ITU-T Rapporteur and Editor Tutorial (Geneva, 6 - 7 September 2012)

The Role of ITU-T Rapporteurs and Editors

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Who are you?

- You are technical experts who have participated in ITU-T meetings
  - Representing your company and/or country
  - Advocating you positions
- Typically you go to a meeting, do your thing, go home
- Leave the organization, management and follow-through to others

Who have you become?

- As Rapporteur or Editor
  - Plan a work programme in conjunction with SG and WP leadership
  - Stimulate work, facilitate agreements and meet your objectives
  - Be a leader, not an advocate
  - Be neutral
  - Really be neutral
  - Report on progress to the parent body

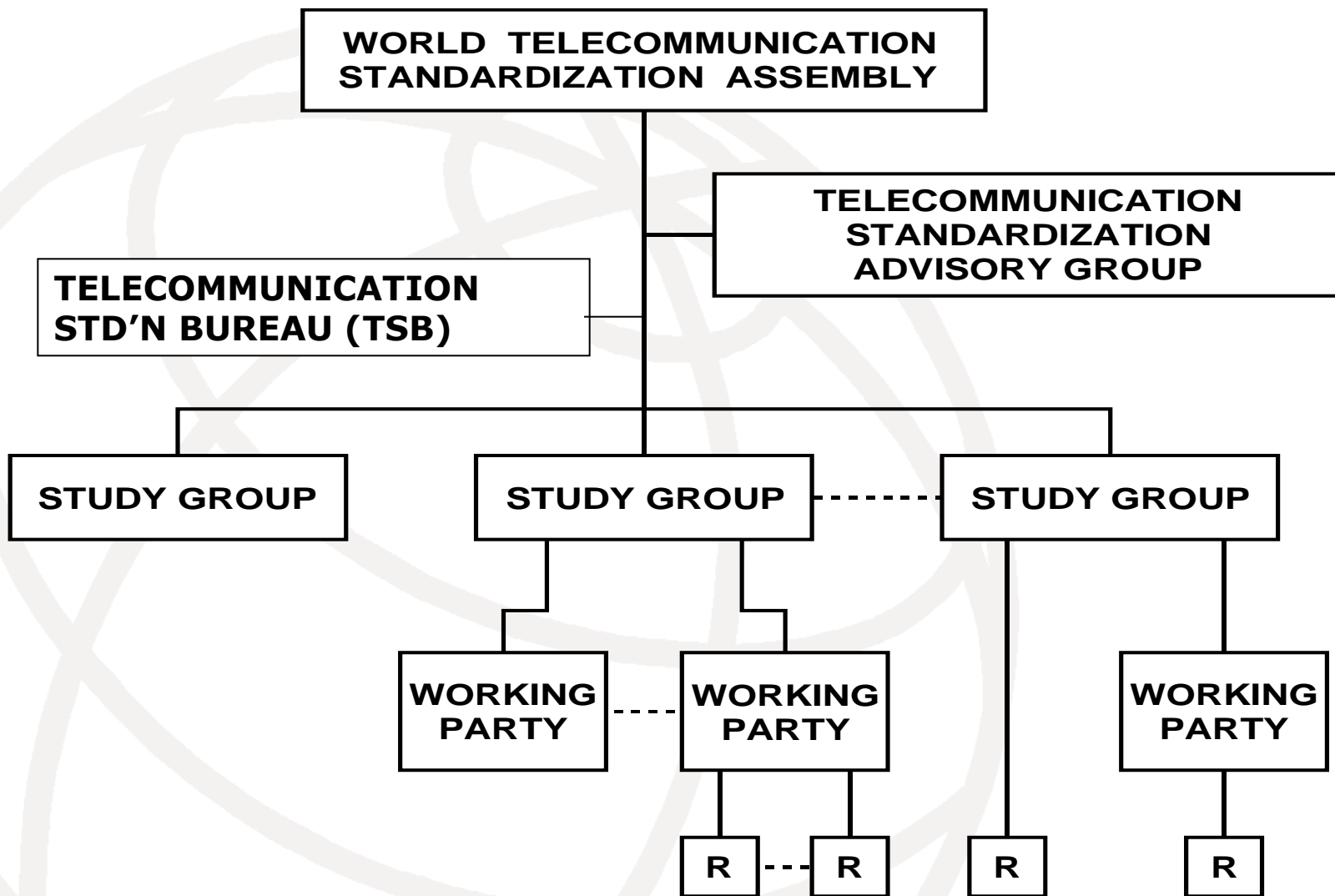Rapporteur/Editor Tutorial: Rapporteur/Editor roles

Role of Rapporteurs and Editors

- You have new roles and responsibilities that go beyond your technical expertise

- You have been put into the inner-circle of study group leadership

- Requires clear understanding and acceptance by your employer, your country and your region of your new role

What are your rules?

- Resolution 1 – Rules of procedure for ITU-T
  - Basic structural guide for ITU-T
  - Study Group and higher
  - Traditional approval of Recommendations
- Recommendation ITU-T A.1 – Work methods for SGs of ITU-T
  - SGs and lower
  - Role of Rapporteurs in §2.3

ITU-T Structure

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┌─────────────────────────────────────┐
│   WORLD  TELECOMMUNICATION           │
│   STANDARDIZATION  ASSEMBLY          │
└─────────────────────────────────────┘

                          ┌─────────────────────────────┐
                          │   TELECOMMUNICATION          │
                          │   STANDARDIZATION            │
                          │   ADVISORY GROUP             │
                          └─────────────────────────────┘

┌─────────────────────────────┐
│   TELECOMMUNICATION          │
│   STD'N BUREAU (TSB)         │
└─────────────────────────────┘
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| STUDY GROUP | STUDY GROUP | - - - - - | STUDY GROUP |

| WORKING PARTY | - - - - | WORKING PARTY | | | WORKING PARTY |

| R | - - - | R | | R | | R |

R = RAPPORTEUR GROUP

Rapporteur/Editor Tutorial:
Rapporteur/Editor roles

Where do you fit in?

- Rapporteurs
  - Appointed by WP (or SG) for a term related to the work to be done, not the interval between WTSAs
  - Responsible for a Question, part of a Question or several related Questions
- Editors
  - Proposed by Rapporteur and endorsed by WP (or SG) for a term related to the work to be done, not the interval between WTSAs

What do Rapporteurs do?

- Report:
  - Organization of work
  - Goals
  - Every meeting
  - Progress made between parent body meetings
- Assist in resolving comments on draft Recs during approval processes
- Attend all relevant meetings

What do Editors do?

- Editors EDIT! Full Stop!!!
- Assist Rapporteur prepare texts of draft Recommendations and other publications
  - Accurate record of agreements
  - Proper language, grammar and formatting
- Attend all relevant meetings

What you DO NOT do

- Rapporteurs DO NOT continue work without a clear need for a new or revised Recommendation

- Editors DO NOT change content
  - Editor Groups are NOT Drafting Groups

What you DO NOT do

- Rapporteurs and Editors:
  - DO NOT insert their own ideas in place of other agreements
  - DO NOT insert their own ideas in the absence of other inputs
- DO NOT abuse or go around the rules – once you lose the trust of your standards colleagues, it might never be earned again

The rest of this tutorial

- High-level overview of procedures that relate to your roles

- Details on work methods, E-tools and various groups in ITU-T

- Decision-making, consensus and Recommendation approval procedures

- Inputs and outputs of meetings

- Drafting and revising Recs

- IPR policies and guidelines

- Guides, Templates, Databases

Thank you

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