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| hITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | TSAG-TD1201 | |
| **TSAG** | |
| **Original: English** | |
| **Question(s):** | | N/A | E-meeting, 10-17 January 2022 | |
| **TD** | | | | |
| **Source:** | | Rapporteur, TSAG Rapporteur Group on Working Methods | | |
| **Title:** | | Draft report of the TSAG RG-WM interim e-meeting on 30 November - 1 December 2021 | | |
| **Purpose:** | | Discussion | | |
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| **Keywords:** | Working Methods; report; interim meeting; Recommendation; Resolution; |
| **Abstract:** | This TD provides the report of the TSAG RG-WM interim e-meeting on 30 November - 1 December 2021. |

**Action**: TSAG to take note of this report and RG-WM RGM outputs in three TDs for further work in this TSAG meeting, e.g., revised WTSA Resolution 1 in [TD1245](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1245), revised Recommendation ITU-T A.1 in [TD1244](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1244) and status of discussions on WTSA Resolution 1 Section 7 in [TD1246](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1246).

# 1 Summary and background

The TSAG Rapporteur Groupon “Working Methods” met electronically on 30 November - 1 December 2021 from 13:00-15:00 CET (Geneva time).

The TSAG RG-WM Rapporteur, Mr Stephen Trowbridge (Nokia), chaired the e-meetings with the assistance of Mrs Xiaoya Yang, TSB Counsellor.

TSB remote participation tool [MyMeetings](https://www.itu.int/myworkspace/#/my-workspace/remote_participation) was used for remote participation. There were **63** remote participants, see the list in [Annex](#_Annex_–_List).

At the last TSAG meeting in Geneva, 25-29 October 2021, the RG-WM was authorized to hold an interim e-meeting on 30 November - 1 December 2021. Deadline for Contributions to this e-meeting was set for 22 November 2021 (one week in advance).

In accordance to the terms of reference above, the agenda and input documents to the e-meeting were made available using a SharePoint site at:

<https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-211130>

More details of these TSAG RG-WM meetings, please refer to TSAG RGM SharePoint for: [https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/SitePages/Welcome.aspx](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fextranet.itu.int%2Fmeetings%2FITU-T%2FT17-TSAGRGM%2FSitePages%2FWelcome.aspx&data=04%7C01%7Cbexelby%40gsma.com%7Cb0906714935a4fc785e808d874268780%7C72a4ff82fec3469daafbac8276216699%7C0%7C0%7C637387056137549539%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=DjW4VbiJYCeQUT%2FP21%2F4iH62Weo2yMUCHWWRqO%2BFMJU%3D&reserved=0).

# 2 Summary of RG-WM e-meeting session discussions on 30 Nov 2021, 1300-1500

The agenda for the e-meeting was made available as [RGWM-DOC4 (211130)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-211130/DOCs/T17-TSAGRGM-RGWM-211130-DOC-0004.docx). In this colourful agenda, green items are prioritized based on input documents to this RGWM E-meeting and unfinished business from October 2021 TSAG meeting; yellow are for continued discussion from prior e-meetings and/or to discuss IRM or WTSA-20 input, if time permits in this RGWM meeting; red are items where discussion is not necessary.

## **Agenda item 2: Approval of Agenda**

Agenda [RGWM-DOC4 (211130)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-211130/DOCs/T17-TSAGRGM-RGWM-211130-DOC-0004.docx) was approved without change.

The e-meeting discussed the following agenda items:

## **Agenda item 3: Recommendation A.1 - - Working methods for study groups of the ITU Telecommunication Standardization Sector**

1. Proposal to revise A.1 for cancellation of rapporteur group e-meetings (Korea) - [RGWM-DOC2 (211130)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-211130/DOCs/T17-TSAGRGM-RGWM-211130-DOC-0002.docx)

This is an updated contribution based on [C180](https://www.itu.int/md/T17-TSAG-C-0180/en) to revise Rec. ITU-T A.1 for cancellation of rapporteur group meetings. Revision marks in the contribution reflect a delta against a para proposed to be added by CEPT to WTSA C38 add 17 rather than against the in-force text.

***Discussion:***

This proposal to reflect actual practice of cancelation of rapporteur group meeting was supported. Some participants raised question about ‘insufficient number of input documents’ without a criterion, but after discussion it was accepted as for judgement by the respective rapporteur and SG management team.

