Information for Newcomers
ITU-T Working Methods

Newcomers – Essential Information (1)

Before the meeting (or as early as possible):

- **TIES account**: Access to meeting documents and resources [If you do not already have one, you should [register](#) asap]

- **Website**: Useful information and contact details.
- **Collective letter**: Describes meeting arrangements.
- **Circulars**: Inform membership about important events.
- **Meeting documents**: Contributions and TDs
- **Registration**: Done electronically via study group home page NEW: checking via the Designated Focal Point of the Member.

[In Geneva, receive your badge at the ITU Montbrillant building entrance. Without authorized badges, entry is not allowed into ITU buildings.]

Newcomers – Essential Information (2)

During the meeting (on-site):

- **Meeting room allocation:** Shown on monitors, or via the study group website.
- **Seating plan:** seats at opening and closing plenaries are reserved for your delegation (nameplates). Most other sessions do not have dedicated seating.
- **Wi-Fi network in Geneva:** "ITUwifi" or "ITUwifi-legacy"
- **Login using any of the following usernames and related passwords:**
  - Your username or email address that is associated with your ITU user account. or

    - The username and password that is printed on your access badge, which is valid as per the date printed on your badge.
- **Loan laptops:** requested via helpdesk; signed off by counsellor.
- **Fellowship and e-fellowship:** Request during or after registration

During the meeting (virtual): Remote Participation: via MyMeetings or Webcast

Newcomers - Essential Information (2) Home page of Study Group

ITU-T's standardization work is done within technical Study Groups. The SG home page provides details about its area of responsibility, schedule of meetings and work in progress, as well as secure access to meeting documents and services.

STUDY GROUP INFORMATION
- Contact
- SG20 at a glance
- Mandate and lead roles
- Structure
- Management team
- Questions under study and Rapporteurs
- Editors

MEETING IN FOCUS
- Announcement - Registration
- Draft Agenda
- Draft timetable
- Meeting room allocation | Mobile friendly version
- Remote participation
- Executive Summary
- Webcast [Archive]

OTHER MEETINGS
- Rapporteur group meetings and Interim activities
- All SG20 meeting documents (2017-2020)

MEETING DOCUMENTS AND SERVICES
- Recently posted - Search
- Documents [All Docs - Cs - TDs - LS In - LS Out - Report]
- Reports
- Informal FTP area
- Document sync tool
- Direct Document Posting
- Document Templates
- Author's Guide

CURRENT WORK ITEMS
- Work programme
- Recommendations under AAP
- Recommendations under TAP
- A.1 justification form for proposed new Recommendations

Tools | Documentation | News
- Introductory presentation on SG20
- Circulars related to SG20
- Collective letters
- All contributions
- Reports

Tools | Documentation | News
- Apply for a TIES account (members only)
- ITU-T SG20 SharePoint collaboration site
- Informal FTP area (IFA) and mailing lists archives
- Delegate resources
- Electronic Working Methods (EWM)
- Document sync tool

Newcomers – Circulation Plan
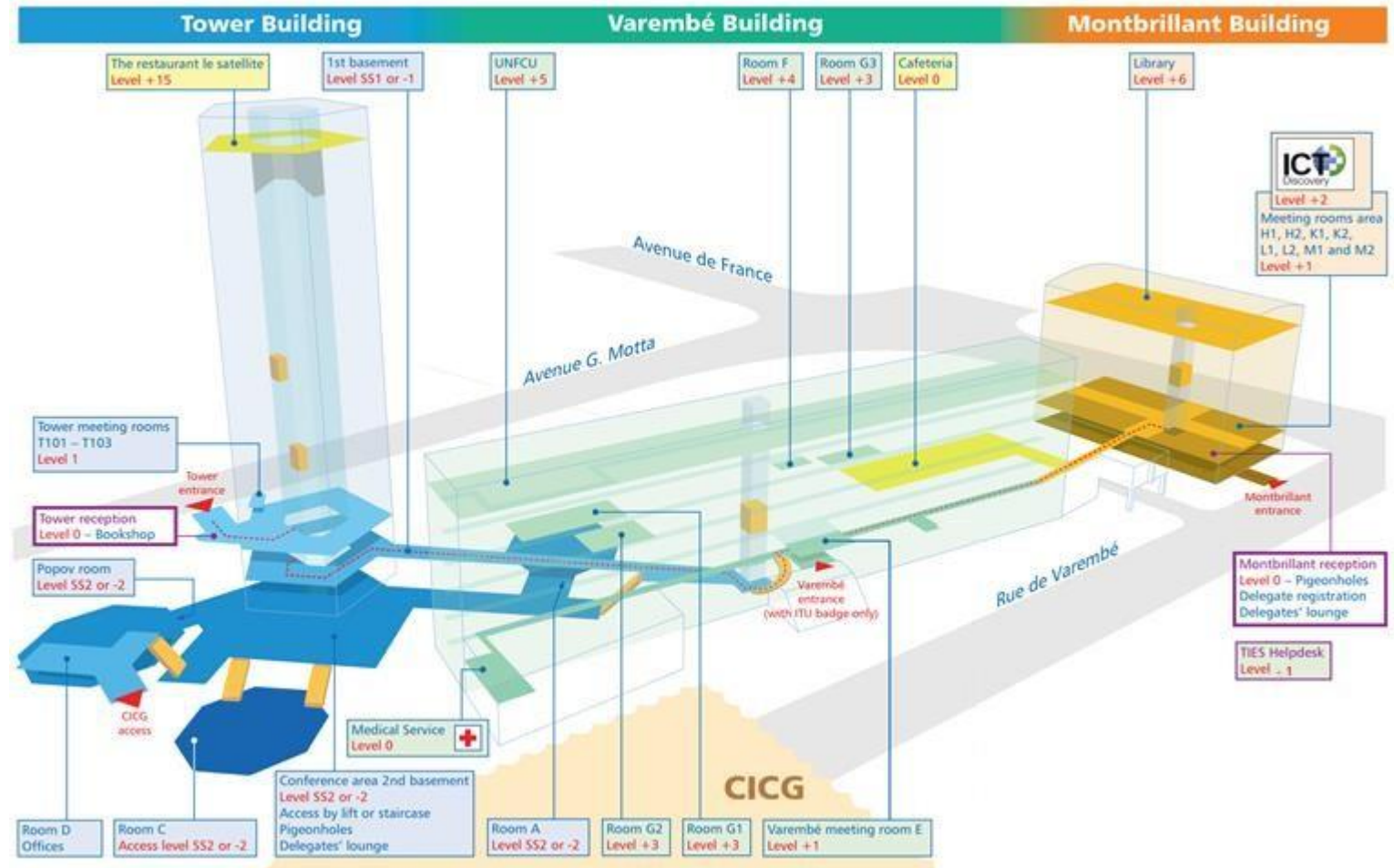
TSB Secretariat Services

