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| A black and white logo  Description automatically generated with low confidence | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2022-2024 | TSAG-TD008R1 |
| TSAG |
| Original: English |
| **Question(s):** | N/A | Geneva, 12-16 December 2022 |
| **TD** |
| **Source:** | Chairman, WP1/TSAG |
| **Title:** | Report of the meeting of WP1/TSAG "Working methods and related WTSA preparations" (Geneva, 12-16 December 2022) |
| **Contact:** | Mr Tobias KAUFMANNGermany, WP1 chairman | Tel: +49 6131 18 4263E-mail: tobias.kaufmann@bnetza.de |
| **Contact:** | Ms Minah LEERep. of Korea; WP1 vice-chairman | Tel: +82-10-5111-1045E-mail: misoko@tta.or.kr |

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| **Abstract:** | This TD represents the draft Report of the meeting of WP1/TSAG "Working methods and related WTSA preparations" (Geneva, 12 - 16 December 2022).The list of actions requested from TSAG are listed in clause 0. |

# Actions for TSAG

WP1/TSAG requests the following actions from TSAG:

* **WP1-1:** Review and approve the WP1/TSAG report.
* **WP1-2:** Approve the interim period results from the AHG-GME and thank the Chairman Mr Rushton for his work.
* **WP1-3:** Note the plans for a WP1/TSAG meeting in October 2023.
* **RG-WM-1:** agree revised Supplement 2 to the ITU-T A-series Recommendations "Guidelines on interoperability experiments" ([TSAG-TD149](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0149/en)R1)
* **RG-WM-2:** agree revised Supplement 4 to the ITU-T A-series Recommendations "Guidelines for remote participation" ([TSAG-TD155](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0155/en)R1)
* **RG-WM-3:** approve LS/o on the new edition of Supplement 4 to ITU-T A-series Recommendations "Guidelines for remote participation" [to all ITU-T groups, RAG and TSAG-TDAG] ([TSAG-TD157](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0157/en)R1)
* **RG-WM-4:** approve LS/o on updated guidelines for remote participation and appointment of representative [to the Inter-Sector Coordination Group (ISCG)] ([TSAG-TD156](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0156/en)R1)
* **RG-WM-5:** change the title of the associate rapporteur on e-meetings to "Associate rapporteur on remote participation"
* **RG-WM-6:** appoint Mr Philip Rushton as TSAG representative (on remote participation) to the Inter-Sector Coordination Group (ISCG)
* **RG-WM-7:** appoint Ms Ena Dekanic, USA, as Editor of ITU-T A.7 in addition to Mr Olivier Dubuisson (current editor)
* **RG-WM-8:** request TSB to discuss further with ITU IS Department to make the Recommendation-series title also available in their set of Recommendation download pages
* **RG-WM-9:** authorize RG-WM to hold seven interim rapporteur virtual meetings (with a deadline for contributions 10 days earlier), as listed in §[6.1](#_Future_meetings_of).
* **RG-WTSA-1:** Authorize RG-WTSA to develop two guideline/briefing note documents:
1. one for Resolutions streamlining and review principles, with A.13 justification in [TSAG-TD019R2](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0019) Annex A.
2. other for chairmen of WTSA committees and ad hoc groups, with A.13 justification in [TSAG-TD019R2](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0019) Annex B.
* **RG-WTSA-2:** authorize RG-WTSA to hold three interim virtual meeting(s) pending sufficient input by contribution deadline at one week in advance, as listed in §[6.2](#_Future_meetings_of_1).

# General

This is the first (draft) report of the newly created Working Party 1/TSAG (WP-WMW) that took place in Geneva, 12-16 December 2022. The meeting was chaired by the WP1 chairman, Mr Tobias Kaufmann (Germany), assisted by vice-chairman Ms Minah Lee (Rep. of Korea) and Mr Simão Campos (TSB).

The chairman opened the meeting and introduced the WP1/TSAG management team:

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| WP1 chairman | Mr Tobias KAUFMANNFederal Network Agency, Germany | Tel: +49 6131 18 4263E-mail: tobias.kaufmann@bnetza.de |
| WP1 vice-chairman | Ms Minah LEERep. of Korea | Tel: +82-10-5111-1045E-mail: misoko@tta.or.kr |
| Rapporteur, RG on working methods (RG-WM) | Mr Olivier DUBUISSON Orange, France | Tel: +33 6 74 95 46 37E-mail: olivier.dubuisson@orange.com |
| RG-WM Associate Rapporteur on e-meetings | Mr Phil RUSHTONUnited Kingdom | Tel: +44 20 3286 3085E-mail: philrushton@rcc-uk.uk |
| Rapporteur, RG on WTSA preparations (RG-WTSA)  | Fang LICAICT, MIIT, China | Tel: +86-10-62300104E-mail: lifang@caict.ac.cn  |
| RG-WTSA Associate Rapporteur on WTSA guidelines | Isaac BOATENGNational Communications Authority, Ghana | Tel: +233-302-776621 ext. 160E-mail: isaac.boateng@nca.org.gh |
| RG-WTSA Associate Rapporteur on streamlining resolutions | Mr Evgeny TONKIKHRussian Federation | E-mail et@niir.ru |

The agendas for the opening and closing plenaries were approved as found in [TSAG-TD006](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0006) and [TSAG-TD007](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0007), respectively.

