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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | | TSAG-TD316R3 |
| TSAG |
| Original: English |
| **Question(s):** | | | RG-WM | | Geneva, 22-26 January 2024 |
| **TD** | | | | | |
| **Source:** | | | Rapporteur, TSAG Rapporteur group on working methods | | |
| **Title:** | | | Draft agenda RG-WM "Working methods", 23, 24 and 25 January 2024 | | |
| **Contact:** | | Olivier Dubuisson Orange France | | E-mail: [olivier.dubuisson@orange.com](mailto:olivier.dubuisson@orange.com) | |
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| **Abstract:** | This TD provides the agenda for the RG-WM sessions during the TSAG meeting. |

**Action required**:RG-WM is invited to **adopt** this agenda.

*Note: For the sake of time, unless otherwise requested, documents between parentheses are not expected to be introduced.*

| **Timing** | **#** | **Agenda item** | **Docs** | **Summary and proposal** |
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| **Tuesday, 23 Jan 2024**  14:30-15:45 Geneva time |  | **TSAG Rapporteur group on working methods (RG-WM)** | | |
| 14:30 | **1** | **Opening and welcome** | | |
|  | 1.1 | TSB: TSAG interactive remote participation guidelines – Zoom Multilingual | ([[TD](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0054/en)387](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0387)) | To be **considered by remote participants**. |
|  | 1.2 | Supplement 4 to the ITU-T A-series "Supplement on guidelines for remote participation" | ([A Suppl.4](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=15253)) | To be **considered by remote participants**. |
|  | 1.3 | Introductory remarks |  | For the sake of time, unless otherwise requested, documents between parentheses are not expected to be introduced. In some cases, detailed discussion will occur during ad hoc group sessions or future (interim) rapporteur group meetings.  Introduction of documents and interventions are normally expected to be short (2 minutes). |
| 14:35 | **2** | **Agenda** | | |
|  | 2.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD316R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0316) (this document) | RG-WM is invited to **adopt** this agenda. |
|  | 2.2 | Chairman, TSAG: Document allocation and work plan | ([TD304](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0304))  ([TD303](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0303)) | To be **noted**. Documents relevant to RG‑WM are listed in this agenda. |
|  | **3** | **Progress report of interim rapporteur group meetings** | | |
|  | 3.1 | Rapporteur, TSAG RG-WM: Progress report from interim TSAG RG-WM meetings | ([TD326](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0326)) | RG-WM is invited to **note** this report (including the RGM reports that it references) which has been approved by the WP1 opening plenary.  *Each result will be addressed under the corresponding item of this agenda.* |
| 14:45 | **4** | [**Rec. ITU-T A.8**](https://www.itu.int/ITU-T/A.8) **"Alternative approval process for new and revised ITU-T Recommendations"** | | |
|  | 4.1 | Report of the second meeting of TSAG (Geneva, 30 May - 2 June 2023) - Determined revised Recommendation ITU‑T A.8 "Alternative approval process for new and revised ITU-T Recommendations" | ([TSAG-R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-R-0003)) ([TSB Circular 111](https://www.itu.int/md/T22-TSB-CIR-0111/en)) | TSAG at its plenary on 2 June 2023 DETERMINED draft revised Recommendation ITU-T A.8.  For **approval** at the TSAG plenary. |
|  | 4.2 | TSB: Results of consultation with Member States - TSB Circular 111 | [TD444R1](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0444/en) | This TD provides the results of the TAP consultation with Member States concerning TSB Circular 111.  Pursuant to 9.4.5 of WTSA Resolution 1, TSAG may proceed with consideration of **approval** of the text in question. |
|  | 4.3 | Rapporteur, RG-WM: (for approval) Draft revised Recommendation ITU-T A.8 "Alternative approval process for new and revised ITU-T Recommendation" | [TD450](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0450/en) | Taking the determined text of Rec. ITU‑T A.8 ([TSAG-R3](https://www.itu.int/md/T22-TSAG-R-0003/en)) as a base document, this TD is an attempt to address the comments received from the Russian Federation during the TAP consultation ([TD444](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0444/en)).  For **approval** by the closing plenary. |