- Key role: facilitate standards development
- Administrative support and technical knowledge
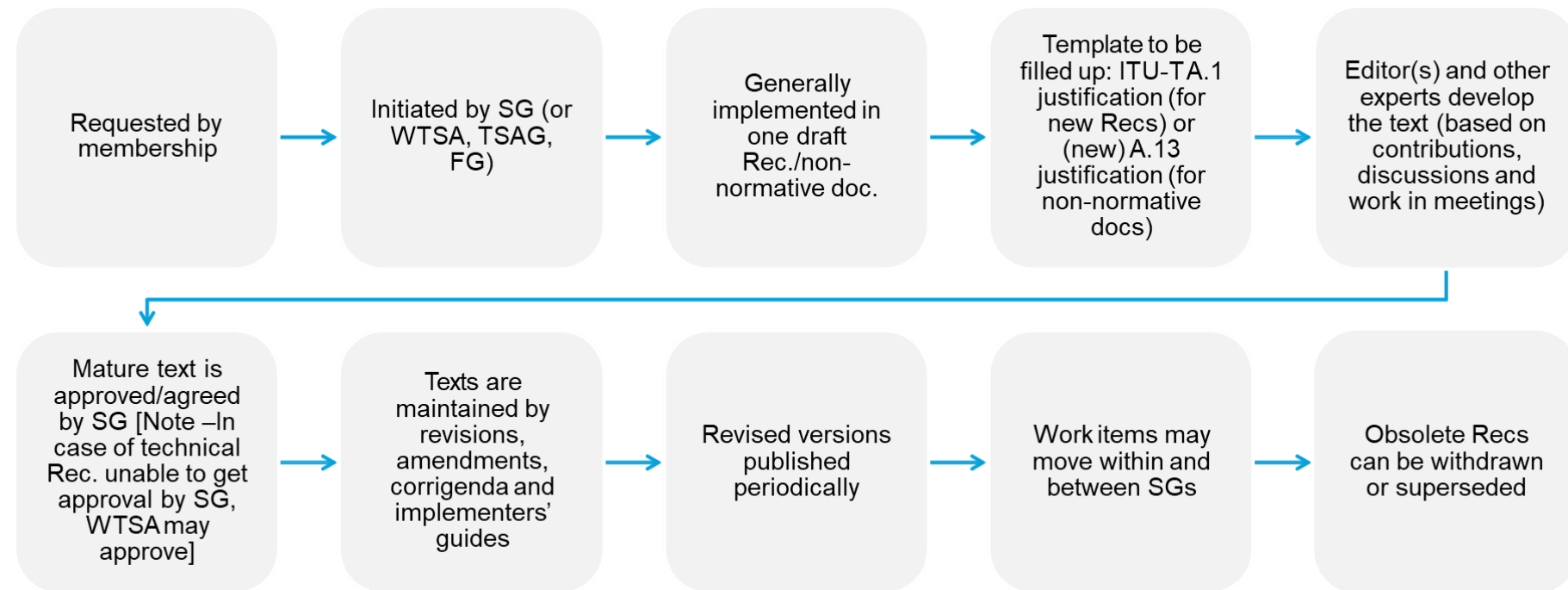- Meeting logistics
- Procedural advice
- Document processing and distribution
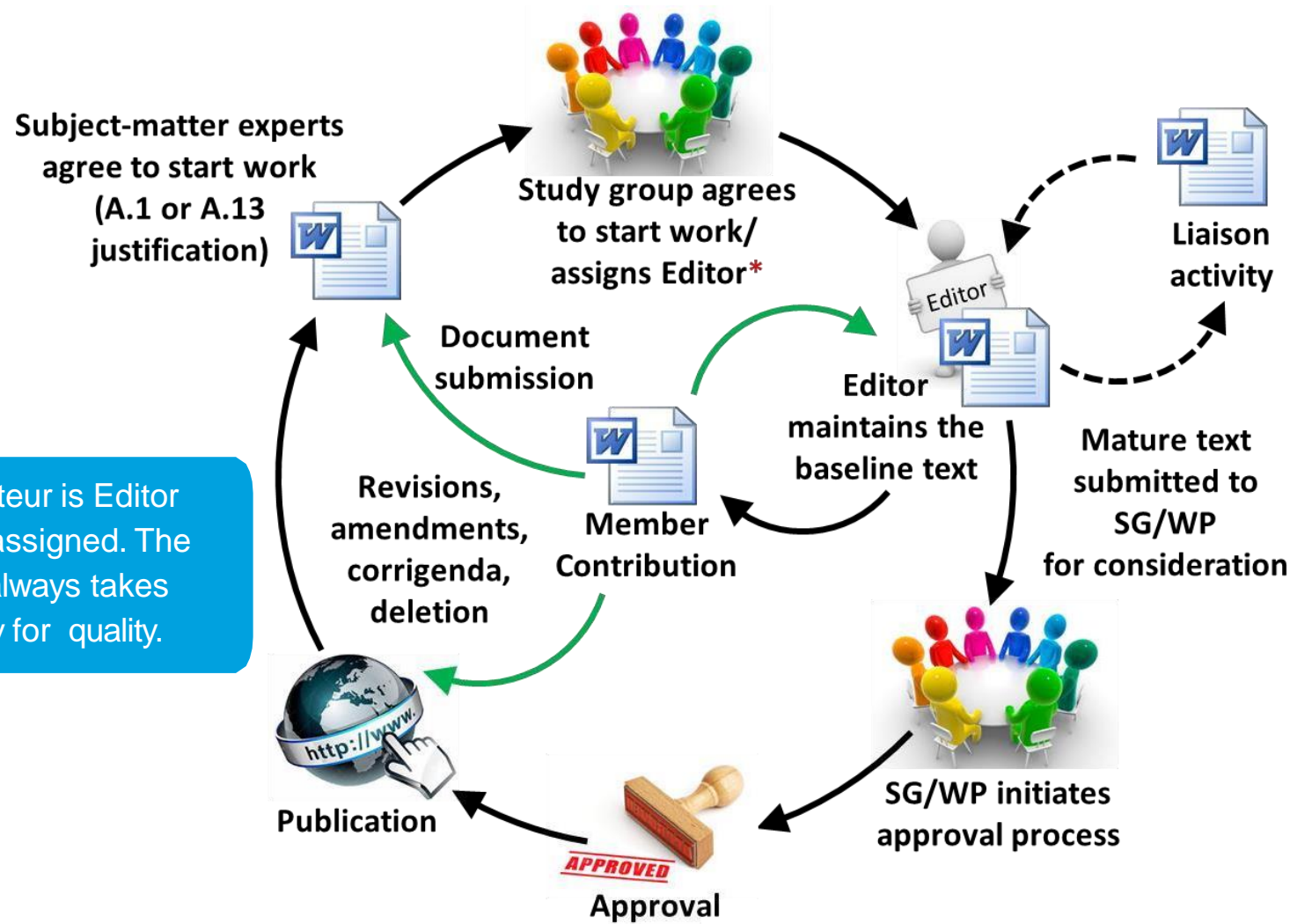- Ensure quality of output standards
- Coordinate routine Study Group activities

