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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | TSAG-TD1187 | |
| **TSAG** | |
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| **Question(s):** | | | N/A | Virtual, 10-17 January 2022 | |
| **TD** | | | | | |
| **Source:** | | | TSB Director | | |
| **Title:** | | | Planning and organization of WTSA-20: structure and leadership | | |
| **Purpose:** | | | Information and Discussion | | |
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| **Keywords:** | WTSA-20; |
| **Abstract:** | In preparation for WTSA-20, this TD compiles information from the past three World Telecommunication Standardization Assemblies (held in 2008, 2012, 2016), concerning the structure, management/leadership team, and agenda/time management plan, and is seeking feedback from TSAG and members on the structure and is seeking candidate leadership for WTSA-20. |

Actions:

1. TSAG is invited to discuss the organization of WTSA-20 and advise the TSB Director on the structure of WTSA-20, such as planned Committees and working groups, and their terms of references.
2. TSAG is also invited to advise the TSB Director on competent WTSA-20 leadership candidates, such as for Vice Chairmen of the Assembly, and Chairmen and Vice Chairmen for Committees and working groups.

In preparation of WTSA-20 (1-9 March 2022, Geneva, Switzerland), this TD compiles in Annex 2 information from the past three World Telecommunication Standardization Assemblies (held in 2008, 2012, 2016), concerning:

* structure,
* management/leadership team, and
* agenda/time management plan.

Background:

The following is a list of the structure and decisions taken by WTSA as per WTSA Resolution 1:

* WTSA, in undertaking the duties assigned to it in Article 18 of the ITU Constitution, Article 13 of the ITU Convention and the General Rules of conferences, assemblies and meetings of the Union, shall conduct the work of each assembly by **setting up committees and group(s)**:
  + Steering Committee
  + Budget Control Committee
  + Committee on Working Methods of ITU-T
  + Committee on the ITU-T Work Programme and Organization
  + An Editorial Committee
  + The plenary meeting of a WTSA may set up other committees in accordance with No. 63 of the General Rules.
* Appointment of the chairman and vice-chairmen of the Assembly;
* Appointment of the chairmen and vice-chairmen of the committees;
* The chairmen of study groups, the chairman of TSAG and the chairmen of other groups set up by the preceding WTSA should make themselves available to participate in the Committee on the Work Programme and Organization.
* Prior to the inaugural meeting of WTSA, in accordance with No. 49 of the General Rules, the heads of delegation shall meet to prepare the agenda for the first plenary meeting and make proposals for the organization of the assembly, including proposals for chairmanships and vice‑chairmanships of WTSA and its committees and group(s).

**Proposal:**

It is currently considered for WTSA-20 to be following a likewise structure than WTSA-16, see Annex 1 for a proposal on structure and leadership.

It has not yet been determined whether to have a Working Group of the Plenary.

The TSB Director is seeking feedback from TSAG and members on the structure and leadership for WTSA-20.

