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| **Regional Preparatory Meeting for WTDC-17 for Europe (RPM-EUR)**  | P:\SUP\Logos\Post-150th Anniv\ITU-logo-UNblue.jpg |
| **Vilnius, Lithuania, 27-28 April 2017** |
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|  | **Document** **RPM-EUR17/****33-E** |
| **21 April 2017** |
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| **Lithuania (Republic of)** |
| OUTCOME ORIENTATION OF THE ITU-D STUDY GROUPS |
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| **Priority area:**Rules of Procedure of ITU-D (WTDC Resolution 1)**Summary:**This contribution provides proposals for amending Resolution 1, in particular aiming at enhancing effectiveness of the ITU-D Study Groups and strengthening their outcome orientation. It is proposed that ITU-D Study Groups follow work plans, based on modular approach (two to four modules per study period) and with each module resulting in set of outcomes. These outcomes should include reports, including white papers, and recommendations. This approach will let better respond to the needs of all stakeholders and will provide an opportunity to take into account innovation dynamics of the ICT ecosystem. Moreover, taking into account the recent adoption of final reports of the Study Groups it is proposed that these Reports are now transformed by the Chairmen of the ITU-D Study Groups into Draft Recommendations for consideration by WTDC-17.**Expected results:**RPM-EUR is requested to examine this document.**References:**WTDC Resolution 1 (Rev. Dubai, 2014) |

**Background**

ITU-D Study Groups provide an important platform for studying ICT/telecommunication matters. This contribution provides proposals for amending the Resolution 1, in particular aiming at enhancing effectiveness of the ITU-D Study Groups and strengthening their outcome orientation. It is proposed that ITU-D Study Groups follow work plans, based on modular approach (two to four modules per study period) and with each module resulting in set of outcomes. These outcomes should consist of reports, including white papers, and recommendations. This approach will let better respond to the needs of all stakeholders and will provide an opportunity to capture innovation dynamics of the ICT ecosystem. Moreover, taking into account recent adoption of final reports of the Study Groups it is proposed that these Reports are now transformed by the Chairmen of the ITU-D Study Groups into Draft Recommendations for consideration by WTDC-17.

**Proposal**

RESOLUTION 1 (Rev. Dubai, 2014)

**Rules of procedure of the ITU Telecommunication Development Sector**

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**SECTION 2 – Study groups and their relevant groups**

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**9 Establishment of work plans and preparation of meetings**

**9.1** After each WTDC, a work plan shall be proposed by each study group chairman and rapporteurs, with the assistance of BDT. The work programme shall take account of the programme of activities and priorities adopted by WTDC. The work programme should follow modular approach, meaning from two to four time bound modules within the study cycle, each module resulting with concrete results, including output report, including white paper and recommendation. As an informational resource to support the development of the work plans, the Director of BDT shall, through the appropriate BDT staff (e.g. regional directors, focal points), prepare information about all ITU projects relevant to the particular study Question or issue, including those being implemented by the regional offices and in the other Sectors. This information should be provided to the study group chairmen and rapporteurs prior to the development of their work plans so as to allow them to take full advantage of new, existing and ongoing ITU work that could contribute to the study of their Questions.

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**11 Preparation of reports**

**11.1** Reports of the study group's work can be of five major types:

a) Meeting reports

b) White Papers

b) Progress reports

c) Annual Output reports, including white papers and recommendations

d) Chairman's report to WTDC.

**11.2** Meeting reports

**11.2.1** Prepared by the study group chairman, the working party chairman or the rapporteur, assisted by BDT, meeting reports shall contain a summary of the outcome of the work. They must also indicate items which require further study at the next meeting or a recommendation for conclusion or completion of the work of a study Question or consolidation with another Question. The reports should also include reference to contributions and/or meeting documents, the main results (including Recommendations and guidelines), directives for future work (including referral of output reports to BDT for incorporation into relevant BDT programme activities as appropriate), planned meetings of working parties, if any, rapporteur's groups and joint rapporteur's groups, and liaison statements endorsed at the study group level.