Life Cycle of a Work Item

Requested by membership
→
Initiated by SG (or WTSA, TSAG, FG)
→
Generally implemented in one draft Rec./non-normative doc.
→
Template to be filled up: ITU-T A.1 justification (for new Recs) or (new) A.13 justification (for non-normative docs)
→
Editor(s) and other experts develop the text (based on contributions, discussions and work in meetings)

Mature text is approved/agreed by SG [Note –In case of technical Rec. unable to get approval by SG, WTSA may approve]
→
Texts are maintained by revisions, amendments, corrigenda and implementers' guides
→
Revised versions published periodically
→
Work items may move within and between SGs
→
Obsolete Recs can be withdrawn or superseded

Work Item Life Cycle

* The Rapporteur is Editor unless one is assigned. The Rapporteur always takes responsibility for quality.

Subject-matter experts agree to start work (A.1 or A.13 justification)

Study group agrees to start work/ assigns Editor*

Liaison activity

Document submission

Editor maintains the baseline text

Mature text submitted to SG/WP for consideration

Revisions, amendments, corrigenda, deletion

Member Contribution

SG/WP initiates approval process

Publication

APPROVED

Approval

Work Item Life Cycle

- ITU-T Work Programme: www.itu.int/ITU-T/go/wpd

- Resolution 1 (TAP): https://www.itu.int/pub/T-RES-T.1-2022

- Recommendation ITU-TA.8 (AAP): www.itu.int/rec/T-REC-A.8

- Author's guide: www.itu.int/oth/T0A0F000004

- ITU English Language Style Guide: www.itu.int/SG-CP/docs/styleguide.doc

- Considering end-user needs in developing Recommendations: www.itu.int/oth/T0A0F000003/en

- Manual for Rapporteurs/Editors: www.itu.int/oth/T0A0F000006

ITU Publications
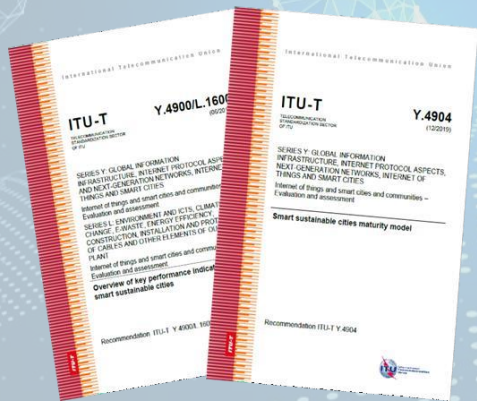
Main products: ITU-T Recommendations

- Normative texts: Approved by members

- Recommendations are international standards

- Grouped into themed series

- Compliance only mandatory after adoption in law

- Developed at the request of membership

- Maintained through amendments, corrigenda and revisions

- NOTE: The vast majority of all Recommendations, once the final editing process is complete, are made available in electronic (PDF) form free of charge to all

ITU Publications

Other publications

- Non-normative texts: Agreed by members

- Supplements (similar to Appendixes of a Recommendation)

- Implementers' guides

- Tutorials, technical papers, technical reports

- Focus Group deliverables

- Ad-hoc publications (handbooks, manuals, guides ...)

GENERAL NOTE FOR ITU-T RECOMMENDATIONS AND OTHER PUBLICATIONS:

- Prior to publication, approved/agreed texts undergo editorial review by the secretariat to ensure the high quality of ITU-T standards. Since this process takes time, the approved text is posted as a provisional "prepublished" version, not available to the public.

Approval and Agreement

Traditional approval process (TAP)

- Default method for international standards (Recommendations) with regulatory or policy implications (e.g., numbering plans and tariffs)
  Note: How a SG can select between TAP and AAP is described in WTSA Res. 1 section 8

- Member States (MS) have final decision
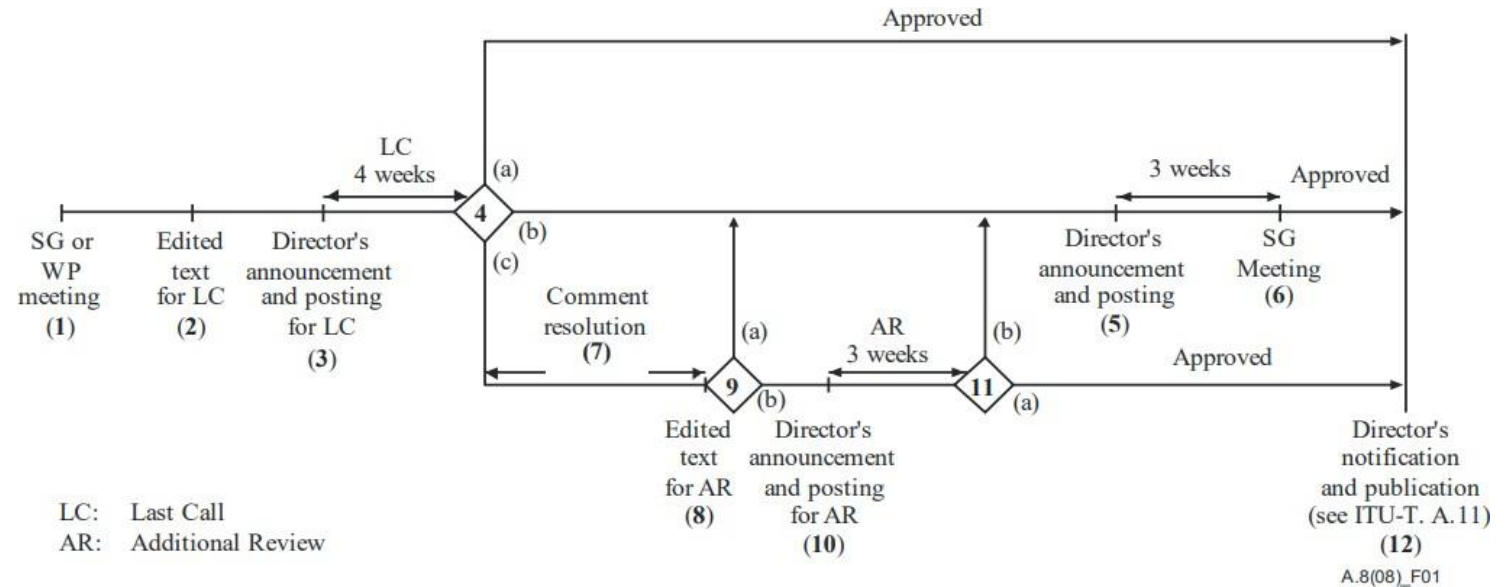
Alternative approval process (AAP)