TSAG plenary on 12 December 2022 agreed on the TSAG structure with two working parties as found in [TD064-R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0064/en) and reproduced in Annex B of the opening plenary agenda for information of the meeting.

During the opening a question was raised whether e-meetings included physical meetings with remote participation. Delegates were reminded that the ToR for WP1 had been approved by the opening plenary and any changes identified at the RG discussions would need to be conveyed to the TSAG closing plenary.

# Documentation for the meeting

See [Annex A](#AnnexA) hereinafter for the documentation considered by WP1.

# Review of interim activities

The opening plenary reviewed the report of interim activities of the ad hoc group on governance and management of e-meetings (AHG-GME) since the establishment of the group (December 2021 to December 2022) as found in [TD042](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0042). The report of activities was presented by the AHG-GME chairman, Mr Phil Rushton (United Kingdom). The report of activities was adopted by WP1 and the following specific items were forwarded to the RG-WM for further discussions:

* Definitions in [TSAG-TD042](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0042) Annex B
* [TSAG-TD110](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0110) with the discussion output on "Conduct of meetings with remote participation"

The meeting thanked Mr Rushton for having led the AHG-GME and welcomed him to the role of Associate Rapporteur for GME under RG-WM.

There were no other interim activities under WP1 since the previous TSAG meeting in January 2022.

**Action by TSAG**

* **WP1-2:** TSAG to approve the interim period results from the AHG-GME and thank the Chairman Mr Rushton for his work.

# Review of outcomes from RG-WM

The report of the RG-WM sessions during this TSAG meeting is found in [TSAG-TD015R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0015) and it was presented by the Rapporteur, Mr Olivier Dubuisson (Orange, France).

It was requested at the WP1 plenary that the term e-meetings be avoided, and that the terms "virtual meetings" and "remote participation" should be used more systematically.

**Actions taken by WP1:**

**RG-WM-1:** The meeting agreed to submit draft revised Supplement 2 to the ITU-T A-series Recommendations "Guidelines on interoperability experiments" ([TSAG-TD149](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0149/en)R1) for agreement at this TSAG meeting.

**RG-WM-2:** The meeting agreed to submit draft revised Supplement 4 to the ITU-T A-series Recommendations "Guidelines for remote participation" ([TSAG-TD155](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0155/en)R1) for agreement at this TSAG meeting.

**RG-WM-3:** The meeting agreed to submit for TSAG approval LS/o on the new edition of Supplement 4 to ITU-T A-series Recommendations "Guidelines for remote participation" [to all ITU-T groups, RAG and TDAG] ([TSAG-TD157](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0157/en)R1).

**RG-WM-4:** The meeting agreed to submit for TSAG approval LS/o on updated guidelines for remote participation and appointment of representative [to the Inter-Sector Coordination Group (ISCG)] ([TSAG-TD156](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0156/en)R1).

**RG-WM-5:** The meeting agreed to submit for TSAG approval the change of the title of the associate rapporteur on e-meetings to "Associate rapporteur on remote participation".

**RG-WM-6:** The meeting agreed to request TSAG to appoint Mr Philip Rushton as TSAG representative (on remote participation) to the Inter-Sector Coordination Group (ISCG).

**RG-WM-7:** The meeting agreed to request TSAG to appoint Ms Ena Dekanic, USA, as Editor of ITU-T A.7 in addition to Mr Olivier Dubuisson (current editor).

**RG-WM-8:** The meeting supported the proposal to request TSB to discuss further with ITU IS Department to make the Recommendation-series title also available in their set of Recommendation download pages.

# Review of outcomes from RG-WTSA

The report of the RG-WTSA sessions during this TSAG meeting is found in [TSAG-TD019R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0019) and it was presented by the Rapporteur, Ms Fang Li (China). An update was requested for one of the types for one of the work items, from handbook to briefing note; the update in the A.13 justification is found in [TSAG-TD019R2](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0019).

**Actions taken by WP1:**

**TSAG-RG-WTSA-1:** The meeting agreed to develop two guideline/briefing note documents, one for Resolutions streamlining and review principles (A.13 justification in TD19R1 Annex A), the other for chairmen of WTSA committees and ad hoc groups (A.13 justification in TD19R1 Annex B).

