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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | TSAG-TD397R3 |
| TSAG |
| Original: English |
| **Question(s):** | | RG-WM | Geneva, 22-26 January 2024 |
| **TD** | | | |
| **Source:** | | Rapporteur, RG-WM | |
| **Title:** | | Update of the RG-WM work programme | |
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**Abstract:** This TD provides an update of the RG-WM work programme as agreed at TSAG closing Plenary.

*Note 1 – TSB will keep updated the online work programme of TSAG RG-WM, taking into account the final agreed version of this TD\.*

Work programme of the TSAG Rapporteur Group on Work Methods (RG-WM)

| **Question** | **Work item** | **Type of text** | **Version** | **Status** | **Approval process** | **Timing** | **Subject / Title** | **Reference(s)** | **Editor(s)** | **Summary** |
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| RG-WM | [A.1-rev](http://www.itu.int/itu-t/workprog/wp_item.aspx?isn=18921) | Recommendation | Rev. | Under study | TAP | 2024-08 | Working methods for study groups of the ITU Telecommunication Standardization Sector | TD456R2 | [Olivier Dubuisson (Orange)](mailto:olivier.dubuisson(AT)orange.com) | Recommendation ITU-T A.1 describes general work methods for ITU T study groups. It provides guidelines related to work methods, such as the conduct of meetings, preparation of studies, management of study groups, joint coordination groups, the role of rapporteurs and the processing of ITU T contributions and TDs. |
| RG-WM | [A.7-rev](http://www.itu.int/itu-t/workprog/wp_item.aspx?isn=18922) | Recommendation | Rev. | Determined | TAP | 2024-01 | Focus groups: Establishment and working procedures | [TD453](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0453) | [Ena Dekanic (Federal Communications Commission (FCC))](mailto:Ena.Dekanic(AT)fcc.gov), [Olivier Dubuisson (Orange)](mailto:olivier.dubuisson(AT)orange.com) | Recommendation ITU-T A.7 describes working methods and procedures of a focus group such as its establishment, terms of reference, leadership, participation, financing, support, deliverables, etc. ITU-T focus groups are a flexible tool for progressing new work. Such flexibility may allow for groups developing a wide range of deliverables. Since there have been many instances in which the membership of a focus group does not have experience in the development of technical specifications, it has been common that focus group deliverables, although useful, needed to be reworked by the parent study groups. The creation of focus group guidelines for their working, including continued coordination with their parent group, could facilitate the swift development of deliverables by the parent group. Appendix I provides a set of guidelines to guide study groups and focus groups when implementing ITU-T A.7 focus groups that aim at producing specifications that can be efficiently streamlined from focus group deliverables to ITU-T Recommendations or Supplements, or otherwise. |
| RG-WM | [A.8-rev](http://www.itu.int/itu-t/workprog/wp_item.aspx?isn=18923) | Recommendation | Rev. | Approved | TAP | 2024-01[[1]](#endnote-1) | Alternative approval process for new and revised ITU T Recommendations | [TD450](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0450)R2 | [Olivier Dubuisson (Orange)](mailto:olivier.dubuisson(AT)orange.com) | Recommendation ITU-T A.8 provides working methods and procedures for approving draft new and revised ITU-T Recommendations using the alternative approval process. |
| RG-WM | [A.RA (ex A.SupplRA](http://www.itu.int/itu-t/workprog/wp_item.aspx?isn=18704" \o "See more details)) | Recommendation | New | Under study | TAP | 2025 | Appointment and operations of registration authorities | [TSAG-TD251-R1/GEN (2023-05)](http://www.itu.int/md/T22-TSAG-230530-TD-GEN-0251) | [Olivier Dubuisson (Orange)](mailto:olivier.dubuisson(AT)orange.com)  [Philip Rushton](mailto:philrushton@rcc-uk.uk) | This Recommendation provides guidance to aid ITU-T study groups in developing Recommendations with a registration function and in selecting a registration authority to provide this function. |
| RG-WM | A.24-new | Recommendation | New | Determined | TAP | 2024-01  (medium priority) | Collaboration and exchange of information with other organizations | [TD470R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0470) | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com) | Recommendation A.24 addresses different processes for collaboration and exchange of information with other qualified organizations, including a generic process for developing an ITU-T document (Recommendation, Supplement, etc.) in collaboration with other organizations, with the aim of producing documents that are identical (or technically-aligned). |
| RG-WM | A.SupplSGA | Supplement (Supplement to the ITU-T A-series Recommendations) | New | Under study | Agreement | 2024-08 (high priority) | Guidelines for the development of a standards gap analysis | [TD385](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0385/en)R1 | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com) | This Supplement provides guidelines to aid ITU-T study groups in developing a standards gap analysis of work done in other study groups or other standards development organizations. A standards gap analysis may be useful when a study group is considering new areas of work. |
| RG-WM | A.JCA (A.18) | Recommendation | New | Determined | TAP | 2024-01 | Joint coordination activities: Establishment and working procedures | [TD467](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0467/en)R1 | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com) | A Joint Coordination Activity (JCA) is formed to coordinate activities on topics of relevance across ITU-T study groups. They report their progress either to TSAG or to a particular study group. JCAs do not write Recommendations. Their working methods are documented in this Recommendation |
| RG-WM | A.4-sup | Recommendation | Deletion | Proposed for Suppression | TAP | 2024-01 | Communication process between the ITU Telecommunication Standardization Sector and forums and consortia | [ITU-T A.4](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=A.4) | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com) | This Recommendation describes how to initiate a communication process between ITU-T and a forum/consortium. It lists the A.4-qualifying criteria for forums/consortia, and it describes the document exchange between A.4-qualified forums/consortia and the ITU-T. |
| RG-WM | A.6-sup | Recommendation | Deletion | Proposed for Suppression | TAP | 2024-01 | Cooperation and exchange of information between the ITU Telecommunication Standardization Sector and national and regional standards development organizations | [ITU-T A.6](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=A.6) | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com) | This Recommendation describes the establishment of the process for cooperation and information exchange between ITU-T and national and regional standards development organizations, and the communication process once an organization has been A.6-qualified. |