- Default method for technical Recommendations with no regulatory or policy implications

- MSs and SMs both fully participate

Agreement

- Used for non-normative texts (supplements, handbooks, guides etc.)

NOTE: WTSA may approve texts when all else fails

AAP Process Chart (ITU-T Rec. A.8)

1. SG or WP consent
2. Edited text available
3. Director's last call announcement and posting
4. Last call judgement
   - *within two weeks of the end of the last call, the rapporteur, with the assistance of the editor, will compile all such comments in a single document, for example in the form of a table, to be used as the basis for completion of the comment resolution process (see table in slide 28)* **NEW**.

4. Director's study group announcement and posting
5. Study group decision meeting
6. Comment resolution
7. Edited text available
8. Next step judgement
9. Director's additional review announcement and posting
10. Additional review judgement
11. Director's notification

TAP Process Chart (WTSA Res.1, section 9)

Res.1(12)_F9.1
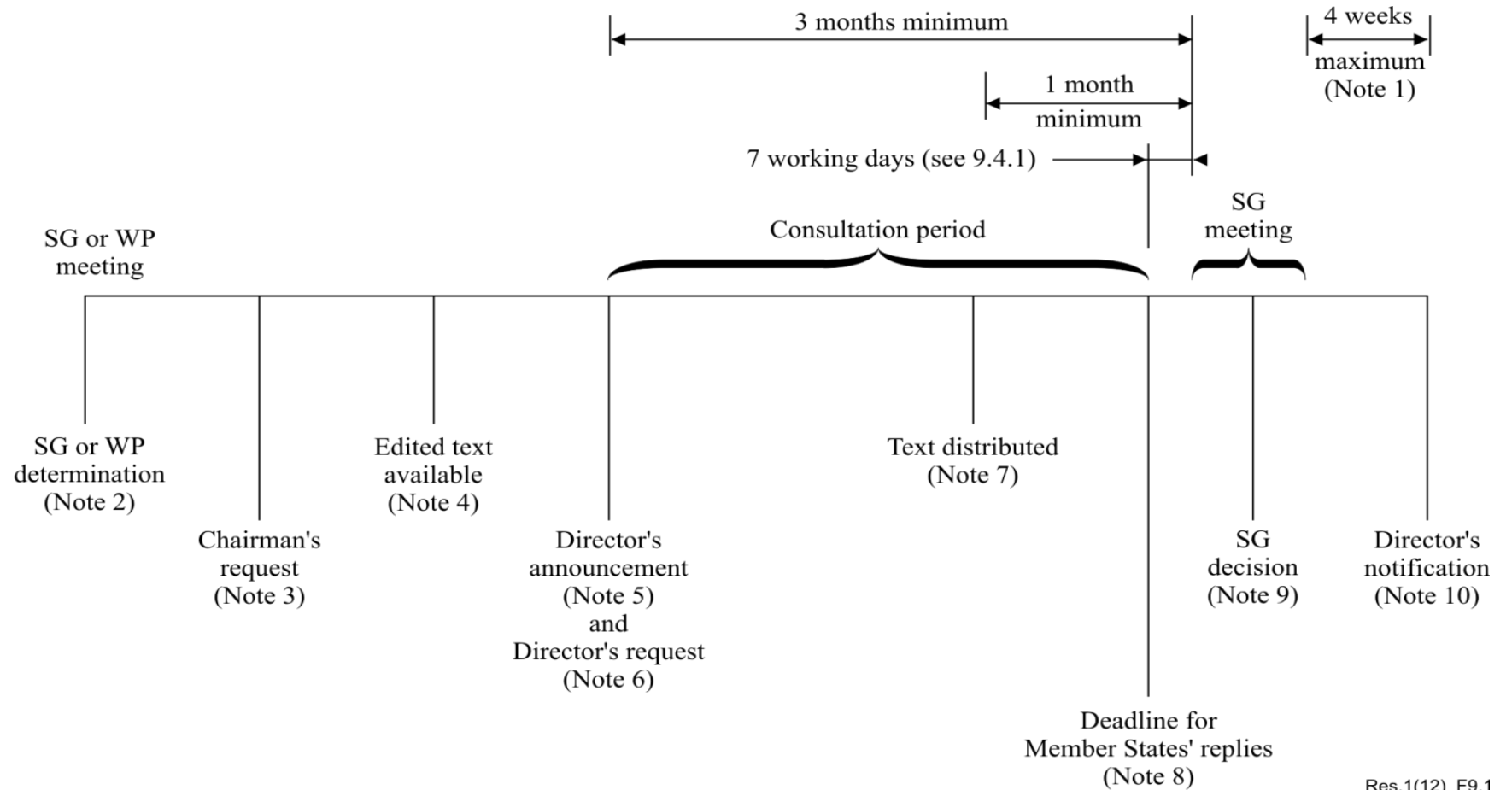
TAP Process Chart (WTSA Res.1, section 9) (cont.)