| 14:55 | **5** | [**Supplement 5 to the ITU-T A-series Recommendations**](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=13023) **"Guidelines for collaboration and exchange of information with other organizations"** | | |
|  | 5.1 | Rapporteur, RG-WM: Proposed revision to Supplement 5 to the ITU-T A-series on "Guidelines for collaboration and exchange of information with other organizations" | ([TD393](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0393/en)) | In support to the proposed deletion of Recommendations ITU-T A.5 and A.6, the rapporteur group meeting on 5 Dec 2023 agreed that these small changes to Supplement 5 (2016) would help to clarify the communication process that may be established between an ITU-T study group and another organization. |
|  | 5.2 | Korea: Proposed revision for A Supplement 5 | ([C67](https://www.itu.int/md/T22-TSAG-C-0067/en)) | These contributions suggest updating the definitions in clause 3 to align with the current version of referenced documents.  *Note: The suggested (editorial) modifications have been included in* [[*TD448*](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0448/en)](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0393)*.* |
|  | 5.3 | China Telecom, MIIT (China): Proposal for updated definitions in clause 3.1 of A Suppl.5 for consistency with published Recommendations and WTSA Resolutions | ([C72](https://www.itu.int/md/T22-TSAG-C-0072/en)) |
|  | 5.4 | Canada: Support to recommendations made in the RG-WM progress report regarding Recommendations ITU-T A.4, A.5 and A.6 | ([C74](https://www.itu.int/md/T22-TSAG-C-0074/en)) | Canada supports the recommendations in item 2 of the progress report ([TD326](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0326/en)) and actions put forward to TSAG, namely: the revision of Supplement 5 to the ITU-T A‑series Recommendations ([TD393](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0393/en)).  *Note: This contribution will be introduced under agenda item 6.2.* |
|  | 5.5 | 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" | [[TD448](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0448/en)](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0393) | This text updates [TD393](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0393/en) with the editorial modifications suggested in [C67](https://www.itu.int/md/T22-TSAG-C-0067/en) and [C72](https://www.itu.int/md/T22-TSAG-C-0072/en).  For **agreement**. |
| 15:10 | **6** | [**Rec. ITU-T A.4**](https://www.itu.int/ITU-T/A.4) **"Communication process between the ITU Telecommunication Standardization Sector and forums and consortia"**  [**Rec. ITU-T A.6**](https://www.itu.int/ITU-T/A.6) **"Cooperation and exchange of information between the ITU Telecommunication Standardization Sector and national and regional standards development organizations"** | | |
|  | 6.1 | Rapporteur, RG-WM: Justification to propose the deletion of Recommendations ITU-T A.4 and A.6 | [TD394R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0394) | This TD provides the explanatory summary about the reasons for the deletion of Recs ITU-T A.4 and ITU-T A.6.  For **agreement**. |
|  | 6.2 | Canada: Support to recommendations made in the RG-WM progress report regarding ITU-T Recommendations ITU-T A.4, A.5 and A.6 | [C74](https://www.itu.int/md/T22-TSAG-C-0074/en) | Canada supports the recommendations in item 2 of the progress report ([TD326](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0326/en)) and actions put forward to TSAG, namely:   * The deletion of Recommendations ITU‑T A.4 and ITU-T A.6; * The revision of A Suppl.5 as found in [TD393](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0393/en). |
|  | 6.3 | Cameroon: Contribution to maintain Recommendations ITU-T A.4 and A.6 | [C82](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0082) | This contribution addresses the limitations of TD394, including the consequence of deleting Recs ITU-T A.4 and A.6 which will be made non-binding by means of a Supplement. The contribution proposes to maintain the above recommendations and to abandon the idea of amending A Suppl.5 which is a non-normative document. |
