

Regional Standardization Forum for Africa

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Rules of Procedure for Rapporteurs

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Rules governing ITU-T

- WTSA Res 1 – Rules of Procedure for ITU-T
- Rec ITU-T A.1 - Rules of the ITU-T Sector
 - Applies at the Study Group level and below
- Other Resolutions and A-Series Recs
- In general, the ITU General Rules are used/adapted for all meeting of the Sector, including Rapporteur Group meetings
 - Similarities and differences noted below

Using the General Rules – carefully!

- The following excerpts from the General Rules can be applied at your meetings
 - ➔ For simplicity, there is some paraphrasing
- Understand these rules but be careful when applying them
 - ➔ Know the rules but also use your judgment
 - ➔ Use rules to facilitate work, not to block work
- The real “Power of the Chair” is not in exercising Power, but in creating an environment which facilitates agreements

Similarities of Rapporteur rules of procedure and the GRs - 1

- As Chairman: direct deliberations, ensure rules are applied, give floor to speakers, put questions to vote and announce decisions adopted (GR59)
 - All interventions go through the Chair
 - Interventions start and end with “Thank you, Mr/ Madam Chairman”
 - Ensure the meeting is aware when a decision has been made

Similarities of Rapporteur rules of procedure and the GRs - 2

- Ensure order is maintained, rule on motions, propose discussions be postponed or closed, meeting be suspended or adjourned (GR60)
 - E.G., Call a “coffee break” to allow opposing parties a chance to talk
 - Delay discussion and set up ad hoc group
- Protect the right of each delegation to speak freely and fully on the point at issue (GR61)

Similarities of Rapporteur rules of procedure and the GRs - 3

- Ensure discussion is limited to point at issue, may interrupt a speaker who departs therefrom; request speakers confine remarks to the subject under discussion (GR62)
- Chair may at any time submit proposals likely to accelerate the debates (GR84)
 - When you do that may be just as important as what you propose
 - Wait; Listen; Choose your time.

Managing the meeting

- No proposal may be discussed unless supported by at least one other delegation (GR90)
- Speaker must first obtain consent of chair to speak; then begin by announcing the capacity in which they speak (GR94)
- Meeting may decide how many times one delegation may speak on a point and for how long (GR108)
- Chair can request lengthy speakers to conclude their remarks (GR110)

Managing the meeting – “Closing the List”

- When:
 - Discussions are becoming repetitive
 - No new information is being offered
 - Too many potential requests for floor
- Announce you are “Closing the List” of speakers in the queue (GR111)
 - Add speakers to list if requested at that moment
 - After the final speaker, close the debate, propose a way forward

Rapporteur rules of procedure – additions/differences from the GR - 1

- Part of the difference is because Rapporteurs and Editors also work between meetings
 - Work proceeds in a continuous fashion
 - Can hold more frequent RG meetings
 - With approval of SG Chair, relevant WP Chair(s) and TSB, can announce additional meeting at least 2 months before; final approval at least 4 weeks before; invitation sent at least 3 weeks before meeting

Rapporteur rules of procedure – additions/differences from the GR - 2

- Rapporteurs and Editors can utilize electronic meeting methods and facilities
 - Refer to E-Meeting Guide: Procedures for Electronic Meetings* While
 - TSB does not attend or support Rapporteur Group meetings, TSB can provide valuable expertise in your planning and set-up

*http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf

Rapporteur rules of procedure – additions/differences from the GR - 3

- TSB does not announce RG meetings but will post information on SG page
- Rapporteur can invite non-member experts to RG meetings
- Rapporteur must ask “The IPR Question” and record any responses
- Rapporteur should stay within Terms of Reference and agenda of RG meetings

Rapporteur rules of procedure – Best Practices

- Rapporteurs can encourage/stimulate collaborators to make submissions
- Rapporteurs should have good negotiation skills
 - Lead the collaborators to achieve consensus without imposing Rapporteur's own views
 - Aim for win-win solutions
 - Recall the end-game of TAP and AAP before pushing a solution that does not have sufficient consensus