1. Exceptionally, additional period of up to four weeks is granted upon member state delegation's request of extension for its decision
2. SG or WP DETERMINATION
3. CHAIRMAN'S REQUEST for Director's announcement of the intention to seek approval at next SG meeting.
4. EDITED TEXT AVAILABLE
5. DIRECTOR'S ANNOUNCEMENT
6. DIRECTOR'S REQUEST to Member States to inform him whether they approve or not the request that next SG can decide on

   approval
7. TEXT DISTRIBUTED
8. DEADLINE FOR MEMBER STATES' REPLIES: If 70% of replies received during the consultation period (up to 7 working days before the meeting) indicate approval, the approval process can proceed at next SG meeting (otherwise it does not take place). Disapproving Member States should advise their reasons for disapproving and indicate the possible changes that would facilitate further consideration and approval of the draft Recommendation.
9. STUDY GROUP DECISION: After debate at the SG meeting, the decision of the delegations to approve the Recommendation under the approval procedure must be unopposed. Reservations shall be noted in the report.
10. DIRECTOR'S NOTIFICATION whether the draft Recommendation is approved or not.

Coordination and Cooperation

ITU-T work relies on coordination & cooperation

| Formal liaison statements | Cooperation with other organizations (Recomm. ITU-T A.4, A.5 and A.6) | Joint Coordination Activities (JCAs) | Correspondence Groups | Special projects | Lead Study Groups | Extended SG management team: Chairman, Vice-chairmen, Rapporteurs, Liaison Rapporteurs, Editors, Secretariat |

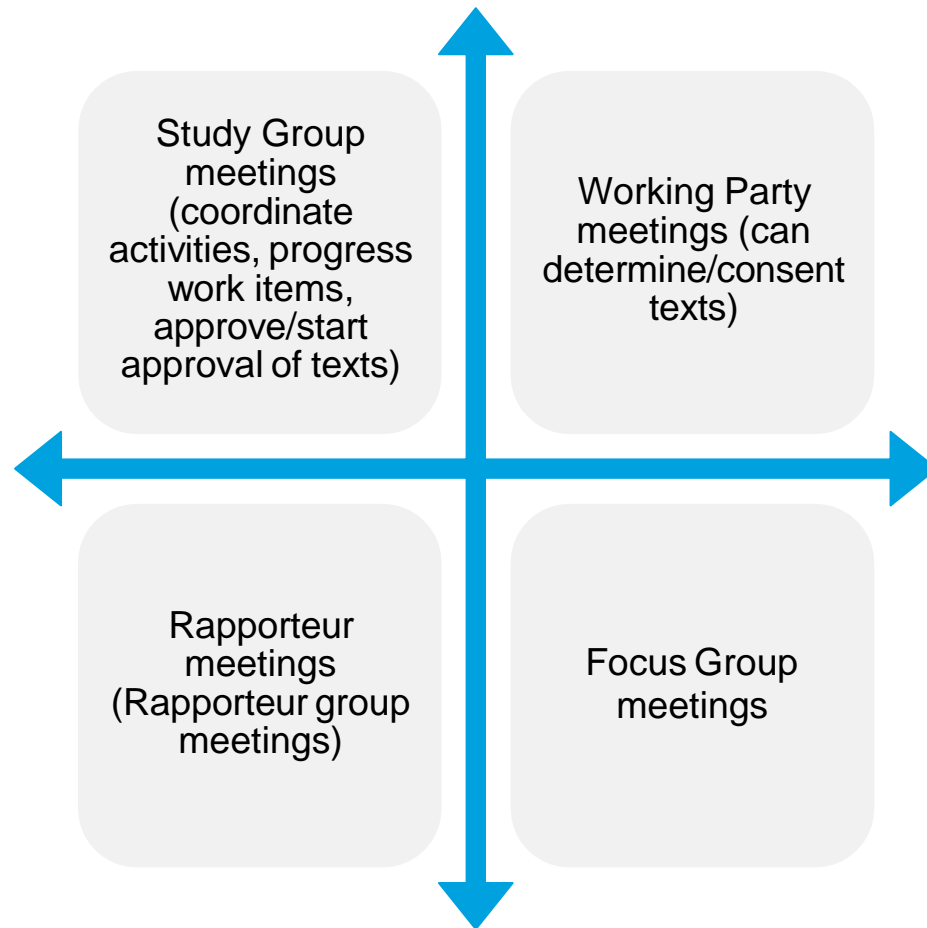# Intellectual Property Rights (IPR)

Legal rights that protect creations and inventions

Any IPR needed to implement Recommendations must be disclosed

Software Copyright Guidelines and Patent guidelines must be followed

Trademarks are not allowed in Recommendations

Meetings

Study Group meetings (coordinate activities, progress work items, approve/start approval of texts)

Working Party meetings (can determine/consent texts)

Rapporteur meetings (Rapporteur group meetings)

Focus Group meetings

- Meeting location: in Geneva, outside Geneva (by invitation)
- Meeting date: varies by committee (SG/WP meetings notified by Circulars)
- Physical meetings, including with remote observation (i.e., webcast) and with (active) remote participation; virtual meetings ("e-meetings")
- Current practice of running meetings "paperless"
- Languages (interpretation and translation)

