New Supplement 7 to the ITU-T A-series Recommendations (ex A.Suppl-WTSAGL)

WTSA preparation guideline on Resolutions

Summary

Supplement 7 to ITU-T A-series Recommendations provides guidelines for ITU-T members on the principles of streamlining Resolutions, and how to propose draft new and revised in-force World Telecommunication Standardization Assembly (WTSA) Resolutions in the preparation for WTSA.

The review of WTSA Resolutions include editorial updates, identifying overlap, identifying candidates for merging or suppression, simplifying/shortening Resolutions, prepare consolidated draft texts, and actively involving the regional telecommunication organizations (RTOs) in pre-WTSA deliberations.

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1   Scope

This supplement provide guideline for ITU-T members on the principles on streamlining Resolutions, and how to propose draft new and revised in-force World Telecommunication Standardization Assembly (WTSA) Resolutions in the preparation for WTSA.

The review of WTSA Resolutions include editorial updates, identify overlap, identify candidates for merging or suppression, how to simplify/shortening Resolutions, prepare consolidated draft texts, active involvement of the regional telecommunication organizations (RTOs) in pre-WTSA deliberations.

2   References

None.

3   Definitions

3.1   Terms defined elsewhere

None.

3.2   Terms defined in this Supplement

None.

4   Abbreviations and acronyms

This Supplement uses the following abbreviations and acronyms:

ADD	Addition
ICT	Information and Communication Technology
MOD	Modification
MS	Member State
NOC	No change
PP	Plenipotentiary Conference
RA	Radiocommunication Assembly
SG	Study Group
SM	Sector Member
SUP	Suppression
TSB	Telecommunication Standardization Bureau
WRC	World Radiocommunication Conference
WTDC	World Telecommunication Development Conference
WTSA	World Telecommunication Standardization Assembly

5   Conventions

None.

6   Guidelines for streamlining of resolutions

6.1   Mechanisms and reasoning of streamlining of Resolutions

This clause provides the potential streamlining action of Resolutions for modification (MOD) or suppression (SUP).

MOD (Modification)

6.1.1   Modified (to bring them up-to-date, or for improvement, or for housekeeping); or

6.1.2   Merged (for Resolutions thematically related to a particular actor entity, or Resolutions of the same category/subject) so as to reduce redundancy or overlap, including **'restructured'** (grouping together scattered information found in various Resolutions into one Resolution); or

6.1.3   Simplified where possible or reasonable while keeping adequate essential information, making texts more concise, simpler, easier to understand, and requiring less efforts for regular updating and maintenance; or

6.1.4   Aligned with other Resolutions (for Resolutions on generic subjects e.g., gender perspective, accessibility, etc.) with Plenipotentiary Conference (PP) and Council Resolutions or Resolutions of other ITU sectors to focus on ITU-T specific actions and avoid duplication or repetition; or

SUP (Suppression):

6.1.5   Suppressed (for Resolutions with obsolete timing or milestones, completed with no further action to be taken, or have no action reported.)

6.2   Approach for streamlining of Resolutions

This clause provides approaches to prepare Resolutions for streamlining.

6.2.1   Review and examine in-force WTSA Resolutions with a view to streamlining them, taking into account, as appropriate:

   a)   the PP Resolutions and Council Resolutions (vertically, where PP Resolution prevails),

   b)   Resolutions of other Sectors, such as WTDC, WRC and RA (horizontally)

   c)   the detailed report and status of its implementation as reflected in the WTSA Action Plan since it was established (ADDed at a previous WTSA). For reference, see: [WTSA-12 DOC28], [WTSA-16 DOC35], [WTSA-20 DOC34], [WTSA-24 DOC34].

6.2.2   Examine the WTSA Resolutions with a view to avoid repetitions and duplication with the PP Resolutions.

6.2.3   Prepare towards modification, suppression or addition of Resolutions for WTSA and PP.

6.3   Guiding principles for streamlining in-force WTSA Resolutions

6.3.1   At WTSA, the in-force WTSA Resolutions should be examined with the objective to modify, merge, simplify, align or suppress completed or obsolete ones and parts thereof based on contributions.

