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| **Title:** | Draft ToR for the ITU-T Industry Engagement Workshop Steering Committee |
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| **Abstract:** | This document contains draft terms of reference for the ITU-T Industry Engagement Workshop Steering Committee (IEWSC), contributing to the implementation of WTSA Res 68. It is an update of the ToR from the last study period in TD257r1. |

**Action:** TSAG is invited to approve the updated ToR for implementation.

Draft Terms of Reference (ToR) for the ITU-T Industry Engagement Workshop Steering Committee (IEWSC)

# Introduction

This Terms of Reference (ToR) is established in order to support the implementation of WTSA Resolution 68, resolves to instruct TSAG:

2 to consider how future industry engagement workshops could be organized, including their preferred timeframe and objectives;

3 to evaluate the results of industry engagement workshops and similar events on an ongoing basis;

This instruction is further elaborated in the industry engagement action plan AP2:

*The Action Plan developed by TSAG should also consider implementation strategies for achieving the above through the organization of regular workshops and surveys with the industry to receive feedback on how to enhance participation in the ITU-T.*

This Objective/Thematic Priority should provide the below Key Outcome(s)

* Tangible feedback is formalised and qualified and inputs to several action plan items.
* The industry’s awareness and its interest for standardisation increased significantly and sustainably.
* The quality feedback received by ITU-T is an essential element to improve the attractiveness of ITU-T.

With the following Key Outcome Indicator(s)

* Active and engaged number of participants in standardisation increases.
* Number of contributions in standardisation increased.
* Number of Recommendations cited (through regulatory harmonisation, through RFx business processes, etc.) increased.

In order to develop this workshop, this ToR defines the ITU-T Industry Engagement Workshop Steering Committee (IEWSC).

# Objectives of the workshop

This Workshop should:

* Build upon the outcomes of the previous workshops, in order to design the next one, and in order to fine tune the industry engagement action plan,
* Assess the current ITU-T, including Study Groups, value proposition against industry’ practises and latest innovations,
* attract relevant industry decision makers in regard to standardization where the ITU-T can provide value,
* provide a forum for industry decision makers in developing countries to identify specific areas of interest, taking into consideration the ITU-T Bridging the Standardization Gap programme,
* provide an important input into strategic and operational planning in ITU,
* contribute to the dialogue between all the parties,
* provide valuable feedback on the industry engagement action plan,
* inform the WTSA-28 preparations.

# Participation to the IEWSC

The participation to the IEWSC is formed in order to have:

* The right representativity of various roles in TSAG and in ITU
* In a limited group of people (not open ended)
* The right balance, especially among regions and developed/developing countries and taking into consideration elements such as on gender and youth

Initial Proposed persona forming the steering committee:

* TSAG RG-IEM current leadership,
* TSB Director,
* ITU-T Counsellor,
* 2 volunteers among the ITU membership per ITU Region with a good justification to join for example elements of added value they can bring to the committee (experience in workshops, good network of relationships in the industry, good network of relationships in leadership education, in key experts of this problem, etc.)

if arbitrations are needed, maximise the gender balance.

# Lifecycle of the IEWSC

Like any entity the SC has a lifecycle from formation to dismantling on the following key milestones, the IEWSC:

* starts and is formed upon TSAG agreement at TSAG meeting,
* executes its mission until the workshops are delivered,
* delivers a report back to TSAG not more than one month before it or before the next TSAG meeting depending on what is scheduled first,
* is dismantled after all reports are delivered to TSAG.

