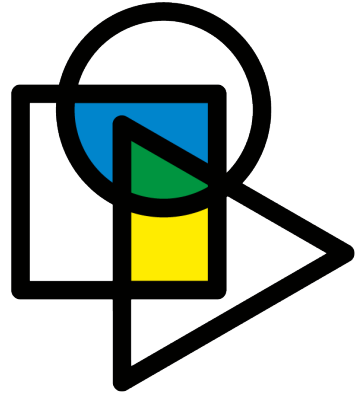


WORLD TELECOMMUNICATION
STANDARDIZATION ASSEMBLY



ITUWTS-20

GENEVA2022

1- 9 March 2022

Geneva, Switzerland

ITU-T Study Groups Rules of procedure & working methods

Xiaoya Yang
SG17 Counsellor





Overview of TSB training to newcomers (will not be covered in this slide set)

Practical info
for newcomers

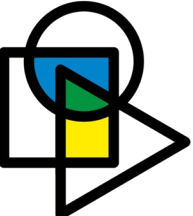
Introducing
ITU

ITU-T structure
& organization

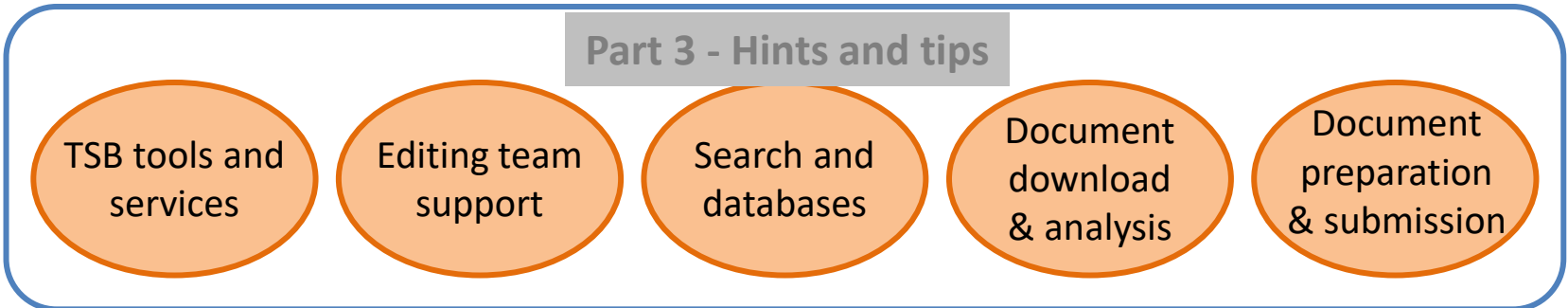
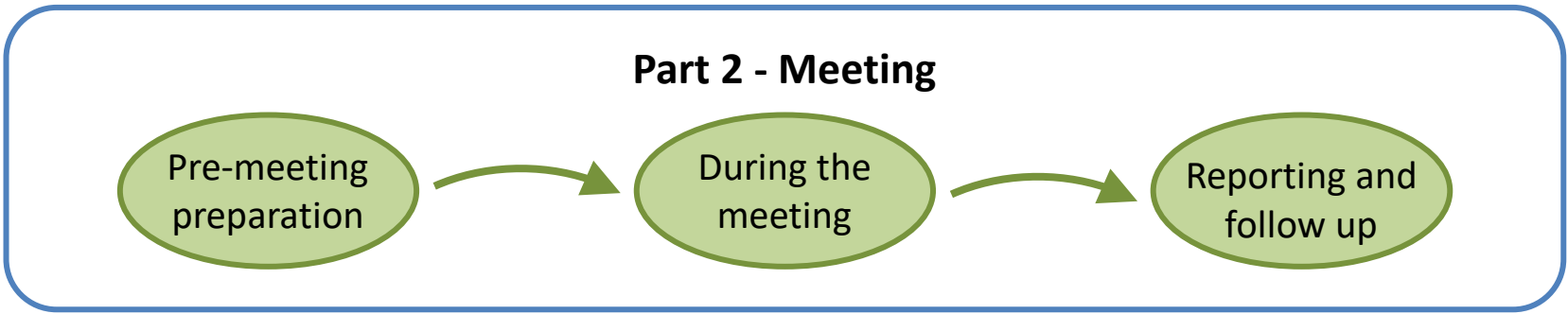
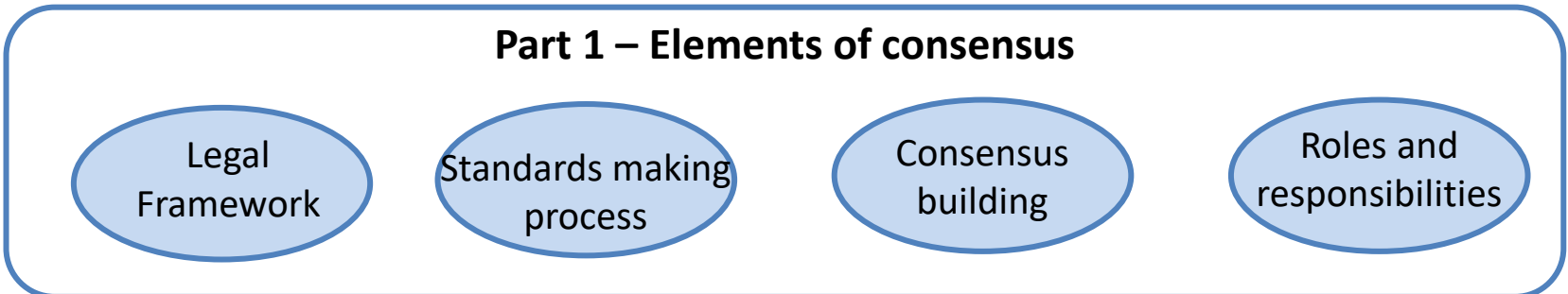
Standardization
basics

