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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 24 January 2012

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| Ref:Tel:Fax: | **TSB Circular 251** DIR+41 22 730 5851+41 22 730 5853 | - To Administrations of Member States of the Union;- To ITU-T Sector Members |
| E-mail: | tsbdir@itu.int  | **Copy:**- To the Chairmen and Vice-Chairmen of ITU-T Study Groups and TSAG; - To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |

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| Subject: | **Candidates for Chairmen and Vice-Chairmen ofITU-T study groups and the Telecommunication Standardization Advisory Group (TSAG) for 2013-2016** |

Dear Sir/Madam,

In accordance with WTSA Resolution 35 (Johannesburg, 2008) in order to help WTSA appoint chairmen/vice-chairmen of study groups (including regional groups under Study Group 3) and the Telecommunication Standardization Advisory Group (TSAG), Member States, ITU-T Sector Members and the concerned study group or TSAG should be encouraged to indicate to the Director of TSB suitable candidates.

Should your administration/organization like to propose a candidate for a post of chairman or vice-chairman of an ITU-T study group, regional group under Study Group 3, or TSAG, or support a currently serving chairman or vice-chairman, I would very much appreciate your sending me by 20 August 2012, and at the very latest 20 September 2012, the name and biographical profile highlighting the qualifications of the individual concerned, and a resource commitment as indicated in WTSA Resolution 35.

The names and CVs of candidates nominated and their resource commitments will be posted on the website in the original language at <http://www.itu.int/en/ITU-T/wtsa-12/Pages/candidates.aspx> as soon as they are made available.

In addition to the study groups and TSAG, the following regional groups of Study Group 3 are open for candidatures:

* Regional Group for Africa
* Regional Group for Latin America and the Caribbean
* Regional Group for Asia and Oceania

Some of the current chairmen and vice-chairmen will have completed two terms at the next WTSA. Annex 1 lists all the existing groups showing which chairmen and vice-chairmen have reached their term limit.

Your attention is drawn to the procedure for appointing chairmen and vice-chairmen in WTSA Resolution 35 (Annex 2 to this Circular). In addition, WTSA Resolution 1 (Johannesburg, 2008) clause 3.2 states that “Appointment of chairmen and vice-chairmen shall be primarily based upon demonstrated competence both in technical content of the study group concerned and in the management skills required. Those appointed should be active in the field of the study group concerned and committed to the work of the study group. Other considerations, including incumbency, shall be secondary”.

Provision CV242 states: “The … World Telecommunication Standardization Assembly … shall appoint the chairman and one vice-chairman or more for each study group. In appointing chairmen and vice-chairmen, particular consideration shall be given to the requirements of competence and equitable geographical distribution and to the need to promote more efficient participation by the developing countries”.

Attention is also drawn to Resolution 166 (Guadalajara, 2010) “Number of vice-chairmen of Sector advisory groups, study groups and other groups”, and WTSA Resolution 55 which invites Member States and Sector Members to submit candidatures to chairman/vice-chairman posts to support the active involvement of women experts in standardization groups and activities.

Based on the experience of previous WTSAs, I would like to provide you with the following additional considerations:

- the post of study group chairman or vice-chairman is not an “honorary” position, nor will the chairmen or vice-chairmen receive financial assistance from ITU;

- commitment of time and resources to fulfil the duties of the chairmen and vice-chairmen by the candidates themselves and by their nominating Administrations and/or organisations for the full four year term should be assured;

- administrations are requested to nominate only a limited number of candidates especially for chairmanships, and should not include candidates for vice-chairmanship of a study group for which they have a candidate for chairmanship. Failure of appointment of a candidate for chairmanship will not automatically entitle the candidate to a vice-chairmanship post.

- only pre-announced candidates will be taken into consideration in the appointment process.

I look forward to seeing you all in Dubai for what I am sure will be a successful WTSA-12.