| 15:40 | **7** | **Review of suggested ad hoc groups, editing sessions and interim meetings** | | |
|  | 7.1 | Suggested ad hoc groups and editing sessions | ([TD303](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0303)) | See [Annex A](#Annex_A). |
|  | 7.2 | Suggested rapporteur group interim meetings | ([agenda item 22](#Suggested_RGMs)) | *Please inform the rapporteur if a suggested date and time overlaps with another important meeting.* |
| **Wednesday, 24 Jan 2024**  9:30-10:45 Geneva time | **8** | **Agenda** | | |
|  | 8.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD316R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0316) (this document) | RG-WM is invited to **adopt** the revised agenda (if any). |
|  | 8.2 | Rapporteur, TSAG RG-WM: Draft Report of the meeting of RG-WM | ([TD317](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0317)) | The latest revision of the draft report reflects the results of the first session.  For **information**. |
|  | 8.3 | Result of ad hoc groups and informal discussions |  | (if any) |
| 09:35 | **9** | [**Rec. ITU-T A.1**](https://www.itu.int/ITU-T/A.1) **"Working methods for study groups of the ITU Telecommunication Standardization Sector"** | | |
|  | 9.1 | Korea (Rep. of): SG management's submission of TDs at its regional group meeting and procedure for appointing the regional group's management | [C64](https://www.itu.int/md/T22-TSAG-C-0064/en) | Korea suggests:  a. that TSAG provide advice on whether the SG management appointed by WTSA could submit TDs to facilitate discussion at its regional group meeting and TSAG consider, for example, updating clause 3.3.5 in Rec. ITU-T A.1 to explicitly state that study group chairman and vice-chairman are able to submit inputs as TDs;  b. that TSAG gives clear criteria or procedure for endorsing or approving regional group chairman and vice-chairman by their parent study group. |
|  | 9.2 | Rapporteur, RG-WM: Information to support the discussion on contribution C64 | [TD455](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0455/en) | This document provides an overview of the current legal framework with regard to the proposals in contribution [C64](https://www.itu.int/md/T22-TSAG-C-0064/en).  For **discussion**. |
| 09:55 | 9.3 | Japan: Proposals on the draft revised Recommendation ITU‑T A.1, clause 1.4.7.1 | [C75](https://www.itu.int/md/T22-TSAG-C-0075/en) | Japan proposes that at least three different countries should support the creation of a new work item at a WP/SG plenary meeting.  Japan suggests discussing the case of the same company having an ITU membership in more than one country.  *Note: This proposal has been included in* [*TD456R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) *for further discussion.* |
|  | 9.4 | Rapporteur, RG-WM: Draft revised Recommendation ITU‑T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | [TD456R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) | Based on [TD395](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0395), this draft reflects the results of the discussion at interim meetings of RG-WM as well as contributions to this TSAG meeting. It further reflects the discussion at the ad hoc session, Monday 22 Jan 2024, 1745-1930.  For **discussion** about clause 1.4.7.1.  *Note: Other changes in* [*TD456R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) *will be discussed in ad hoc sessions (see* [*agenda item 9.10*](#Item9_10)*).* |
| 10:25 | 9.5 | China Telecommunications Corporation, Ministry of Industry and Information Technology (MIIT) (China): Proposal for the revised text of Rec. ITU-T A.1 | ([C71](https://www.itu.int/md/T22-TSAG-C-0071/en)) | Recognizing that some outstanding issues remain unresolved, this contribution provides proposals for the revision of Rec. ITU-T A.1.  *Note: These proposals have been included in* [*TD456R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) *for further discussion.* |
|  | 9.6 | Russian Federation: A.1 proposals | ([C77](https://www.itu.int/md/T22-TSAG-C-0077/en)) | This contribution suggests further amendments to ITU-T A.1-rev. The Russian Federation supports RCC/40A19/1 from WTSA-20.  *Note: These proposals have been included in* [*TD456R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) *for further discussion.* |