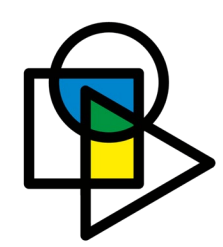
Meetings &
documents

Electronic
working
methods

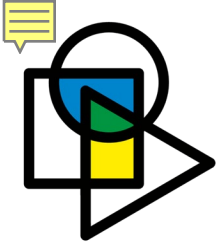


Overview for today



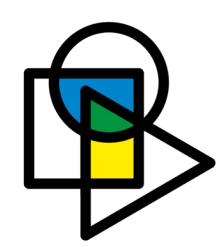


Elements of consensus: Legal Framework



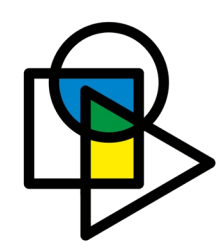
Legal framework

- ITU Constitution, ITU Convention
- General Rules of conferences, assemblies and meetings of the Union
- WTSA Resolutions **1** (Rev. Geneva, 2022), 22, 54
- A-series ITU-T Recommendations: Organization of ITU-T work
 - 1) ITU-T A.1 Working methods for ITU-T study groups
 - 2) ITU-T A.2 Presentation of contributions to ITU-T
 - 3) ITU-T A.5 Generic procedures for including references to documents of other organizations in ITU-T Recommendations
 - 4) ITU-T A.7 Focus groups: Establishment and working procedures
 - 5) ITU-T A.8 Alternative approval process for new and revised ITU-T Recommendations
 - 6) ITU-T A.13 Non-normative ITU-T publications
 - 7) ITU-T A.23 Collaboration with ISO and IEC on information technology
 - 8) ITU-T A.25 Generic procedures for adopting text between ITU-T and other organizations

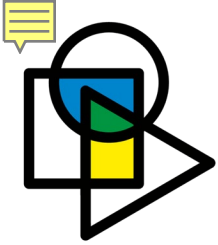


Guidance/Tips/Resources to quality output

1. **Rapporteurs/Editors manual.**
2. **Author's guide for drafting ITU-T Recommendations:**
 - a) Core material.
 - b) Normative vs non-normative.
 - c) Referencing, formatting, numbering, spelling, etc.
3. **[ITU Terms and Definitions Database](#)**
4. **Revised texts:** Use the latest published text as the baseline.
5. **New work items:** A.1/A.13 justification; use correct template.
6. **Quality review:** Seek language and technical support from fellow delegates; or seek language advice from TSB Editing team.



Elements of consensus: Standards making process

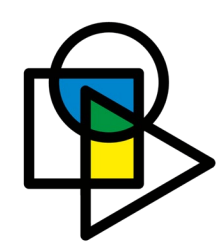


Work item life cycle



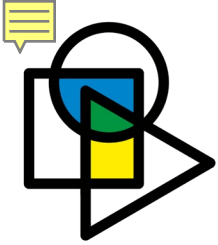
* The Rapporteur is Editor unless one is assigned.