# Annex 1: Proposed Structure, and Management Team for WTSA-20

| **WTSA-20 Structure (Committee, Working Group, and Terms of reference)** | **WTSA-20 Management team** |
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| **WTSA-20** | Chairman of the Assembly: Mr Bruce Gracie (Canada)  Vice-Chairmen of the Assembly:  By APT: Mr. Yoichi MAEDA (Japan)  By AST:  By ATU:  By CEPT:  By CITEL:  By RCC: Mr. Alexey BORODIN (Russian Federation)  *6 VCs to be selected on the basis of nominations from the regional telecommunication organizations* |
| Committee 1 - Steering Committee Terms of reference:   * To coordinate all matters connected with the smooth execution of the work of the assembly * To plan the order and number of meetings, avoiding overlapping wherever possible, in view of the limited number of members of some delegations | *Composed of the Chairman of the Assembly (and Chairman of Committee 1) and Vice-Chairmen of the Assembly, and of the Chairmen and Vice-Chairmen of the Committees and Working Groups).* |
| Committee 2 - Budget Control Terms of reference:   * To determine the organization and the facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the assembly * To report to the Plenary Meeting on the estimated total expenditure of the assembly, as well as an estimate of the costs that may be entailed by the execution of the decisions taken by the assembly * To examine the estimate of the financial needs of ITU-T up to the next WTSA for the purpose of establishing the biennial budget subsequent to the convening of the assembly * To consider other related financial matters | **Committee 2: Budget Control**  Chairman: *(\*)*  Vice-Chairmen: *(\*)*  *(\*) Nominations from the regional telecommunication organizations are accepted for COMs 2, 3, 4 and 5, and that due consideration will be given to all proposals to ensure regional and gender balance to the extent possible. Experience in dealing with the subject matter will be of utmost importance. Nominations are being requested as soon as possible.* |
| Committee 3 - Working methods of ITU-T Terms of reference:   * To submit to the plenary meeting reports including proposals on the ITU-T working methods for implementation of the ITU‑T work programme, on the basis of the proposals of ITU Member States and ITU-T Sector Members and of the TSAG reports submitted to the assembly * To review the proposals regarding Resolutions and ITU-T A-Series Recommendations and any other document assigned in DT/1 * To review the proposals of Working Group 3A of Committee 3 and submit proposals to plenary (the presentation of proposals related to WG3A will be first made in WG3A, not in Committee 3) * To review the proposals of Working Group 3B of Committee 3 and submit proposals to plenary (the presentation of proposals related to WG3B will be first made in WG3B, not in Committee 3) | **Committee 3: Working Methods of ITU-T**  Chairman: *(\*)*  Vice-Chairmen: *(\*)*  *(\*) Nominations from the regional telecommunication organizations are accepted for COMs 2, 3, 4 and 5, and that due consideration will be given to all proposals to ensure regional and gender balance to the extent possible. Experience in dealing with the subject matter will be of utmost importance. Nominations are being requested as soon as possible.* |
| **Working Group A of Committee 3 (WG3A)**  Terms of reference:   * To submit to Committee 3 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding * Resolution 1 (Rules of procedure of ITU-T) * Resolution 32 (Strengthening electronic working methods for the work of ITU-T) * Recommendation ITU-T A.1 (Working methods for study groups of ITU-T) * any other item that may be assigned by Committee 3 within its mandate, as required (see DT/1 for details) | **Working Group 3A of Committee 3 (WG3A)**  Chairman: *(\*)*  Vice-Chairmen: *(\*)*  *(\*) Nominations from the regional telecommunication organizations are accepted for COMs 2, 3, 4 and 5, and that due consideration will be given to all proposals to ensure regional and gender balance to the extent possible. Experience in dealing with the subject matter will be of utmost importance. Nominations are being requested as soon as possible.* |
