

Working methods of Internet of Things Global Standards Initiative (IoT-GSI)

1 Introduction

In accordance with and recalling Recommendation ITU-T A1, § 2.2.11: “A GSI is not a working entity but is a name for the package of work being conducted through collocated meetings of the involved study groups and rapporteur groups under the umbrella of a coordinated work plan managed by the JCA”, IoT-GSI does not introduce new working methods but adopts the working methods already in place in ITU-T for the rapporteur and joint rapporteur groups meetings.

2 Webpage

The TSB will manage and update the IoT-GSI web page (<http://www.itu.int/en/ITU-T/gsi/iot>), in consultation with the JCA-IoT Convener and/or the Technical and Strategic Review (TSR) Coordinator. (TSR was established according to Recommendation ITU-T A1, § 2.2.12).

3 Event announcements

The IoT-GSI events will be announced by issuing a TSB Circular letter two months previous to the event. The Circular will include the deadline for submitting Contributions which will be set equal to the most restrictive deadline among the deadlines pertaining to the various Questions participating to the IoT-GSI event (e.g. the deadline of a Question for which the parent SG meeting is scheduled in parallel to the IoT-GSI event). The deadline for submission will be highlighted in the IoT-GSI web page. The Circular will also describe the document submission and handling, as it could vary depending on possible collocation of other meetings (e.g. NGN-GSI or a SG meeting). In addition the Circular will include a tentative event work plan, including a draft schedule of the sessions of the Questions meetings during the event.

4 Event work plan coordination

The TSR Coordinator is responsible to ensure coordination of the relevant Questions and to develop the event work plan to be issued in the Circular letter. He/her is also responsible to update the work plan during the IoT-GSI event.

5 Document types and submission

IoT-GSI has two series of documents.

- Contribution (C):

Contributions are subject to a submission deadline indicated in the TSB circular (*see §3*).

- Temporary Document (TD):

TDs are the meeting working documents. Incoming Liaison Statements (LSs) are also published as TDs.

The author of the document shall prepare the documents (TD or C) using the IoT-GSI document template: <http://www.itu.int/oth/T0A0F000010/en>

The document must be submitted to the service email account tsbiotgsi@itu.int.

IoT-GSI does not issue outgoing LSs. Each Question approving an outgoing LS will ask the secretariat of the SG concerned to issue it.

In case a LS must be sent from all Questions attending the IoT-GSI, it is discussed at the TSR meeting. After, the LS is proposed to the JCA-IoT who will approve it at its next meeting, or via email reflector (in case of urgency).

6 Document handling and access rights

An FTP area, managed by TSB, is made available for the delegates attending IoT-GSI events: <http://ifa.itu.int/t/2009/iot-gsi/docs>. It is structured according to the events dates (e.g. for the May 2011 event, a subfolder named “/1105/” was created: <http://ifa.itu.int/t/2009/iot-gsi/docs/1105/>). In order to differentiate the “Contributions” by the “Temporary Documents”, two subfolders are created: (e.g. 1105/C/; 1105/TD).

In addition, to provide delegates with a self-managed FTP area, the subfolder “/exchange/” allows them read and write access: <http://ifa.itu.int/t/2009/iot-gsi/exchange/>. Important note: the documents stored in the “/exchange/” folder are NOT official IoT-GSI documents, accordingly they can’t be referenced in reports or in any other official document.

In order to access the above FTP areas you must hold either a TIES account or a so called “GUEST account” (see <http://www.itu.int/ITU-T/edh/faqs-guest.html>). The subscription page is accessible from <http://www.itu.int/ITU-T/services/>. If you do not hold a TIES account, you can create a GUEST account and notify the JCA-IoT Secretariat sending an email to: tsbiotgsi@itu.int providing:

- your GUEST “USER”
- your affiliation

The Secretariat will grant you access to the FTP area according to the current provisions available in [Recommendation ITU-T A1](#) and in [WTSA Resolution 1](#).

To make the best use of the FTP area, the document file name must be self-explanatory. Accordingly, the Secretariat will adopt the following convention before posting any document:

- TD: (iotgsi-td-xxx_source_title_of_the_document)
- C: (iotgsi-c-xxx_source_title_of_the_contribution)

The liaison statements will be converted as TDs with the following file name convention:

- TD: (iotgsi-td-xxx_ls_source_title_of_the_liaison-statement)

7 TSR Documents

The agenda of a IoT-GSI TSR meeting is uploaded in the IoT-GSI TD series of documents. The same applies to the TSR meeting reports. The Secretariat will highlight the location of the TSR reports in the IoT-GSI web page, for easy reference.

8 Secretariat

IoT-GSI Secretariat will answer any question to clarify the IoT-GSI working methods or to provide additional information needed. It can be contacted at: tsbiotgsi@itu.int.