6.3.2   The guiding principles in Table 1 might prove useful in the work on streamlining Resolutions and should be followed to the extent possible to help the ITU membership to draft

proposals, so that WTSA Resolutions are concise, ITU-T focused, implementable, effective, and stay abreast of the evolution of information and communication technologies (ICTs) and services standardization environment, taking into account World Summit on the Information Society (WSIS) Action Lines and UN Sustainable Development Goals (SDGs).

Table 1 – Guiding principles for streamlining in-force WTSA Resolutions

Principle	Questions	Possible streamlining actions
Coherence and consistency	– Is the Resolution consistent with the ITU-T mandate (vs other ITU Sectors) and the WTSA Action Plan?	→ MOD
Overlap and duplication	– Is there an overlap or duplication with other in-force WTSA/ Council/PP Resolutions that addressed the same topic or action (in particular, Resolution 2 mandates of all ITU-T Study Groups), or with any action item already covered by the WTSA Action Plan? – Are the goals of Resolutions already reflected in the ITU-T Strategic Plan objectives, outputs and outcomes, study group (SG) Questions or working methods?	→ MOD and/or SUP
Necessity	– Is the Resolution indispensable as a stand-alone? – Has the implementation of the Resolution already been completed? Is there any action instructed by the Resolution found unimplementable in WTSA Action Plan?	→ MOD, and/or SUP
Action-orientation and accountability	– Does the Resolution call for a specific action or outcome? – Is there a clear accountability line or responsible actor in the Resolution?	→ MOD

6.3.3 All similar or related subjects should be addressed in one single WTSA Resolution to the extent possible ("stand-alone principle"). In general, streamlining in-force Resolutions is preferable rather than adding a new WTSA Resolution. ITU-T Study Groups should analyse the implementation activities of related WTSA Resolutions during WTSA preparation, and send a list of WTSA Resolution streamlining candidates to TSAG via a liaison.

6.3.4 When the actions or activities put forward in a Resolution have been implemented or accomplished, the Resolution can be considered fulfilled and can be suppressed.

6.3.5 If no change is to be made to the substance of the WTSA Resolution, no editorial updates (such as date or venue of the conference) will be made to the WTSA Resolution, i.e. it should remain as is No Change (NOC).

6.3.6 Editorial modifications of adopted Resolutions should be kept to a minimum or to what is strictly necessary for their efficient implementation.

6.3.7 If only editorial updates are required to a WTSA Resolution, the necessary editorial amendments could be entrusted by WTSA to TSB for the publication of the Resolution.

6.3.8 All PP and WTSA Resolutions in the same category/subject should be reviewed during the preparation of WTSA in regional preparatory meetings and as much as possible in inter-regional coordination meetings. A WTSA Resolution streamlining candidates list should be provided by TSB based on all of the liaisons (see 6.3.3) for further consideration by ITU-T members.

7 Guidelines for drafting WTSA Resolutions

The following principles are suggested to be followed to help the ITU membership draft proposals on new and modified Resolutions, so that Resolutions of the World Telecommunication Standardization Assembly are concise and ITU-T focused, implementable, effective and stay abreast of the evolution of telecommunication and information technologies and the ICT standardization environment.

7.1 At WTSA, the in-force WTSA Resolutions should be examined with the objective to suppress completed or obsolete ones and parts thereof based on contribution from ITU Member States (MSs) and Sector Members (SMs) of ITU-T, taking into consideration the detailed report and status of its implementation as reflected in the WTSA Action Plan since it was established (ADDed at a previous WTSA). For reference, see: [WTSA-12 DOC28], [WTSA-16 DOC35], [WTSA-20 DOC34], [WTSA-24 DOC34].

7.2 If no change is to be made to the substance of a WTSA Resolution, no editorial updates (such as date or venue of the conference) should be proposed to the WTSA Resolution, i.e. it should remain as is (NOC).