| **Working Group B of Committee 3 (WG3B)**  Terms of reference:   * To submit to Committee 3 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly regarding collaboration, or any other item that may be assigned by Committee 3 within its mandate, as required (see DT/1 for details). | **Working Group 3B of Committee 3 (WG3B)**  Chairman: *(\*)*  Vice-Chairmen: *(\*)*  *(\*) Nominations from the regional telecommunication organizations are accepted for COMs 2, 3, 4 and 5, and that due consideration will be given to all proposals to ensure regional and gender balance to the extent possible. Experience in dealing with the subject matter will be of utmost importance. Nominations are being requested as soon as possible.* |
| Committee 4 – ITU-T work programme and organization Terms of reference:   * To submit to the plenary meeting reports including proposals on the programme and organization of the work of ITU-T consistent with ITU-T strategy and priorities, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly. It shall specifically:   i) propose a set of study groups;  ii) review the Questions set for study or further study;  iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;  iv) allocate Questions to study groups, as appropriate;  v) decide, when a Question or group of closely related Questions concerns several study groups, whether:  − to accept the recommendation of TSAG;  − to entrust the study to a single study group; or  − to adopt an alternative arrangement;  vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;  vii) propose the establishment, where needed, of other groups in accordance with Nos. 191A and 191B of the Convention   * To review the proposals regarding Resolutions and ITU-T A-Series Recommendations and any other document assigned in DT/1 * To review the proposals of Working Group 4A of Committee 4 and submit proposals to plenary (the presentation of proposals related to WG4A will be first made in WG4A, not in Committee 4) | **Committee 4: ITU-T work programme and organization**  Chairman: *(\*)*  Vice-Chairmen: *(\*)*  *(\*) Nominations from the regional telecommunication organizations are accepted for COMs 2, 3, 4 and 5, and that due consideration will be given to all proposals to ensure regional and gender balance to the extent possible. Experience in dealing with the subject matter will be of utmost importance. Nominations are being requested as soon as possible.* |
| **Working Group A of Committee 4 (WG4A)**  Terms of reference:   * To submit to Committee 4 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding matters related to * international naming, numbering, addressing and identification resources * Internet domain names and addresses * Security * any other item that may be assigned by Committee 4 within its mandate, as required (see DT/1 for details). | **Working Group 4A of Committee 4 (WG4A)**  Chairman: *(\*)*  Vice-Chairmen: *(\*)*  *(\*) Nominations from the regional telecommunication organizations are accepted for COMs 2, 3, 4 and 5, and that due consideration will be given to all proposals to ensure regional and gender balance to the extent possible. Experience in dealing with the subject matter will be of utmost importance. Nominations are being requested as soon as possible.* |
| **Working Group B of Committee 4 (WG4B)**  Terms of reference:   * To submit to Committee 4 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding bridging the standardization gap and related Resolutions, WSIS and SDGs (Sustainable Development Goals), and any other item that may be assigned by Committee 4 within its mandate, as required (see DT/1 for details). | **Working Group 4B of Committee 3 (WG4B)**  Chairman: *(\*)*  Vice-Chairmen: *(\*)*  *(\*) Nominations from the regional telecommunication organizations are accepted for COMs 2, 3, 4 and 5, and that due consideration will be given to all proposals to ensure regional and gender balance to the extent possible. Experience in dealing with the subject matter will be of utmost importance. Nominations are being requested as soon as possible.* |
| Committee 5 - Editorial Committee Terms of reference:   * To perfect the wording of texts arising from WTSA deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union. | **Committee 5: Editorial Committee**  Chairman: *(\*)*  Vice-Chairmen: *(\*)*  *(\*) Nominations from the regional telecommunication organizations are accepted for COMs 2, 3, 4 and 5, and that due consideration will be given to all proposals to ensure regional and gender balance to the extent possible. Experience in dealing with the subject matter will be of utmost importance. Nominations are being requested as soon as possible.* |