The meeting accepted this proposal with a minor change - “the convening letter of the rapporteur group meeting” instead of “a convening letter” – for inclusion in RGWM output draft revised A.1.

1. Proposals on the revision of Recommendation ITU\_T A.1 (09/2019) Working methods for study groups of the ITU Telecommunication Standardization Sector (Russian Federation) [C195](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0195)

Proposals of one word change in 1.7.6 and from 3.3.3 onward were not discussed in October TSAG due to lack of time.

***Discussion:***

On the proposed one-word change of 1.7.6 from ‘ITU-T participating bodies’ to ‘ITU-T participating members’, it was noted that ‘participating bodies’ appears in 1.1.2, 1.13, 1.1.4 and 1.3.2 before 1.7.6. Its first occurrence in 1.1.2 is followed by an explanatory definition in brackets, i.e., ‘participating bodies (administrations of Member States and other duly authorized entities)’. TSB clarified that ‘other duly authorized entities’ participated in ITU-T SGs include ITU-T Sector Member, Associate, Academia, other international organization and invited expert. Hence when the word “bodies” is used in the text, the apparent meaning would apply to anyone whose participation in the meeting has been authorized. One delegate noted that the words “entities” and “bodies” have the same translation in the French version. As this proposed change might impact multiple different ITU membership categories, the meeting agreed to see more cleared analysis and detailed proposal for future discussion.

On 3.3.3, C195 author explained the scenario the proposal tried to address: new work item was established based on proposal of external organization via input to ITU-T SG via liaison statement in TD after Contribution deadline, thus give advantage to external organization over ITU-T membership who must respect the contribution deadline. During discussion concerns were raised that the current wording of this proposal might also exclude the preparation of TD during the meeting to establish new work item, for example as a consequence of contributions. The meeting invited C195 to propose more details of the specific cases for RGWM’s better understanding and revised proposal based on the concerns raised.

On adding ‘at least two’ to ‘Supporting members’ in Annex A, after the meeting agreed this proposal and supported its inclusion with additional brackets in RGWM output draft revised A.1. As there is currently no prescribed threshold in A.1 for a required number of supporting members, it was noted that there are different practices among ITU-T SGs. For example, some SGs apply no threshold at all, whileSG15 requires at least four supporting members for a new work item. Given SG15’s broad participation, finding at least four supporting members is never a problem for a topic of relevance for international standardization, and SG15’s workload is high enough to try to avoid taking on topics that have only narrow interest. It was noted that SGs also have differing practices in other aspects, for example, different contribution deadline for standalone rapporteur group meetings. Different views were expressed as to whether all study groups should apply the same thresholds in all cases, and the meeting did not reach further agreement.

On proposed new Appendix II “Memo to the Rapporteur on the order of conduct of the meeting when discussing contributions”, concerns were raised that it might take away flexibility of rapporteur, be over prescriptive as part of A.1 and might conflict with the rights of the chairman of a meeting according to the General Rules, even in the form of a non-normative Appendix. Similarly other participants suggested whether its title could be changed to ‘best practices…’, or whether the [Manual for rapporteurs and editors](https://handle.itu.int/11.1002/plink/4329501768) is more appropriate for such memo. Some additional discussion occurred on proposed new Appendix II toward the end of discussion on the 2nd day of the meeting as reported blow.

The first e-meeting session was adjourned at 15:03 without concluding the Appendix II discussion.

# 3 Summary of RG-WM e-meeting session discussions on 1 Dec 2021 1300-1500

**Agenda item 3: Recommendation A.1 - - Working methods for study groups of the ITU Telecommunication Standardization Sector (continued)**

***Discussion*:**

The second e-meeting session resumed discussion on last proposal of C195 Appendix II. Due to time constraint and the unlikeliness to reach consensus, the Rapporteur decided to move to other green agenda items first and come back to Appendix II later if time permits. If no time to come back, further comments were invited to RGWM email reflector to continue the discussion.

**Agenda item 9: Resolution 1 – Rules of procedure of the ITU Telecommunication Standardization Sector**

1. Suggestion to modify NOTE of clause 9.4.6 in WTSA Resolution 1 in TSAG TD 924 (Korea),

[C181](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0181) and [RGWM-DOC1 (211130)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-211130/DOCs/T17-TSAGRGM-RGWM-211130-DOC-0001.docx)

[C181](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0181) (Korea) was discussed in the RGWM meeting during 25-29 October 2021 TSAG. TSB was asked to check the possible translation of the existing and proposed replacement sentence. After consultation with TSB, another possible wording was identified as in [RGWM-DOC1 (211130)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-211130/DOCs/T17-TSAGRGM-RGWM-211130-DOC-0001.docx).

