

**ITU-T Rapporteur and Editor Tutorial
(Gyeonggi, Korea, 30-31 October 2012)**

**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
 - ◆ See Session 7: Overview of WTSA Resolutions and Recommendations
- 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, 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 Session 12: 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



Thank you

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Additional information →

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/dms_pub/itu-t/opb/res/T-RES-T.1-2008-MSW-E.doc
Recommendation ITU-T A.1	http://www.itu.int/rec/T-REC-A.1-200810-I/dologin.asp?lang=e&id=T-REC-A.1-200810-I!!MSW-E&type=items
Rapporteurs and Editors Manual (12 February 2010)	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc
E-Meeting Guide: Procedures for Electronic Meetings	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf

Additional Information

Doc.	Link
Author's Guide for drafting ITU-T Recommendations (March, 2011)	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx
Recommendation ITU-T A.4	http://www.itu.int/rec/T-REC-A.4-200206-I/dologin.asp?lang=e&id=T-REC-A.4-200206-I!!MSW-E&type=items
Recommendation ITU-T A.5	http://www.itu.int/rec/T-REC-A.5-200111-I/dologin.asp?lang=e&id=T-REC-A.5-200111-I!!MSW-E&type=items
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/rec/T-REC-A.6-200206-I/dologin.asp?lang=e&id=T-REC-A.6-200206-I!!MSW-E&type=items
Recommendation ITU-T A.8	http://www.itu.int/rec/T-REC-A.8-200810-I/dologin.asp?lang=e&id=T-REC-A.8-200810-I!!MSW-E&type=items
Structure of SG XX Informal FTP Area and mailing lists	http://www.itu.int/ITU-T/studygroups/comXX/edh/ifa-structure.html