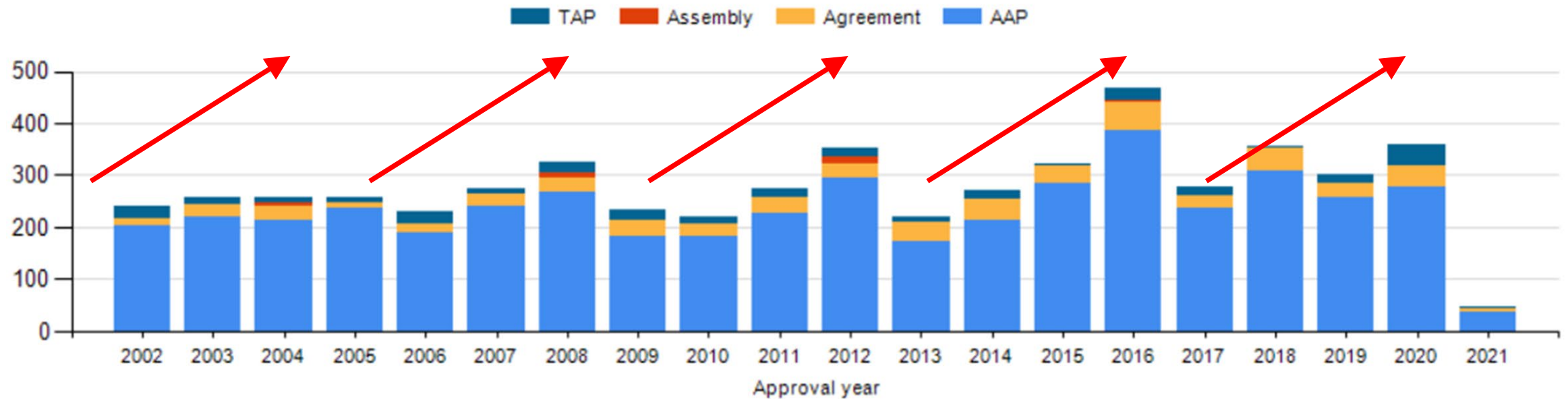
Consensus based decision-making in ITU-T

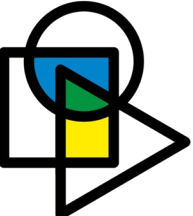
1. Ensures win-win decisions
2. Avoid voting (limited to Member States)
3. Soft decisions (agreement, determination, etc.)
4. Quantifiable decisions (70% affirmation of Member State consultation, etc.)
5. Approval processes:
 - a) Traditional Approval Process (**TAP**): Policy or regulatory standards
 - b) Alternative Approval Process (**AAP**): Technical standards
 - c) World Telecommunication Standardization Assembly (**WTSA**): Sensitive or difficult standards
 - d) Study group **Agreement** of other (non-normative) texts



