question, part of a Question or several related Questions

- **Editors**
  - Proposed by Rapporteur and endorsed by WP (or SG) for a term related to the work to be done, not the interval between WTSAs
What do Rapporteurs do?

Report:
- Organization of work
- Goals
- Every meeting
- Progress made between parent body meetings

Assist in resolving comments on draft Recs during approval processes

Attend all relevant meetings
What do Editors do?

 Editors EDIT! Full Stop!!!

 Assist Rapporteur prepare texts of draft Recommendations and other publications
  ➔ Accurate record of agreements
  ➔ Proper language, grammar and formatting

 Attend all relevant meetings
What you DO NOT do

- Rapporteurs DO NOT continue work without a clear need for a new or revised Recommendation
- Editors DO NOT change content
  - Editor Groups are NOT Drafting Groups
What you DO NOT do

Rapporteurs and Editors:

- DO NOT insert their own ideas in place of other agreements
- DO NOT insert their own ideas in the absence of other inputs
- DO NOT abuse or go around the rules – once you lose the trust of your standards colleagues, it might never be earned again
The rest of this tutorial

- High-level overview of procedures that relate to your roles
- Details on work methods, E-tools and various groups in ITU-T
- Decision-making, consensus and Recommendation approval procedures
- Inputs and outputs of meetings
- Drafting and revising Recs
- IPR policies and guidelines
- Guides, Templates, Databases
Thank you

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