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| A black and white logo  Description automatically generated with low confidence | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2025-2028 | | | TSAG-TD7R1 |
| TSAG |
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| **TD** | | | | |
| **Source:** | | | TSAG management team | |
| **Title:** | | | ToRs for the TSAG WPs and RGs | |
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| **Abstract:** | This TD contains the proposed terms of reference (ToRs) for the working parties and rapporteur groups under TSAG in the 2025-2028 study period. |

**Action**: TSAG is invited to review and to agree the proposed ToRs.

Status: 28 May 2025

The Annex in this TD contains the detailed terms of reference for each of the TSAG working parties and Rapporteur Groups. Table 1 complements the information, showing the overall proposed assignment of WTSA Resolutions, Opinion and Actions to the TSAG Working Parties and Rapporteur Groups (the same information is found in [TSAG-TD10](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T25-TSAG-250526-TD-GEN-0010) with the WTSA-24 Action Plan).

Table 1 – Assignment of WTSA Resolutions, Opinion and Actions to TSAG WPs and RGs

| WP | RG | Resolutions, Opinion, Actions |
| --- | --- | --- |
| WP1 | Rapporteur Group Working Methods (RG-WM) | * Resolutions 1, 22, 31, 32, 40, 54, 67, 70, 75, 83, 87 * WTSA-24 Actions 1, 4, 11, 12, 15 * (ITU-T A-series of Recommendations and Supplements, except A.Suppl 7) |
| Rapporteur Group Industry Engagement and Strategic and Operational Planning (RG-IES) | * Resolutions 7, 11, 18, 34, 43, 44, 55, 68, 74, 85, 90, 107, 108 * WTSA-24 Actions 3, 5, 6 * (ITU-T A-series Supplement 7) |
| WP2 | Rapporteur Group Work Programme and Restructuring, SG Work, SG Coordination (RG-WPR) | * Resolutions 2, 20, 29, 47, 48, 49, 50, 52, 60, 61, 62, 64, 65, 72, 73, 76, 77, 78, 79, 84, 88, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105. * Opinion 1 * WTSA-24 Actions 2, 7, 8, 9, 10, 13, 14 |
| Rapporteur Group Sustainable Digital Transformation (RG-DT) | * Resolutions 58, 69, 86, 106 |

# Annex Terms of references of TSAG Working Parties and Rapporteur Groups

D.1 Working Party 1 on Working methods, collaboration, engagement and strategic planning (WP1)

* Review proposals from RG-WM on the existing and future working methods (Resolution 22), including electronic working methods (Resolution 32) and practices, processes and procedures for the ITU-T Sector, including:
  + ITU-T A-series texts.
  + Guidance to study groups for their organization of work.
  + Manual for Rapporteurs & Editors.
  + Author's Guide.
  + Guidance for fully virtual meetings and physical meetings with remote participation.
  + Accessibility and human factors (Resolution 70).
  + Implementation guidelines for ITU-T Recommendations.
* Review proposals from RG-IES for the ITU strategic and operational plans, increased industry engagement and provide recommendations to TSAG on this topic, including:
  + Progress the implementation of Resolution 68 and 108
  + Streamlining WTSA Resolutions

D.2 Working Party 2 on Work Programme, restructuring and thematic Resolutions (WP2)

* Progress issues related to work programme for 2025-2028 study period, including:
  + Review proposed new or modified ITU-T study group Questions.
  + Coordinate matters crossing ITU-T study groups.
* Progress issues related to the study group structure, including:
  + Analyse ITU-T study group restructuring, using an evidence-based approach, taking into account the restructuring related action plan, and to undertake, monitor and guide the work through a rapporteur group or other appropriate group, and make a progress report on the implementation of an action plan for the analysis of ITU-T study group restructuring at each TSAG meeting (Resolution 99 *instructs TSAG* 1).
  + Develop the detailed study group structure for the next study period in view of improving the efficiency of operation of ITU‑T.
  + Review the Lead Study Group reports andstudy the concept and effectiveness of Lead Study Groups used in Resolution 1 §2.1.5, report the conclusions to the next WTSA (WTSA-24 Action 2).
* Develop a report and proposal(s) to be submitted by TSAG to WTSA-28 on study group responsibilities, mandates and allocation of work to be defined in Resolution 2.
* Progress, study and organise the work on new thematic Resolutions (101, 102, 103, 104 and 105) including WTSA-24 Action 14:
  + To examine areas of overlap between work of the ITU-T and the work of other ITU sectors and international bodies and provide guidance as to how ITU-T should address telecommunications standardization matters related to NGSO satellite systems.
* Progress the implementation of Resolution 58, 69, 86 and 106.
* Review and address Actions from the Action Plan on implementation of WTSA-24 Resolutions & Actions under WP2 responsibilities (see Table 2 of WTSA-24 Action Plan items 2, 7, 8, 9, 10, 13 and 14).
* Foster collaboration by ensuring:
  + Cooperation with WSC, ISO/IEC JTC 1, ISO/IEC/ITU-T SPCG, UPU, and other SDOs and Fora, Consortia etc.
  + Inter-Sector coordination with other ITU Sectors (ITU-D/TDAG, ITU-R/RAG, ISCG, ISC- TF) on matters of mutual interest.
* Provide inputs to the TSAG report with recommendations for consideration by the next WTSA (Resolution 99 instructs TSAG 3).

