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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | TSAG-TD1167 | |
| **TSAG** | |
| **Original: English** | |
| **Question(s):** | | | N/A | Virtual, 25-29 October 2021 | |
| **TD** | | | | | |
| **Source:** | | | Chair, AHG on e-meetings | | |
| **Title:** | | | Report and updated ToR for a TSAG ad-hoc group on governance and management of e-meetings (Thu 28 October 2021, 1100-1230 hours) | | |
| **Purpose:** | | | Admin | | |
| **Contact:** | | Philip Rushton UK | | | E-mail: [philrushton@rcc-uk.uk](mailto:philrushton@rcc-uk.uk) |

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| **Keywords:** | e-meetings; governance; management; |
| **Abstract:** | This TD contains the results of the ad hoc meeting on an initial draft for the ToR of a *TSAG ad-hoc group on governance and management of e-meetings* held Thu 28 October 2021, 1100-1230 hours (Geneva time). The agreed ToR for this new AHG on governance and management of e-meetings (AHG-GME) is attached to this report. |

The ad hoc meeting to review and agree an initial draft for the ToR of a *TSAG ad-hoc group on governance and management of e-meetings* met on 28 October 2021. The meeting reviewed a proposal for ToRs for the *ad-hoc group on governance and management of e-meetings* (TSAG-TD1129), and following discussion and amendments agreed to the ToRs attached in the annex to this document. This TD is presented to TSAG Plenary for approval.

In addition to agreeing the ToRs, the ad-hoc meeting also identified the importance of this activity to the Union as a whole and it is proposed that a liaison statement be sent to the Inter Sectorial Co-ordination Group, and to the advisory groups of the other sectors, informing them of the creation of the ad-hoc group.

ANNEX  
ToR for a TSAG AHG on governance and management of e-meetings

(Ad hoc discussions, Thu 28 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:** Further development of these issues will occur after the next TSAG meeting (January 2022).

# Parent group

The parent group of this ad hoc group is TSAG.

# Leadership

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

# Participation

Participation in this ad-hoc group would be open to any ITU member, which will use the following existing mailing list: [t17tsagwm@lists.itu.int](mailto:t17tsagwm@lists.itu.int) and an additional mailing list to be created ([t17tsagahggme@lists.itu.int](mailto:t17tsagahggme@lists.itu.int), TBC).

# Administrative support

This ad hoc group is supported by TSB as a part of TSAG activities.

# Interim meeting

A first online interim meeting, for which contributions will be sought, will be scheduled on 13 December 2021, 1300-1600 hours (Geneva time, CET) to review the issues identified, to identify further issues, and consolidate its findings in a submission to the TSAG planned 10-14 January 2022. Additional meetings could be scheduled based on need.

# 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). |
| TSAG-TD1057 Attachment JTC1 N15378 "Meetings" | ISO/IEC JTC1 Liaison Officer | This attachment contains draft revised ISO/IEC JTC1 Standing Document 19 that contains policies concerning the meetings of JTC 1 and its subgroups and outlines the procedures for hosting a meeting, calling a meeting, creating a meeting agenda, circulating meeting documents and participating in meetings. It addresses three modes of meeting: face-to-face, virtual (i.e. meetings convened by electronic means only), and mixed-mode. |
| WTSA-C39 Add.32 "New Res. [IAP-3]" | CITEL | This document submitted to WTSA-20 contains an Inter-American Common Proposals for the work of the Assembly with a proposed new Resolution [IAP-3] on the use of in-person and virtual options on an equal footing in the activities of the ITU Telecommunication Standardization Sector |

Published documents:

* [A-Series Sup.4](https://www.itu.int/rec/recommendation.asp?lang=en&parent=T-REC-A.Sup4), *Supplement on guidelines for remote participation*.
* Technical Paper ITU-T [FSTP-ACC-RemPart (2015)](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2015-ACC), *Guidelines for supporting remote participation in meetings for all*.
* PP Resolution 167 (Rev. dubai, 2018), *Strengthening and developing ITU capabilities for electronic meetings and means to advance the work of the Union*
* PP Resolution 175 (Rev. Dubai, 2018), *Telecommunication/ICT accessibility for persons with disabilities, including age‑related disabilities, which resolves to take account of persons with disabilities and specific needs*.
* WTSA Resolution 32 (Rev. Hammamet, 2016), *Strengthening electronic working methods in the work of the ITU Telecommunication Standardization Sector (ITU‑T) and the implementation of EWM capabilities and associated arrangements in the work of ITU‑T*.

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