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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | TSAG-TD288  |
| **TSAG** |
| **Original: English** |
| **Question(s):** | N/A | Geneva, 10-14 December 2018 |
| **TD** |
| **Source:** | Rapporteur, TSAG Rapporteur Group on Working Methods |
| **Title:** | Draft Report TSAG Rapporteur Group on Working Methods: 11/12/2018 (1615-1730) and 13/12/2018 (1615-1800) |
| **Purpose:** | Discussion |
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| **Keywords:** | Working Methods |
| **Abstract:** | **Draft Report of RG-WMActions for TSAG1) Determine the revised ITU-T A.1 as contained in TD4402) Determine the revised ITU-T A.13 as contained in TD4413) Authorize RG-WM to organize a rapporteur e-meeting (date TBD) to address the terms of reference above** |

**1 Introduction**

A meeting of the TSAG Rapporteur Group on Working Methods (RG-WM) took place in Geneva during TSAG on 11/12/2018 (1615-1730) and 13/12/2018 (1615-1800). Mr Stephen J Trowbridge (Nokia, USA) chaired the meeting, assisted by Mr Stefano Polidori (TSB Advisor). A joint session with the RG-SC was held on 12/12/2018 (1115-1230). An evening drafting session of the RG-WM was held on 12/12/2018 and one lunch time drafting session of the RG‑WM was held on 13/12/2018 (1315-1415).

NOTE: the report from the joint session is to be found in the report from the RG-SC found in [TD282](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0282) clause 7.

**2 Welcome and previous interim meetings**

The Rapporteur welcomed the participants and provided some background information on the previous TSAG work on the working methods as reported in the [TD316](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0316) *“Draft report of the TSAG joint RG-SC and RG-WM interim e-meeting, 31 May 2018.*

The report was approved with no comments.

**3 Approval of Agenda**

The agenda of the RGWM meeting was found in [TD287](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0287). The agenda was approved with no changes. It was later revised to include the results from the drafting sessions.

**4 Electronic Working Methods and Website**

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| [TD297](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0297) | TSB Director | Electronic working methods services and database applications reportThe report was presented by Al Dayao (TSB). Russian Federation noted that A-4 on mobile version of the website of ITU is behind the expectations. In this regards TSB mentioned that few pages were ready however others are under development. Russia also mentioned that the Activity O-2 is behind the schedule. Russia submitted tasks 10 years ago and apparently TSB did not follow up yet. TSB will look at the earlier contribution from Russia and discuss with Russia offline to improve the expectations of the membership. |
| [TD384](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0384) | ITU-T SG15 | iLS Report on Electronic Working MethodsThe report of SG15 was presented by SG15 Chair. TSB was asked to check the report and take the comments into account while reviewing EWM issues. |
| [C059](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0059) | Russian Federation | Russian Federation IPR transparency for Recommendations on the ITU web-site and at the meetingsThe contribution was presented by Russia. The proposal aims at improving EWM by indicating on the website for each Recommendation whether a patent declaration, or more than one, is available. USA supported this contribution as it goes toward improving awareness of patents submissions. EC also supported remotely.TSB is requested to look into this issue for implementation. |

**5 Miscellaneous**

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| [C053](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0053) | Japan | Proposed actions to study the mapping between the SDGs and the Questions in each Study GroupContribution C-53 was discussed at the RG-SS and will be taken on by that Rapporteur Group. |
| [TD405](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0405) | Chairman ITU-T SG13 | Guidelines for the development of technical recommendationsSG13 Chair presented TD405. It was noted by the meeting as no results to show are available at the moment.Russia noted that TSAG may need to get involved in the future to harmonize this work which may be undertaken by various SGs. SG13 Chair confirmed that TSAG has tasked SG13 to make such harmonization. |

**6 Resolution 1**

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| No Contributions were submitted to review Resolution 1 at this meeting. Contributions are invited to the next TSAG to identify updates to Resolution 1 that can be recommended in the TSAG report to WTSA. |