Meeting information is listed on each SG homepage (www.itu.int/en/ITU-T/studygroups)
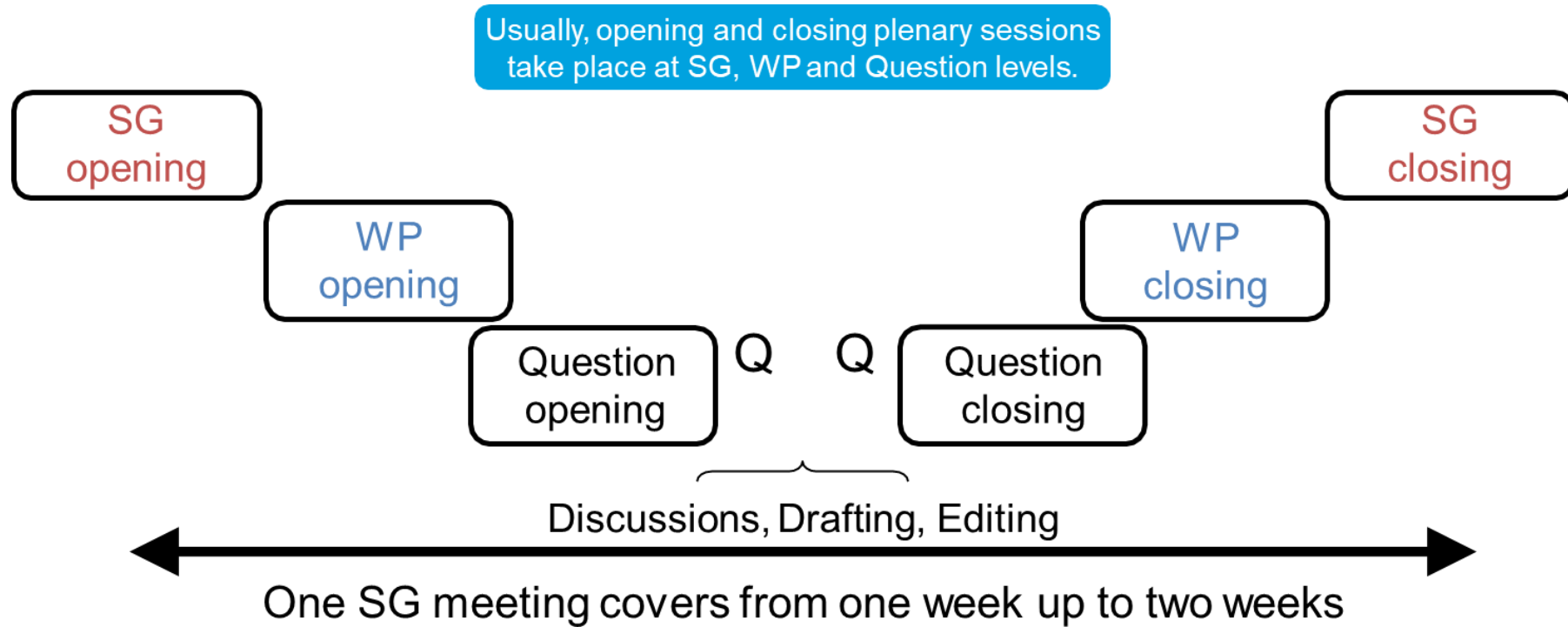
Basic practices during a meeting - meeting conduct

- The meeting chairman ensures smooth running and should create an environment that allows the meeting to find consensus

- Participants are "given the floor" before speaking

- Participants are invited to speak clearly and slowly

- Reaching agreements

- Conflicting opinions may need concessions

- Resolution of disagreements is generally achieved by those directly involved

- Wherever possible, aim for "consensus"

Process for completion of a Recommendation

- Usually, several meetings are necessary to produce one Recommendation.

- Every session and meeting has its own importance for progress and finalization of a document. As contributor, you should be well aware of the process and attentive to the progress of the work.

SG meeting ···· SG meeting ···· SG meeting ···· SG meeting

Key steps in case of TAP process: Determination → Decision

Key steps in case of AAP process: Consent → Approval

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SG meeting ··· SG meeting ··· SG meeting ··· SG meeting

Key steps in case of TAP process: Determination → Decision

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ITU-T Documents

- Formal meeting documents ([SG home page](#))

  o Collective letters – meeting announcements

  o Circulars – other info to all membership (e.g. on events)

  o [Resolutions (revised every 4 years in WTSA)]

  o **Contributions** – written proposals submitted by members (sequential numbering inside a study period) – submit Contributions at least **12 calendar days** before the meeting in question if no translation required.

    ITU-T is a contribution-driven (and consensus-based) organization

ITU-T Documents

- o **TDs** – produced by SG leadership team and TSB (sequential in a study period, multiple TD series possible)

- o Liaison statements – communications with liaison partners

- o Reports – reports created at meetings, draft texts

- Working documents (informal FTP area, collaboration site)

- o Rapporteur group meetings documents - some docs have no life outside the meeting (e.g. drafting docs), others are submitted as TD to next SG/WP meeting

Meetings are Document-Oriented

- In summary, meeting results are recorded in the meeting report and implemented in draft Recommendations or Supplements (initial/updated versions).

- The report and all meeting output documents are usually available for the closing session and approved at the closing session.

- NOTE: Rapporteur meetings have soft rules

ITU-T Collaboration with Other Orgs

- **World Standards Cooperation ISO-IEC-ITU**

  o Common patent policy & Joint events

  o A number of ITU-T's standards are common text with ISO/IEC JTC 1

- **Global Standards Collaboration**

  o Supports ITU as preeminent global ICT standards organization

  o **IEC/ISO/ITU Joint Smart City Task Force**

Tenths of collaboration agreements

International Support

- ITU-T works primarily in English (for cost savings), but some translation and interpretation services are available for the other five official languages of the Union (Arabic, Chinese, French, Russian and Spanish)

- ITU-T provides extra support for participants from developing countries. For more information, please contact the Study Group Secretariat.

1 ITU-T Electronic Services

E-meetings facilities

URL: remote.itu.int

ITU-T **MyMeetings**: consistent, efficient e-meetings service to participants in the work of ITU-T.

- Used for statutory and non-statutory meetings
    - Open-source (BigBlueButton)
    - Web-based
    - Integrated with ITU architecture & ITU-T Work Programme
- Up to 200 participants
- Among its benefits are:

