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| PLENARY MEETING | | **Addendum 1 to Document WTDC-17/22-E** |
|  | | **29 August 2017** |
|  | | **Original: English** |
| Asia-Pacific Telecommunity Member Administrations | | |
| Revision of WTDC Resolution 1 | | |
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| **Priority area:** Rules of Procedure of ITU-D (Resolution 1)  **Summary:**  APT acknowledges the efforts of ITU Study Group Members, Study Group Management and the Secretariat team for the good work of the study groups.  The Study Group reports provide valuable inputs and guidelines on policy, regulatory and service aspects in this fast changing ICT environment. Currently, the ITU-D study groups have study periods of 4 years, co-terminus with the interregnum period between the WTDC conferences. Current reporting periodicities and reports generated are not uniform and vary from Question to Question. Considering the quick pace in change of technology and services, wherever feasible, the study activity may be completed in the quickest possible time to benefit Member States to address the policy, service and market challenges in time.  The Study Group work plans are proposed to follow a modular approach to enable the release of output reports preferably on an annual basis. This will enable developing countries and especially LDCs, SIDS and LLDCs to effectively use the reports and apply the guidelines. This will also provide an opportunity to create more new Questions taking the optimum use of resources into consideration.  Joint meetings of ITU-D Study Groups may be held for better exchange of information and study topics which are of more importance to developing countries. Workshops and seminars with invited experts on advanced technologies and important topics may be held during the Study Group meetings.  **Expected results:**  Quick release of reports, preferably annual reports, and creation of a modular approach in addressing the Questions and publishing reports. Better exchange of information among Sectors and creating awareness on advanced technologies and strong interest topics.  **References:**  WTDC Final Report 2014 – Resolution 1 | | |

**PROPOSALS**

1. Periodicity of the Study Group Questions could vary depending on the duration required for the relevant study and its criticality to provide timely inputs to developing countries on the subject matter. This will also ensure appropriate utilization of resources and enables inclusion of more questions for study, as the need may be, by the TDAG within its mandate. Modular approach with short time spans is recommended to bring in vigour in working on the reports.

2. The Study Group work plans are proposed to follow modular approach to enable release of output reports preferably on annual basis.

3. Joint meeting(s) between ITU-D Study Groups may be held in order to exchange information and identify study topics in the ITU-T and ITU-R Study Groups which are of particular interests to developing countries.

4. Workshops, seminars or other events for exchanging information with invited experts outside ITU on advanced technologies and strong interest topics may be held at the beginning of ITU-D study. Such workshops are preferable to be held during study group meetings for participants.

RESOLUTION 1 (Rev. dubai, 2014)

Rules of procedure of the ITU Telecommunication Development Sector

**MOD** ACP/22A1/1

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

**2 Classification of study groups and their relevant groups**

**2.1** The World Telecommunication Development Conference (WTDC) establishes study groups, each studying telecommunication matters of interest to the developing countries in particular, including the issues referred to in No. 211 of the ITU Convention. Study groups shall observe strictly Nos 214, 215, 215A and 215B of the Convention.

**2.2** To facilitate their work, the study groups may set up working parties, rapporteur's groups and joint rapporteur's groups to deal with specific Questions or parts of thereof.

**2.3** Where appropriate, regional groups may be set up within the study groups to study Questions or problems, the specific nature of which makes it desirable that they be studied within the framework of one or more regions of the Union.

**2.4** The establishment of regional groups should not give rise to duplication of work being carried out at the global level by the corresponding study groups, their relevant groups or any other groups established pursuant to No. 209A of the Convention.

**2.5** Joint rapporteur's groups (JRG) may be established for Questions requiring the participation of experts from more than one study group. Unless otherwise specified, the working methods of JRGs should be identical to those of rapporteur groups. At the time a JRG is established, its terms of reference, reporting lines and final decision-making authority should be clearly identified.

**3 Chairmen and vice-chairmen**

**3.1** Appointment of chairmen and vice-chairmen by WTDC shall be primarily based upon proven competence both in matters considered by the study group concerned and in terms of the management skills required, taking into account the need to promote gender balance in leadership positions and equitable geographical distribution, in particular promoting the participation of developing countries through Member States and Sector Members.

