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| **CONTRIBUTION** |
| **Source:** | Korea(Republic of) |
| **Title:** | Proposed modification of ITU-T Recommendation A.1 for meeting cancellation |
| **Purpose:** | Proposal |
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| **Keywords:** | ITU-T Recommendation A.1, ITU-T working method, Meeting cancellation |
| **Abstract:** | This contribution proposes modification of ITU-T Recommendation A.1, clause 2.3.3.11 for a rapporteur group meeting cancellation to resolve the ambiguity on whether the clause 1.3.3 is applied to rapporteurs group meetings or not. |

**Background**

As WTSA-16(Hammamet, Tunisia) requested TSAG to review working methods of ITU-T, TSAG Rapporteur Group on Working Methods (RG-WM) has been reviewing relevant documents such as ITU-T Recommendation A.1, Rapporteurs and Editors Manual. At the previous RG-WM meeting in May 2017, some inconsistencies among working method related documents were pointed out based on the contributions [C014](https://www.itu.int/md/T17-TSAG-C-0014/en) (USA). As a result, the meeting agreed the inconsistencies and invited contributions for specific updates needed([TD 085 Rev.1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0085/en)). In this regard, Korea (Republic of) would like to suggest modification of ITU-T Recommendation A.1 concerning a rapporteur group meeting cancellation.

**Discussion**

During the discussion of the previous RG-WM meeting in May 2017, it was pointed out that A.1, clause 1.3.3 for a meeting cancellation rule is ambiguous whether it is also applied to Rapporteur Group meetings or not.

Current ITU-T Recommendation A.1, clause 1.3.3 is as below:

**[ITU-T Recommendation A.1**, **clause 1.3.3]** If an insufficient number of contributions or notification of contributions has been submitted, no meeting should be held. 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.

Korea (Republic of) concurs with its ambiguity but considering other sub clauses under clause 1.3, it is more likely about only SG and WP meetings.

In this regard, Korea (Republic of) would like to suggest a new sentence for a rapporteur group meeting cancellation to the clause 2.3.3.11, a sub clause of clause 2.3 “The roles of rapporteurs”, based on Rapporteurs and Editors Manual clause 8.3 “Justification for the meeting”.

Rapporteurs and Editors Manual, clause 8.3 “Justification for the meeting” is as below:

**[Rapporteurs and Editors Manual,** **clause 8.3** **“Justification for the meeting”]** Normally, a meeting may only be held if there is a sufficient number of input documents (e.g. contributions) already received or expected. It is desirable that contributions come from more than one or two members. ([ITU-T A.1], clause 1.3.3).

If it appears there will be insufficient contributions, rapporteurs should discuss the situation with their WP Chairman since it may be difficult to cancel a meeting.

Since Rapporteurs and Editors Manual specifies the meeting cancellation case for Rapporteur group meetings, the rule from the manual can be reflected in A.1 to apply the rules by meeting levels and resolve the ambiguity.

**Proposal**

Korea (Republic of) would like to propose ITU-T Recommendation A.1, clause 2.3.3.11 to be modified as below to resolve the ambiguity of meeting cancellation rule in ITU-T Recommendation A.1.

**[ITU-T Recommendation A.1]**

**2.3.3.11**  The intention to hold rapporteur meetings, along with details of the issues to be studied, should be agreed in principle and publicized with as much notice as possible (normally at least two months) at study group or working party meetings (for inclusion in their reports) and via the study group webpage, for example. Not only should confirmation of the date and place of any meeting normally be provided to the collaborators (and any other ITU‑T members who have indicated an interest in attending or submitting a contribution to the meeting), to the relevant working party chairman and to TSB at least two months prior to the meeting, but also visa support should be provided by the meeting host.

If an insufficient number of contributions or notification of contributions has been submitted, no meeting should be held and rapporteurs should discuss the issue with their WP chairmen for further action.

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**[References]**

[1] [ITU-T Recommendation A.1](http://www.itu.int/rec/T-REC-A.1/en), *“Working methods for study groups of the ITU Telecommunication Standardization Sector”*.

[2] [Rapporteurs and Editors Manual (12 Feb 2010)](https://www.itu.int/oth/T0A0F000006/en)

[3] [ITU-T TSAG C014](https://www.itu.int/md/T17-TSAG-C-0014/en), “Harmonizing text between the Rapporteur and Editors manual, and Recommendation ITU-T A.1 on the roles of Rapporteurs”

[4] [ITU-T TSAG TD 085 Rev.1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0085/en), “Draft Report TSAG Rapporteur Group on Working Methods (2/5/2017; 1430-1730)”