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| **Title:** | | | Draft Report of TSAG Rapporteur Group on Working Methods (Geneva, February 2020) | | |
| **Purpose:** | | | Discussion | | |
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| **Keywords:** | Working Methods; report; interim meeting; Recommendation; Resolution; |
| **Abstract:** | Draft Report of RG-WM Actions for TSAG:  - Action 1 for TSAG: Approve the new edition of the manual for Rapporteurs and Editors for publication - Action 2 for TSAG: Approve the outgoing liaison statement about availability of the new Edition of the Rapporteur/Editors Manual - Action 3 for TSAG: Authorize RG-WM to organize two rapporteur e-meetings to review the proposals for Resolution 1 and Recommendation ITU-T A.7 updates towards WTSA-20 |

**1 Introduction**

A meeting of the TSAG Rapporteur Group on Working Methods (RG-WM) took place in Geneva during TSAG on 11 February 2020 (1615-1740) and 13 February 2020 (9:30 - 10:50). Mr Stephen J Trowbridge (Nokia, USA) chaired the meeting, who extended his warm welcome to the participants on the first day of the meeting.

**2 Agenda**

The agenda of the RG-WM meeting is found in [TD652](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0652/en). The agenda was approved as presented. Revision 1 to the agenda was issued to include the outcomes of the two ad-hoc sessions TDs [760](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0760/en), [761](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0761/en) and [758](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0758/en).

**3 Interim e-meetings report**

The rapporteur presented [TD676](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200210-TD-GEN-0676) *“Draft report of the TSAG RG-WM interim e-meetings, 18-19 December 2019”,* the report of the interim e-meetings of the TSAG RG-WM that took place in December 2019. No interventions were made and the report was approved as presented, [TD676](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200210-TD-GEN-0676).

**4 Summary of results**

*Rapporteur and Editor Manual*, TD [760](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0760/en), is ready for consideration by TSAG for approval.

Associated liaison statement, TD [761](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0761/en)/TSAG, prepared for dispatching.

A small piece of text clarifying the steps to be followed when announcing the change of the approval progress for the work item was agreed by TSAG RG-WM, TD [758](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0758/en).

Further work is planned in a form of two e-meetings on Resolution 1 and Recommendation ITU-T A.7 updates towards WTSA-20.

**5 Rapporteur and Editor Manual**

The main task carried out from the previous activities to the reported TSAG RG WM meeting was the finalization of *the Rapporteur and Editor Manual* for publication. The Rapporteur briefly introduced a current draft found in the attachment to the TSAG RG WM December 2019 e-meetings report, [TD676](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200210-TD-GEN-0676).

A question was raised about compliance of this text to the rules elaborated in revised Recommendations A.1, 1.5, A.13 and A.25 (09/2019) as well as about reviewing the reference clause of the manual one more time. To verifying all this, the meeting agreed to set up an ad-hoc group to review the manual from the perspective of Recommendations that came into force in September 2019.

Ad-hoc group, led by the Manual Editor and Rapporteur for RG-WM, met on 12 February 2020, 12:30 – 13:45, performed a page by page review of the current draft of the manual and came up with the revised version posted as TD [760](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0760/en). RG WM assessed the document on 13 February and agreed to request TSAG for publication of *the Rapporteur and Editor Manual,* TD [760](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0760/en). The meeting felt important to bring to the attention of all ITU-T SGs the availability of the new version of the manual. To this end, it agreed a short liaison statement found in TD [761](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0761/en).

***Action for TSAG***: 1. to approve the text of *the Rapporteur and Editor Manual,* **TD** [**760**](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0760/en)

2. to approve the associated outgoing liaison statement, **TD** [**761**](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0761/en)

**6 WTSA Resolution 1**

**6.1 Change of the work item approval process announcement**

[C108](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0108) “Proposed process clarification update to ITU-T Resolution 1” from UK, called for revision of clause 8.3 of Resolution 1 in order to make the announcement clear and transparent to all SG members. After being presented, some delegations shared the opinion that the current rules are clear enough, while others saw no harm but benefits only in making the wording on Resolution 1 more detailed. After a short discussion, RG WM agreed to set up an ad-hoc session to elaborate text clarifying the process of announcing the change in the work item approval process. United Arab Emirates, Canada, Russia, China, as well as representative of Orange expressed interest in working together with UK towards a paragraph for clause 8.3 of Resolution 1.

Ah-hoc group, led by UK (Mr Vincent Affleck), met on 12 February 2020, 13:45 – 14:25, and produced a text found in [TD758](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0758/en) “Addition to Resolution 1, clause 8 - announcement of the approval process change”. It was presented to the meeting and agreed without change.

*Follow up action*: TSAG RG WM will retain this as provisionally agreed text, ([TD758](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0758/en)), intended to be combined with any further agreed modifications to WTSA Resolution 1 reached at the next meeting of TSAG, to be included in the report of TSAG to WTSA-20.

**6.2 Definition of consensus**

[C109](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0109) “Definition of Consensus” from Canada, invoked after its presentation many questions. Different points of view on applicability of proposed definition to technical meetings like most of the meeting at ITU-T are as well as sharing experience from UN and ITU-R work were expressed. Some people were of the opinion that this is premature to start such decision. More elaboration on this subject was needed. Being limited in time, the meeting could not come to the conclusion. Delegates were invited to continue thinking along these line, share their opinions informally and bring ideas to the WTSA-20.

**6.3 Members draft proposals toward WTSA-20**

During the presentation of [C127](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0127) “Draft revision of WTSA Resolution 1” from Russian Federation, the presenter informed the meeting that this has been initial draft of the proposal to the WTSA-20 that was submitted for information to the participants. Contribution aims at receiving comments in preparation of the final proposal to WTSA-20. The meeting took note of this contribution.