|  | 9.7 | Cameroon: Contribution to modify A.1 | ([C81](https://www.itu.int/md/T22-TSAG-C-0081/en)) | This contribution proposes changes to Rec. ITU-T A.1.  *Note: These proposals have been included in* [*TD456R16*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) *for further discussion.* |
|  | 9.8 | United Kingdom: Amendments to Clause 2.4 of Recommendation ITU-T A.1 | ([C86](https://www.itu.int/md/T22-TSAG-C-0086/en)) | This contribution proposes editorial comments to the sub-clauses of clause 2.4.  *Note: These proposals have been included in* [*TD456R16*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) *for further discussion.* |
|  | 9.9 | ITU-T SG15: EWM liaison report | ([TD430](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0430/en), section 5) | This liaison statement contains the SG15 perspective on three specific aspects of the proposed new Appendix III on EWM:  • Banning document distribution on email,  • Forcing use of FTP for SG meetings,  • Forcing use of Sharepoint for rapporteur meetings.  For **information**. *It is suggested to use this information while discussing Appendix III in* [*TD456R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456)*. This TD will be considered under* [*agenda item 14.1*](#Item14_1)*.* |
|  | 9.10 | Rapporteur, RG-WM: Draft revised Recommendation ITU‑T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | ([TD456R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456)) | This draft reflects the results of the discussion at interim meetings of RG-WM as well as contributions to this TSAG meeting.  *For* ***discussion*** *in ad hoc sessions (see* [*Annex A*](#Annex_A)*).* *The following remaining clauses (addressed in earlier contributions) will be handled as a priority: (new) 3.1.8bis, 3.1.6, 3.3.3. The review will then continue with remaining clauses that are NOT green-highlighted.*  For possible **determination** for TAP consultation (together with A.JCA) if the text is considered stable (see [agenda item 19](#Item19)). |
|  | 9.11 | Rapporteur, RG-WM: A.1 justification for a new ITU-T A‑series Recommendation A.JCA "Joint coordination activities: Establishment and working procedures" | [TD468](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0468) | At the ad hoc session, Monday 22 Jan 2024, 1745-1930, it was agreed that Rec. ITU-T A.1, clause 5 on JCAs will be moved to a new Recommendation A.JCA. It was further agreed that both A.1-rev and A.JCA will be processed as a bundle (i.e. determination, TAP consultation and approval together).  For **agreement**.  *Note: It is suggested to use A.18 as the Recommendation number.* |
| 10:35 | **10** | **Draft new Supplement A.SupplRA to the ITU-T A-series Recommendations "Guidelines on the appointment and operations of registration authorities"** | | |
|  | 10.1 | United Kingdom: Change of status of A.SupplRA to an ITU‑T Recommendation | [C85](https://www.itu.int/md/T22-TSAG-C-0085/en) | This contribution proposes changing the status of the supplement on Registration Authorities to a Recommendation.  For **discussion**.  *Note:* [*TD396R1*](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0396/en) *shows which changes would be necessary in the text to adapt to the Recommendation format.* |
|  | 10.2 | Rapporteur, RG-WM: A.1 justification for a proposed new ITU-T A-series Recommendation "Guidelines on the appointment and operations of registration authorities" | [TD442](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0442/en) | This is the A.1 justification for changing the status of A.SupplRA to a new draft ITU-T A-series Recommendation.  For **agreement**.  *Note: The work programme (*[*TD397*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0397)*) will be updated accordingly.* |
|  | 10.3 | SG11: LS/r on "Guidelines on the appointment and operations of registration authorities" (reply to [TSAG-LS23](https://www.itu.int/net/itu-t/ls/ls.aspx?isn=29553)) | ([TD364](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0364/en)) | A.SupplRA is very relevant to SG11’s work items, especially ITU-T Q.TSCA.  In particular, SG11 suggests **adding** 22 definitions from CA/Browser Forum (2007), "Guidelines for the issuance and management of extended validation public-key certificates".  *Note: This TD has been considered at the RG-WM rapporteur group meeting on 5 Dec 2023.* |