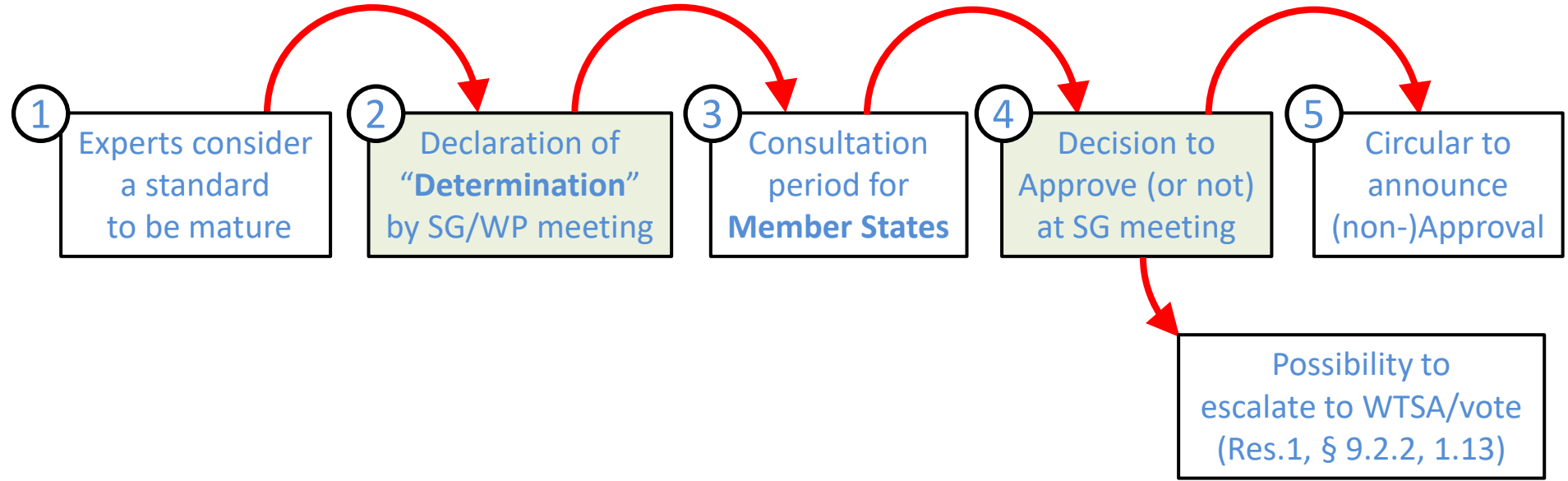
Approvals in numbers

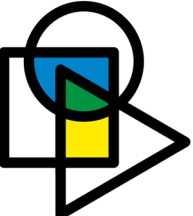
Approved Recommendations and Supplements since the 1st Jan 2001



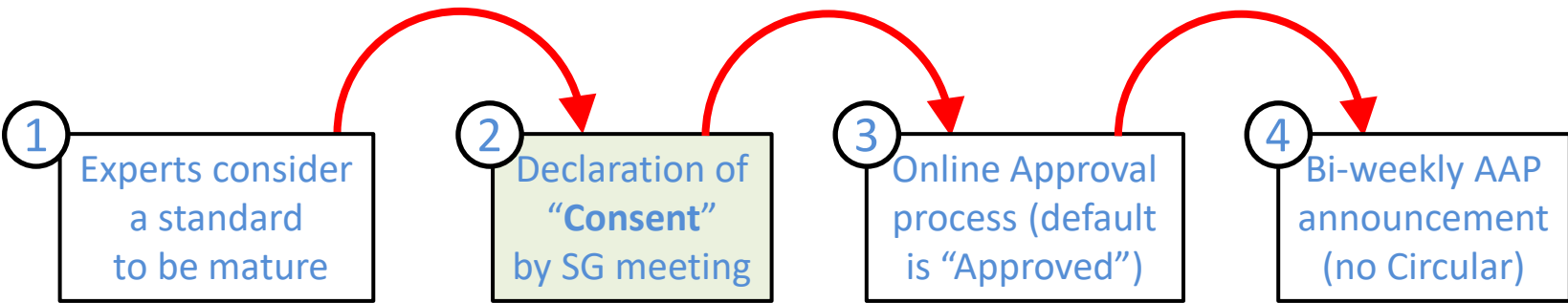


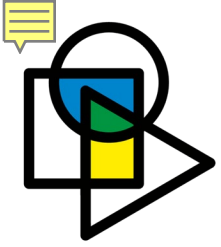
Traditional Approval Process (TAP): Regulatory and policy issues