[TD740](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200210-TD-GEN-0740) “LS on Draft African common proposals for WTSA-20 for consideration by TSAG meeting, Geneva 10 - 14 February 2020” from African Telecommunication Union, contains a set of proposed updates to the WTSA Resolutions, including possible combinations of those into one Resolution. There were nobody in the room willing to present the document, so the meeting chairman walked participants briefly through TD highlighting the major changes proposed. Delegates were invited to look into these Resolutions and consider those in preparations to WTSA-20.

Furthermore, the meeting chairman proposed to convene an e-meeting on Resolution 1. The support was expressed from the floor. The TSAG RG-WM will have then an electronic meeting to address potential updates to WTSA Resolution 1.

**7 Recommendation ITU-T A.1 – ITU-T working methods**

[C126](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0126) “Resolution 1 and A.1 amendments” was presented by Russian Federation. The presenter pointed out a necessity to revise Recommendation A.1, clause 1.7.1 to replace the current language with a stricter one. Some explanation on previous revision of Recommendation A.1 were given during a short discussion of C126. Among expressed opinions were a potential merge of Recommendation A.1 with Resolution 1, instability of the current version of Recommendation A.1, the history of the September 2019 version of A.1 development, good and not the best samples of reporting and a rule of Resolution 1, clause 9.3.9 instructing to avoid any revision of a Recommendation within 2 years of approval.

A question to the meeting on the support to open Recommendation A.1 for revision at this point in time elicited no response. As a general practice, Recommendation A.1 is open to up-dates at WTSA-20. Contributions to WTSA-20 are welcome.

**8 Recommendation A.7 – Focus Groups**

In the interests of time the three contributions on Recommendation A.7 topic were presented one by one. Then the discussion has started.

[C102](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0102) “Proposal to add working group related procedures in ITU-T A.7” source by CICT, China Telecom, MIIT and ZTE, calls to update the proceedings of the FG with a more precise text aiming to improve the work efficiency as a results of the first meeting of the new FG QIT4N.

[C114](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0114) “CITEL DIAP on ITU-T Focus Groups (revisions to Recommendation ITU-T A.7)” from CITEL is the USA proposal submitted for consideration of CITEL. It was submitted for information to facilitate the discussions at WTSA. Presenter picked up the main points from C114 as 1) criteria for establishment of the FGs, 2) FG deliverables transfer to the groups and 3) conversion into the ITU texts.

[C118](https://www.itu.int/md/T17-TSAG-C-0118) “Proposal to refine the mechanism of deliverable conversion in ITU-T A.7 new clause” is sourced by China Telecom, MIIT, ZTE and was presented by ICDRI on behalf of contributors. Presenter brought to the attention of the meeting the main contribution points as 1) merge of Appendix I into clause 10 and 2) proposal of a new clause 11 facilitating evaluation of deliverables.

The general support to revise Recommendation A.7 was expressed in the meeting. Discussion was focused on the ways and examples the FG deliverables were transferred and followed up by the parent group. Given different views expressed during a short discussion, and in the interest of time and for the benefits of people keen on the subject and willing to continue discussion, the chairman proposed to hold an electronic meeting of the RG-WM devoted to Recommendation A.7. Meeting supported holding such an e-meeting.

**9 Electronic Working Methods in ITU-T**

[TD663](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0663) “Electronic working methods services and database applications report”, by TSB Director, is a regular report on the EWM facilities available for the delegates, statistics on e-meetings, mailing lists subscribers, information about the new electronic tools and applications offered to the membership. Document was presented by Mr Al Dayao from TSB, who highlighted in particular the new application called “ITU-T Events Application” available at the [MyWorkspace](https://www.itu.int/myworkspace/) portion of the ITU-T website. TD was noted by participants with interest.

Presented by the SG5 Advisor, Ms Reyna Ubeda, [TD695](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0695) “LS on hyperlinking ITU Recommendations in definition publishing source” speaks on behalf of ITU-T SG5 proposing and rationalizing the establishment of the hyperlinks from a definition to source Recommendation. It was noted and the chairman asked TSB to take it into advisement and add on the action list.

SG15 chairman presented [TD748](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200210-TD-GEN-0748) “Report on Electronic Working Methods” developed by his SG. Document shares the experience of SG15 delegates on the use of the different EWM tools and applications and reports some observations on web operation. TSB was asked to note these points and take actions on them.

**10 WTSA Resolutions in the mandate of the TSAG RG-WM**

The meeting chairman briefly introduced [TD733](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200210-TD-GEN-0733) “Mapping of WTSA Resolutions and ITU-T A-Series Recommendations to TSAG Rapporteur groups” originated by TSB. Likewise the WTSA Committee 3 “Working Methods” TSAG RG-WM has responsibility for Resolutions 1, 31, 32, 40, 74, 80 and 91. Contributions are invited to the next meeting. The participants noted this information.

**11 Future plans**

As mentioned above the meeting agreed to hold two interim e-meetings before the next TSAG meeting, with dates to be determined. The dates for each activity will be elaborated and announced in a due course after some consultations.

The interim meetings have the following terms of reference:

* 1st e-meeting: Review of Recommendation ITU-T A.7.
* 2nd e-meeting: WTSA Resolution 1 review.

For both meetings, contributors should advise whether they wish any contribution submitted to this meeting to be considered, or should submit an update to one of these proposals, or any new proposals within the indicated terms of reference.

***Action for TSAG:*** Authorize two RG-WM e-meetings with the terms of reference as specified right above.

**12 Closure**

The Rapporteur closed the meeting at 10:50 on 13 February 2020 thanking contributors, ad-hoc convener, meeting participants for their active involvement and fruitful discussions, interpreters for giving few more minutes of their times and to TSB.

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