**7 ITU-T A.1**

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| [TD261](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-180226-TD-GEN-0261) | Editor | This is the conclusion from a previous interim e-meeting of the rapporteur group : draft revised Recommendation ITU-T A.1 (Feb/Mar 2018) |
| [C049](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0049) | USA, Canada | Proposed improvement to Recommendation ITU-T A.1, clause 3.1.6USA presented this Contribution. ITU-T A.1, clause 3.1.6 has been debated a lot during the rapporteur e-meetings. This Contribution describes the current challenges in the language used in A.1. It also proposes a way forward to address the challenges.France noted that the term “ITU-T members” in the proposed text would not include Associates . So this may need to be addressed. Subsequent to the discussions, the meeting agreed to use the term “contributors” that is generic and includes all cases.Russia support USA in the sense that the paragraph needs updates but it may need to be broadened more in scope. Russia believe that on the last sentence it should be clarified who is entitled to “accept” the proposal mentioned.Saudi Arabia does not want to limit the flexibility of ITU to work. According to Saudi Arabia A.25 should be rarely use (as mentioned in A.25 too).It was clarified that the meaning of “rarely used” is that normative references (A.5) were expected to be the far more common cases than full or partial text incorporation (A.25). |
| [C051](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0051) | Korea | Proposal on discussion points for “Erratum”C-51 was presented by Korea. Korea notes that “Erratums” are not mentioned in A-series Recommendations .. The meeting agreed to add the definition for Erratum in the text of A.1.  |
| [TD389](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0389) | TSB | Clarification on the use of errataTSB presented this document which clarifies the use of Errata, Corrigendums and Implementer’s Guides. The meeting noted the document. |
| **Results:** The A.1 revised text was further improved during the drafting session on the 12/12. The text found in [TD423R2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0423) reached consensus at the RG-WM for proposing to TSAG Plenary for Determination at this meeting. [TD440](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0440) includes a clean text of the revised ITU-T A.1 and a revision marked text as compared to the current in-force text. |

***Action for TSAG: Determine the revised ITU-T A.1 as contained in*** [***TD440***](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0440)

**8 ITU-T A.13**

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| [TD262R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-180226-TD-GEN-0262) | Editor | This TD provides the draft revised Recommendation ITU-T A.13 (Feb/Mar 2018), as discussed at the last TSAG meeting. The document was reviewed up to clause 2.5 in February |
| [TD436](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0436) | Editor | As requested by the meeting, the editor proposed text to address appendices agreed separately from their base recommendations, as well as definitions identified in A.1 for non-normative text. |
| **Results:** The A.13 revised text was further improved during the drafting session on the 13/12. The text found in [TD436R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0436) reached consensus at the RG-WM for proposing to TSAG Plenary for Determination at this meeting. [TD441](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0441) includes a clean text of the revised ITU-T A.13 and a revision marked text as compared to the current in-force text. |

***Action for TSAG: Determine the revised ITU-T A.13 as contained in*** [***TD441***](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-181210-TD-GEN-0436)

**9 Rapporteur and Editor’s Manual**

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| [TD263](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-180226-TD-GEN-0263) | *This is the draft Rapporteur and Editor’s Manual (Following 12 October 2017 E-meeting).* Review was completed through clause 8.5 during a previous E-meeting. There was not time to review this document, which will be reviewed at a new proposed e-meeting (date TBD). The e-meeting will accept contributions and will also consider the new texts of updated A-series Recommendations to finalize the Manual. Approval by agreement for the Manual is foreseen at next TSAG meeting (September 2019) |

***Action for TSAG: Authorize RG-WM to organize a rapporteur e-meeting to address the terms of reference above.***

**10 Closure**

The Rapporteur closed the meeting at 16:40 thanking TSB for the support and the TSAG participants for the efficient and fruitful discussion.

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