7.3 All similar or related subjects should be addressed in one single WTSA Resolution to the extent possible ("stand-alone principle"). Thus, in general, revising an in-force WTSA Resolution is preferable to adding a new WTSA Resolution.

7.4 It is preferable for a WTSA Resolution not to exceed **four** A4-pages (except for Resolutions 1 and 2).

7.5 The "preamble" part of a WTSA Resolution should be as concise as possible, summarizing key rationales for justification. It is undesirable to repeat the "preamble" part of the relevant PP Resolution, it is enough to include a reference to this Resolution. **It is preferable that the "preamble" part does not exceed one A4 page**. While any additional explanation and justification such as a detailed chronicle of events, bibliography, historical activities and achievements could be submitted as background material in a contribution, their inclusion shall be avoided in the adopted final WTSA Resolution text.

7.6 Cross-reference to other ITU Resolutions should be kept to a minimum as necessary ("minimum cross-reference principle"), while striking a balance to avoid inserting material copied from other instruments.

7.7 Once an ITU Resolution on the same or relevant subject is referenced, any identical justification or rational text should be minimized whereas additional ITU-T specific justification or rational could be added to this WTSA Resolution ("no repetition principle").

7.8 Reference to the ITU Constitution, Convention and the General Rules should prevail a reference to a Resolution of a Plenipotentiary conference when applicable. Where it is strongly required, such references could co-exist with a duplication of the referred text to make the WTSA Resolution stand on its own (exception to "stand-alone principle").

7.9 When reference to the conclusion or output of an event is deemed necessary, the reference should be meaningful and in substance to specify its relevance, avoiding only listing the event per se ("no chronicle of events principle").

7.10 Any reference to documents should be meaningful and substantive to specify its relevance to the purpose of the Resolution ("no bibliography principle").

7.11   When drafting the "operational" part of a WTSA Resolution, the following should be kept in mind:

   a.   an instruction given to the ITU membership is non-binding;

   b.   an instruction given to ITU-T SGs or TSAG will serve its purpose only if followed by a contribution to the ITU-T SG to drive the work to progress. SG or TSAG management team may also encourage members to support the implementation of the instruction.

7.12   The "operational" part of a WTSA Resolution should:

   a.   include instructions and tasks from the relevant PP Resolutions;

   b.   include instructions and tasks assigned by other ITU conferences and assemblies to ITU-T on the relevant thematic;

   c.   use an appropriate verb to specify an implementable action by a respective entity according to its proper mandate ("identified entity and specific action principle");

   d.   specify an expected result (s) so that the achievement in implementing this action can be measurable as much as possible using objective measurement methodologies ("measurable result principle");

   e.   plan or recommend a course of actions with milestones and/or check-points as appropriate ("planning principle");

   f.   specify a reporting and expiration mechanism as appropriate ("report/expire principle"); and

   g.   specify concrete instructions for relevant SGs and TSAG for the implementation of the Resolution, if required.

Bibliography

[WTSA-12 DOC28] World Telecommunication Standardization Assembly 2012, WTSA-12 DOC28, *Action Plan related to the Resolutions and Decision of PP-10 and of WTSA-08*.
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[WTSA-20 DOC34] World Telecommunication Standardization Assembly 2020, WTSA-20 DOC34, *Action Plan related to the Resolutions and Opinion of WTSA-16, and TSB Director Reports to WTSA-20 on WTSA Resolutions 40, 44, 55, 64, 65, 68, 69, 72, 73, 89, and PP Resolution 102*.
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[WTSA-24 DOC34] World Telecommunication Standardization Assembly 2024, WTSA-24 DOC34, *Action Plan related to the Resolutions and Opinion of WTSA-20, and TSB Director Reports to WTSA-24 on WTSA Resolutions 40, 44, 55, 64, 65, 68, 69, 72, 73, 89, 99, 100, and PP Resolution 102*.
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