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| **Abstract:** | This document is the first baseline text for draft A.BN “Briefing note on how to chair WTSA Sub-committee/Ad Hoc Group meetings” as the outcome of RG-WTSA interim meeting on 11 May 2023. |
| **Action** | For further discussion and progress at an RG-WTSA session during this TSAG meeting as well as future RG-WTSA interim/TSAG meetings. |

At the last TSAG meeting in December 2022, RG-WTSA was authorized (ref. TSAG-[R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-R-0001)) to develop A.BN, a new supplement to the ITU-T A-series Recommendations “WTSA preparation guideline on Resolutions”, as copied below:

*17.1.15 TSAG agreed that RG-WTSA develop*

*a) ITU-T A.SupWTSAGL, a new supplement to the ITU-T A-series Recommendations “WTSA preparation guideline on Resolutions” (see Annex B1 for ITU-T A.13 justification) (ref. action RG-WTSA-1a), and*

*b) ITU-T A.BN: Draft new briefing note “How to chair WTSA Sub-Committee/Ad Hoc Group meetings” (see Annex B2 for ITU-T A.13 justification) (ref. action RG-WTSA-1b).*

According to the agreement in last interim meeting of RG-WTSA on 11 May 2023, [DOC2-R1 (230413)](https://extranet.itu.int/meetings/ITU-T/T22-TSAGRGM/RGWTSA-230413/DOCs/T22-TSAGRGM-RGWTSA-230413-DOC-0002-R01.docx) was adopted as the first baseline text for draft A.BN, see below.

**Briefing note on how to chair WTSA Sub-committee/Ad Hoc Group meeting**

**Introduction:**

This document aggregates information for guiding a chairman of a WTSA **sub-committee** ( e.g., a working group of a Committee of the Assembly, Ad hoc groups) discussion to consensual agreement and highlight current common practices. This is not intended for use by the WTSA chair or COM Chairmen. [General rules, chapter II, clause 12.](https://www.itu.int/council/pd/generalrules.html)

If time permit, it is recommended to read [TSAG TD-120](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0120/en) “TSAG leadership team training” as well as the ITU Tutorial on[“the art of reaching consensus”](https://www.itu.int/en/ITU-T/tutorials/202203/Documents/Reinhard%20Scholl_v2_The%20art%20of%20reaching%20consensus.pdf)**;** however keep in mind that these documents are not tailored to WTSA sub-committees and some information are not pertinent to your situation.

**Consensus:**

There is no definition of consensus in ITU texts and consensus is left to the chairman’s appreciation. Consensus is a process where the chairman of a meeting accommodates the different views, which culminates with the chairman concluding that there is general agreement for adopting a decision without formal opposition.

A chairman should try to resolve all concerns to the best of its ability and avoid sending text to COM or Plenary with remaining issues for discussion.

The chairman, at the beginning of the session, may opt to establish a “no consensus - no change principle”. See WTSA-20 Proceedings Section V-1 – Plenary reports, clause 15: “when consensus on Resolutions and Recommendations cannot be achieved, it is preferable to agree to ‘no change’ rather than voting” . “Such arrangement ... remain subject to negotiation at a specific conference.

By order of preference, when a concern remains, the following can be offered:

* A session break (coffee break, or longer if time permit) can be a useful tool to solve a particular point.
* Text may be bracketed and revisited at the end of the session. Bracketed text should be the exception, and not widely used.
* Provide a chairman’s proposal, consisting of a compromise, a new approach.
* Rephrase and summarise the proposed resolution.
* Check consensus as a matter of fact “I see no objection/no support” rather than with open ended questions (e.g., “is there objections? Support?) to avoid reopening an issue.

*[editor’s note: For further study. Contribution is invited.]*

* Silence is approval.
* Declare consensus.
* Record dissent/objection in the meeting report, allowing to proceed with a resolution.
* Worst case scenario, text can remain in bracket and be sent to COM/Plenary. This should happen in very limited instances.

**Comments and objection in Reports and Minutes:**

Subcommittee may prepare interim reports and may submit a final report recapitulating in concise terms the proposals and conclusions of its work. The chairman shall inquire whether there are any comments on the minutes of the previous meeting. In case of a substantive comment or objection (either made verbally or submitted in writing), the appropriate amendments shall be made in the minutes. Any interim or final report w must be approved by the subcommittee. . Reference: General Rules Chapter II, clause 25.

**Vote:**

Vote is not allowed in working group. For Subcommittees, vote is strongly discouraged as it is perceived as a divisive method to obtain a resolution. Sensing the temperature of the mood in the room or Informal polling (such as show of hands) may be used but may be difficult to interpret and depends heavily on how the question is phrased. Reference: General Rules, clause 21, clause 21.5, clause 22.

**Editorial changes:**

An editorial committee is available during WTSA to address all editorial changes. A chairman should indicate at the beginning of the session that editorial aspects will be deferred to the editorial committee in order for the group to spend time on substantial matters. General rules, Chapter II 69, 70. Terminology aspect can be dealt with by the editorial committee.

**Expectation from a chairman:**

1. Be fair and impartial, and be seen to be so.
2. Act in the interest of WTSA, not as a representative of your company/country
3. Listen with care, be sensitive to language and culture.
4. Give everyone the chance to express their views.
5. Be mindful of time.
6. Know when & how to close the debates and declare consensus
7. (new) Be familiar with the topics of discussions and the documents submitted for consideration,
8. (new) Know and follow the rules for holding meetings
9. (new) Be ready to propose a compromise text.

10. (new) Cooperate closely with the secretariat before, during and after a meeting

**Where to find information:**

**On WTSA:**

* CS/CV on WTSA
* General Rules Chapter II
* Legal advisor’s briefing note for WTSA-20
* Rules of procedures of ITU-T: [WTSA Resolution 1](http://handle.itu.int/11.1002/pub/81c722f0-en)

ITU-T Working methods:

* Working methods for study groups of the ITU-T : ITU-T [**A.1**](https://www.itu.int/rec/T-REC-A/recommendation.asp?lang=en&parent=T-REC-A.1)
* Focus Group: Establishment and working procedures ITU-T [A.7](https://www.itu.int/rec/T-REC-A.7/en) ?

Collaboration:

* collaboration with ISO and IEC: ITU-T [**A.23**](https://www.itu.int/rec/T-REC-A/recommendation.asp?lang=en&parent=T-REC-A.23)[and WTSA Resolution 7](http://handle.itu.int/11.1002/pub/81c722f2-en) ?
* Normative Referencing of text from other organizations: ITU-T [**A.5**](https://www.itu.int/rec/T-REC-A/recommendation.asp?lang=en&parent=T-REC-A.5)
* Incorporation of text in part or in whole from other organizations: ITU-T [**A.25**](https://www.itu.int/rec/T-REC-A/recommendation.asp?lang=en&parent=T-REC-A.25)

Approval process of ITU-T Recommendations:

* TAP: The traditional approval process (TAP) is described in [WTSA Resolution 1](http://handle.itu.int/11.1002/pub/81c722f0-en), section 9. Section 8 of the same Resolution defines how selection is done between the traditional approval process and the alternative approval process (AAP).
* AAP: The Alternative Approval Process for new and revised ITU-T Recommendations is defined in ITU-T [A.8](https://www.itu.int/rec/T-REC-A.8/en)

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