**3.2** The mandate of the vice-chairmen shall be to assist the chairman in matters relating to the management of the study group, including substitution for the chairman at official ITU Telecommunication Development Sector (ITU‑D) meetings or replacement of the chairman should he or she be unable to continue with study group duties.

**3.3** Study group vice-chairmen may in turn be selected as chairmen of working parties or as rapporteurs, with the sole limitation that they may not occupy more than two posts at the same time in the study period.

**3.4** Thereis a need to appoint only the relevant number of vice-chairmen for study groups and working parties in line with Resolution 61 (Rev. Dubai, 2014) of WTDC.

**4 Rapporteurs**

**4.1** Rapporteurs are appointed by a study group in order to progress the study of a Question and to develop new and revised reports, opinions and Recommendations. A rapporteur may have responsibility for only one Question.

**4.2** Because of the nature of the studies, rapporteur appointments should be based both on expertise in the subject to be studied and on the ability to coordinate the work. Elements of the expected work done by the rapporteurs are described in Annex 5 to this resolution.

**4.3** Clear terms of reference for the work of the rapporteur, including expected results, should be added to the corresponding Question, by the study group, as required.

**4.4** One rapporteur and one or more vice-rapporteurs are appointed, as appropriate, by a study group for each Question. The vice-rapporteur automatically takes over the chairmanship when the rapporteur is not available. This also includes the case of rapporteurs who are no longer representing the Member State or ITU‑D Sector Member which nominated them as participant in accordance with § ‎7.1 below. Vice-rapporteurs may be representatives from Member States, Sector Members, Associates or Academia[[1]](#footnote-1)1. When a vice-rapporteur is called upon to replace a rapporteur for the rest of the study period, a new vice-rapporteur is nominated from among the membership of the study group concerned.

**5 Powers of the study groups**

**5.1** Each study group may develop draft Recommendations for approval either by WTDC or pursuant to section 6 below. Recommendations approved in accordance with either procedure shall have the same status.

**5.2** Each study group may also adopt draft Questions in accordance with the procedure described in § 17.2 of section 4 below or for approval by WTDC.

**5.3** In addition to the above, each study group shall be competent to adopt guidelines and reports.

**5.4** Joint meeting(s) between ITU-D study groups may be held in order to exchange information and identify study topics in the ITU-T and ITU-R study groups which are of particular interests to developing countries.

**5.5** Workshops, seminars or other events for exchanging information with invited experts outside ITU membership on key topics and issues may be held during or around Study Groups meetings.

**5.6** In cases where the implementation of the results obtained is through activities of the Telecommunication Development Bureau (BDT), such as workshops, regional meetings, or surveys, these activities should be reflected in the annual operational plan and conducted in coordination with the relevant study Question.

**5.7** In the cases where the terms of reference of a rapporteur group are completed prior to the end of the study period, the study group should issue guidelines, reports, best practices and Recommendations promptly for review by the membership.

**6 Meetings**

**6.1** The study groups and their relevant groups shall normally meet at ITU headquarters.

**6.2** Study groups and their relevant groups may meet outside Geneva if invited by Member States, ITU‑D Sector Members, or entities authorized in this respect by a Member State of the Union, having regard to facilitating the attendance of developing countries[[2]](#footnote-2)2. Such invitations shall normally be considered only if they are submitted to WTDC, to the Telecommunication Development Advisory Group (TDAG) or to an ITU‑D study group meeting. If such invitations cannot be submitted to any of these meetings, the decision to accept the invitation rests with the Director of BDT in consultation with the chairman of the study group concerned. They shall be finally accepted after consultation with the Director if they are compatible with the resources allocated to ITU‑D by the Council.

**6.3** Regional and subregional meetings offer a valuable opportunity for information exchange and for the development of management and technical experience and expertise. Every opportunity should be taken to provide additional opportunities for experts (study group participants) from developing countries to gain experience by participating in regional and subregional meetings which deal with study group work. To this end, invitations to regional and subregional meetings organized on topics dealt with by study groups should be extended to participants of the rapporteur's groups concerned.

**6.4** The invitations referred to in § ‎6.2 above shall be issued and accepted, and the corresponding meetings outside Geneva organized, only if the conditions laid down in Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference and ITU Council Decision 304 are met. Invitations to hold meetings of the study groups or their relevant groups away from Geneva shall be accompanied by a statement indicating the host's agreement to defray the additional expenditure involved and that it will provide at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries, equipment need not necessarily be provided free of charge by the host government, if the government so requests.