|  | 10.4 | SG11: LS/r on the new work item ITU-T Q.TSCA which defines procedure for issuing digital certificates for signalling security (reply to SG2-LS64) | ([TD367](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0367)) | For **information**: SG11 started the work item ITU-T Q.TSCA taking into consideration the statement of several member states that ITU should not have any operational or administrative role in the digital certificate scheme.  Taking into account clause 6.2 of A.SupplRA stating that "Where an RA is required, the study group responsible for the technical Recommendation also develops the associated procedural Recommendation.", Q.TSCA will be developed in SG11 based on SG11 full package of standards on signalling security aspects (ITU-T Q.3057, Q.3062 and Q.3063).  Q.TSCA intends to reference some of the definitions in A.SupplRA once published. |
|  | 10.5 | Ad hoc convenor: Chair's report of SG2/SG11 informal ad-hoc meeting on Q.TSCA (virtual, 9 January 2024) | ([TD461](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0461/en)) | This TD contains a report of an informal ad-hoc e-meeting between experts of ITU T SG2 and SG11 on Q.TSCA.  For **information**. |
|  | 10.6 | SG2: LS/r on Guidelines on the appointment and operations of registration authorities (reply to TSAG-LS23) | ([TD392](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0392/en)) | Although the concept of registration authority as discussed in this draft Supplement does not apply to the TSB, there are operational implications that are within the remit of ITU-T SG2 and for which normative text is required. For **discussion**.  *Note:SG2 comments and suggested changes have been included in* [*TD396R1*](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0396/en) *for further discussion.* |
|  | 10.7 | China Telecom: Proposal for clear definition of the selection and appointment process for Registration Authorities in A.SupplRA | ([C73](https://www.itu.int/md/T22-TSAG-C-0073/en)) | China Telecom proposes a clear definition of the process for the selection and appointment of a registration authority in A.SupplRA.  *Note: This suggestion has been included in* [*TD396R1*](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0396/en) *for further discussion.* |
|  | 10.8 | ITU-T A.supplRA editor: Proposed new Supplement to the ITU-T A-series Recommendations "Guidelines on the appointment and operations of registration authorities" | ([TD396R1](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0396/en)) | This draft reflects the results of the discussion at interim meetings of RG-WM as well as contributions to this TSAG meeting.  *For* ***discussion*** *in a dedicated ad hoc session (Thursday, 25 Jan, 13:15-14:20). The result will be reported to the WP1 plenary.* |
| **Wednesday, 24 Jan 2024**  11:15-12:30 Geneva time | **11** | **Agenda** | | |
|  | 11.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD316R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0316) (this document) | RG-WM is invited to **adopt** the revised agenda (if any). |
| 11:20 | **12** | [**Rec. ITU-T A.2**](https://www.itu.int/ITU-T/A.2) **"Presentation of contributions to the ITU Telecommunication Standardization Sector"** | | |
|  | 12.1 | ITU-T Study Group 3: LS/i on proposals for submitting and handling contributions from new ITU-T entrants | [TD373](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0373/en) | For **discussion**: Many members want to submit contributions to SG3 meetings, but they are not familiar with the skills to write and handle contributions successfully. This TD proposes a new approach for discussion as it may have broader applicability across ITU-T study groups.  1) A rapporteur (or a desired representative expert) that [is competent in] the content of the contribution can help in writing and discussing it in cooperation with the original author.  2) By appointing a new relevant rapporteur, [the member] can collaborate with the original author to prepare and discuss the contribution.  3) An author who wants to write and discuss a new contribution can request a mentor from the SG3 chair […]. |
