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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | **TD 099** |
| **TSAG** |
| **Original: English** |
| **Question(s):** | N/A | Geneva, 1-4 May 2017 |
| **TD** |
| **Source:** | Chairman, TSAG  |
| **Title:** | Proposed TSAG Rapporteur Groups with terms of references and proposed Rapporteurs |
| **Purpose:** | Discussion |
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| **Keywords:** | TSAG Rapporteur Groups, Rapporteurs |
| **Abstract:** | This TD proposes five Rapporteur Groups with their term or references and proposes Rapporteurs for the work of TSAG during this study period. |

**Action**: TSAG is invited to review and approve the Rapporteur Groups with their respective Rapporteurs.

This TD proposes five Rapporteur Groups with their term or references and proposes Rapporteurs for the work of TSAG during this study period.

Terms of references for the (planned) **TSAG Rapporteur Group on the review of WTSA Resolutions** will be developed in a future TSAG meeting.

| **RG-Title** | **RG-Acronym** | **Proposed Rapporteur** | **Term of Reference** | **Counsellor** |
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| **TSAG Rapporteur Group on Standardization Strategy** | **RG-StdsStrat** | A rotating Rapporteur from the Standardization Strategy Panel: Mr Yoichi Maeda, JapanMs Judy Zhu, Alibaba Group, China (P.R)Mr Didier Berthoumieux, Alcatel·Lucent, FranceMs Rim Belhassine-Cherif, Tunisie Telecom, TunisiaMr Vasily Dolmatov, Russian FederationMr Stephen Hayes, Ericsson, USAMr David Ward, Cisco, USALatin America TBD | Annex A | Mr Bilel Jamoussi |
| **TSAG Rapporteur Group on Work Programme and structure** | **RG-WP** | Mr Reiner Liebler (TSAG Vice-chair, Germany) | Annex B | Mr Hiroshi Ota |
| **TSAG Rapporteur Group on Working Methods** | **RG-WM** | Mr Steve Trowbridge (Chair of COM 3, WTSA-16, Nokia (USA), United States) | Annex C | Mr Stefano Polidori |
| **TSAG Rapporteur Group on Strengthening Cooperation/ Collaboration** | **RG-SC** | Mr Glenn Parsons (Associate Rapporteur, RG-SC, Study Period 2013-2016, Ericsson Canada) | Annex D | Mr Martin Euchner |
| **TSAG Rapporteur Group on Strategic and Operational Plan** | **RG-SOP** | Mr Victor Martinez Vanegas (TSAG Vice-chair, Mexico) | Annex E | Mr Hugues Depoisier |
| (planned) **TSAG Rapporteur Group on the review of WTSA Resolutions** | **RG-ResReview** | Mr Vladimir Minkin (TSAG Vice-chair, Russian Federation) | Annex F | Mr Martin Euchner |

**Annex A – Terms of References of TSAG Rapporteur Group on Standardization Strategy (RG-StdsStrat)** (ref. [TSAG R 7](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-TSAG-R-0007))

**General**

In order to address the need for a strategic coordination function under the ITU-T, a function of standardization strategy is established as follows:

a. The creation of a Rapporteur Group of TSAG, to be named the "Rapporteur Group on Standardization Strategy" (RG-StdsStrat)

b. The new TSAG RG-StdsStrat should attract intensive industry participation in order to take account of latest technical trends and market needs.

c. CTO meetings could assist the StdsStrat group in addressing strategic issues for the ITU-T Sector, and bring into the debates the views from the industry, as industry is the main component of ITU-T activities in the technical work. In practice, RG-StdsStrat could analyse the industry and markets trends, recommend future standardization directions and propose in accordance new topics for ITU-T, having in mind the need for cooperation with other SDOs and the scarce resources of ITU-T and its members.

d. RG-StdsStrat could liaise with relevant groups in other SDOs, as appropriate, inter alia to identify their relevant work.

e. RG-StdsStrat should meet frequently enough to address the rapid technological and market developments.

f. Discussions in RG-StdsStrat on procedural matters should be minimized.

g. RG-StdsStrat discussions should be focused on the substance of potential standardization topics.

h. This group should solicit and consider a wide range of inputs including, but not limited to, consultations, invited experts, etc., in order to address industry needs and emerging strategic topics.

