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|  | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2022-2024 | TSAG-TD477 |
| TSAG |
| Original: English |
| **Question(s):** | RG-WM | Geneva, 22-26 January 2024 |
| **TD** |
| **Source:** | RG-WM Rapporteur |
| **Title:** | LS/o on guidelines for the preparation of contributions and the role of SG Mentors |
| **LIAISON STATEMENT** |
| **For action to:** | - |
| **For information to:** | ITU-T Study Groups |
| **Approval:** | TSAG (26 January 2024) |
| **Deadline:** | N/A |
| **Contact:** | Olivier DubuissonOrangeFrance | E-mail: olivier.dubuisson@orange.com |
| **Contact:** | Mr Stefano PolidoriTSB; Secretary RG-WM  | E-mail: stefano.polidori@itu.int  |

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| **Abstract:** | This liaison statement informs ITU-T Study Groups on a revision of Appendix I to ITU-T A.2 and reminds about the role of SG Mentors. |

TSAG received a liaison statement from SG3 found in [TSAG-TD373](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0373/en).

In the liaison SG3 informed TSAG that some members want to submit contributions to SG3 meetings, but they are not familiar with the skills to write and handle contributions successfully.

TSAG would like to inform all Study Groups that a revision of Appendix I to ITU-T A.2 has been developed by TSB and is attached to this liaison statement. Study Groups may inform newcomers of this resource that addresses the topic on how to submit contributions.

Any additional updates that may be needed in this appendix would be welcomed and Study Groups are invited to convey any additional comment to Mr Stefano Polidori (RG-WM Counsellor) via the relevant SG Counsellors.

TSAG would also like to remind all Study Groups to appoint an active SG Mentor (if not already done) who may help newcomers to prepare contributions to the SG concerned.

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