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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | TSAG-TD311 |
| TSAG |
| Original: English |
| **Question(s):** | | N/A | | Geneva, 22-26 January 2024 |
| **TD** | | | | |
| **Source:** | | Chair, WP1/TSAG | | |
| **Title:** | | Closing WP1 agenda (Geneva, 22-26 January 2024) | | |
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| **Abstract:** | This TD contains the agenda for the closing session of the WP1/TSAG "Working methods and related WTSA preparations" at this meeting. |

1. Approval of the agenda
2. Documentation ([Annex A](#AnnexA))
3. Review the outcomes of rapporteur group on WTSA preparations (RG-WTSA)
4. Review the outcomes of rapporteur group on working methods (RG-WM)
5. Updates to Working Party 1 leadership
6. Report of Working Party 1
7. Future meetings
8. AOB
9. Closing

(see next for detailed sequence and documentation)

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| **1** | **Opening and approval of the agenda** |  |  |
| **2** | **Documentation** |  |  |
| **3** | **Review outcomes of rapporteur group on WTSA-24 preparation (RG-WTSA)** |  |  |
| **3.1** | Report of RG-WTSA | [TSAG-TD319-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0319) | For **agreement** by WP1, and then by TSAG. |
|  | **Actions to be taken by WP1** |  |  |
| **3.2** | Update the work programme of RG-WTSA | [TSAG-TD462](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0462) | For **agreement** by WP1, and then by TSAG. |
| **3.3** | Send the LS/o to all ITU-T SGs and RTOs on latest WTSA Action Plan and draft "WTSA preparation guideline on Resolutions" | [TSAG-TD479](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0479) | For **agreement** by WP1, and then by TSAG. |
| **3.4** | Authorize RG-WTSA to hold two interim rapporteur group meetings (all online) | See 7.1 | For **agreement** by WP1, and then by TSAG. |
| **4** | **Review outcomes of rapporteur group on working methods (RG-WM)** |  |  |
| **4.1** | Report of RG-WM | [TSAG-TD317-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0317) | For **agreement** by WP1, and then by TSAG. |
|  | **Actions to be taken by WP1** |  |  |
| **4.2** | Invite TSAG to:  a) advise the TSB Director to seek clarification from the next session of the ITU Council on the use of the term "chair", instead of "chairman", in new or revised Recommendations. |  | For **agreement** by WP1, and then by TSAG. |
|  | b) approve ITU-T A.8 | [TSAG-TD450](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0450/en) | For **agreement** by WP1, and then by TSAG. |
|  | c) request TSB to pre-publish ITU-T A.8 (as contained in [TSAG-TD450](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0450/en)) but to wait for the clarification of the Council before proceeding with the final publication. NOTE – [TSAG-TD450](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0450/en) uses the term "chairman". |  | For **agreement** by WP1, and then by TSAG. |
| **4.3** | Invite TSAG to determine (TAP) draft revised Recommendation ITU-T A.7 "Focus groups: Establishment and working procedures" | [TSAG-TD453R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0453) | For **agreement** by WP1, and then by TSAG. |
| **4.4** | RG-WM agreed to invite TSAG to:  a) initiate the process for the deletion of ITU-T A.4 and A.6; NOTE – The circular announcing the deletion will be issued 3 months prior to TSAG so that the deletion would come into force at the same time (see 9.8.2.1 of WTSA Resolution 1) that ITU-T A.24 is approved. TSB is requested to consider cross-referencing the related circulars. | Justifications in [TSAG-TD394-R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0394) | For **agreement** by WP1, and then by TSAG. |
|  | b) TAP determine new Recommendation ITU-T A.24 "Collaboration and exchange of information with other organizations". NOTE – Upon A.24 approval, TSAG will delete A Suppl.5 at its next meeting. | [TSAG-TD470-R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0470) | For **agreement** by WP1, and then by TSAG. |
| **4.5** | RG-WM agreed to invite TSAG to:  a) Determine ITU-T A.1-rev; | [TSAG-TD456R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) | For **agreement** by WP1, and then by TSAG. |
|  | b) Determine A.JCA at this TSAG meeting; | [TSAG-TD467R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0467) | For **agreement** by WP1, and then by TSAG. |