**Terms of Reference**

The terms of reference for this Rapporteur Group are as follows, keeping in mind the objectives of the ITU-T Strategic Plan (Resolution 71, Busan, 2014):

a. Advise TSAG and SGs on standardisation strategies for the Sector by identifying the main technological trends, and market, economic and policy needs in the ITU-T's fields of activity. This may include, for example, conducting informal gap analysis, industry consultations and market enquiries, taking into account input and feedback from relevant groups inside ITU-T (such as the CTO group and Technology Watch) and outside ITU-T.

b. Develop standardization strategies to take account of the main technical trends, and market, economic and policy needs.

c. Identify possible topics and issues for consideration in ITU-T from the standardisation strategies.

d. To provide input via TSAG to relevant groups and assist, as appropriate, in the development of long-term strategic plans for the Sector.

e. RG-StdsStrat is open to participation from all ITU-T members. At the discretion of the Rapporteur, individual experts may be invited to join the meetings.

f. The TSB Director is invited to play an active advisory role in the RG, and in particular to provide the output of Technology Watch as instructed by WTSA Res. 66 (rev. Dubai, 2016) and of the chief technology officer (CTO) meetings that he organises in accordance with WTSA Res. 68 (rev. Dubai, 2016).

g. RG-StdsStrat shall use e-meetings and/or collocate with existing meetings as much as possible.

**Annex B – Terms of References of TSAG Rapporteur Group on Work Programme and Study Group Structure (RG-WP)**

The TSAG Rapporteur Group on work programme and study group structure is tasked to develop the detailed study group structure for the 2017-2020 study period.

Based on the inputs from the study groups and proposals from the membership, and based on the restructuring principles, the Rapporteur Group develops a report and proposal(s) to be submitted by TSAG to WTSA-20 on study group responsibilities, mandates and allocation of work to be defined in WTSA Resolution 2.

The Rapporteur Group also develops a draft text of WTSA Resolution 2.

**Annex C – Terms of References of TSAG Rapporteur Group on Working Methods (RG-WM)**

1. To solicit comments from all categories of members on the existing working methods (including electronic working methods but excluding collaboration and cooperation with other standards organizations).

2. To examine the existing working methods described in [WTSA-16 Resolution 1](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.1-2016) “Rules of procedure of the ITU Telecommunication Standardization Sector”, [WTSA-16 Resolution 32](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.32-2016) “Strengthening electronic working methods for the work of the ITU Telecommunication Standardization Sector”, and in the relevant ITU-T A-series Recommendations (Organization of the work of ITU-T), especially the following Recommendations:

* [Recommendation ITU-T A.1](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=13163) – *Working methods for study groups of the ITU Telecommunication Standardization Sector*;
* [Recommendation ITU-T A.7](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=13165) – *Focus groups: Establishment and working procedures*;
* [Recommendation ITU-T A.8](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=9641) – *Alternative approval process for new and revised ITU-T Recommendations*;
* [Recommendation ITU-T A.13](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=5280) – *Supplements to ITU-T Recommendations*,

and propose to TSAG any changes (excluding collaboration and cooperation with other standards organizations) for the improvement of those working methods, with an eye towards presenting those proposals to WTSA-20.

3. To propose to TSAG a draft set of best practices for handling remote participation to ITU-T meetings, taking into account PP10 Resolution 167 and the relevant decisions of the ITU Council, and liaising if necessary with RAG and TDAG.

4. The Rapporteur Group shall operate in English.

5. The meetings of the Rapporteur Group shall be paperless and shall make use of electronic working methods.

6. The Rapporteur Group will normally not meet at the same time as another rapporteur group.

7. The Rapporteur Group shall meet during TSAG and, if necessary, shall schedule additional meetings between TSAG meetings. Those additional meetings should normally be held electronically. If necessary, the rapporteur group may schedule a face to face meeting which shall not exceed three working days or other Rapporteur Group meetings as much as possible.

