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| **CONTRIBUTION** | | | | |
| **Source:** | | | United States of America | |
| **Title:** | | | Harmonizing text between the Rapporteur and Editors manual, and Recommendation ITU-T A.1 on the roles of Rapporteurs | |
| **Purpose:** | | | Discussion | |
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| **Keywords:** | Working methods; Rapporteur and Editors manual; Meetings; E-Meetings; Contributions |
| **Abstract:** | This contribution from the United States proposes harmonizing the text of the Rapporteur and Editors manual with the rapporteur roles in Recommendation A.1 to avoid any confusion attributed to possibly conflicting guidance. |

**Discussion**

Because rapporteur meetings are intended to progress the work, participation of all interested parties is essential. In order to promote broad participation, it is important to ensure that these meetings justify the investment of members’ time and attract as many members as possible.

Notwithstanding, the United States notes the *Rapporteurs and Editors manual (12 February 2010),* is an essential tool to help rapporteurs manage their meetings and e‑meetings. However, after closer inspection of this manual, some references to other ITU-T recommendations such as Recommendation A.1 do not align. For example, clause 3.3, “Justification for the meeting,” sets out guidelines on when meetings may be held and should not be held, specifically, “A meeting may only be held if there is a sufficient number of contributions in-hand or expected. The contributions should not be from only one or two members or only from the Rapporteur. If the number of contributions (in-hand or announced) is not sufficient, no meeting should be held and the studies should progress by correspondence (A.1 § 1.3.3). Clause 3.3 of the Manual continues with, “If it appears there will be insufficient contributions, you should discuss the situation with your WP Chairman since it may be difficult to cancel a meeting.”

Referring to Recommendation A.1, clause 1.3.3, it states similarly, “If an insufficient number of contributions or notification of contributions has been submitted, no meeting should be held.” But then continues with, “The decision whether to cancel a meeting or not shall be taken by the Director, in agreement with the chairman of the study group or working party concerned.” Although possible, the United States believes it is unlikely that the TSB Director would need to be contacted before a rapporteur meeting or e-meeting can be cancelled. Further examination reveals that the reference referred to by the *Rapporteur and Editors manual*, (A.1 § 1.3.3), is under the main heading of “Study groups and their relevant groups,” rather than under clause 2.3 in Recommendation A.1, “The roles of rapporteurs,” where there is no mention of justifications for meetings. It has been suggested that these two provisions, (A.1 and the Rapporteur and Editors manual) may be interpreted differently and that this may result in an inconsistent application of the rules by the rapporteurs. In addition, the U.S. has observed other incongruencies between Recommendation A.1 and the *Rapporteur and Editors Manual* and would like to continue this discussion in the Telecommunication Standardization Advisory Group (TSAG) to harmonize the text.

**Proposal.**

In order to ensure the best use of members’ time and the fullest possible participation in rapporteur group meetings, the United States proposes that the TSAG review guidance given in the *Rapporteur and Editors manual* and the role of rapporteurs given in Recommendation A.1 with the objective to harmonize guidance given in documents. This will help avoid possible inconsistent application of the rules for rapporteurs in managing their meetings.

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