Yours faithfully,

Malcolm Johnson

Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

ANNEX 1

**List of chairmen and vice-chairmen of ITU-T study groups, regional groups of Study Group 3 and TSAG and whether they have reached their term limit at WTSA-12**

| **SG** | **Chairman** | **Vice-Chairmen** | **Appointment** | **Term limit reached at 2012** |
| --- | --- | --- | --- | --- |
| 2 | Ms Marie-Thérèse Alajouanine (F) |  | 2004 | YES |
|  |  | Mr James M. Kilaba (TZA) | 2008 | NO |
|  |  | Mr Marcos Pérez García (CUB) | 2008 | NO |
|  |  | Mr Sherif Guinena (EGY) | 2004 | YES |
|  |  | Mr In-Seop Lee (KOR) | 2008 | NO |
|  |  | Mr Steven Lind (USA) | 2008 | NO |
|  |  | Mr Bruno Ramos (B) | 2008 | NO |
|  |  | Mr Phil Rushton (UK) | 2008 | NO |
|  |  | Ms Jie Zhang (CHN) | 2008 | NO |
| 3 | Mr Ki-Shik Park (KOR) |  | 2004 | YES |
|  |  | Mr Facundo Fernández Begni (ARG) | after WTSA-08 | NO |
|  |  | Mr Leslie J. Martinkovics (USA) | 2008 | NO |
|  |  | Mr Matano Ndaro (KEN) | 2004 | YES |
|  |  | Mr Cleveland Thomas (TRD) | 2008 | resigned |
|  |  | Mr Seiichi Tsugawa (J) | 2004 | YES |
|  |  | Mr Alexander V. Yakovenko (RUS) | 2008 | NO |
| 5 | Mr Ahmed Zeddam (F) |  | 2008 | NO |
|  |  | Mr Tariq H. Al-Amri (ARS) | 2008 | NO |
|  |  | Mr Darren Carpenter (UK) | 2008 | resigned |
|  |  | Mr Héctor M. Carril (ARG) | 2008 | NO |
|  |  | Mr Philip Day (AUS) | 2008 | NO |
|  |  | Mr Sung-Chul Kang (KOR) | 2008 | NO |
|  |  | Mr Guy-Michel Kouakou (CTI) | 2008 | NO |
|  |  | Mr Alexander Tsym (RUS) | 2008 | NO |
|  |  | Mr Li Xiao (CHN) | 2008 | NO |
| 9 | Mr Arthur Webster (USA) |  | after WTSA-08 | NO |
|  | Mr Charles Sandbank (UK) |  | 2008 | deceased |
|  |  | Mr Oleg V. Gofaizen (UKR) | 2008 | NO |
|  |  | Mr Satoshi Miyaji (J) | 2008 | NO |
|  |  | Mr Dong Wang (CHN) | 2008 | NO |
|  |  | Mr Arthur Webster (USA) – currently Chairman | 2008 | NO |
| 11 | Mr Wei Feng (CHN) |  | 2008 | NO |
|  |  | Ms Jane D. Humphrey (S) | 2004 | YES |
|  |  | Mr Kaoru Kenyoshi (J) | 2008 | NO |
|  |  | Mr Andrei Koucheryavi (RUS) | 2004 | YES |
|  |  | Mr Hyeong-Ho Lee (KOR) | 2004 | YES |
| 12 | Mr Charles A. Dvorak (USA) |  | 2008 | NO |
|  |  | Mr Paul Barrett (UK) | 2008 | NO |
|  |  | Mr Vladimir Efimushkin (RUS) | 2008 | NO |
|  |  | Mr Gamal Amin Elsayed (SDN) | 2008 | NO |
|  |  | Mr Hyung-Soo Kim (KOR) | 2008 | NO |
|  |  | Ms Catherine Quinquis (F) | 2008 | NO |
|  |  | Mr Akira Takahashi (J) | 2008 | NO |
|  |  | Mr Hassan Talib (MRC) | 2008 | NO |
|  |  | Mr Feng Qi (CHN) | 2008 | NO |
| 13 | Mr Chae-Sub Lee (KOR) |  | 2008 | NO |
|  |  | Mr Mohammed Al Ramsi (UAE) | 2008 | NO |
|  |  | Mr Simon Bugaba (UGA) | 2008 | NO |