# Annex 2: Structure, Management Team and Agenda/Time Management plan of WTSA-08, WTSA-12, and WTSA-16

|  | **Structure (Committee, Working Group, and Terms of reference)** | **Management team** | **Agenda**  **Time Management Plan** |
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| **WTSA-08** | ([Document-122](https://www.itu.int/md/T05-WTSA08-C-0122/en)), ([DT1](https://www.itu.int/md/T05-WTSA08-081021-TD-GEN-0001))  **Structure of the World Telecommunication Standardization Assembly** **(Johannesburg, South Africa - 2008)**   * [**Committee 1**](https://www.itu.int/ITU-T/wtsa-08/structure/com-1.html) - Steering Committee   Terms of reference:  • To coordinate all matters connected with the smooth execution of the work of the Assembly.  • To plan the order and number of meetings, avoiding overlapping wherever possible, in view of the limited number of members of some delegations.   * [**Committee 2**](https://www.itu.int/ITU-T/wtsa-08/structure/com-2.html) - Budget Control   Terms of reference:  • To determine the organization and the facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the Assembly.  • To report to the Plenary Meeting on the estimated total expenditure of the Assembly, as well as an estimate of the costs that may be entailed by the execution of the decisions taken by the Assembly.  • To examine the estimate of the financial needs of ITU-T up to the next WTSA for the purpose of establishing the biennial budget subsequent to the convening of the Assembly.  • To consider other related financial matters.   * [**Committee 3**](https://www.itu.int/ITU-T/wtsa-08/structure/com-3.html) - Working methods of ITU-T   Terms of reference:  • To consider and, in accordance with § 1.3.3.5 of Section 1 of Resolution 1, prepare proposals on the ITU-T work methods on the basis of:  – the report of the Telecommunication Standardization Advisory Group (TSAG), including any proposals on the working methods of ITU-T relating to efficient implementation of the ITU-T work programme;  – proposals from Member States and Sector Members.  • To examine the conditions, rules and coordination arrangements with other relevant standardization organizations, and with forums and consortia.  • To take note of the outcome and any proposed implementation strategies with respect to the relevant results of the Plenipotentiary Conference, including:  – Resolution 70 (Gender mainstreaming in ITU and promotion of gender equality towards all-inclusive information societies);   * Resolution 122 (The evolving role of the World Telecommunication Standardization Assembly); * Resolution 154 (Use of the six languages of the Union on equal footing).   • To consider proposals from Member States and Sector Members related to the Working Methods of ITU-T.  • To report to the Plenary Meeting on specific decisions to be taken by the Assembly.   * [**Committee 4**](https://www.itu.int/ITU-T/wtsa-08/structure/com-4.html) - Work programme and organization of ITU-T   Terms of reference:  • To examine and, in accordance with No. 1.3.3.4 of Section 1 of Resolution 1, prepare proposals on the programme and organization of the work of ITU-T on the basis of the review of Questions set for study or further study.  • To examine the pertinent sections of the report of TSAG setting out the allocation of work to the study groups, and an organizational structure necessary to support the work programme.  • To consider proposals from Member States and Sector Members.  • To take note of the outcomes and determine any future strategy with respect to the relevant results of the Plenipotentiary Conference, including:   * Resolution 16 (Refinement of the Radiocommunication Sector and Telecommunication Standardization Sector); * Resolution 71 (Strategic plan for the Union for 2008-2011); * Resolution 72 (Linking strategic, financial and operational planning in ITU); * Resolution 136 (The use of telecommunications/information and communication technologies for monitoring and management in emergency and disaster situations for early warning, prevention, migration and relief); * Resolution 137 (Next-generation network deployment in developing countries);   • To report to the Plenary Meeting on specific decisions to be taken by the Assembly.   * [**Committee 5**](https://www.itu.int/ITU-T/wtsa-08/structure/com-5.html) - Editorial Committee   Terms of reference:  • To refine the wording of any texts, such as resolutions, arising from WTSA's deliberations and also to align the texts in the official languages.   * [**Working Group 1 of the Plenary**](https://www.itu.int/ITU-T/wtsa-08/structure/wg-1.html) - Issues relevant to the WSIS outcome related to ITU-T and to the work of Study Groups   Terms of reference:  • To examine issues arising out of the reports of Study Groups (with the exception of the list of Questions), and the proposals submitted relating to their activities.  • To examine issues arising from the relevant results of the Plenipotentiary Conference, including:  - Resolution 21 (Special measures concerning alternative calling procedures on international telecommunication networks);  - Resolution 22 (Apportionment of revenues in providing international telecommunication services);  - Resolution 89 (Coping with the decreased use of international telex service);  - Resolution 101 (Internet Protocol-based networks);  - Resolution 102 (ITU’s role with regard to international public policy issues pertaining to the Internet and the management of Internet resources, including domain names and addresses);  - Resolution 130 (Strengthening the role of ITU in building confidence and security in the use of information and communication technologies);  - Resolution 133 (Role of administrations of Member States in the management of internationalized (multilingual) domain names);  - Resolution 146 (Review of the International Telecommunication Regulations).  • To consider ITU-T's role in implementation of the WSIS outcomes and the decisions of PP-06 (in particular Resolutions 122 (Rev. Antalya, 2006), 140 (Antalya, 2006) and 146 (Antalya, 2006)),  • To consider proposals from Member States and Sector Members.  • To report to the Plenary Meeting on specific decisions to be taken by the Assembly.   * [**Working Group 2 of the Plenary**](https://www.itu.int/ITU-T/wtsa-08/structure/wg-2.html) - Bridging the Standardization Gap   Terms of reference:  • To examine issues arising from the relevant results of the Plenipotentiary Conference, including   * Resolution 25 (Strengthening the regional presence); * Resolution 30 (Special measures for the least developed countries and small island developing states); * Resolution 34 (Assistance and support to countries in special need for rebuilding their telecommunication sector; * Resolution 123 (Bridging the standardization gap between developing and developed country; * Resolution 137 (Next-generation network deployment in developing countries).   • To consider proposals from Member States and Sector Members related to standardization gap issues, including creation of regional groups.  • To consider proposals related to conformance testing.  • To report to the Plenary Meeting on specific decisions to be taken by the Assembly. | Appointed WTSA-08 Vice-Chairmen:   * Mr Vince Affleck (United Kingdom) * H.E. Mr David Gross (United States) * Mr Yukio Hiramatsu (Japan) * Mr Nabil Kisrawi (Syrian Arab Republic) * H.E. Mr Naum Marder (Russian Federation) * Mr John Nkoma (Tanzania)   **Elected Committee Chairmen and Vice-Chairmen for Committee 2 through 5** ([Document 123](https://www.itu.int/md/T05-WTSA08-C-0123)):  **Committee 2** (Budget Control)  Chairman: Mr Bruce Gracie (Canada)  Vice-Chairmen:   * Mr Sultan Al-Malik (Saudi Arabia) * Mr Joshua Peprah (Ghana)   **Committee 3** (Working Methods of ITU-T)  Chairman: Mr Brian Moore (United Kingdom)  Vice-Chairmen:   * Mr Nasser Bin Hammad (United Arab Emirates) * Mr Viktor Katok (Ukraine) * Mr Matano Ndaro (Kenya) * Mr Kishik Park (Rep. of Korea)   **Committee 4** (Work Programme and Organization of ITU-T)  Chairman: Mr Bob Horton (Australia)  Vice-Chairmen:   * Mr Makhsum MaKhmudov (Uzbekistan) * Mr Jean-Jacques Massima Landji (Gabon) * Mr Hans Meierhofer (Germany) * Mr Sadegh Abbasi Shahkooh (Iran) * Mr Luis Ramírez Barreto (Paraguay)   **Committee 5** (Editorial Committee)  Chairman: Ms Marie-Thérèse Alajouanine (France)  Vice-Chairmen:   * Ms Marta Serrano (Spain) * Mr Victor Stroyakovskiy (Russian Federation) * Mr Ben Wallis (United Kingdom) * Ms Weiling Xu (China) * Mr Ahmad F. Khawaldeh (Jordan)   **Working Group 1 of Plenary** (Issues relevant to the WSIS outcome related to ITU-T and the work of study groups)  Chairman: Mr Patrick F. Masambu (Uganda)  Vice-Chairmen:   * Mr Cleveland Thomas (Trinidad and Tobago) * Mr Jianyong Chen (China)   **Working Group 2 of Plenary** (Bridging the standardization gap)  Chairman: Mr Maurice Ghazal (Lebanon)  Vice-Chairmen:   * Ms Tran Thanh Ha (Viet Nam) * Mr Aboubakar Haman (Cameroon) | * [WORK PROGRAMME (21 October – 30 October 2008) (DT/2 Rev.3)](https://www.itu.int/md/T05-WTSA08-081021-TD-GEN-0002) * [**Plenary Meetings**](https://www.itu.int/ITU-T/wtsa-08/agendas/plenary.html) * [**Committee 2**](https://www.itu.int/ITU-T/wtsa-08/agendas/com-2.html) - Budget Control * [**Committee 3**](https://www.itu.int/ITU-T/wtsa-08/agendas/com-3.html) - Working methods of ITU-T * [**Committee 4**](https://www.itu.int/ITU-T/wtsa-08/agendas/com-4.html) - Work programme and organization of ITU-T * [**Working Group 1 of the Plenary**](https://www.itu.int/ITU-T/wtsa-08/agendas/wg1-pl.html) - Issues relevant to the WSIS outcome related to ITU-T and to the work of Study Groups * [**Working Group 2 of the Plenary**](https://www.itu.int/ITU-T/wtsa-08/agendas/wg2-pl.html) - Bridging the Standardization Gap |