Rapporteur rules of procedure for external relations

- If RG (or SG) initiates a request or receives a request for cooperation or exchange of information with an external body, follow procedures in Rec ITU-T A.4 (forums and consortia) or Rec ITU-T A.6 (SDOs)
 - Evaluation Criteria in A.4/A.6, Annex A
 - Establishment Process in A.4/A.6, Appendix I

Rapporteur rules of procedure for external referencing

- If your draft Recommendation incorporates, in whole or in part, a normative reference to an approved standard of another body (besides ISO or IEC), you must provide information specified in Recommendation ITU-T A.5, §2.2 for evaluation by the SG or WP
- Due before the SG or WP can make **CONSENT** or **DETERMINATION**

During AAP or TAP Comment Resolution Processes

- Rapporteurs are normally called upon to lead the comment resolution process
 - See Rapporteur/Editor Manual (<http://www.itu.int/oth/T0A0F000006/en>), Annex 1 for Template for AAP comment resolution table
 - May work by correspondence, by e-meeting or physical meeting for AAP
 - May chair Question meeting during SG/WP for TAP
 - Follow appropriate rules for convening and holding those meetings

Rapporteur/Editor e-procedures

- Make use of e-mail lists and informal FTP areas
- Moderate e-mail discussions to help progress work between meetings
- Use these as another source of alternatives, proposals and discussions, not as a replacement for decision-making normally reserved for meetings

Rapporteur/Editor reporting*

- Since TSB is not present at RG or Editor meetings, Rapporteur/Editor is responsible for preparing a report for every meeting
 - ➔ Submit to parent body
- Rapporteur is also responsible to provide a Progress Report to every meeting of the parent body
 - ➔ Suggested format shown in Rec ITU-T A.1, Appendix II

*see the session on Writing Reports

Responsibility for the final Draft Recommendation

- The Rapporteur is responsible for the quality of the draft Recommendation reported to the SG even if the text is prepared by an Editor
- Rapporteur checklist for improving the quality of Recommendations is in the Author's Guide for drafting ITU-T Recommendations, Annex D

Rapporteurs/Editors have the best of both worlds

- Guidance and structure of general ITU-T procedures with support of an excellent Secretariat
- and
- Continuous working methods and greater flexibility for convening meetings and working outside of meetings

Additional Information

Doc.	Link
Basic Texts (ITU Constitution, Convention and General Rules of Conferences, Assemblies and Meetings of the Union; Resolutions and Decisions of 2010 Plenipot)	http://www.itu.int/S-CONF-PLEN-2011-ZIP-E.zip
General Rules of Conferences, Assemblies and Meetings of the Union	http://www.itu.int/net/about/basic-texts/rules.aspx
WTSA Resolution 1	http://www.itu.int/pub/T-RES-T.1-2012/en
Recommendation ITU-T A.1	http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=11920
Rapporteurs and Editors Manual (12 February 2010)	http://www.itu.int/oth/T0A0F000006/en
E-Meeting Guide: Procedures for Electronic Meetings	http://www.itu.int/oth/T0A0F000007/en

Additional Information

Doc.	Link
Author's Guide for drafting ITU-T Recommendations (March, 2011)	http://www.itu.int/oth/T0A0F000004/en
Recommendation ITU-T A.4	http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=11953
Recommendation ITU-T A.5	http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=11954
Recommendation ITU-T A.5 justification TD e-tool	Bottom of page for each Recommendation found in work programme database at http://www.itu.int/ITU-T/workprog/wp_search.aspx
Recommendation ITU-T A.6	http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=11955
Recommendation ITU-T A.8	
Structure of SG XX Informal FTP Area and mailing lists	http://www.itu.int/en/ITU-T/studygroups/2013-2016/xx/Pages/ifa-structure.aspx