|  |  | Mr Marco Carugi (UK) | 2008 | NO |
|  |  | Mr Haitham Chedyak (SYR) | 2004 | YES |
|  |  | Mr Maurice Habib Ghazal (LBN) | 2008 | NO |
|  |  | Mr Davoud D. Gordeh (IRN) | 2008 | NO |
|  |  | Mr Olivier Le Grand (F) | 2004 | YES |
|  |  | Mr Leo Lehmann (SUI) | 2008 | NO |
|  |  | Ms Duo Liu (CHN) | 2008 | NO |
|  |  | Ms Hui Lan Lu (USA) | 2008 | NO |
|  |  | Mr Naotaka Morita (J) | 2004 | YES |
|  |  | Mr Konstantin Trofimov (RUS) | 2008 | NO |
| 15 | Mr Yoichi Maeda (J) |  | 2004 | YES |
|  |  | Mr Baker Baker (SYR) | 2008 | NO |
|  |  | Mr Júlio Cesar Fonseca (B) | 2008 | NO |
|  |  | Mr V.B. Katok (UKR) | 2008 | NO |
|  |  | Mr Francesco Montalti (I) | 2008 | NO |
|  |  | Mr Andrew Nunn (UK) | 2004 | resigned |
|  |  | Mr Helmut Schink (D) | 2008 | NO |
|  |  | Mr Sadegh A. Shahkooh (IRN) | 2008 | NO |
|  |  | Mr Shaohua Yu (CHN) | 2004 | YES |
|  |  | Mr Tom Starr (USA) | after WTSA-08 | NO |
| 16 | Mr Yushi Naito (J) |  | 2008 | NO |
|  |  | Mr Fodé Soumah (GUI) | 2008 | NO |
|  |  | Mr Seong-Ho Jeong (KOR) | 2008 | NO |
|  |  | Ms Claude Lamblin (F) | 2004 | YES |
|  |  | Mr Mark Neibert (USA) | 2008 | NO |
|  |  | Mr Ibaa Oueichek (SYR) | 2008 | NO |
|  |  | Mr Noah Luo (CHN) | 2008 | NO |
| 17 | Mr Arkadiy Kremer (RUS) |  | 2008 | NO |
|  |  | Mr Jianyong Chen (CHN) | 2004 | YES |
|  |  | Mr Mohammed K. Elhaj (SDN) | 2008 | NO |
|  |  | Mr Antonio Guimarães (B) | 2008 | NO |
|  |  | Mr Koji Nakao (J) | 2008 | NO |
|  |  | Mr Patrick Mwesigwa (UGA) | 2008 | NO |
|  |  | Mr Heung-Youl Youm (KOR) | 2008 | NO |
| TSAG | Mr Bruce Gracie (CAN) |  | Feb 2010 | NO |
|  | Mr John Visser (CAN) |  |  | resigned |
|  |  | Mr Fabio Bigi (I) | 2008 | NO |
|  |  | Mr Dmitry Cherkesov (RUS) | 2008 | NO |
|  |  | Mr Mohammed Gheyath (UAE) | 2008 | NO |
|  |  | Mr Jean-Jacques Massima-Landji (GAB) | 2008 | resigned |
|  |  | Mr Haruo Okamura (J) | 2004 | YES |
|  |  | Mr Stephen Trowbridge (USA) | 2008 | NO |
|  |  | Mr Joshua Peprah (GHA) | Feb 2010 | NO |
| 3 – Regional Group for Africa | Mr Abossé Akue-Kpakpo (TGO) |  | 2008 | NO |
|  | Mr Modibo Traore (MLI)  |  | 2004 | YES |
|  |  | Ms Joséphine Adou Biendjui (CTI)  | 2008 | NO |
|  |  | Mrs Pauline Tsafak Djoumessi (CME) | 2008 | NO |
| 3 – Regional Group for Latin America and the Caribbean | Mr Facundo Fernández Begni (ARG) |  | June 2006 | NO |
|  |  | Mr Carlos Deamond (VEN) | after WTSA-08 | NO |
|  |  | Mr Pedro Oliva Brunet (CUB) | 2004 | YES |
|  |  | Mr Vanderlei Campos (B) | 2004 | YES |
|  |  | Mr Luis E. Monsanto (VEN) | 2008 | resigned |
| 3 –Regional Group for Asia and Oceania | Mr Byoung Nam Lee (KOR) |  | 2008 | NO |
|  |  | Mr Gunawan Hutagalung (INS) | 2008 | NO |