| **WTSA-12** | ([DT/4](http://www.itu.int/md/T09-WTSA.12-121120-TD-GEN-0004/en)) Committee 1 - Steering Committee Terms of reference:  • To coordinate all matters connected with the smooth execution of the work of the Assembly.  • To plan the order and number of meetings, avoiding overlapping wherever possible, in view of the limited number of members of some delegations. Committee 2 - Budget Control Terms of reference:  • To determine the organization and the facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the Assembly.  • To report to the Plenary Meeting on the estimated total expenditure of the Assembly, as well as an estimate of the costs that may be entailed by the execution of the decisions taken by the Assembly.  • To examine the estimate of the financial needs of ITU-T up to the next WTSA for the purpose of establishing the biennial budget subsequent to the convening of the Assembly.  • To consider other related financial matters. Committee 3 - Working methods of ITU-T Terms of reference:   * To submit to the plenary meeting reports including proposals on the ITU-T working methods for implementation of the ITU T work programme, on the basis of the proposals of ITU Member States and ITU-T Sector Members and of the TSAG reports submitted to the assembly. * To review the proposals regarding Resolutions and ITU-T Recommendations as outlined in DT/1 * To review the proposals of Working Group 3A of Committee 3 and submit proposals to plenary (the presentation of proposals related to WG 3A will be first made in WG 3A, not in Committee 3); * To review the proposals of Working Group 3B of Committee 3 and submit proposals to plenary (the presentation of proposals related to WG 3B will be first made in WG 3B, not in Committee 3).   **Working Group A of Committee 3 (WG 3A)**  Terms of reference:  To submit to Committee 3 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding   * Resolution 1 (Rules of procedure of ITU-T) * Resolution 32 (Strengthening electronic working methods for the work of ITU-T) * Recommendation ITU-T A.1 (Work methods for study groups of ITU-T) * any other item that may be assigned by Committee 3 within its mandate, as required   **Working Group B of Committee 3 (WG 3B)**  Terms of reference:  To submit to Committee 3 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding   * Resolution 67 (Creation of a Standardization Committee for Vocabulary) * proposals on translation and interpretation * any other item that may be assigned by Committee 3 within its mandate, as required  Committee 4 – ITU-T work programme and organization Terms of reference:   * To submit to the plenary meeting reports including proposals on the programme and organization of the work of ITU-T consistent with ITU-T strategy and priorities, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly. It shall specifically:   i) propose a set of study groups;  ii) review the Questions set for study or further study;  iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;  iv) allocate Questions to study groups, as appropriate;  v) decide, when a Question or group of closely related Questions concerns several study groups, whether:  − to accept the recommendation of TSAG;  − to entrust the study to a single study group; or  − to adopt an alternative arrangement;  vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;  vii) propose the establishment, where needed, of other groups in accordance with Nos. 191A and 191B of the Convention;   * To review the proposals regarding Resolutions as outlined in DT/1; * To review the proposals of Working Group 4A of Committee 4 and submit proposals to plenary (the presentation of proposals related to WG 4A will be first made in WG 4A, not in Committee 4); * To review the proposals of Working Group 4B of Committee 4 and submit proposals to plenary (the presentation of proposals related to WG 4B will be first made in WG 4B, not in Committee 4).   **Working Group 4A of Committee 4 (WG 4A)**  Terms of reference:   * To submit to Committee 4 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding matters related to international naming, numbering, addressing and identification resources; to Internet domain names and addresses; to security; to WSIS; and any other item that may be assigned by Committee 4 within its mandate, as required (see DT/1 for details).   **Working Group B of Committee 4 (WG 4B)**  Terms of reference:   * To submit to Committee 4 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding bridging the standardization gap and related Resolutions, including conformance and interoperability, and any other item that may be assigned by Committee 4 within its mandate, as required (see DT/1 for details).  Committee 5 - Editorial Committee Terms of reference:   * To perfect the wording of texts arising from WTSA deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union. | ([DT/7](http://www.itu.int/md/T09-WTSA.12-121120-TD-GEN-0007/en))  Chairperson of the Assembly: Mohammad Gheyath (United Arab Emirates)  Vice-Chairpersons of the Assembly:   * Vince Affleck (United Kingdom) * Richard Beaird (United States) * Gift Buthelezi (South Africa) * Alisher N. Fayzullaev (Uzbekistan) * Sherif Guinena (Egypt) * SeyedMostafa Safavi Hemami (Iran)   **Committee 1** (Steering) (Composed of the Chairperson and Vice-Chairpersons of the Assembly and of the Chairpersons and Vice-Chairpersons of the other Committees)  **Committee 2** (Budget Control)  Chairperson: Kyu-Jin Wee (Korea, Rep. of)  Vice-Chairpersons:   * Elvira Sultanova (Krgyzstan) * Abdullah Al-Mubadal (Saudi Arabia)   **Committee 3** (Working Methods of ITU-T)  Chairperson: Steve Trowbridge (United States)  Vice-Chairpersons:   * Musab Abdulla (Bahrain) * Andrey Y. Mukhanov (Russian Federation) * Chae-Sub Lee (Korea, Rep. of) * Bruce Gracie (Canada)   **Working Group 3A of Committee 3**  Chairperson: Olivier DUBUISSON (France)  **Working Group 3B of Committee 3**  Chairperson: Bruce GRACIE (Canada)  **Committee 4** (Work Programme and Organization of ITU-T)  Chairperson: Yoichi Maeda (Japan)  Vice-Chairpersons:   * Fabio Bigi (Italy) * Liu Duo (China) * Hassan Talib (Morocco)   **Working Group 4A of Committee 4**  Chairperson: Fabio BIGI (Italy)  **Working Group 4B of Committee 4**  Chairperson: Joshua PEPRAH (Ghana)  **Committee 5** (Editorial Committee)  Chairperson: Marie-Thérèse Alajouanine (France)  Vice-Chairpersons:   * Jamal Amin (Sudan) * D. Ángel León (Spain) * Oleg Mironnikov (Russian Federation) * Catherine Warhurst (United Kingdom) * Zhang Xiaoyan (China) | * [Time Management Plan (DT/3(Rev.2))](http://www.itu.int/md/T09-WTSA.12-121120-TD-GEN-0003/en) |
| **WTSA-16** | ([DT/4](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-WTSA.16-161025-TD-GEN-0004))Committee 1 - Steering Committee Terms of reference:   * To coordinate all matters connected with the smooth execution of the work of the assembly * To plan the order and number of meetings, avoiding overlapping wherever possible, in view of the limited number of members of some delegations  Committee 2 - Budget Control Terms of reference:   * To determine the organization and the facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the assembly * To report to the Plenary Meeting on the estimated total expenditure of the assembly, as well as an estimate of the costs that may be entailed by the execution of the decisions taken by the assembly * To examine the estimate of the financial needs of ITU-T up to the next WTSA for the purpose of establishing the biennial budget subsequent to the convening of the assembly * To consider other related financial matters  Committee 3 - Working methods of ITU-T Terms of reference:   * To submit to the plenary meeting reports including proposals on the ITU-T working methods for implementation of the ITU‑T work programme, on the basis of the proposals of ITU Member States and ITU-T Sector Members and of the TSAG reports submitted to the assembly * To review the proposals regarding Resolutions and ITU-T A-Series Recommendations and any other document assigned in DT/1 * To review the proposals of Working Group 3A of Committee 3 and submit proposals to plenary (the presentation of proposals related to WG3A will be first made in WG3A, not in Committee 3) * To review the proposals of Working Group 3B of Committee 3 and submit proposals to plenary (the presentation of proposals related to WG3B will be first made in WG3B, not in Committee 3)   **Working Group A of Committee 3 (WG3A)**  Terms of reference:   * To submit to Committee 3 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding * Resolution 1 (Rules of procedure of ITU-T) * Resolution 32 (Strengthening electronic working methods for the work of ITU-T) * Recommendation ITU-T A.1 (Working methods for study groups of ITU-T) * any other item that may be assigned by Committee 3 within its mandate, as required (see DT/1 for details)   **Working Group B of Committee 3 (WG3B)**  Terms of reference:   * To submit to Committee 3 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly regarding collaboration, or any other item that may be assigned by Committee 3 within its mandate, as required (see DT/1 for details).  