**RG**: Designation of the Rapporteur Group responsible for the development of a work item  
**Work item**: Short name identifying a (draft or approved) Recommendation or other text. For revised documents it is suggested to use the publication designation followed by “-rev” (e.g. A.7-rev)  
**Type of text**: One of: Recommendation (including amendment/corrigenda); Supplement; Implementer's Guide; Technical papers, Technical reports; or Other  
**Equiv. Num.**: If any, designation of the equivalent document as published by another standards development organization (e.g., for Common texts with ISO/IEC JTC1)  
**New/Rev**: Indication of whether a work item is new or revised  
**Status**: Current Approval state of a work item  
**Approval process**: One of: Traditional Approval Process (TAP); Alternative Approval Process (AAP); or Agreement  
**Priority**: One of: Low; Medium; or High (NOTE: not consistently used in ITU-T but available to be used if need be)  
**Timing**: Best current estimate of the expected year and month of Determination (TAP), Consent (AAP), or Agreement (non-normative materials) of a work item  
**Liaison relationship**: List of groups/organizations working on a similar topic that is important to coordinate with  
**Subject / Title**: Best current expectation of the full name of a work item  
**Baseline text(s)**: Previous published version of a work item and/or its latest draft. It may also include reference to A.5 justification documentation.  
**Editor(s)**: Person(s) responsible for providing to the Rapporteur the agreed updated baseline text of a work item after each relevant meeting  
**Summary**: Summary of a work item as described in its latest baseline text

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1. The time mentioned for ITU-T A.8 is the time of approval. [↑](#endnote-ref-1)