.ANNEX 2
(to TSB Circular 251)

RESOLUTION 35

Appointment and maximum term of office for chairmen
and vice‑chairmen of ITU-T study groups
and of TSAG

(Montreal, 2000; Florianópolis, 2004; Johannesburg, 2008)

The World Telecommunication Standardization Assembly (Johannesburg, 2008),

considering

a) that No. 189 of the ITU Convention provides for the establishment of study groups of the ITU Telecommunication Standardization Sector (ITU-T);

b) that No. 192 of the Convention and other related provisions indicate the nature of the work of the study groups;

c) that provisions for the Telecommunication Standardization Advisory Group (TSAG) have been incorporated in Article 14A of the Convention;

d) that No. 242 of the Convention requires the World Telecommunication Standardization Assembly (WTSA) to appoint chairmen and vice‑chairmen of study groups, taking account of competence and equitable geographical distribution, and the need to promote more efficient participation by the developing countries[[1]](#footnote-1);

e) that 1.8 of Section 1 of Resolution 1 of this assembly indicates that WTSA shall appoint the chairmen and vice‑chairmen of study groups and of TSAG;

f) that Section 3 of Resolution 1 of this assembly contains guidelines regarding the appointment of study group chairmen and vice‑chairmen at WTSAs;

g) that procedures and qualifications for the chairman and vice‑chairmen of TSAG should generally follow those for the appointment of study group chairman and vice‑chairmen;

h) that experience of ITU in general and of ITU-T in particular would be of particular value for the chairman and vice‑chairmen of TSAG;

i) that No. 244 of the Convention describes the procedure for replacing a study group chairman or vice‑chairman who is unable to carry out his or her duties at some time in the interval between two WTSAs;

j) that No. 197G of the Convention states that TSAG shall "adopt its own working procedures compatible with those adopted by the world telecommunication standardization assembly";

k) that a specific time-limit on the term of office would permit the introduction of new ideas on a periodic basis, while at the same time give an opportunity for study group chairmen and vice‑chairmen and the chairman and vice‑chairmen of TSAG to be appointed from different Member States and Sector Members,

taking into account

a) that a maximum time in office of approximately eight years for study group and TSAG chairmen and vice‑chairmen provides for a reasonable amount of stability while providing the opportunity for different individuals to serve in these capacities;

b) that the management team of a study group should include at least the chairman, vice‑chairmen and working party chairmen,

resolves

1 that candidates for the posts of chairmen and vice‑chairmen of the ITU-T study groups and candidates for the posts of chairman and vice‑chairmen of TSAG should be appointed according to the procedures given in Annex A to this resolution and the qualifications given in Annex B to this resolution;

2 that candidates for the posts of study group chairmen and vice‑chairmen and candidates for the posts of chairman and vice‑chairmen of TSAG should be identified, taking into account that, for each study group and for TSAG, WTSA will appoint the chairman and only the number of vice‑chairmen deemed necessary for the efficient and effective management and functioning of the group in question;