1. Hosted on ITU servers, which are accessible from all countries and regions.
2. Same e-meetings tool for fully electronic meetings and remote participation at physical meetings.
3. Smart user access based on registration or mailing list subscription.
4. Low bandwidth requirements for video and audio.
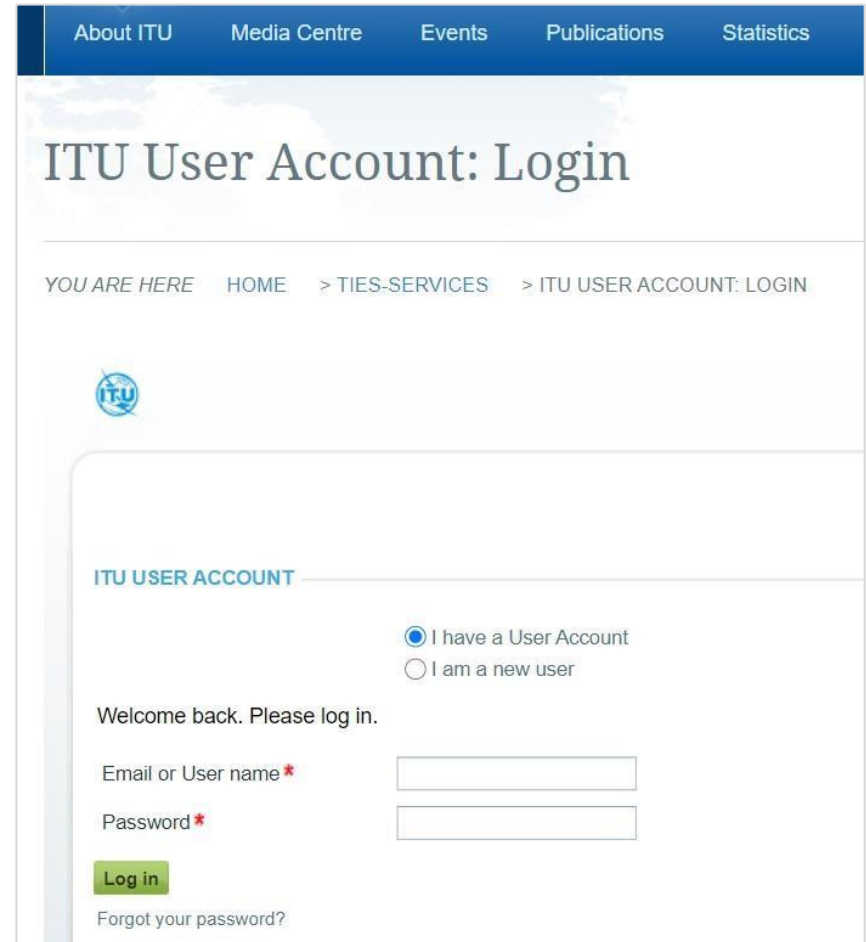5. Unique features of MyMeetings 5.0

- Unlimited parallel meeting sessions
- Speaker timer
- Help button
- Floor request queue
- Virtual gavel
- Full user affiliation details
- Participants sorting
- Display Head of Delegation
- Profile picturre

Zoom:
- Multilingual support
- Workshops and webinars
- Up to 1000 participants

TIES Overview

The Telecommunication Information Exchange
Service (TIES) provides member access to, e.g.:

- Documentation

- Draft and pre-published texts

- Informal FTP areas, email reflectors and archives

- Self-subscription to and use of members-only services

ITU User Accounts / TIES Access

How to get TIES access:	Complete the online ITU user account application form
	Validate your user account
	Request TIES access permissions (via web interface)
	Your organization's Focal Point authorizes request
	Update preferences and subscriptions on a self-service basis
	Access rights updated by ITU as needed

Electronic Working Methods (1/6)

- Wi-Fi network in Geneva: "ITUwifi-legacy"
- Password:
  - Your ITU User Account or email address registered with ITU; or
  - The username and password that is printed on your access badge, which is valid as per the date printed on your badge.
- Website: https://itu.int/ITU-T
- Meeting document sync tool (to synchronize documents of current meeting from ITU server to local drive) ......

- Email reflectors (mailing lists)
- Document submission
  - Direct document posting (see backup slides)
  - AAP comment submission
  - Email
- AAP tracking

EWM Services homepage at:
https://www.itu.int/en/ITU-T/ewm/Pages/default.aspx

Electronic Working Methods (2/6)

- Virtual meetings
  - MyMeetings
  - Zoom
  - Physical meeting with remote participation
  - Telephone conference calls

- Databases:
  - Recommendations

  https://www.itu.int/en/ITU-T/publications/Pages/recs.aspx

  - Liaison statements

  https://www.itu.int/net/itu-t/ls/ils.aspx
  - **Work programme**

  https://www.itu.int/itu-t/workprog/wp_search.aspx
  - Test signals
  - Formal descriptions
  - IPR (patents and software copyrights)

  https://www.itu.int/en/ITU-T/ipr/Pages/default.aspx
  - **ICT Standards Landscape**

  https://itu.int/itu-t/landscape

Informal FTP Areas (IFAs) (3/6)

- For participants' use as repository and exchange facility of documents and other files.
- Access is restricted to users with TIES/Guest account
- Standard folder structure
  - **/docs** – mirror of document stored on DMS, read-only access and archived
  - **/exchange** – <u>working area for SG participants upload and download documents and other files, read + write access and also archived</u>
  - **/temp** – a temporary exchange area that will not be archived at the end of the Study Period
- A Study Group's IFA can be accessed:
  - using a web browser: https://www.itu.int/ifa/t/2022/sg20
  - using a FTP client: Remote host: "ifa.itu.int"; Remote directory: "/t/2022/sg20"

SharePoint extranet (4/6)

- Flexible tool also used as repository and exchange facility for documents and other files

- Access restricted to TIES users

- Used for:

  o Rapporteur group meeting documents (managed by Rapporteurs)

 o Focus Group documents (managed by TSB Secretariat)

MyWorkspace (5/6)

MyWorkspace is a one-stop shop to TSB IT applications & services

- ITU user account required
- Provides services such as:
    - <u>ITU Translate</u>: Automatic document translation
    - <u>E-Meetings</u>: ITU-T remote participation
    - <u>Documents</u>: SG meeting documents search
    - <u>Calendar</u>: ITU-T event calendar
    - <u>TSBCloud</u>: Open-source document storage (Nextcloud)

URL: itu.int/myworkspace
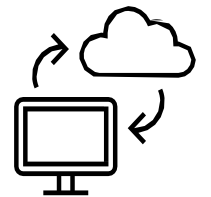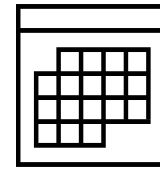
Mailing Lists (6/6)

- Restricted to ITU-T membership
  - ITU account required

- To subscribe:
  - Log on to the ITU-T Electronic Registration and Subscription Service page at: https://www.itu.int/en/ITU-T/ewm/Pages/services.aspx
  - Click on the subscription button
  - Choose from the list and submit

- Mailing lists default setup
  - **ITU-T Mailing list e-mail**: if provided, this e-mail becomes the default e-mail address, replacing TIES e-mail
  - **Contact e-mail:** for administrative operations (e.g., contact in case of problems, lost passwords, etc.)