**Annex D – Terms of Reference of TSAG Rapporteur Group on Strengthening Collaboration (RG-SC)**

1. This Rapporteur Group is to examine existing methods and approaches to collaboration and/or cooperation with other standards organizations, with the view to encouraging ITU-T and other SDOs to work more collaboratively and/or cooperatively in a reciprocal manner based on mutual respect.

This Rapporteur Group also is to examine existing methods and approaches to collaboration and/or cooperation with other ITU Sectors, with the view to encouraging ITU-T to work more collaboratively and/or cooperatively in a reciprocal manner based on mutual respect.

1. The Rapporteur Group shall, through TSAG, in order to develop synergies with the objective of strengthening collaboration between ITU-T and other standards bodies.
2. Review the following base documents taking into account the relevant instructs of WTSA-16:
* [Recommendation ITU-T A.1](https://www.itu.int/rec/T-REC-A.1) – *Work methods for study groups of the ITU Telecommunication Standardization Sector;*
* [Recommendation ITU-T A.4](https://www.itu.int/rec/T-REC-A.4) – *Communication process between ITU-T and Forums and Consortia;*
* [Recommendation ITU-T A.5](https://www.itu.int/rec/T-REC-A.5) – *Generic procedures for including references to documents of other organizations in ITU-T Recommendations;* and
* [Recommendation ITU-T A.6](https://www.itu.int/rec/T-REC-A.6) – *Cooperation and exchange of information between ITU-T and national and regional standards development organizations.*
1. Review existing in place models for collaboration between ITU-T and other standards bodies and propose improvements to TSAG. Notably these are:
* [Recommendation ITU-T A.23](https://www.itu.int/rec/T-REC-A.23) – *Guide for ITU-T and ISO/IEC JTC1 cooperation;*
* [Recommendation ITU-T A.25](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=12573) – *Generic procedures for incorporating text between ITU-T and other organizations*
* [A Suppl. 3](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=11724) – *IETF and ITU-T collaboration guidelines;*
* [A Suppl. 5](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=13023) *– Guidelines for collaboration and exchange of information with other organizations*; and
* [WTSA-16 Resolution 7](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.7-2016) – *Collaboration with the International Organization for Standardization and the International Electrotechnical Commission;*
* [WTSA-16 Resolution 11](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.11-2016) *–* Collaboration with the Postal Operations Council of the Universal Postal Union in the study of services concerning both the postal and the telecommunication sectors*.*
1. The Rapporteur Group shall, through TSAG, establish and maintain a close relationship with the RAG and TDAG in order to develop synergies with the objective of strengthening coordination and cooperation among the three ITU Sectors on matters of mutual interest.
2. Consideration of current situation with coordination activities between three ITU Sectors, or, bilaterally, on subjects common to ITU-T and either ITU-R or ITU-D.
3. Review of the following base documents in the area of inter-Sectoral collaboration and coordination taking into account the relevant instructs of WTSA-16, if any:
* [WTSA-16 Resolution 1](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.1-2016) – *Rules of procedure of the ITU Telecommunication Standardization Sector*
* [WTSA-16 Resolution 18](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.18-2016) – *Principles and procedures for the allocation of work to, and strengthening coordination and cooperation among, the ITU Radiocommunication, ITU Telecommunication Standardization and ITU Telecommunication Development Sectors*
* [Recommendation ITU-T A.1](https://www.itu.int/rec/T-REC-A.1) – *Work methods for study groups of the ITU Telecommunication Standardization Sector;*
1. The meetings of the Rapporteur Group shall be paperless and shall make use of electronic working methods. If necessary, the Rapporteur Group may schedule a face to face meeting, which should be collocated back to back with TSAG.

**Annex E – Terms of References of TSAG Rapporteur Group on Strategic and Operational Plan (RG-SOP)**

To provide appropriate input for consideration of the Council Working Group for the elaboration of the draft strategic plan.

**Annex F – Terms of References of TSAG Rapporteur Group on the review of WTSA Resolutions (RG-ResReview)**

The terms of references will be developed in a future TSAG meeting.

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