|  | c) continue refining new Appendices II and III until the next TSAG meeting in July 2024 where these Appendices would be Agreed.  NOTE 1 – These appendices would be integrated in revised A.1 for final publication NOTE 2 – The principles of ITU-T A.13 are applicable to "...appendices to Recommendations agreed separately from the base text of the Recommendation" (A.13 clause 6). | [TSAG-TD478](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0478) | For **agreement** by WP1, and then by TSAG. |
| **4.6** | Invite TSAG to send the liaison statement to all SGs on guidelines for the preparation of contributions and the role of SG Mentors | [TSAG-TD477](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0477) | For **agreement** by WP1, and then by TSAG. |
| **4.7** | Invite TSAG to change the status of draft Supplement A.SupplRA to draft ITU-T Recommendation A.RA "Guidelines on the appointment and operations of registration authorities". |  | For **agreement** by WP1, and then by TSAG. |
| **4.8** | Invite TSAG to establish the following new work items:  a) draft Recommendation ITU-T A.JCA "Joint coordination activities: Establishment and working procedures"; | [TSAG-TD468](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0468) | For **agreement** by WP1, and then by TSAG. |
|  | b) draft Supplement A.SupplSGA to the ITU-T A-series Recommendations "Guidelines for the development of a standards gap analysis" | [TSAG-TD454R3](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0454/en) | For **agreement** by WP1, and then by TSAG. |
| **4.9** | TSAG to assign WTSA Resolutions 40 and 80 to RG-WM in addition to those listed in [TSAG-TD463](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0463), and to update the [RG-WM ToR](https://www.itu.int/en/ITU-T/tsag/2022-2024/Pages/Rapporteur-Groups.aspx) accordingly. |  | For **agreement** by WP1. |
| **4.10** | Updates to the work programme from RG-WM | [TSAG-TD397-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0397) | For **agreement** by WP1, and then by TSAG. |
| **4.11** | Authorize RG-WM to hold six interim rapporteur group meetings (all online) | See 7.2 | For **agreement** by WP1, and then by TSAG. |
| **5** | **Updates to WP1 leadership** |  |  |
|  | Associate Rapporteur for RG-WTSA, Mr Samuel Agyekum (Ghana), replacing Mr Isaac Boateng (Ghana) | (Replacement VC: [TSAG-TD464](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0464)) | For **agreement** by WP1, and then by TSAG. |
| **6** | **Report of Working Party 1** |  |  |
|  | Draft report of WP1 | [TSAG-TD312](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0312) | For **adoption** by WP1, and then by TSAG. |
| **7** | **Future meetings** |  |  |
| **7.1** | **Proposed future meetings of RG-WTSA** (from [TSAG-TD319-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0319) §10) | |  |
|  | 1. 18 April 2024, 13:00-15:00 Geneva time; Contribution deadline: 11 April 2024 2. 20 June 2024, 13:00-15:00 Geneva time;  Contribution deadline: 13 June 2024   The meeting agreed to invite Contributions on the following:   1. Proposals on draft A.SupWTSAGL and A.BN; 2. Proposals on concrete implementation of streamlining of WTSA Resolutions and Opinion. | | For **agreement** by WP1, and then by TSAG. |
| **7.2** | **Proposed future meetings of RG-WM** (from [TSAG-TD317-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0317) §22) | |  |
|  | 1. 21 Feb 2024, 12:00-15:00 Geneva time; Draft ITU-T A.RA ([TSAG-TD396R1](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0396/en)); Contribution deadline: 11 Feb 2024 2. 13 Mar 2024, 12:00-15:00 Geneva time; Draft A.SupplSGA ([TSAG-TD385R1](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0385/en)); Contribution deadline: 3 Mar 2024 3. 3 Apr 2024, 12:00-15:00 Geneva time; Draft Appendices II and III ([TSAG-TD478](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0478/en)); Contribution deadline: 24 Mar 2024 4. 26 Apr 2024, 12:00-15:00 Geneva time; Draft ITU-T A.RA ([TSAG-TD396R1](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0396/en)); Contribution deadline: 16 Apr 2024 5. 14 May 2024, 12:00-15:00 Geneva time; Pending issues from previous rapporteur group meetings; Contribution deadline: 5 May 2024 6. 2 July 2024, 12:00-15:00 Geneva time; A-Suppl.4; pending issues from previous rapporteur group meetings; Contribution deadline: 23 June 2024 | | For **agreement** by WP1, and then by TSAG. |
| **8** | **AOB** |  |  |
| **9** | **Closure of meeting** |  |  |

