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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 23 January 2014

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| Ref:Tel:Fax:E-mail: | **TSB Circular 77**+41 22 730 5591+41 22 730 5853bsg@itu.int  | **To:** - Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU-T Academia |
|  |  | **Copy to the:**- Chairmen and Vice-Chairmen of ITU-T Study Groups and TSAG;- Director of the Telecommunication Development Bureau;- Director of the Radiocommunication Bureau;- Directors of ITU Regional Offices |
| Subject:  | **E-learning course on Recommendation ITU-T A.1:** **“Working Methods of ITU-T study groups”** |

Dear Sir/Madam,

1 WTSA-12 Resolution 44, Bridging the Standardization Gap[[1]](#footnote-1) (BSG), calls upon the TSB Director to implement measures to reduce the standards gap. One of the new measures adopted under Resolution 44 was to explore the use of e-learning channels for training on ITU-T Recommendations.

2 In this context, TSB has developed an e-learning course on Recommendation ITU-T A.1: Working Methods of ITU-T study groups. ITU-T A.1 provides guidelines related to work methods such as the conduct of meetings, preparation of studies, management of study groups, the role of Rapporteurs and the processing of ITU-T contributions and temporary documents.

3 The main objectives of the e-learning course are to introduce the structures, management, coordination mechanisms and operating procedures of ITU-T study groups as defined in Recommendation ITU-T A.1.

The course is of about two hours’ duration and comprises six modules:

* Standardization in ITU-T
* Managing the study groups
* Coordination
* Inputs to the study groups
* Outputs of the study groups
* Further infrastructure supporting the study group process

4 Each module is a self-contained unit, including course content and quizzes. After completing the course, participants can take a final assessment online. Upon scoring at least 80%, they will obtain a certificate of achievement.

5 The course is available on the ITU Academy website at <http://academy.itu.int> or using the link <http://academy.itu.int/index.php/component/k2/item/1115>. The integration of the course on the ITU Academy was done in collaboration with BDT which manages this platform. Participants will need to register on the ITU Academy website in order to receive a login and password. Upon registration, the enrolment key will be sent automatically by e-mail.

6 I would like to take this opportunity to invite you to share this information with the organizations in your country that already participate or are interested in participating in ITU-T study groups and would like to learn more about the working methods of the ITU-T study groups.

7 This is the first of a series of online courses. The next course will be on Quality of Service of mobile networks.

I look forward to your active participation in this exercise.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

1. For more details, please visit the BSG website <http://www.itu.int/en/ITU-T/gap/Pages/default.aspx>. [↑](#footnote-ref-1)