|  | 12.2 | Rec. ITU-T A.2 "Presentation of contributions to the ITU Telecommunication Standardization Sector" | ([ITU-T A.2](https://www.itu.int/rec/T-REC-A.2-201211-I), Appendix I) | For **information**: This Recommendation gives directives on how to draft, present and submit contributions to ITU-T study groups.  *NOTE (on Appendix I) – These guidelines will be updated by TSB as necessary. The updated version will be maintained on the ITU-T website and issued in a TSB circular.*  *See also the* [*contribution template*](https://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00002B0003MSWE.docx)*.* |
|  | 12.3 | 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" | ([TD432](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0432/en)) | TSAG is invited to consider revised ITU‑T A.2, Appendix I, which has been prepared by TSB and is provided to TSAG for **information**.  *Note: Comments (if any) can be shared with the TSB Counsellor for RG-WM.* |
| 11:35 | **13** | [**Rec. ITU-T A.7**](https://www.itu.int/ITU-T/A.7) **"Focus groups: Establishment and working procedures"** | | |
|  | 13.1 | Editors, Rec. ITU-T A.7: Analysis of the concept of "standards gap analysis" and suggested way forward for Recommendation ITU-T A.7-rev | [TD385](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0385/en) | The RG-WM rapporteur group meeting on 21 Nov 2023 tasked the ITU-T A.7-rev editors to further study the concept of "standards gap analysis" and provide an analysis to TSAG.  For **discussion**. |
|  | 13.2 | RG-WM Rapporteur: 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" | [TD454](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0454/en) | For **agreement**.  *For* ***discussion*** *in the* [*ad hoc group*](#Annex_A) *(Wednesday, 24 Jan, 17:45-19:30).* |
|  | 13.3 | Editors, Rec. ITU-T A.7: Draft revised Recommendation ITU‑T A.7-rev "Focus groups: Establishment and working procedures" | [TD379](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0379/en)R1 | This revision of ITU-T A.7 is proposed for **determination** (for TAP consultation), pending resolution of the only remaining issue related to "standards gap analysis".  *For* ***discussion*** *in the* [*ad hoc group*](#Annex_A) *(Wednesday, 24 Jan, 17:45-19:30).* |
| 12:05 | **14** | **Electronic working methods**, co-led by the Associate Rapporteur on remote participation and electronic working methods | | |
|  | 14.1 | ITU-T SG15: EWM liaison report | ([TD430](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0430/en)) | For **information**.  *Note: Section 5 "Proposed Annex in Rec. ITU-T A.1 on EWM" has been considered under* [*agenda item 9.9*](#Item9_9)*.* |
|  | 14.2 | Director, TSB: Electronic working methods services and database applications report | ([TD414](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0414)) | This TD describes actions taken since the last May-June 2023 TSAG meeting to improve electronic working methods and tools for the membership. Addendum 1 is a presentation about TSB digital transformation.  For **information**. |
|  | 14.3 | ITU-T SG5: LS/r on request of the appointment of an electronic working methods (EWM) liaison (reply to TSAG-LS19) | ([TD344](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0344/en)) | ITU-T SG5 has nominated Mr [Leandro Navarro](mailto:leandro.navarro@upc.edu) (Co-rapporteur Q7/5).  *Note: This contact has been added to* [*TD378*](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0378/en)*.* |
|  | 14.4 | ITU-T SG2: LS/r on request of the appointment of an electronic working methods (EWM) liaison (reply to TSAG-LS19) | ([TD375](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0375/en)) | ITU-T SG2 has nominated Mr Inseop Lee.  *Note: This contact has been added to* [*TD378*](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0378/en)*.* |
|  | 14.5 | Electronic working methods (EWM) liaisons appointed by ITU-T study groups | ([TD378](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0378/en)) | WTSA Resolution 32, *resolves* 2, instructs TSAG to request study group chairmen to identify EWM liaisons.  RG-WM is invited to **note** the latest version of this list.  *Note: TSB will ensure that each contact is subscribed to the RG-WM mailing-list.* |