Annex A  
Documentation

Documents addressed to WP1/TSAG *closing* plenary

| Doc.No | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD311](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0311) | Chair WP1 | Closing WP1 agenda (Geneva, 30 May-2 June 2023) | WP1 |
| [TSAG-TD312](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0312) | Chair WP1 | Draft WP1 meeting report (Geneva, 30 May-2 June 2023) | Plen |
| [TSAG-TD317-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0317) | Rapporteur, RG-WM | Report RG-WM "Working methods" (Geneva, 30 May-2 June 2023) | WP1 |
| [TSAG-TD319-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0319) | Rapporteur, RG-WTSA | Report RG-WTSA (Geneva, 30 May-2 June 2023) | WP1 |
| [TSAG-TD386-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0386) | Rapporteur, RG-WM | RG-WM living list | RG-WM |
| [TSAG-TD393](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0393) | Rapporteur, RG-WM | (For agreement) Proposed revision to Supplement 5 to the ITU-T A-series on "Guidelines for collaboration and exchange of information with other organizations" | RG-WM |
| [TSAG-TD394-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0394) | Rapporteur, RG-WM | Justification to propose the deletion of Recommendations ITU-T A.4 and A.6 | RG-WM |
| [TSAG-TD395](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0395) | Rapporteur, RG-WM | Draft revised Recommendation ITU-T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | RG-WM |
| [TSAG-TD396-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0396) | Rapporteur, RG-WM | Draft new Supplement A.SupplRA to the ITU-T A-series Recommendations "Guidelines on the appointment and operations of registration authorities" | RG-WM |
| [TSAG-TD397-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0397) | Rapporteur, RG-WM | Update of the RG-WM work programme | RG-WM |
| [TSAG-TD432](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0432) | TSB | ITU-T A.2: Proposed updates to Recommendation ITU-T A.2, Appendix I, "Detailed guidelines for the preparation of contributions relative to the study of ITU T Questions" | RG-WM |
| [TSAG-TD442](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0442) | Rapporteur, RG-WM | A.1 justification for a possible new ITU-T A-series Recommendation "Guidelines on the appointment and operations of registration authorities" | RG-WM |
| [TSAG-TD448](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0448) | Rapporteur, RG-WM | (For agreement) Proposed revision to Supplement 5 to the ITU-T A-series on "Guidelines for collaboration and exchange of information with other organizations" | RG-WM |
| [TSAG-TD450](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0450) | Rapporteur, RG-WM | (for TAP approval) Draft revised Recommendation ITU-T A.8 "Alternative approval process for new and revised ITU-T Recommendation" | RG-WM |
| [TSAG-TD452](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0452) | Vice-chair, WP1/‌TSAG | WTSA action plan: Review of action lines under WP1/TSAG | WP1 |
| [TSAG-TD453](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0453) | Editors, Rec. ITU-T A.7 | (For Determination) Draft revised Recommendation ITU T A.7-rev "Focus groups: Establishment and working procedures" | RG-WM |
| [TSAG-TD454-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0454) | Rapporteur, RG-WM | A.13 justification for a proposed new Supplement A.SupplSGA to the ITU-T A-series Recommendations "Guidelines for the development of a standards gap analysis" | RG-WM |
| [TSAG-TD456-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) | Rapporteur, RG-WM | Draft revised Recommendation ITU-T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | RG-WM |
| [TSAG-TD462](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0471) | Rapporteur, RG-WTSA | Updated RG-WTSA work programme | RG-WTSA |
| [TSAG-TD463](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0463) | TSB | Proposed mapping of WTSA Resolutions to TSAG Rapporteur groups | WP1 |
| [TSAG-TD467](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0467) | Rapporteur, RG-WM | New draft Recommendation ITU-T A.JCA "Joint coordination activities: Establishment and working procedures" | RG-WM |
| [TSAG-TD468](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0468) | Rapporteur, RG-WM | A.1 justification for a new ITU-T A-series Recommendation A.JCA "Joint coordination activities: Establishment and working procedures" | RG-WM |
| [TSAG-TD470-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0470) | Rapporteur, RG-WM | (For determination) Proposed draft new Recommendation ITU-T A.24 "Collaboration and exchange of information with other organizations" | RG-WM |
| [TSAG-TD471](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0471) | Rapporteur, RG-WM | A.1 justification for new draft Recommendation ITU-T A.24 "Collaboration and exchange of information with other organizations" | RG-WM |
| [TSAG-TD472-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0472) | Rapporteur, RG-WTSA | RG-WTSA Rapporteur's proposal on draft A.SupWTSAGL "WTSA preparation guideline on Resolutions" | RG-WTSA |
| [TSAG-TD473-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0473) | Rapporteur, RG-WTSA | RG-WTSA Rapporteur's proposal on draft A.BN "Briefing note on how to chair WTSA Sub-committee/Ad Hoc Group meetings" | RG-WTSA |
| [TSAG-TD478](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0478) | Rapporteur, RG-WM | Current discussion on new Appendices II and III to ITU-T A.1 | RG-WM |
| [TSAG-TD479](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0479) | Rapporteur, RG-WTSA | LS/o on latest WTSA Action Plan and draft "WTSA preparation guideline on Resolutions" [to all ITU-T SGs and regional telecommunication organizations] | RG-WTSA |
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