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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | TSAG-TD1129 |
| **TSAG** |
| **Original: English** |
| **Question(s):** | N/A | Virtual, 25-29 October 2021 |
| **TD** |
| **Source:** | Chair, AHG on e-meetings |
| **Title:** | Draft ToR for a TSAG ad-hoc group on governance and management of e-meetings |
| **Purpose:** | Discussion |
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| **Keywords:** | e-meetings; governance; management; |
| **Abstract:** | This TD contains an initial draft for the ToR of a TSAG ad-hoc group on governance and management of e-meetings, for discussions at an ad hoc group planned online, Thu 28 October 2021, 1100-1230 hours (Geneva time). The conclusions of the AHG meeting will be reported to the closing Plenary of TSAG on 29 October 2021. |

# General

This TD contains the draft Terms of Reference of the ad-hoc group on identifying issues to be studied with respect to governance and management of e-meetings.

# Rationale

The need for the ad-hoc group on identifying issues to be studied with respect to governance of e-meetings was based on contributions to TSAG (October 2021; see references). TSAG decided to establish this correspondence activity in order to facilitate the study.

# Terms of reference

This ad-hoc group aims identifying an initial set of issues that will form the basis for future studies with respect to detailing the governance and management of e-meetings. The scope of the issues to be identified will make use of material identified or submitted to TSAG, by members, and in existence in other SDOs.

**NB:** The actual study of the issues will occur after the next TSAG meeting (January 2022).

# Parent group

The parent group of this correspondence activity is TSAG.

# Leadership

The convener of this ad-hoc group is Mr Philip RUSHTON (UK).

# Participation

Any TSAG participant can participate in this ad-hoc group, which will use the following existing mailing list: t17tsagall@lists.itu.int (TBC).

# Administrative support

This correspondence activity is supported by TSB (Simão Campos, TBC) as a part of TSAG activities.

# Interim meeting

An interim meeting, for which contributions will be sought, will be scheduled for the week beginning 13 December 2021 to review the issues identified, to identify further issues, and consolidate its findings in a submission to the TSAG planned 10-14 January 2022.

# Duration of this activity

This ad-hoc group starts after the TSAG meeting in October 2021 and concludes at the TSAG meeting in January 2022.

References (TSAG-TD1018-R3):

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| [C192](https://www.itu.int/md/T17-TSAG-C-0192) "Alignment of meeting rules for virtual meetings" | Australia, Canada, Japan, United Kingdom: Alignment of meeting rules for virtual meetings | This contribution proposes a new work item to define rules for e-meetings, or virtual meetings. The current rules are either for physical meetings, or for remote participation, but there are no rules that take into account the unique nature of e-meetings, or virtual meetings. This contribution proposes a new work item to develop such rules.To approve the new work item proposed in the attachment and call for contributions to assist in developing rules for the occurrence and management of virtual meetings. |
| [C201](https://www.itu.int/md/T17-TSAG-C-0201) "Consideration of future virtual ITU-T meetings" | National Telecommunication Regulatory Authority (NTRA) (Egypt): Consideration of future virtual ITU-T meetings | Egypt proposes to consider holding some ITU-T meetings virtually in the near future as this will lead to:Reducing the travel costs for some developing countries, Increasing the number of participants specially from LDCs,We also propose to consider the hybrid system in Study Group meetings.In this regard, Egypt proposes to consider holding some ITU-T meetings virtually, when applicable, in the near future as this will lead to:Reducing the travel costs for some developing countries, Increasing the number of participants specially from LDCs,We also propose to consider the hybrid system in Study Group meetings |
| [TD1128](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1128) "ISO/‌IEC TMB/‌SMB guidance on effective virtual and hybrid meetings (V1)" | TSB | This TD contains guidance developed by ISO TMB and IEC SMB for ISO & IEC participants on the organization of online meetings (fully virtual and hybrid variations). It complements the full set of procedures laid out in ISO/IEC JTC1 Standing Document 19 (which can be found as an attachment to TSAG-TD1057, ref. JTC1 N15378). |

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