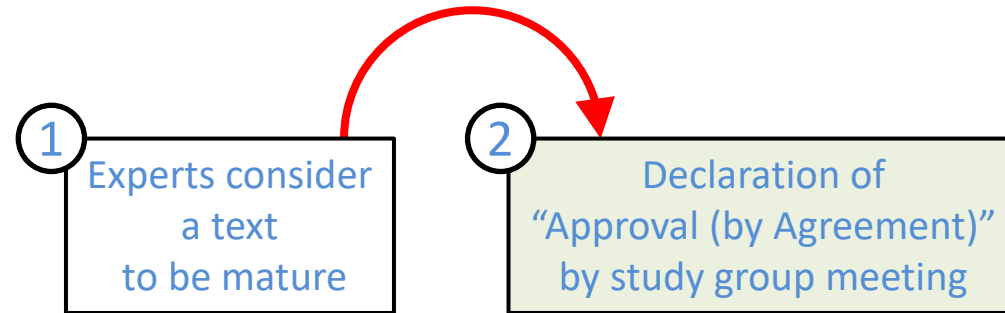


Alternative Approval Process AAP: Quick and flexible



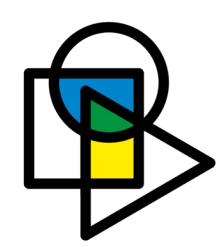


Agreement: For non-normative texts

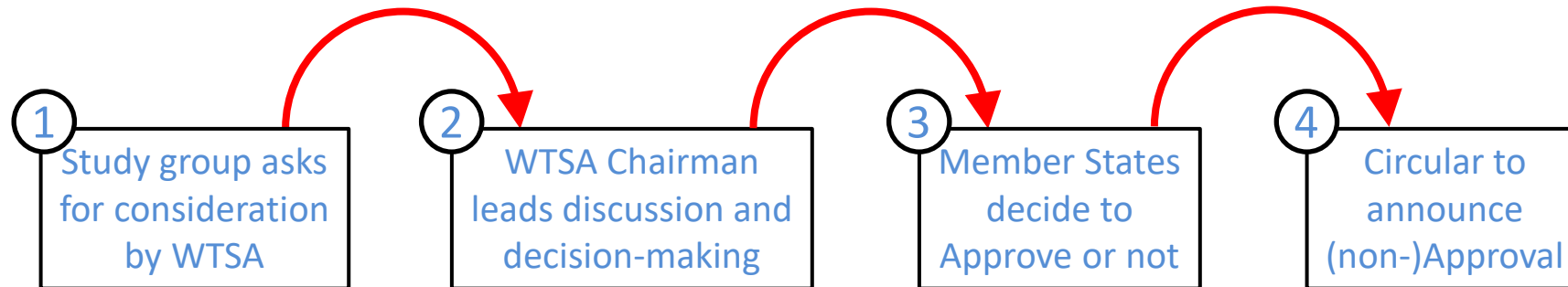


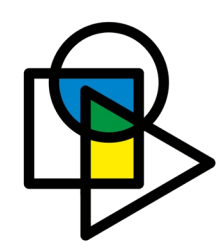
Non-normative (or "informative") texts include:

1. Supplements
2. Implementers' guides
3. Handbooks
4. Technical reports
5. Technical papers
6. Appendices

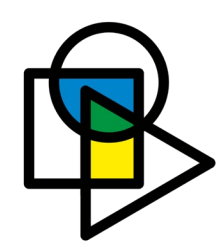


WTSA: Full decision-making power



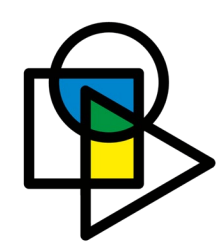


Elements of Consensus: Roles and responsibilities



Key leadership roles

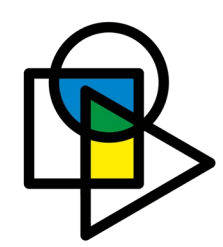
1. Study group Chairmen / Vice-chairmen
2. Working party Chairmen / Vice-chairmen
3. Rapporteurs
4. Liaison representatives
5. Editors
6. TSB Secretariat



Shared responsibilities

Shared responsibility for **process, quality** and the “**Big five**” outputs:

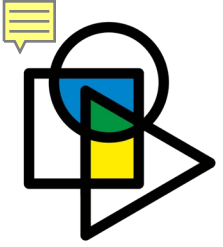
1. Meeting reports
2. Lists of documents for major decisions
3. Work Programme updates
(including leadership roles and new work items)
4. Outgoing Liaison Statements
5. Plans for future SG, WP and interim meetings



Study group Chairmen

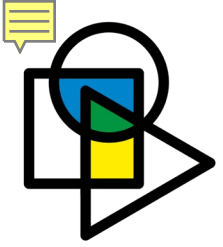
Roles and responsibilities:

1. Provide **strategic leadership**
2. Facilitate **consensus-building**
3. Assert **working methods** (e.g., IPR enquiry)
4. Ensure **fairness** and **openness** are maintained
5. Make **proposals** to progress the work



Working party Chairmen

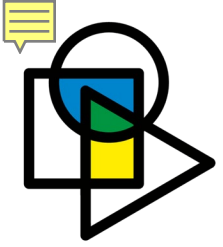
1. Selection criteria:
 - a) Knowledge, experience, managerial skills
 - b) Continuity of participation
 - c) Availability
2. Expectations:
 - a) Report to SG plenaries
 - b) Chair WP plenaries (standalone WP: AAP consent)
 - c) Manage work between meetings



Rapporteurs (1/2)

ITU-T A.1 Clause 2.3.3.8: Rapporteurs are responsible for the quality of their texts

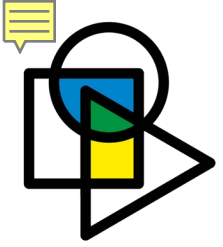
1. Possess knowledge, experience and managerial skills
2. Attend all SG, WP and interim activities
3. Assert rules and working methods
4. Ensure compliance with drafting rules
5. Coordinate with other groups
6. May seek assistance:
 - a) Associate Rapporteurs or Editors
 - b) TSB Editing team and SG Secretariat



Rapporteurs (2/2)

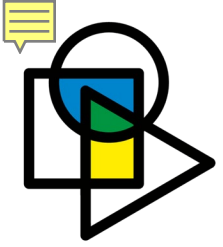
Rapporteur group meetings:

1. **F2F meetings:** planned at least **two months ahead**
(sufficient attendance and contributions)
2. **E-meetings:** should be planned at least **two weeks ahead**
3. Manage meeting documents
4. Apply rules relating to invited expert attends
5. Submit outputs as needed (reports, LSs, etc.)