SG20
Mailing Lists

General distribution list for SG20

- t22sg20all@lists.itu.int

Q1/20: Interoperability and interworking of IoT and SC&C applications and services

- t22sg20q1@lists.itu.int

Q2/20: Requirements, capabilities and architectural frameworks across verticals enhanced by emerging digital technologies

- t22sg20q2@lists.itu.int

Q3/20: IoT and SC&C architectures, protocols and QoS/QoE

- t22sg20q3@lists.itu.int

Q4/20: Data analytics, sharing, processing and management, including big data aspects, of IoT and SC&C

- t22sg20q4@lists.itu.int

Q5/20: Study of emerging digital technologies, terminology and definitions

- t22sg20q5@lists.itu.int

Q6/20: Security, privacy, trust and identification for IoT and SC&C

- t22sg20q6@lists.itu.int

Q7/20: Evaluation and assessment of Smart Sustainable Cities and Communities

- t22sg20q7@lists.itu.int

ITU-T SG20 Regional group for the Arab Region

- tsg20rgarb@lists.itu.int

ITU-T SG20 Regional group for the African

- tsg20rgafr@lists.itu.int

ITU-T SG20 Regional group for Latin American

- tsg20rglatam@lists.itu.int

ITU-T SG20 Regional group for Eastern Europe, Central Asia and Transcaucasia

- tsg20rgeecat@lists.itu.int

ITU-T SG20 Regional group for Asia and the Pacific

- tsg20rgap@lists.itu.int

Correspondence Group on Artificial intelligence of Things (CG-AIoT)

- cg-aiot@lists.itu.int

2 Workshops and Other Events in Support of ITU-T Study Groups

ITU Events

- ITU brings people together physically through regular meetings, conferences and seminars and electronically through the Internet.

- These events are listed in a [calendar](#) on ITU's website.

- Subscribe to stay informed:
  - [General Secretariat](#)
  - [Radiocommunication](#)
  - [Standardization](#)
  - [Development](#)

If you need further information or advice

Please consider the following support:

- Delegate Resources: https://www.itu.int/en/ITU-T/info/Pages/resources.aspx
- SG20 Mentor: Marco Carugi, marco.carugi@gmail.com
- Membership: www.itu.int/en/ITU T/membership
- Registration: tsbreg@itu.int

Technical questions: **the specific Rapporteur** (and, in case, the ITU-T expert coordinating work in a given technical area). Contact details can be found on the SG homepage.

- SG20 Counsellor Ms. Cristina Bueti (cristina.bueti@itu.int) and SG20 Secretariat (tsbsg20@itu.int).
- The SG20 Management team will be involved as appropriate.

Online Course Recommendation ITU-T A.1: Working Methods of ITU-T study groups

The A.1 course is intended for delegates participating in ITU-T study group meetings, especially new participants.

The course is comprised of six modules:

- Standardization in ITU-T
- Managing the study groups
- Coordination
- Inputs to the study groups
- Outputs of the study groups
- Further infrastructure supporting the study group process

More information: https://bsg-a1.itu.int/

Module 1
Standardization in ITU-T

Module 2
Managing the Study Groups

Module 3
Coordination

Module 4
Inputs to the study groups

Module 5
Outputs of the Study Groups

Module 6
Further infrastructure supporting the study group process
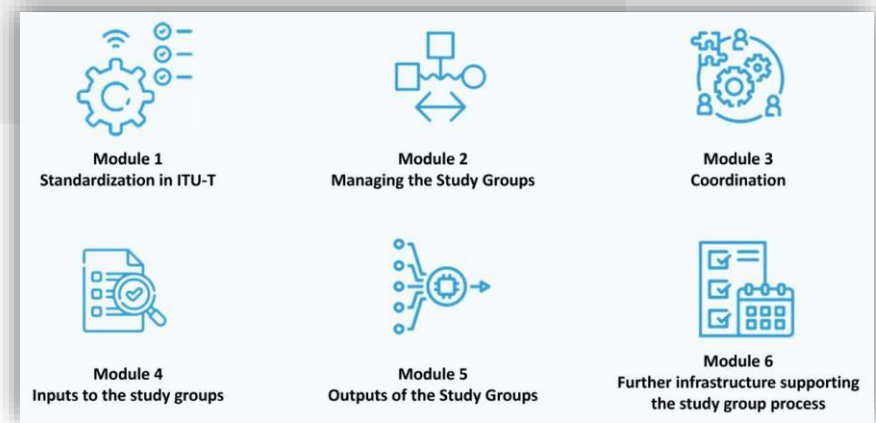
Thank you!

Questions? Interested in learning more?
Let us know!

✉ tsbsg20@itu.int

[Marco Carugi – SG20 Mentor (marco.carugi@gmail.com)](mailto:marco.carugi@gmail.com)

Supplementary Information

A Series:
Organization of the Work of ITU-T

A.1: Working methods for study groups of the ITU Telecommunication Standardization Sector

A.2: Presentation of contributions to the ITU Telecommunication Standardization Sector

A.4: Communication process between the ITU Telecommunication Standardization Sector and forums and consortia

A.5: Generic procedures for including references to documents of other organizations in ITU-T Recommendations

A.6: Cooperation and exchange of information between the ITU Telecommunication Standardization Sector and national and regional standards development organizations

A.7: Focus groups: Establishment and working procedures

A.8: Alternative approval process for new and revised ITU-T Recommendations

A.11: Publication of ITU-T Recommendations and World Telecommunication Standardization Assembly proceedings

A.12: Identification and layout of ITU-T Recommendations

A.13: Supplements to ITU-T Recommendations

A.23: Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology

A.25: Generic procedures for incorporating text between ITU-T and other organizations

A.31: Guidelines and coordination requirements for the organization of ITU-T seminars and workshops

A-series Recommendations: www.itu.int/rec/T-REC-A

Legal Framework

- WTSA Res. 1 – Rules of Procedure of the ITU Telecommunication Standardization Sector
- Rec. A.1. Work Methods for Study Groups of the ITU-T

Those legal instruments as well as those working procedures adopted by any meeting of a Sector must
be compatible with:

- The ITU Constitution (CS)
- The ITU Convention (CV)
- The General Rules of Conferences, Assemblies and Meetings (GR) adopted by the Plenipotentiary Conference
- GR shall apply to meetings of the Sectors

Guiding Texts

- **Basic Texts**
    - Constitution (CS)
    - Convention (CV)
    - General Rules (GR)
      (of Conferences, Assemblies and
      Meetings of the Union)
    - Others ………

- **Resolutions – Principles and instructions for:**
    - Finance
    - Working methods
    - Work programme
    - External cooperation
    - Other strategic and technical matters

- **A-series Recommendations**
    - Describe ITU-T's working procedures