|  | 14.6 | TDAG: LS/i on new edition of Supplement 4 to ITU-T A-series Recommendations "Guidelines for remote participation" (reply to TSAG-LS4) | ([TD348](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0348/en)) | For **information**: TDAG acknowledges the revisions to A Suppl.4 and would like to be kept abreast of any further developments. |
| 12:25 | **15** | [**Rec. ITU-T A.23**](https://www.itu.int/ITU-T/A.23) **"Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology"** | | |
|  | 15.1 | Liaison officer to ISO/IEC JTC 1: Report of the ISO/IEC JTC 1 Plenary (Paestum, Italy, May 2023) | ([TD443](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0443/en)) | For **information** (see Resolution 6: Revision of Standing Document 15 "Cross-domain Cooperation and Collaboration (including Liaisons)"). |
|  | **16** | **Review of suggested ad hoc groups, editing sessions and interim meetings** | | |
|  | 16.1 | Reminder about the ad hoc groups and editing sessions | ([TD303](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0303)) | See [Annex A](#Annex_A). |
|  | 16.2 | Suggested rapporteur group interim meetings | ([agenda item 22](#Suggested_RGMs)) | *Please inform the rapporteur if a suggested date and time overlaps with another important meeting.* |
| **Thursday, 25 Jan 2024**  09:30-10:45 Geneva time | **17** | **Agenda** | | |
|  | 17.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD316R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0316) (this document) | RG-WM is invited to **adopt** the revised agenda (if any). |
|  | 17.2 | Rapporteur, TSAG RG-WM: Draft Report of the meeting of RG-WM | ([TD317](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0317)) | The latest revision of the draft report reflects the results of the first session.  For **information**. |
|  | 17.3 | Result of ad hoc groups and informal discussions |  | (if any) |
|  | **18** | [**Rec. ITU-T A.7**](https://www.itu.int/ITU-T/A.7) **"Focus groups: Establishment and working procedures"** | | |
|  | 18.1 | Editors, Rec. ITU-T A.7: (for determination) Draft revised Recommendation ITU‑T A.7-rev "Focus groups: Establishment and working procedures" | [TD453](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0453) | The latest version of this TD contains the result of the ad hoc session (Wednesday, 24 Jan, 17:45-19:30).  It is proposed for **determination** (for TAP consultation). |
|  | **19** | [**Rec. ITU-T A.1**](https://www.itu.int/ITU-T/A.1) **"Working methods for study groups of the ITU Telecommunication Standardization Sector"**  **New Recommendation ITU-T A.JCA "Joint coordination activities: Establishment and working procedures"** | | |
|  | 19.1 | Rapporteur, RG-WM: Draft revised Recommendation ITU‑T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | [TD456R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) | The latest version of this TD reflects the results of ad hoc sessions held during this TSAG meeting.  For **discussion** if there is any pending issue.  For possible **determination** for TAP consultation (together with A.JCA) if the text is considered stable. |
|  | 19.2 | Rapporteur, RG-WM: New draft Recommendation ITU-T A.JCA "Joint coordination activities: Establishment and working procedures" | [TD467](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0467/en) | At the ad hoc session, Monday 22 Jan 2024, 1745-1930, it was agreed that Rec. ITU-T A.1, clause 5 on JCAs will be moved to a new Recommendation A.JCA. It was further agreed that both A.1-rev and A.JCA will be processed as a bundle (i.e. determination, TAP consultation and approval together).  For **discussion** if there is any pending issue.  For possible **determination** for TAP consultation (together with A.1-rev) if the text is considered stable.  *Note: It is suggested to use A.18 as the Recommendation number.* |
| 10:20 | **20** | **Outgoing liaison statements** | | (if any) |
|  | **21** | **RG-WM work programme** | | |
|  | 21.1 | Rapporteur, TSAG RG-WM: Updates to the RG-WM work programme | [TD397](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0397) | RG-WM is asked to **confirm** the updates to the RG-WM work programme. |
|  | 21.2 | Rapporteur, TSAG RG-WM: Living list | ([TD386R1](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0386/en)) | For **information**. Members are invited to use this TD for possible contributions to future TSAG meetings. |