D.3 Rapporteur Group on Industry Engagement and Strategic and Operational Planning (RG-IES)

* Consider the issue of industry engagement discussed at WTSA-24, including Resolution 68 (Rev. New Delhi, 2024).
* Continue organizing Industry Engagement workshop (IEW) by the IEW Steering Committee (IEWSC), as appropriate.
* Perform a review of the CxO/CTO coordination process.
* Establish an appropriate mechanism at the TSAG level to be used by the study groups and focus groups to examine and coordinate work on new and emerging technologies (Resolution 22 *resolves* 5).
* Review industry engagement statistics.
* Identify mechanisms to improve coordination with other SDOs and opensource communities to avoid duplication.
* Review the annual ITU-T operational plans.
* Identify the key strategic priorities in ITU-T that are unique to the Sector or at least complementary to those undertaken by other SDOs.
* Serve as the TSAG focal point to provide appropriate input to the Council on the implementation of the Strategic Plan.
* Provide input to the Council working group on the elaboration of the draft strategic plan in preparation for PP-26 and subsequent years.
* Coordinate the discussion and preparation of TSAG proposals for WTSA-28 regarding streamlining Resolutions, collaboration, coordination, industry engagement and strategic planning (see Table 1 for related Resolutions, Opinions, Actions).
* Monitor the regional preparations for WTSA-28 and produce a list of regional focal points and coordinators for proposals relating to WTSA Resolutions.
* Maintain existing guidelines and develop new guidelines for WTSA preparation (A Supplement 7).

D.4 Rapporteur Group on Working Methods (RG-WM)

* Consider reviewing the core working methods of ITU-T as discussed at WTSA-24, including Resolution 1 (noting WTSA-24 Action 1) and ITU-T Rec A.1
* Maintain existing and develop new ITU-T A-series Recommendations and Supplements, except A Supplement 7.
* Maintain existing and develop new guidelines for Study Groups, including the Manual for Rapporteurs & Editors, the Author's Guide, etc.
* Develop Sector-specific procedures, if needed, concerning fully virtual meetings and physical meetings with remote participation (PP Resolution 167).
* Consider rules and procedures (Resolutions 32, 40 and 67), ITU-T structure and groups (Resolutions 22 and 54) and Membership rights (Resolution 31).
* Consider operations & procedures to address topics of general interest for the Sector (Resolutions 70, 75, 83, 87).
* Coordinate the discussion and preparation of TSAG proposals for WTSA-28 regarding working methods (see Table 1 for related Resolutions, Opinions, Actions).

D.5 Rapporteur Group on Work Programme and Restructuring, SG work, SG Coordination (RG-WPR)

* Progress issues related to work programme and study group structure for 2025-2028 study period.
* Review the Lead Study Group reports.
* Review proposed new or modified ITU-T study group Questions.
* Coordinate matters crossing ITU-T study groups (except those coordinated by RG-DT).
* In collaboration with study groups, develop guidelines for study groups on efficiency measures, processes, possible work organization, suitable structures.
* Analyse ITU-T study group restructuring using an evidence-based approach (Resolution 99 *resolves*); make a progress report on the implementation of an action plan for the analysis of ITU-T study group restructuring at each TSAG meeting (Resolution 99 *instructs TSAG 1*); provide the progress report to the study groups after each TSAG meeting (Resolution 99 *instructs TSAG 2*); and provide inputs to the TSAG report with recommendations for consideration to the next WTSA (Resolution 99 *instructs TSAG 3*).
* Develop a report and proposal(s) to be submitted by TSAG to WTSA-28 on study group responsibilities, mandates and allocation of work to be defined in Resolution 2.
* Coordinate the discussion and preparation of TSAG proposals for WTSA-28 regarding thematic Resolutions including their streamlining (see Table 1 for related Resolutions, Opinions, Actions).

D.6 Rapporteur Group on Sustainable Digital Transformation (RG-DT)

* Identify the definitions, concepts, system architectures, use-cases, fundamental underlying technologies, interoperability, and the ecosystem aspects of relevance for digital transformation required to achieve a successful digital transformation
* Consolidate all guidelines, recommendations, technical reports, best practices and use cases developed by ITU-T on sustainable digital transformation, through the use of ITU web-based tools, and to identify strategies and mechanisms to facilitate and allow Member States to proactively use these tools to hasten the transfer of knowledge.
* Update the gap analysis, as needed, with activities and studies on digital transformation
* Liaise as necessary to foster cooperation and collaboration with other recognized bodies and standards development organizations (SDOs), with the Radiocommunication Sector, the Telecommunication Development Sector, and the General Secretariat.
* Collaborate with the TDAG and the Intersectoral Coordination Group on digital transformation and provide TDAG with the information pertaining to the two first bullets to identify needs of developing countries for supporting documentation of ITU-T Recommendations (such as guidelines, technical report etc), related to sustainable digital transformation
* Monitor and progress, as far as digital transformation is concerned, the implementation of
  + WTSA-24 Resolution 106 (Enhancing standardization activities on sustainable digital transformation)
  + WTSA-24 Resolution 58 (Encouraging the creation and enhancement of national computer incident response teams, particularly for developing countries)
  + WTSA-24 Resolution 69 (Non‑discriminatory access and use of Internet resources and telecommunications/information and communication technologies)
  + WTSA-24 Resolution 86 (Facilitating the implementation of the Smart Africa Manifesto)
* Coordinate the discussion and preparation of TSAG proposals for WTSA-28 regarding sustainable digital transformation resolutions, including their streamlining (see Table 1 for related Resolutions, Opinions, Actions).

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