# Potential time line

The regular study period provides the opportunity to hold at least three workshops. This allows identifying periods of the year that are a good fit to run a workshop (e.g. spring and fall). We propose the following draft timeline and plan by which the workshops can occur:

Table 1 - Proposed time line

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| --- | --- | --- | --- |
| **#** | **Calendar** | **Timeline Opportunity** | **Milestone** |
| TL01 | May 2025 | TSAG meeting | TSAG approves the formation of an Industry Engagement Workshop Steering Committee (IWESC) to organize the Workshop |
| TL02 | June 2025 | IWESC first meetings | IWESC is formally started and engages its work |
| TL03 | October 2025 | WP2 or RG-IEM meeting | IWESC reports on its activities and progress to WP2 or RG-IEM, final review to kickoff Workshop organization |
|  |  |  |  |
| TL04 | Spring 2026 TBD | Industry Engagement Workshop  | The first workshop is delivered |
| TL05 | Summer 2026 TBD | TBD | IWESC issues its report  |
| TL06 | Fall 2026 TBC | TSAG meeting | TSAG reviews progress of IWESC and Workshop  |
| TL07 | Spring 2027 TBD | Industry Engagement Workshop  | The second workshop is delivered |
| TL08 | Summer 2027 TBD | TBD | IWESC issues its report  |
| TL09 | Fall 2027 TBC | TSAG meeting | TSAG reviews progress of IWESC and Workshop  |
| TL10 | Spring 2028 TBD | Industry Engagement Workshop  | The third workshop is delivered |
| TL11 | Summer 2028 TBD | TBD | IWESC issues its report and dismantles |
| TL12 | Summer 2028 TBD | TBD | WP2 or TSAG reviews IWESC report and discusses learnings for potential implementation by ITU-T in view of WTSA28 |
| TL13 | Fall 2028 | WTSA28 |  |

This timeline assumes that an Industry Engagement Workshop Steering Committee (IEWSC) is formed and is responsible and accountable.

# Project management tasks for the IEWSC

The IEWSC will consider the Guidelines and coordination requirements for the organization of ITU-T workshops and seminars, in Recommendation ITU-T A.31.

This could include:

* Design the workshop and defining all of its parameters:
	+ Date, duration, place, participation, target audience, agenda/program, etc.
* Determine resources needed:
	+ Budget, ITU staff needed if need be, others.
* Pre-Workshop set of communication documents:
	+ Content: program, logistics, etc.,
	+ Web page, social networks.
* Invite the participants:
	+ Requires identification mechanism and means of contacts.
	+ Send a letter to all the previous workshop participants, point to the report of the workshop as a reminder, thank them for their engagement and highlight/invite them to the next workshop
* Workshop itself:
	+ Ensure good run of the workshop.
* Post-Workshop:
	+ Follow-up on previous workshop outcomes implementation, and consideration by CWG-SFP, RG –SOP, RG –IEM, etc
	+ Outside communications, pictures, etc.,
	+ Report to TSAG.

# Determining the Workshop Program

The IEWSC will take into account the Implementation Strategies listed in the Action Plan for AP2.

This program will be co-created with TSAG members to ensure relevance.

**Appendix**

# Questions to be addressed by the Workshop

* Why should industry care about standardization?
* What are the benefits to the industry to engage in standardization?
* How can industry make a difference by engaging in standardization?
* What are the risks for industry not to engage in standardization?
* What are the differences between SMEs and large enterprises regarding their motivation, needs and approach to standardization?

In order to determine:

* How do the answers to these questions differ from SME to large enterprises?
* How to make participation in ITU-T activities relevant again?
* What are the opportunities for ITU-T to support industry with their standards-related needs in developed and developing countries?
* How can we ensure that the questions discussed in the workshop can be translated into long-term Key Outcome Indicators (KOI)?

The IEWSC could base its work, for example, on considering the following questions:

* Why the need of a workshop with relevant industry decision makers?
* Why organising a workshop “now”?
* Why it is difficult to attract relevant industry decision makers?
* What are the conditions for success?
* What is the compelling story to attract relevant industry decision makers to a workshop?
* What is the right venue and other event to synergise with?
* What is the right timing?
* What does success look like?
* Shall a survey help support this effort before the workshop?
* What shall be the format/scale/agenda of the workshop?
* Where are the other sources of learning to prepare such a workshop (e.g., ITU-T CxO meetings, ITU-D IAP, Martigny event)?
* What are the budget and resources constraints?

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