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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | Geneva, 8 April 2024 | |
| **Ref:** | **TSB Circular 203**  TSAG/HO | **To:**  - Administrations of Member States of the Union  **Copy to:**  - ITU-T Sector Members;  - ITU Academia  - The Chair and Vice-Chairs of ITU-T TSAG;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau | |
| **Tel:** | +41 22 730 5866 |
| **Fax:**  **E-mail:** | +41 22 730 5853  [tsbtsag@itu.int](mailto:tsbtsag@itu.int) |
| **Subject:** | **Member State consultation on Determined draft revised Recommendation ITU-T A.7, new Recommendations ITU-T A.18 (ex A.JCA) and A.24 for approval at the ITU-T TSAG meeting (Geneva,** **29 July - 2 August 2024)** | | |

Dear Sir/Madam,

1 TSAG intends to apply the Traditional Approval Procedure as described in Section 9 of WTSA Resolution 1 (Rev. Geneva, 2022) for the approval of the above-mentioned draft Recommendations at its next meeting in Geneva, 29 July - 2 August 2024. The agenda and all relevant information concerning the TSAG meeting will be available in [Collective letter 4](https://www.itu.int/md/T22-TSAG-COL-0004/en).

2 The titles, summaries and locations of the draft ITU-T Recommendations proposed for approval can be found in **Annex 1**.

**NOTE 1** - No ITU-T A.5 justification document has been prepared for any of these determined draft texts.

**NOTE 2** – As of the date of this Circular, no IPR statement had been received by TSB regarding any of these draft texts. For up-to-date information, members are invited to consult the IPR database at <https://itu.int/ipr/>.

3 This Circular initiates the formal consultation with ITU Member States on whether these texts may be considered for approval at the upcoming meeting, in accordance with clause 9.4 of Resolution 1. Member States are kindly requested to complete and return the form in **Annex 2** by 2359 hours UTC on **17 July 2024.**

4 If 70% or more of the replies from Member States support consideration for approval, one Plenary session will be devoted to applying the approval procedure. Member States that do not assign authority to proceed should inform the Director of TSB of the reasons for this opinion and indicate the possible changes that would enable the work to progress.

Yours faithfully,

Seizo Onoe  
Director of the Telecommunication  
Standardization Bureau

**Annexes:** 2

Annex 1

Summary and location of Determined draft revised and new ITU-T Recommendations

# Draft revised Recommendation ITU-T A.7 [[TSAG-R5](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-R-0005)]

Focus groups: Establishment and working procedures

Summary

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 and deliverables.

The creation of focus group working guidelines, including continued coordination with their parent group, could facilitate the swift development of deliverables by the relevant study groups.

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 relevant study groups.

Appendix I provides guidance to 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 informative texts.

# Draft new Recommendation ITU-T A.18 (ex A.JCA) [[TSAG-R6](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-R-0006)]

Joint coordination activities: Establishment and working procedures

Summary

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.

# Draft new Recommendation ITU-T A.24 [[TSAG-R7](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-R-0007)]

Collaboration and exchange of information with other organizations

Summary

This Recommendation addresses different processes for collaboration and exchange of information between ITU-T and 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).

Annex 2  
Subject: Member State response to TSB Circular 203:  
Consultation on Determined draft revised and new ITU-T Recommendations

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| --- | --- | --- | --- |
| **To**: | Director of the  Telecommunication Standardization Bureau,  International Telecommunication Union  Place des Nations  CH 1211 Geneva 20, Switzerland | **From**: | [Name]  [Official role/title]  [Address] |
| **Fax**:  **E-mail**: | +41-22-730-5853  [tsbdir@itu.int](mailto:tsbdir@itu.int) | **Fax**:  **E-mail**: |  |
|  |  | **Date**: | [Place,] [Date] |

Dear Sir/Madam,

With respect to the Member State consultation on the Determined draft text(s) listed in TSB Circular 203, I would like to advise you of the opinion of this Administration, which is set out in the table below.

|  | **Select one of the two boxes** |
| --- | --- |
| **Draft revised Recommendation ITU-T A.7** | **assigns authority** to TSAG to consider this text for approval (in which case, select one of the two options ⃝):  ⃝ No comments or suggested changes  ⃝ Comments and suggested changes are attached |
| **does not assign authority** to TSAG to consider this text for approval (reasons for this opinion and an outline of possible changes that would enable the work to progress are attached) |
| **Draft new Recommendation ITU-T A.18 (ex A.JCA)** | **assigns authority** to TSAG to consider this text for approval (in which case, select one of the two options ⃝):  ⃝ No comments or suggested changes  ⃝ Comments and suggested changes are attached |
| **does not assign authority** to TSAG to consider this text for approval (reasons for this opinion and an outline of possible changes that would enable the work to progress are attached) |
| **Draft new Recommendation ITU-T A.24** | **assigns authority** to TSAG to consider this text for approval (in which case, select one of the two options ⃝):  ⃝ No comments or suggested changes  ⃝ Comments and suggested changes are attached |
| **does not assign authority** to TSAG to consider this text for approval (reasons for this opinion and an outline of possible changes that would enable the work to progress are attached) |

Yours faithfully,

[Name]

[Official role/title]

Administration of [Member State]

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