Comment was made on collaboration with UPU highlighting the need to improve the existing Resolution and collaboration with UPU. The Rapporteur clarified that contributions are called to improve this point and further discussions are planned in RG-WTSA. The need to update or suppress WTSA Res 11 could be discussed as part of the streamlining of WTSA Resolutions.

# Future meetings

A WP1/TSAG meeting with RG meetings is planned be scheduled in the first or second week of October 2023.

A question was raised whether the WP1/TSAG meeting with RG meetings is planned physically or virtually. As it is planned to be decided at the next TSAG meeting in June 2023, it was pointed out that the need to confirm early for Members to plan in advance. The request was noted.

## Future meetings of RG-WM

Actions taken by WP1:

**RG-WM-9:** The meeting agreed to request TSAG to authorize RG-WM to hold the following interim rapporteur group meetings (all online):

| # | Date | Time | Objectives & deadline |
| --- | --- | --- | --- |
| 1 | 01 February 2023 | 13:00 – 15:00 Geneva time | Editing session for Rec. ITU-T A.1Contribution deadline: 22 January 2023 |
| 2 | 14 February 2023 | 13:00 – 15:00 Geneva time | Editing session for Rec. ITU-T A.7Contribution deadline: 04 February 2023 |
| 3 | 28 February 2023 | 13:00 – 15:00 Geneva time | Editing session on Rec. ITU-T A.8 and draft new A.Sup-RA; discussion on the SG17 incubation mechanismContribution deadline: 18 February 2023 |
| 4 | 30 March 2023 | 12:00 – 15:00 Geneva time | Governance and management of meetings with remote participationContribution deadline: 20 March 2023 |
| 5 | 18 April 2023 | 13:00 – 15:00 Geneva time | Editing session for Rec. ITU-T A.7Contribution deadline: 08 April 2023 |
| 6 | 27 April 2023 | 12:00 – 15:00 Geneva time | Governance and management of meetings with remote participationContribution deadline: 17 April 2023 |
| 7 | 04 May 2023 | 13:00 – 15:00 Geneva time | Editing session for Rec. ITU-T A.1Contribution deadline: 24 April 2023 |

## Future meetings of RG-WTSA

Actions taken by WP1:

**RG-WTSA-2:** The meeting agreed to request TSAG to authorize RG-WTSA to hold the following interim rapporteur group meetings (all online):

| # | Date | Time | Objectives & deadline |
| --- | --- | --- | --- |
| 1 | 09 March 2023 | 13:00-15:00 Geneva time | 1) Resolutions mapping analysis on WTSA-20 Resolutions with PP-22 Resolutions, WTDC-21 Resolutions and ITU-R Resolution2) Resolution streamlining and review principles, and guidelines on how to draft a good Resolution;3) Guideline/briefing note on how to chair WTSA meeting in a more effective and rules-based wayContribution deadline: 01 March 2023 |
| 2 | 13 April 2023 | 13:00-15:00 Geneva time | Same objectives as above.Contribution deadline: 05 April 2023 |
| 3 | 11 May 2023 | 13:00-15:00 Geneva time | Same objectives as above.Contribution deadline: 03 May 2023 |

NOTE – Draft texts from editors who are also the two RG-WTSA associate rapporteurs should be ready for consideration by TSAG meeting in June 2023.

# Any other business

There were no other issues raised by the participants.

# Closing

The WP1/TSAG chairman thanked the delegates for their invaluable contributions to the meeting and spirit of cooperation, the Rapporteurs and Associate Rapporteurs for their effective management of the various discussions, the interpreters and captioners for their assistance for better participation, and TSB for its support of the meeting.

Annex A
Documentation for WP1/TSAG ()

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 |
| [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-R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0015) | Rapporteur RG-WM | Report RG-WM | WP1 |
| [TSAG-TD019-R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0019) | Rapporteur RG-WTSA | Report RG-WTSA | WP1 |
| [TSAG-TD149R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-221212-TD-GEN-0149) | Rapporteur, RG-WM | Output of editing session on Revised Supplement 2 to ITU-T A-series Recommendations "Guidelines on interoperability experiments" (13 Dec 2022, 13h30-14h30) | WP1, RG-WM |
| [TSAG-TD155R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-221212-TD-GEN-0155) | Editor, A Suppl. 4 | Output of editing session on revised Supplement 4 to ITU-T A-series Recommendations "Supplement on guidelines for remote participation" | WP1, RG-WM |
| [TSAG-TD156R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-221212-TD-GEN-0156) | Associate Rapporteur, RG-WM | oLS on remote participation to the Inter-Sector Coordination Group (ISCG) | WP1, RG-WM |
| [TSAG-TD157R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-221212-TD-GEN-0157) | Associate Rapporteur, RG-WM | oLS to all ITU-T groups, RAG and TDAG informing about the new edition of Supplement 4 to ITU-T A-series Recommendations "Supplement on guidelines for remote participation" | WP1, RG-WM |

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 |

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