**6.5** Relevant groups of study groups may benefit from meetings held via teleconference, having regard to the possibilities of developing countries and their ability to participate by teleconference, or other alternative arrangements, rather than at ITU headquarters or in a region. A request by a rapporteur for such a meeting should be submitted to and approved by the parent study group.

**6.6** The dates, place and agenda for meetings of relevant groups shall be agreed by the parent study group.

**6.7** Should an invitation be cancelled for any reason, it shall be proposed that the meeting be convened in Geneva, in principle on the date originally planned.

**7 Participation in meetings**

**7.1** Member States, Sector Members, Associates, Academia and other entities duly authorized to participate in ITU‑D activities shall be represented, in the study groups and subordinate groups in whose work they wish to take part, by participants registered by name and chosen by them as representatives to make an effective contribution to the study of the Questions entrusted to those study groups. Chairmen of meetings may, in accordance with No. 248A of Article 20 of the ITU Convention, invite individual experts, as appropriate, to present their specific point of view at one or more meetings, without taking part in the decision‑making process and without giving the expert the right to participate in any other meetings to which a specific invitation by the chairman has not been extended.

**7.2** The Director of BDT shall keep up to date a list of the Member States, Sector Members, Associates, Academia and other entities participating in each study group.

**7.3** To the extent possible and practicable, study groups and their relevant groups shall endeavour to use remote participation technologies as part of efforts to encourage and enable broader participation in the work of the study groups by all Member States, Sector Members, Associates and Academia, especially for persons with specific needs, such as persons with disabilities.

**7.4** The rapporteur of each study Question shall coordinate and keep up to date a list of focal points from Member States, Sector Members, Associates and Academia in order to facilitate the communication and exchange of information on specific matters in the context of study.

**8 Frequency of meetings**

**8.1** The study groups shall in principle meet at least once a year during the interval between two WTDCs, preferably in the second half of the year so that working parties and rapporteur groups may meet in the first half of the year to prepare the necessary reports and submit them to the parent study group. However, additional meetings may take place with the approval of the Director of BDT, having regard to the priorities laid down by the preceding WTDC and the resources of ITU‑D.

**8.2** Working parties and their associated rapporteur groups shall in principle meet twice a year, at least in the period between two WTDCs, the second meeting being held in conjunction with the parent study group. However, additional meetings may be held with the consent of the parent study group and with the approval of the Director, having regard to the priorities laid down by the preceding WTDC and the resources of ITU‑D.

**8.3** Working parties should preferably meet back to back, although a working party may meet individually if the need arises or if the holding of a meeting is desirable (e.g. in association with seminars).

**8.4** To ensure the best possible use of the resources of ITU‑D and of those participating in its work, the Director, in collaboration with the study group chairmen, shall establish and publish a timetable of meetings well in advance. The timetable shall take account of such factors as the capacity of the ITU conference services, document requirements for meetings and the need for close coordination with the activities of the other Sectors and other international or regional organizations.

**8.5** In the establishment of the work plan, the timetable of meetings must take into account the time required for participating bodies to prepare contributions and documentation.

**8.6** All study groups shall meet sufficiently in advance of WTDC in order to enable the final reports and draft Recommendations to be disseminated within the required deadlines.

**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 a modular approach as elaborated in Annexes of Resolution 1. 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.

**9.2** The implementation of the work plan will, however, depend to a large extent on the contributions received from Member States, Sector Members, Associates and Academia, duly authorized entities or organizations, and BDT, as well as on the opinions expressed by participants in the meetings.

**9.3** A circular with an agenda of the meeting, a draft work plan and a list of the Questions to be studied shall be prepared by BDT with the help of the chairman of the study group concerned.

**9.4** The circular must reach the bodies participating in the work of the study group concerned at least three months before the opening of the meeting.

**9.5** Details on registration, including a link to the online registration form, shall be included in the circular so that the representatives of the entities concerned can announce their intention to participate in the meeting. The form shall contain the names and addresses of intended participants and an indication of the languages required by participants. The form shall be submitted no less than 45 calendar days prior to the opening of the meeting, in order to secure interpretation and translation of documents in the requested languages.