|  | 21.3 | Director, TSB: Action plan related to the Resolutions and Opinion of WTSA | ([TD410](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0410)) | The WTSA-20 Action Plan is a monitoring and reporting tool to keep track of the implementation of WTSA Resolutions and Opinion. This document contains the updated WTSA-20 Action Plan from its last revision in May 2023 for last TSAG meeting.  For **information**.  *Note: There is no ‘needs attention’ action items marked in red for RG-WM.* |
|  | 21.4 | Vice-chair, WP1: WTSA action plan: Review of action lines under WP1/TSAG | ([TD452](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0452)) | This TD contains the WTSA action plan related to WP1, with updated status and notes regarding fulfilment of WTSA resolutions.  For **information**.  *Note: This TD takes account of RG-WM's living list (*[*TD386R1*](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0386/en)*).* |
|  | 21.5 | TSB: Proposed mapping of WTSA Resolutions to TSAG Rapporteur groups | [TD463](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0463) | This TD proposes a mapping of WTSA Resolutions to current RGs. This TD could be used by TSAG as a guiding reference for allocation of contributions to RGs and WTSA-24 working groups if deemed appropriate.  For **review**. |
| 10:35 | **22** | **Future meetings** | | |
|  | 22.1 | Suggested interim rapporteur group meetings |  | * 21 Feb 2024, 12:00-15:00 Geneva time ITU-T A.1 or draft ITU-T A.RA (TBC) Contribution deadline: 11 Feb 2024 * 13 Mar 2024, 12:00-15:00 Geneva time ITU-T A.1 or draft ITU-T A.RA (TBC) Contribution deadline: 3 Mar 2024 * 3 Apr 2024, 12:00-15:00 Geneva time draft A.SupplSGA (TBC) Contribution deadline: 24 Mar 2024 * 30 Apr 2024, 12:00-15:00 Geneva time ITU-T A.1 or draft ITU-T A.RA (TBC) Contribution deadline: 21 Apr 2024 * 14 May 2024, 12:00-15:00 Geneva time (pending issues from previous rapporteur group meetings) Contribution deadline: 5 May 2024 * 2 July 2024, 12:00-15:00 Geneva time (pending issues from previous rapporteur group meetings) Contribution deadline: 23 June 2024 |
| 10:40 | **23** | **AOB** | | |
| 10:45 | **24** | **Closure of the meeting** | | Meeting report to be found in [TD317](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0317). |

**Annex A:**

**Time plan for RG-WM**

*(please rely on* [*TD303*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0303) *for the latest version of the TSAG time plan)*

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| **Session #** | **Monday**  **22 January 2024** | **Tuesday**  **23 January 2024** | **Wednesday**  **24 January 2024** | **Thursday**  **25 January 2024** | **Friday**  **26 January 2024** |
| #0; am |  | **0730-0930 hours**  Meeting of "Network of Women (NoW)" | **0830-0930 hours**  SG chairs meeting with WP2 | **0800 - 0915 hours**  RG-WM ad hoc group on ITU‑T A.1 |  |
| #1; am | **0930 – 1045 hours**  TSAG Plenary | **0930 – 1045 hours**  RG-IEM | **0930 – 1045 hours**  RG-WM | **0930 – 1045 hours**  RG-WM | **0900 – 1015 hours**  WP1/WP2 closing plenary |
| *Coffee break* |  |  |  |  |  |
| #2; am | **1115 – 1230 hours**  TSAG Plenary | **1115 – 1230 hours**  RG-WTSA | **1115 – 1230 hours**  RG-WM | **1115 – 1230 hours**  RG-WPR | **1045 – 1200 hours**  TSAG Plenary |
| *Lunch* | **1245 – 1345 hours**  Newcomers session  **1315 – 1430 hours**  Study Group/TSAG/SCV Chairs’ meeting (\*\*) |  | **1230 – 1400**  ISCG meeting (room G1)  **1315 – 1420**  WP2 ad hoc group on FG-MV deliverables | **1315 – 1420 hours**  RG-WM ad hoc group on draft A.SupplRA/A.RA |  |
| **1400 – 1430 hours**  Information session by TSB Director: New BSG Program |
| #3; pm | **1430 – 1545 hours**  WP1/WP2 opening plenary | **1430 – 1545 hours**  RG-WM | **1430 – 1545 hours**  RG-WTSA | **1430 – 1545 hours**  RG-WPR | **1430 – 1545 hours**  TSAG Plenary |
| *Coffee break* |  |  |  |  |  |
| #4; pm | **1615 – 1730 hours**  WP1/WP2 opening plenary | **1615 – 1730 hours**  RG-WPR | **1615 – 1730 hours**  RG-WPR | **1615 – 1730 hours**  WP2 and RG-WPR | **1615 – 1730 hours**  TSAG Plenary |
| #5; pm | **1745 – 1930 hours**  RG-WM ad hoc group on ITU‑T A.1 | **1800-1930 hours**  TSAG Reception (Japan) | **1745 – 1930 hours**  RG-WM ad hoc group on standards gap analysis and ITU‑T A.7 |  |  |

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