***Discussion*:**

During the discussion, the newly proposed wording was supported by Korea and RGWM in general, however, another delegate raised a new proposal to change “are” in the second sentence to “shall be”. There was lengthy discussion on whether this change is necessary since it replicates a requirement already in the main-body text of clause 9.4.7 using the words “shall be”, and because obligations would not normally be expressed in a Note. In Recommendation text, a Note is regarded as non-normative.

Due to time constraint, the meeting agreed to include this new Note with both options in square brackets into RGWM output draft revised Res.1, i.e., the second sentence of the Note to clause 9.4.6 reads: ‘However, comments accompanying any reply [are | shall be] collected (see clause 9.4.7).’

1. Comment on clause 9.5.3 in WTSA Resolution 1 (Korea), [C182](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0182)

[C182](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0182) was introduced in October 2021 TSAG but there was no time to confirm consensus on way forward. See also RGWM report [TD1027r1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1027/en) item 10.b.

***Discussion*:**

The meeting agreed to merge the proposal from the Rapporteur and the reference in brackets proposed by C182 and include the agreed modification in RGWM output draft revised Res.1.

1. Follow-up to 15 September 2021 E-meeting of RGWM regarding Resolution 1 Section 7, [RGWM-DOC3 (211130)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-211130/DOCs/T17-TSAGRGM-RGWM-211130-DOC-0003.docx)

The TSAG RGWM has spent considerable time and effort to develop and review possible ways to improve WTSA Resolution 1 Section 7 on the development and approval of new and revised Questions. A number of errors and inconsistencies in the text have been identified. The most challenging issue remains the circumstances, the prerequisites, and the procedure where a new or revised Question would be approved between WTSAs via Member State consultation.

[DOC1](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-210915/DOCs/T17-TSAGRGM-RGWM-210915-DOC-0001.docx) from the 15 September 2021 E-meeting of RGWM identifies three possible ways to clarify the application of the Member State consultation option:

* Option 1 – The option applies in the SG approval process if consensus cannot be reached on the Question text with changes as recommended by TSAG.
* Option 2 – Augment the process to provide an opportunity for TSAG review and advice for a non-consensus situation prior to the initiation of Member State consultation.
* Option 3 – Defer consideration of any Question text that does not reach consensus to WTSA.

Based on views expressed and offline consultation, an additional option was described in [RGWM-DOC3 (211130)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-211130/DOCs/T17-TSAGRGM-RGWM-211130-DOC-0003.docx) which introduces an additional possibility referred to as Option 4, which would re-purpose the clause on Member State consultation to be applied for final approval of “default TAP” Questions.

***Discussion*:**

While “Option 4” received some support, none of the four options discussed so far has anything approaching strong majority support from Members, nor is there a view at this stage that any of the options discussed so far should be excluded from consideration. One Member disagreed with the Rapporteur’s interpretation of CV246D, CV246F and CV246H. Noting several regional preparatory processes are developing proposals to revise this section of Resolution 1, the meeting agreed to continue this discussion with further input from ITU membership.

**Agenda item 3: Recommendation A.1 - - Working methods for study groups of the ITU Telecommunication Standardization Sector (continued)**

***Discussion*:**

Since there are time left after finished all other green agenda items, the meeting resumed discussion on C195 proposed new Appendix II at 14:45. Some specific concerns were raised on the first two points in Appendix II, with no agreement reached before the session was concluded at 15:02. The Rapporteur invited participants to share concerns regarding the additional points (3 onwards) directly with the contributor via email. The contributor asked that such comments be shared on the RGWM email reflector, which was agreed. It can be noted that following the meeting, at least two emails were sent to the RGWM email reflector with comments on the additional points, and the contributor indicated the intention to bring in an updated proposal.

Before this RGWM e-meeting was closed, the Rapporteur indicated that agreements reached on further revision to Resolution 1 and A.1 in this meeting will be submitted in TDs for the upcoming TSAG Jan 2022 meeting, and offered to ensure that these would be posted sufficiently before the contribution deadline to allow members sufficient time to prepare additional contributions against this text by the TSAG contribution deadline of 22 December 2021. These TDs were subsequently posted on 7 December 2021.

# Annex – List of participants of TSAG RG-WM e-meetings

The list includes the remote participants from the TSAG RG-WM interim e-meeting on 30 Nov – 1 Dec 2021.

|  | **Name** | **Affiliation** | **Attendance** | |
| --- | --- | --- | --- | --- |
| **30 Nov 2021** | **1 Dec 2021** |
|  | Martin Adolph | TSB | √ | √ |
|  | Jasim Al Ali | UAE | √ | √ |
|  | Lara Almnini | TSB | √ | √ |
|  | Omar Alnemer | UAE | √ |  |
|  | Muath Alrumayh | Saudi Arabia | √ |  |
|  | Noriyuki Araki | NTT |  | √ |
|  | Oscar Avellaneda | Canada |  | √ |
|  | May Thi Aye | TSB | √ |  |
|  | Gent Bajrami | TSB | √ | √ |
|  | Rim Belhassine-Cherif | Tunisie Télécom | √ | √ |
|  | Fabio Bigi | Italy | √ | √ |
|  | Einar Bohlin | ARIN | √ | √ |
|  | Danilo Caixeta Carvalho | Brazil | √ | √ |
|  | Dmitry Cherkesov | Russia | √ | √ |
|  | Robert Clark | TSB | √ | √ |
|  | Ena Dekanic | USA | √ | √ |
|  | Olivier Dubuisson | Orange | √ | √ |
|  | Martin Euchner | TSB | √ |  |
|  | Per Frojdh | Ericsson | √ | √ |
|  | Kouraich Gharsallaoui | TSB | √ |  |
|  | Latonia Gordon | Apple | √ | √ |
|  | Bruce Gracie | Ericsson Canada | √ | √ |
|  | Harin Grewal | Singapore | √ |  |
|  | Tony Holmes | UK | √ |  |
|  | Eriko Hondo | KDDI | √ | √ |
|  | Alojz Hudobivnik | Slovenia | √ | √ |
|  | Bilel Jamoussi | TSB | √ |  |
|  | Eun Kyeong Jee | TSB | √ | √ |
|  | Xiongwei Jia | China Unicom | √ | √ |
|  | Tobias Kaufmann | Germany | √ |  |
|  | Ameni Khacklouf | Tnisie Telecom |  | √ |
|  | Changoh Kim | Korea | √ | √ |
|  | Minah Lee | Korea | √ | √ |
|  | Dan Li | Huawei | √ | √ |
|  | Fang Li | China | √ | √ |
|  | Hung Ling | Nokia USA |  | √ |
|  | Yoichi Maeda | TTC | √ | √ |
|  | Gaelle Martin-Cocher | InterDigital Canada |  | √ |
|  | Yuri Matsuka | Japan | √ |  |
|  | Shigeru Miyake | Hitachi | √ |  |
|  | Susan Mohr | USA |  | √ |
|  | Miho Naganuma | NEC | √ | √ |
|  | Yoshiaki Nagaya | Japan | √ |  |
|  | Lars B. Nielsen | Denmark |  | √ |
|  | Hiroshi Ota | TSB |  | √ |
|  | Glenn Parsons | Ericsson Canada | √ | √ |
|  | Greg Ratta | USA | √ |  |
|  | Paul Redwin | UK |  | √ |
|  | Phil Rushton | UK | √ | √ |
|  | Minrui Shi | China Telecom | √ |  |
|  | Takahiro Shigeno | Japan |  | √ |
|  | Basma Tawfik | Egypt | √ |  |
|  | Cynthia Traore | Cote d’Ivoire | √ |  |
|  | Eugene Tonkikh | Russia |  | √ |
|  | Stephen Trowbridge | Nokia USA | √ | √ |
|  | Alexandre Vassiliev | Russia | √ | √ |
|  | Tong Wu | China Telecom | √ | √ |
|  | Mitsuru Yamada | KDDI | √ | √ |
|  | Daisuke Yamaguchi | Japan | √ |  |
|  | Xiaoya Yang | TSB | √ | √ |
|  | Heung-Youl Youm | Soonchunhyang University | √ | √ |
|  | Joao Zanon | Brazil | √ |  |
|  | Yuan Zhang | China Telecom |  | √ |

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