Committee 4 – ITU-T work programme and organization Terms of reference:   * To submit to the plenary meeting reports including proposals on the programme and organization of the work of ITU-T consistent with ITU-T strategy and priorities, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly. It shall specifically:   i) propose a set of study groups;  ii) review the Questions set for study or further study;  iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;  iv) allocate Questions to study groups, as appropriate;  v) decide, when a Question or group of closely related Questions concerns several study groups, whether:  − to accept the recommendation of TSAG;  − to entrust the study to a single study group; or  − to adopt an alternative arrangement;  vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;  vii) propose the establishment, where needed, of other groups in accordance with Nos. 191A and 191B of the Convention   * To review the proposals regarding Resolutions and ITU-T A-Series Recommendations and any other document assigned in DT/1 * To review the proposals of Working Group 4A of Committee 4 and submit proposals to plenary (the presentation of proposals related to WG4A will be first made in WG4A, not in Committee 4) * To review the proposals of Working Group 4B of Committee 4 and submit proposals to plenary (the presentation of proposals related to WG4B will be first made in WG4B, not in Committee 4)   **Working Group A of Committee 4 (WG4A)**  Terms of reference:   * To submit to Committee 4 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding matters related to * international naming, numbering, addressing and identification resources * Internet domain names and addresses * security * any other item that may be assigned by Committee 4 within its mandate, as required (see DT/1 for details).   **Working Group B of Committee 4 (WG4B)**  Terms of reference:   * To submit to Committee 4 reports including proposals, on the basis of the proposals of ITU Member States and ITU-T Sector Members and the TSAG reports submitted to the assembly, regarding bridging the standardization gap and related Resolutions, WSIS and SDGs (Sustainable Development Goals), and any other item that may be assigned by Committee 4 within its mandate, as required (see DT/1 for details).  Committee 5 - Editorial Committee Terms of reference:   * To perfect the wording of texts arising from WTSA deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union. | ([DT/5 Rev.2](https://www.itu.int/dms_inf/itu-t/md/13/wtsa.16/td/161025/GEN/T13-WTSA.16-161025-TD-GEN-0005!R2!MSW-E.docx))  Chairman of the Assembly: Mr Moktar Mnakri (Tunisia)  Vice-Chairmen of the Assembly:   * Mr Abdullah Al-Mubadal (Saudi Arabia) * Mr Rashid Ismailov (Russian Federation) * Mr Guy-Michel Kouakou (Côte d’Ivoire) * Mr Reiner Liebler (Germany) * Mr Yoichi Maeda (Japan) * Ms Julie Zoller (United States)   **Committee 1: Steering Committee**  Composed of the Chairman of the Assembly (and Chairman of Committee 1) and Vice-Chairmen of the Assembly, and of the Chairmen and Vice-Chairmen of the Committees and Working Groups).  **Committee 2: Budget Control**  Chairman: Ms Weiling Xu (China, People’s Rep.of)  Vice-Chairmen:   * Mr Santiago Reyes-Borda (Canada) * Mr Dietmar Plesse (Germany)   **Committee 3: Working Methods of ITU-T**  Chairman: Mr Steve Trowbridge (United States)  Vice-Chairmen:   * Mr Alexander A. Grishchenko (Russian Federation) * Ms Tran Thanh Ha (Vietnam) * Mr Hassan Talib (Morocco)   **Working Group 3A of Committee 3 (WG3A)**  Chairman: Mr Ahmed Raghy (Egypt)  **Working Group 3B of Committee 3 (WG3B)**  Chairman: Mr Bruce Gracie (Canada)  **Committee 4: ITU-T work programme and organization**  Chairman: Mr Kwame Baah-Acheamfuor (Ghana)  Vice-Chairmen:   * Mr Rodolfo De la Rosa Rábago (Mexico) * Mr José Cabrera (Spain) * Mr Hyoung Jun Kim (Korea, Rep. of) * Ms Umida R. Musayeva (Uzbekistan)   **Working Group 4A of Committee 4 (WG4A)**  Chairman: Mr Fabio Bigi (Italy)  Vice-Chairman: Mr Kaoru Kenyoshi (Japan)  **Working Group 4B of Committee 3 (WG4B)**  Chairman: Mr Jeferson Nacif (Brazil)  **Committee 5: Editorial Committee**  Chairman: Ms Rim Belhaj (Tunisia)  Vice-Chairmen:   * Ms Marie Humeau (United Kingdom) * Mr Miguel Valle del Olmo (Spain) * Mr Tong Wu (China) * Mr Konstantin Trofimov (Russian Federation) * Ms Reham Elmayet (Egypt) | * [All agendas](https://www.itu.int/en/ITU-T/wtsa16/Documents/WTSATime-plan.pdf) * [Time Management Plan (DT/3 Rev.4)](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-WTSA.16-161025-TD-GEN-0003) |

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