International Telecommunication Union

BOOK 2

ITU-T
Telecommunication Standardization Sector of ITU

WORLD TELECOMMUNICATION STANDARDIZATION ASSEMBLY

Florianópolis, 5-14 october 2004

Reports of the Assembly

List of participants
and list of documents

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ITU
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Telecommunication
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FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommu-nications. The ITU Telecommunication Standardization Sector (ITU-T) is a permanent organ of ITU. ITU-T is responsible for studying technical, operating and tariff questions and issuing Recommendations on them with a view to standardizing telecommunications on a worldwide basis.

The World Telecommunication Standardization Assembly (WTSA), which meets every four years, establishes the topics for study by the ITU-T study groups which, in turn, produce Recommendations on these topics.

The approval of ITU-T Recommendations is covered by the procedure laid down in WTSA Resolution 1.

In some areas of information technology which fall within ITU-T's purview, the necessary standards are prepared on a collaborative basis with ISO and IEC.

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World Telecommunication Standardization Assembly

(Florianópolis, 2004)

Book 2

CONTENTS

1 – Organization of the World Telecommunication Standardization Assembly

(Florianópolis, 2004)

1.1 The World Telecommunication Standardization Assembly met in Florianópolis (Brazil) from Tuesday, 5 October to Thursday, 14 October 2004. The meetings were held at the convention center of Florianópolis.

In all, 72 Member States and 48 Sector Members took part in the proceedings. A total of 475 participants attended the meetings.

1.2 Chairman, Vice-Chairmen and Secretary of the Assembly

Chairman:	Mr S. PINHEIRO (Brazil)
Vice-Chairmen:	H.E. Mr D. GROSS (United States)
	Mr A. DE BONO (Malta)
	Mr A. N. SVECHNIKOV (Russian Federation)
	Mr M. FALL (Senegal)
	Mr K. WEN (China)
	Mr N. KISRAWI (Syrian Arab Republic)
Secretary	Mr Y. UTSUMI (Secretary-General, ITU)

1.3 Committees of the Assembly

1.3.1 Committee 1 – Steering Committee

Composed of the Chairman and Vice-Chairmen of the Assembly and of the Chairmen and Vice-Chairmen of the other Committees.

Secretaries of Committee 1	Mr R. SCHOLL
and of the Plenary Meeting:	Assisted by Mr S. TANAKA

1.3.2 Committee 2 – Budget Control

Chairman:	Mr B. GRACIE (Canada)
Vice-Chairmen:	Mr H. MEIERHOFER (Germany)
	Mr V. D. DINH (Viet Nam)
Secretary:	Mr C. SANCHEZ
Assisted by:	Mr T. PEREWOSTCHIKOW

1.3.3 Committee 3 – Working Methods of the ITU Telecommunication Standardization Sector

Chairman:	Mr F. BIGI (Italy)
Vice-Chairmen:	Mr Y. MAEDA (Japan)
	Mr B. KHADIRI (Morocco)
Secretary:	Mr P. ROSA
Assisted by:	Mr G. SEBEK and Mr A. ODEDRA

1.3.4 Committee 4 – Work Programme and Organization of the ITU Telecommunication Standardization Sector

Chairman:	Mr P. MASAMBU (Uganda)
Vice-Chairmen:	Mr J. VISSER (Canada)
	Mr K.-S. PARK (Rep. of Korea)
Secretary:	Mr S. CAMPOS NETO
Assisted by:	Mr M. NIIYA and Mrs T. KURAKOVA

1.3.5 Committee 5 – Telecommunication Network Infrastructure

Chairman:	Mr J.-Y. MONFORT (France)
Vice-Chairmen:	Mr H. BERTINE (United States)
	Mr R. POMPONI (Italy)
	Mr O. GOFAIZEN (Ukraine)
Secretary:	Mrs J. KATONA KISS
Assisted by:	Mr Y.-H. CHOE

1.3.6 Committee 6 – Telecommunication Services and Tariff issues

Chairman:	Mr R. THWAITES (Australia)
Vice-Chairmen:	Mr C. MERCHÁN ESCALANTE (Mexico)
Secretary:	Mr R. HILL
Assisted by:	Mr S. TANAKA

1.3.7 Committee 7 – