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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | TSAG-TD006 |
| TSAG |
| Original: English |
| **Question(s):** | | N/A | | Geneva, 12-16 December 2022 |
| **TD** | | | | |
| **Source:** | | Chairman WP1/TSAG | | |
| **Title:** | | Opening WP1 agenda (Geneva, 12-16 December 2022) | | |
| **Contact:** | | Mr Tobias KAUFMANN Germany, WP1 chairman | Tel: +49 6131 18 4263 E-mail: [tobias.kaufmann@bnetza.de](mailto:tobias.kaufmann@bnetza.de) | |
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| **Abstract:** | This TD contains the agenda for the opening session of the WP1/TSAG "Working methods and related WTSA preparations" (WP-WMW) at this meeting. |

1. Opening and approval of the agenda
2. Documentation ([Annex A](#AnnexA))
3. Terms of reference ([Annex B](#AnnexB))
4. Time management plan ([Annex C](#AnnexC))
5. Ad hoc group on Governance and management of e-meetings
   1. Global report [TSAG-TD042](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0042) (main part)
6. Rapporteur group on working methods (RG-WM)
   1. Agenda, plans for this meeting [TSAG-TD014](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0014)
7. Rapporteur group on WTSA Preparations (RG-WTSA)
   1. Agenda, plans for this meeting [TSAG-TD018](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0018)
8. AOB
9. Closing

Annex A  
Documentation

Documents addressed exclusively to WP1/TSAG and its RGs

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD006](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0006) | WP1 Chairman | Opening WP1 agenda | WP1 |
| [TSAG-TD014](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0014) | Rapporteur RG-WM | Agenda RG-WM | RG-WM |
| [TSAG-TD018](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0018) | Rapporteur RG-WTSA | Agenda RG-WTSA | RG-WTSA |
| [TSAG-TD024](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0024) | TSB Director | Action plan related to the Resolutions and Opinion of WTSA | WP1, RG-WM |
| [TSAG-TD028](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0028) | Director, TSB | Electronic working methods services and database applications report | WP1, RG-WM |
| [TSAG-TD110](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0110) | Chairman, AHG-GME | AHG-GME discussion output on "Conduct of meetings with remote participation" (January-December 2022) | WP1, RG-WM |

Reserved docs:

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD008](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0008) | WP1 Chairman | (Draft) WP1 meeting report | Plen |
| [TSAG-TD007](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0007) | WP1 Chairman | Closing WP1 agenda | WP1 |
| [TSAG-TD015](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0015) | Rapporteur RG-WM | Report RG-WM | WP1 |
| [TSAG-TD019](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0019) | Rapporteur RG-WTSA | Report RG-WTSA | WP1 |

Documents addressed in General to TSAG groups

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD1-R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0001) | TSAG Management Team | Draft time management plan (Geneva, 12-16 December 2022) | All |
| [TSAG-TD059-R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0059) | TSB | List of incoming and outgoing liaison statements (TSAG, Geneva, 12-16 December 2022) | All |
| [TSAG-TD064](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0064) | Chairman, TSAG | Proposed TSAG structure, organization, and leadership for the 2022-2024 study period | All |
| [TSAG-TD065-R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0065) | Chairman, TSAG | TSAG Action plan for the 2022-2024 study period | All |

Documents related to AHG-GME (for discussion by RG-WM)

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-C1](https://www.itu.int/md/T22-TSAG-C-0001) | USA | Comments on AHG-GME output on conduct of meetings with remote participation | RG-WM |
| [TSAG-C2](https://www.itu.int/md/T22-TSAG-C-0002) | Korea (Rep. of) | Proposal for a way forward for future work with the result of AHG-GME | RG-WM |
| [TSAG-C11](https://www.itu.int/md/T22-TSAG-C-0011) | Canada, Ciena Canada, Ericsson Canada, | Comments on TSAG-TD110: Output Report on AHG-GME; TSAG input to Annex 1 of PP Resolution 167 | RG-WM |
| [TSAG-TD042](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0042) | Chairman AHG-GME | AHG-GME: Overall activity chair's report (Dec. 2021 – Dec. 2022) | WP1 (main part), RG-WM (Annex B) |
| [TSAG-TD110](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0110) | Chairman, AHG-GME | AHG-GME discussion output on "Conduct of meetings with remote participation" | RG-WM |

Annex B  
ToR for WP1/TSAG "Working methods and related WTSA preparations" (WP‑WMW)

The following ToR are taken from [TSAG-TD064-R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0064).

* Examines the existing and future working methods, including electronic working methods and practices, processes and procedures for the ITU-T Sector.
* ITU-T A-series texts.
* Guidance to study groups for their organization of work.
* Manual for Rapporteurs & Editors.
* Author’s Guide.
* Governance and management of e-meetings.
* Accessibility and human factors.
* Implementation guidelines for ITU T Recommendations.
* An approach on how to clearly acknowledge contributors.
* Review existing World Telecommunication Standardization Assembly (WTSA) Resolutions with a view to streamlining them, taking into account the Resolutions in Plenipotentiary Conference and other Sectors as appropriate.
* Examine the WTSA Resolutions with a view to avoid repetitions and duplication with the Resolutions in Plenipotentiary Conference.
* Develop guideline for the review of Resolutions (editorial updates to Resolutions, simplifying Resolutions, consolidated draft texts).
* Develop guideline for leaders (WTSA AHGs, Chairs, delegates) how to handle Resolutions at WTSA.

Annex C  
Time management plan

The following time plan is taken from [TSAG-TD1-R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0001).

**DRAFT TIMEPLAN FOR TSAG AND RELATED WORKING PARTY AND RAPPORTEUR GROUP MEETINGS**NOTE – Additional ad hoc groups, drafting and tutorial sessions are scheduled (see next page); the allocation of time slots for TSAG Rapporteur Groups is preliminary and subject to modification

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Session #** | **Sunday**  **11 December 2022** | **Monday**  **12 December 2022** | **Tuesday**  **13 December 2022** | **Wednesday**  **14 December 2022** | **Thursday**  **15 December 2022** | **Friday**  **16 December 2022** |
| #0; AM |  |  | **0830 – 0930 hours** | **0830 – 0930 hours** | **0830 – 0930 hours** | **0800 – 0900 hours** |
| #1; AM |  | **0930 – 1045 hours**  TSAG Plenary (\*) | **0930 – 1045 hours**  TSAG RG-WM | **0930 – 1045 hours**  TSAG RG-WM | **0930 – 1045 hours**  TSAG RG-WM | **0900 – 1015 hours**  TSAG WP1-WMW (\*) |
| *Coffee break* |  |  |  |  |  |  |
| #2; AM |  | **1115 – 1230 hours**  TSAG Plenary (\*) | **1115 – 1230 hours**  RG-WTSA | **1115 – 1230 hours**  RG-WTSA | **1115 – 1230 hours**  *AHG (tbc)* | **1045 – 1200 hours**  TSAG WP2-IEWPR (\*) |
| *Lunch break* |  | **1315 – 1430 hours**  SG/TSAG Chairmen’s meeting (##) | **1245 – 1345 hours**  Newcomer's session | **1315 – 1430 hours**  TSAG Leadership training |  |  |
| #3; PM |  | **1430 – 1545 hours**  TSAG Plenary (\*) | **1430 – 1545 hours**  RG-WPR | **1430 – 1545 hours**  RG-WPR | **1430 – 1545 hours**  RG-WPR | **1430 – 1545 hours**  TSAG Plenary (\*) |
| *Coffee break* |  |  |  |  |  |  |
| #4, PM | **1600 – 1800 hours**  TSAG Management Meeting (#) | **1600 – 1625 hours**  TSAG WP1-WMW (\*) | **1615 – 1730 hours**  RG-IEM | **1615 – 1730 hours**  *AHG (tbc)* | **1615 – 1730 hours**  RG-IEM | **1615 – 1730 hours**  TSAG Plenary (\*) |
| **1630 – 1730**  TSAG WP2-IEWPR (\*) |
| #5, PM |  | **1800 – 1930 hours**  TSAG dinner reception sponsored by Saudi Arabia | **1800 – hours**  *AHG (tbc)* | **1745 – 1845 hours**  TSAG Management Meeting (#) (tbc) | **1745 – 1845 hours**  TSAG Management Meeting (#) (tbc) |  |

(\*) session with interpretation (#) only for TSAG Management Team (##) only for ITU-T study group Chairmen and TSAG Chairman

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