3 that nominations for the posts of study group chairmen and vice‑chairmen or for a post of chairman and vice‑chairmen of TSAG should be accompanied by a biographical profile highlighting the qualifications of the individuals proposed and that the Director of the Telecommunication Standardization Bureau will circulate the profiles to the heads of delegation present at WTSA;

4 that the term of office for both chairmen and vice‑chairmen should be limited so as to terminate at the end of the WTSA at which they will have served for a period of more than seven years;

5 that the term of office in one appointment does not count towards the term of office for another appointment and that steps should be taken to provide some continuity between chairmen and vice‑chairmen;

6 that the counting of a term of office is effective from WTSA-2000 and is not retrospective.

Annex A
(to Resolution 35)

Procedure for the appointment of chairmen and
vice‑chairmen of the ITU-T study groups and of TSAG

1 Typically, the positions of chairmen and vice‑chairmen to be filled are known in advance of WTSA.

a) In order to help WTSA appoint chairmen/vice‑chairmen, Member States, ITU-T Sector Members and the concerned study group or TSAG should be encouraged to indicate to the Director of the Telecommunication Standardization Bureau (TSB) suitable candidates at least three months before the opening of WTSA.

b) On the basis of received proposals, the Director of TSB will circulate to Member States and Sector Members the list of candidates. The list of candidates should be accompanied by an indication of the qualifications of each candidate as given in Annex B to this resolution.

c) On the basis of this document and any relevant received comments, the heads of delegation, at a suitable time during WTSA, should be invited to prepare, in consultation with the Director of TSB, a consolidated list of designated study group chairmen and vice‑chairmen to be submitted in a document to WTSA for final approval.

d) In drafting the consolidated list, the following should be taken into account: In cases where there are two or more candidates with equal competence for the same chairman position, preference should be given to candidates from Member States and Sector Members having the lowest number of designated study group and TSAG chairmen.

2 Situations which cannot be considered within the above will be dealt with on a case-by-case basis at WTSA.

For example, if a merger of two existing study groups is envisaged, the proposals pertaining to the relevant study groups can be considered. Therefore the procedure outlined in § 1 can still be applied.

However, if WTSA decides to set up a completely new study group, discussions will have to be held at WTSA and appointments made.

3 These procedures should be applied for appointments made by TSAG under delegated authority (see Resolution 22 of this assembly).

4 Vacant positions of chairmen and vice‑chairmen that occur in mid-term between WTSAs are filled in accordance with No. 244 of the Convention.

Annex B
(to Resolution 35)
Qualifications of chairmen and vice‑chairmen

No. 242 of the Convention states that:

"… In appointing chairmen and vice‑chairmen, particular consideration shall be given to the requirements of competence and equitable geographical distribution and to the need to promote more efficient participation by the developing countries."

Whilst giving primary consideration to the qualifications below, there should be an appropriate representation of chairmen and vice-chairmen from developing countries, including the least developed countries, small island developing states and countries with economies in transition.

As regards competence, the following qualifications, *inter alia*, appear to be of importance when appointing study group chairmen and vice‑chairmen:

– knowledge and experience;

– continuity in participation in the relevant study group;

– managerial skills;

– availability[[2]](#footnote-2);

– active in the work of the study group;

and the following qualifications, *inter alia*, appear to be of importance when appointing the chairmen and vice‑chairmen of TSAG:

– knowledge and experience;

–continuity in the activities of ITU in general and of ITU-T in particular;

– managerial skills;

– availability2.

Particular reference to the above qualifications should be included in the biographical profile to be circulated by the Director of TSB.

1. These include the least developed countries, small island developing states and countries with economies in transition. [↑](#footnote-ref-1)
2. A further factor to be considered when appointing chairmen and vice‑chairmen to both study groups and TSAG is candidates' availability for the period up to the next WTSA. [↑](#footnote-ref-2)