**10 Study group management teams**

**10.1** Each ITU‑D study group has a management team composed of the chairman and vice‑chairmen of the study group, the chairmen and vice-chairmen of working parties and the rapporteurs and vice-rapporteurs.

**10.2** Study group management teams should maintain contact among themselves and with BDT by electronic means to the extent practicable. Appropriate liaison meetings should be arranged, as necessary, with study group chairmen from the other Sectors.

**10.3** The ITU‑D study group management team should meet prior to the meeting of the study group, in order to properly organize the coming meeting, including the review and approval of a time‑management plan. To support these meetings and identify any efficiencies, the Director of BDT shall, through the appropriate BDT staff (e.g. regional directors, focal points), provide information to study group rapporteurs on all relevant existing and planned ITU projects, including those being implemented by the regional offices and in the other Sectors.

**10.4** A joint management team will be established, chaired by the Director, composed of the ITU‑D study group management teams and the chairman of TDAG.

**10.5** The role of the joint management team of the ITU‑D study groups is to:

a) advise BDT management on the estimation of the budget requirements of the study groups;

b) coordinate issues common to study groups;

c) prepare joint proposals to TDAG or other relevant bodies in ITU‑D as required;

d) finalize the dates of subsequent study group meetings;

e) deal with any other issue that may arise.

**11 Preparation of reports**

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

a) Meeting reports

b) Progress reports

c) Output reports

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** Progress reports

**11.3.1** 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.

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

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

**11.4** Output reports

**11.4.1** Output reportscorresponding to the work plan for each Question preferably on an annual basis should be issued.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.

**11.4.2** 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.

**11.4.3** 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.

**11.5** Chairman's reports to WTDC

**11.5.1** 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.

**11.5.2** 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.

**MOD** ACP/22A1/2

Annex 3 to Resolution 1 (Rev. BUENOS AIRES, 2017)

Template/outline for proposed Questions and issues  
for study and consideration by ITU‑D

\* *Information in italics describes the information which should be provided by the author under each heading.*

**Title of Question or issue** (the title replaces this heading)

# 1 Statement of the situation or problem *(the notes follow these headings)*

\* Provide an overall general description of the situation or problem which is proposed for study, with specific focus on:

– *the implications for developing countries and LDCs;*

*– gender perspective; and*

*– how a solution will benefit these countries. Indicate why the problem or situation warrants study at this time.*

# 2 Question or issue for study

\* State the Question or issue that is proposed for study, expressed as clearly as possible. The tasks should be tightly focused.

# 3 Expected output

\* Provide a detailed description of the expected output of the study. This should include a general indication of the organizational level or status of those who are expected to use and to benefit from the output. Outputs may include a set of actions, activities, work and work products specific to the work of the study Question, including those undertaken pursuant to programmes and regional initiatives that are relevant to the work of the Question (e.g. documented best practices, guidelines, workshops, capacity-building events, seminars, etc.). More specifically, study outputs may promote gender equality and greater access by women to communications technologies and as well as to employment, health and education.

**4 Timing**

*\* Indicate the required timing, noting that the urgency of the output, including the annual output report, will influence both the method used to carry out the study and the depth and breadth of the study. Outputs and the work of a Question may be completed in less than the four-year study cycle.*

# 5 Proposers/sponsors

\* Identify by organization and contact point those proposing and supporting the study.

# 6 Sources of input

\* Indicate what types of organizations are expected to provide contributions to further the work, e.g. Member States, Sector Members, Associates, other UN agencies, regional groups, other ITU Sectors, BDT focal points, as appropriate, etc.

\* Also include any other information, including potentially useful resources, such as expert organizations or stakeholders, that will be helpful to those responsible for carrying out the study.

# 7 Target audience

\* Indicate expected types of target audience, by noting all relevant points on the matrix which follows:

|  |  |  |
| --- | --- | --- |
|  | Developed countries | Developing countries[[3]](#footnote-3)\* |
| Telecom policy-makers | \* | \* |
| Telecom regulators | \* | \* |
| Service providers/operators | \* | \* |
| Manufacturers | \* | \* |
| ITU‑D programme |  |  |

Where appropriate, please provide explanatory notes as to why certain matrix points were included or excluded.

a) Target audience – Who specifically will use the output

\* Indicate as precisely as possible which individuals/groups/regions within the target organizations will use the output. In addition, indicate as precisely as possible which ITU‑D programmes, regional initiatives and strategic objectives the work of the study Question could/will be relevant to, and how the results of the work of the study Question can/could be used to fulfil the objectives of those relevant programmes, regional initiatives and strategic objectives.

b) Proposed methods for the implementation of the results

\* In the author's opinion, how should the results of this work best be distributed to and used by the target audience and the specified relevant programmes and/or regional offices.