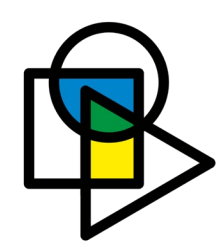
Liaison representatives

1. From a Member State or Sector Member
2. Assist the Rapporteur by ensuring effective liaison
3. Attend meetings of other groups/SDO
4. Participate in correspondence activities
5. Submit activity reports to SG plenaries



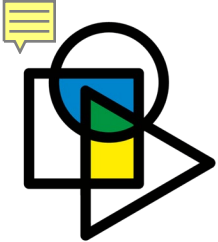
Editors

1. Editors assist the Rapporteur in preparing draft texts
2. The Editor is **not the author**, instead he/she incorporates changes based on documented agreement
3. May be entrusted to carry out “editorial” formatting and typographic changes
4. May contribute technical content on the same basis as all other contributors. Should announce in what capacity they are acting
5. May seek assistance of TSB Editing team or SG Secretariat

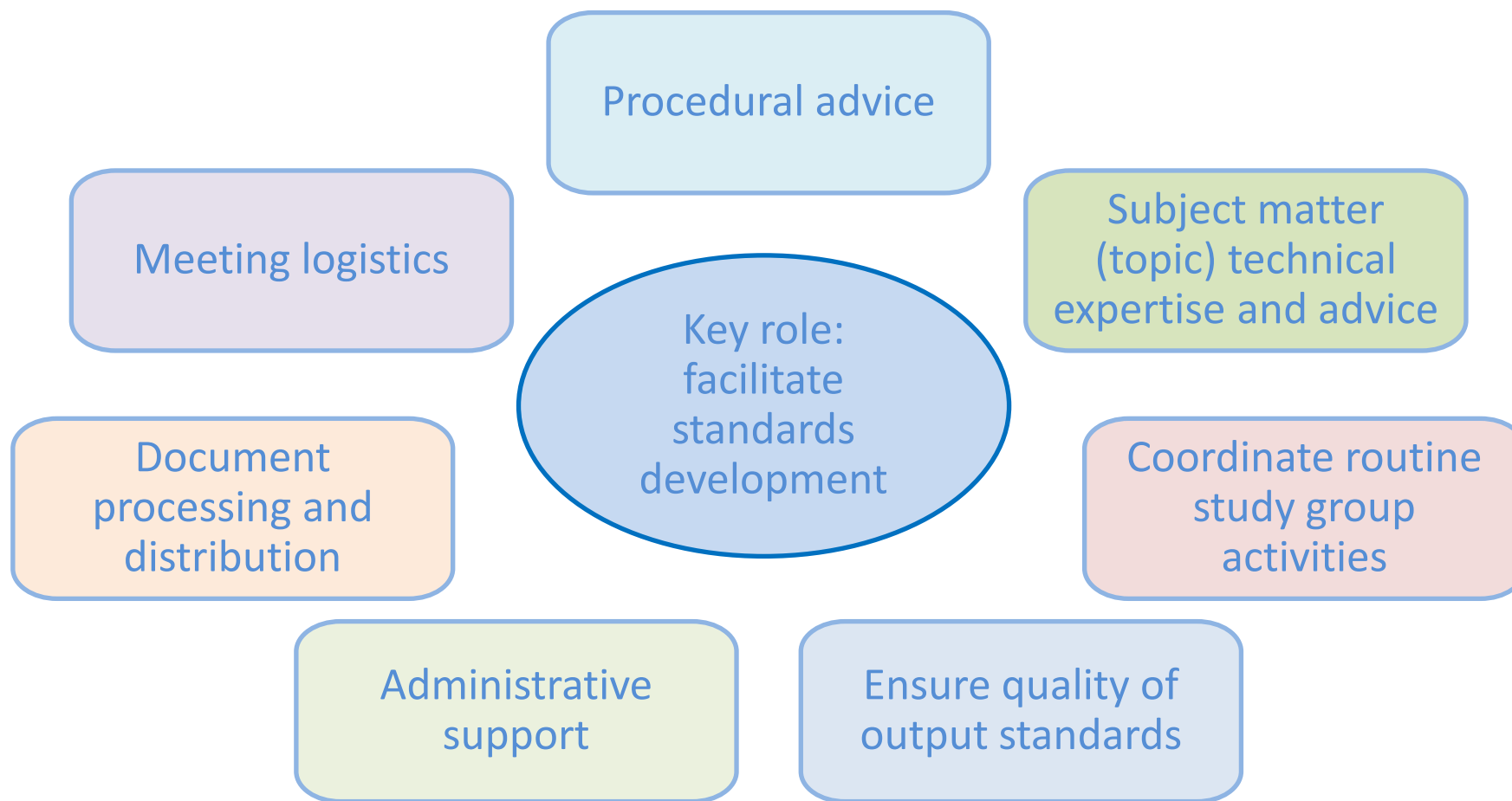


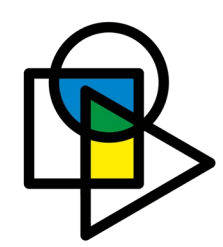
TSB Secretariat

1. TSB Director and deputy Director
2. Chiefs of Study Groups Department and Operations and Publications Department
3. Study Group Secretariat:
 - a) Counsellors
 - b) Assistants
4. TSB Logistics
5. TSB Registration
6. TSB EWM / IT Dev / E-meetings
7. TSB Editing team

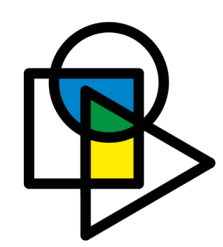


Secretariat services





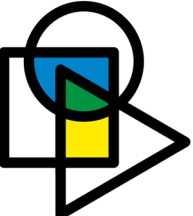
Practical guidelines: Pre-meeting preparation



Start with the end in mind (1/3)

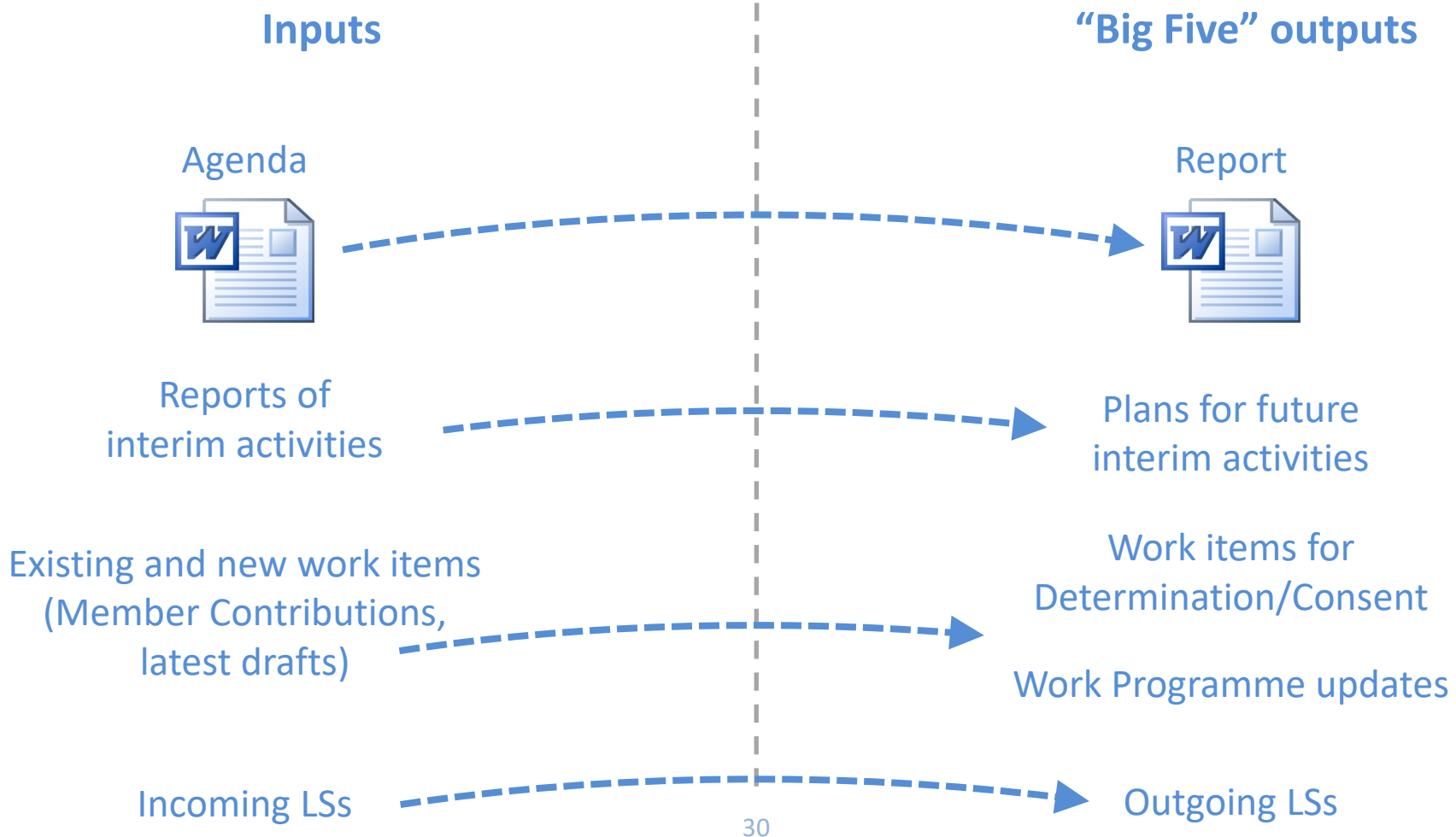
Focus on:

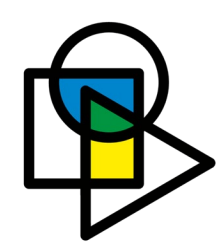
- 1. Content management:** Consider the **Big Five** outcomes of the meeting (Report, Future plans, Approvals, Work Programme, LSs)
- 2. Time management:** Manage the agenda and work flow



Start with the end in mind (2/3)

Content

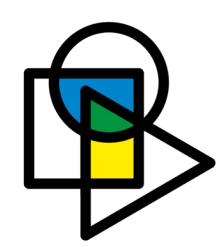




Start with the end in mind (3/3)

Time management

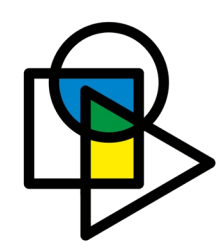
1. Collective letter contains a first draft
(often based on the last meeting's schedule)
 2. Anticipate session requirements*:
 - a) Joint / ad-hoc sessions
 - b) Meetings outside normal working hours
 - c) Remote participation
 - d) Social events & special requests
- * Please alert the TSB Counsellor/secretariat early of plans and any changes



Management team preparations

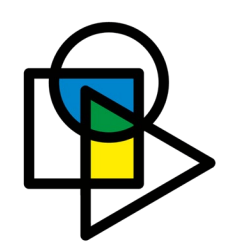
Before, during and after SG meetings:

1. General coordination and discussion
2. Overall time plan
3. Hot/difficult topics
4. Joint sessions / activities
5. Cooperation / liaison activities

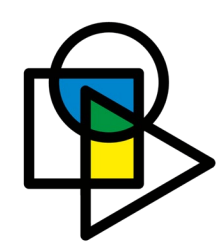


Meeting report preparation

1. Prepare report skeleton early
(add content during the meeting)
2. Report structure should be:
 - a) Comprehensive but succinct
 - b) Clear and well organized
 - c) Objective
 - d) Results focused (decisions and follow up actions)
3. Consider delegating tasks



Practical guidelines: During the meeting

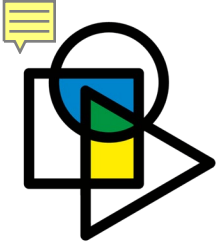


Managing meeting progress

Anticipate and respond:

1. Monitor and coordinate progress
2. Update the chairman/management team as needed
3. Logistics*:
 - a) Extra sessions
 - b) Changes and cancellations
 - c) Remote participation

* Please alert the TSB Counsellor/secretariat

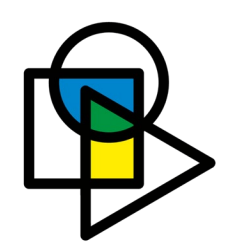


Chairing meetings

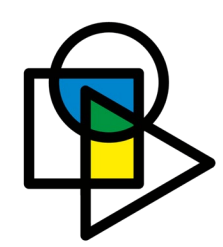
General Rules of conferences, assemblies and meetings of the Union

Interventions:

1. The session chairman gives delegates permission to intervene
2. Consider non-native speakers, captioners and interpreters:
 - a) Speak slowly and distinctly
 - b) Interventions normally start with “Thank you chairman, I am speaking as [role or affiliation]” ...
 - c) ...and end with “This concludes my intervention.”

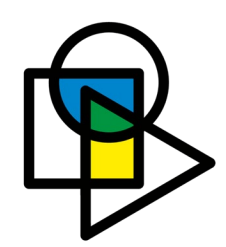


Practical guidelines: Reporting/follow up



After the meeting...

1. Finalize meeting reports
2. Process liaisons between meetings
3. Monitor approval processes & interim activities
4. Manage correspondence activities
5. Promote our work outside ITU
6. Prepare for the next SG meeting (or WTSA)...



Thank you
Any questions?