**11.2.2** The report of a study group's first meeting in the study period shall include a list of the chairmen and vice-chairmen of working parties and/or rapporteur's groups, if any, and of any other groups that may have been created, and of the rapporteur and vice‑rapporteurs appointed. This list shall be updated, as required, in subsequent reports.

**11.3 White Paper**

**11.3.1** White Paperaims to be an authoritative report or guide that informs readers concisely about a complex issue and presents the matter. It is meant to help Membership understand an issue, solve a problem, or make a decision.

**11.3.2** White Paper is prepared by the Secretariat in consultation with Study Group Chairs, Vice-Charis and Ropporteurs.

**11.4** Progress reports

**11.4.1** The following list of items is suggested for inclusion in progress reports:

a) brief summary of the status and draft outline of the output report;

b) conclusions or titles of reports or Recommendations to be endorsed;

c) status of work with reference to the work plan, including baseline document, if available;

d) draft new or revised reports, guidelines or Recommendations, or reference to source documents containing the Recommendations;

e) draft liaison statements in response to or requesting action by other study groups or organizations;

f) reference to normal or delayed contributions considered part of assigned study and a summary of contributions considered;

g) reference to submissions received in response to liaison statements from other organizations;

h) major issues remaining for resolution and draft agenda of future approved meetings, if any;

i) reference to the list of attendees at meetings held since the last progress report;

j) reference to the list of normal contributions or temporary documents containing the reports of all working party and rapporteur's group meetings since the last progress report.

**11.4.2** The progress report may make reference to meeting reports in order to avoid duplication of information.

**11.4.3** Progress reports by working parties and rapporteur's groups shall be submitted to the study group for approval.

**11.5** Output reports

**11.5.1** Such reports represent the expected deliverable, i.e. the principal results of a study. The items to be covered are indicated in the expected output of the Question concerned. Such reports shall normally be limited to a maximum of 50 pages, including annexes and appendices, with relevant electronic references as needed. When reports exceed the 50-page limit, and after consultation with the study group chairman concerned, annexes and appendices may be included without translation when they are considered of particular relevance and provided that the body of the report is within the 50-page limit. All reports shall be translated up to the number of pages agreed upon in the terms of reference for a Question, to the extent possible and within the available budget.

**11.5.2** To help maximize the use of study group final output reports, study groups may place final output reports and associated annexes in an online library accessible from the ITU‑D homepage as well as the study group document registry, until the study group decides that they have become outdated. Study group outputs should be incorporated into BDT programme and regional office activities and form part of the implementation of ITU‑D strategic objectives.

**11.5.3** To help ascertain the extent to which the Member States, and in particular the developing countries, benefit from the outputs of studies and to obtain feedback from the Member States on the outputs of studies, it would be useful for study group chairmen, with the help of the working party chairmen and Question rapporteurs, to prepare a survey or questionnaire to be sent to Member States before the end of the study period, the results of which will serve to prepare for the next study period.

**11.6** Chairman's reports to WTDC

**11.6.1** The chairman's report of each study group to WTDC shall be the responsibility of the chairman of the study group concerned, with the assistance of BDT, and shall be limited to:

a) a summary of the results achieved by the study group during the study period in question, describing the work of the study group and the outcome achieved, including discussion of the ITU‑D strategic objectives that are linked to the study group's activities;

b) reference to any new or revised Recommendations approved by correspondence by Member States during the study period;

c) reference to any Recommendations deleted during the study period;

d) reference to the text of any Recommendations submitted to WTDC for approval;

e) a list of any new or revised Questions proposed for study during the next study period;

f) a list of any Questions proposed for deletion, if any;

g) summary of collaboration between the programmes and regional offices in undertaking the activities of the study group.

**11.6.2** The preparation of Recommendations should follow the general practice of the Union. Examples include the recommendations and resolutions of WTDCs. A Recommendation should stand alone. Information may be annexed to the Recommendations, in order to accomplish this. A model Recommendation is set out in Annex 1 to this resolution.

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