# 8 Proposed methods of handling the Question or issue

a) How?

\* Indicate the suggested handling of the proposed Question or issue

1) Within a study group:

– Question (over a multi-year study period) 🞏

2) Within regular BDT activity (*indicate which programmes, activities,   
projects, etc. will be involved in the work of the study Question*):

– Programmes 🞏

– Projects 🞏

– Expert consultants 🞏

– Regional offices 🞏

3) In other ways – *describe* (e.g. regional, within other organizations   
with expertise, jointly with other organizations, etc.) 🞏

b) Why?

\* Explain why you selected the alternative under a) above.

# 9 Coordination and collaboration

\* Include, inter alia, the requirements for coordination of the study with all of:

– regular ITU‑D activities (including those of the regional offices);

– other study group Questions or issues;

– regional organizations, as appropriate;

– work in progress in the other ITU Sectors;

– expert organizations or stakeholders, as appropriate.

\* The Director shall, through the appropriate BDT staff (e.g. regional directors, focal points), provide information to rapporteurs on all relevant ITU projects in the regions. This information should be provided to the meetings of the rapporteurs when work of the programmes and regional offices is in the planning stages and when it is completed.

\* Identify which programmes, regional initiatives and strategic objectives are related to the work of the Question and list specific expectations for collaboration with the programmes and regional offices.

# 10 BDT programme link

\* Note the programme and regional initiatives of the Action Plan that would best contribute to, help facilitate and make use of the outputs and results of this Question, and list specific expectations for collaboration with the programmes and regional offices.

# 11 Other relevant information

\* Include any other information that will be helpful in establishing how this Question or issue should best be studied, and on what schedule.

**MOD** ACP/22A1/3

Annex 5 to Resolution 1 (Rev. BUENOS AIRES, 2017)

Rapporteur's checklist

1 Establish a work plan in consultation with the group of collaborators. The work plan should be reviewed periodically by the study group and contain the following:

– list of tasks to be completed;

– target dates for milestones in consideration of annual output reports;

– results anticipated, including titles of output documents and annual output reports;

– liaison required with other groups, and schedules for liaisons, if known;

– proposed meeting(s) of rapporteur's group and estimated dates, with request for interpretation, if any.

2 Adopt work methods appropriate to the group. Use of electronic document handling (EDH), electronic and facsimile mail to exchange views is strongly encouraged.

3 Act as chairman at all meetings of the group of collaborators. If special meetings of the group of collaborators are necessary, give appropriate advance notice.

4 Delegate portions of the work to vice-rapporteurs or other collaborators, depending on the workload.

5 Keep the study group management team regularly informed of the work progress. In case no progress can be reported on a given Question between two study group meetings, the rapporteur should nevertheless submit a report indicating the possible reasons for the lack of progress. To allow the chairman and BDT to take the necessary steps for the work to be done on the Question, reports should be submitted at least two months before the study group meeting.

6 Keep the study group informed of the progress of work through reports to study group meetings. The reports should be in the form of white contributions (when substantial progress has been made such as completion of draft Recommendations or a report) or temporary documents.

7 The progress report mentioned in §§ 5 and 6 above should, as far as applicable, comply with the format given in § 11.3 of section 2 of this resolution.

8 Ensure that liaison statements are submitted as soon as possible after all meetings, with copies to the study group chairmen and BDT. Liaison statements must contain the information described on the *Template for liaison statements* described in Annex 4 to this resolution. BDT may provide assistance in distributing the liaison statements.

9 Oversee the quality of texts up to and including the final text submitted for approval.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 1 These include colleges, institutes, universities and associated research institutions interested in telecommunication/ICT development. [↑](#footnote-ref-1)
2. 2 These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition. [↑](#footnote-ref-2)
3. \* These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition. [↑](#footnote-ref-3)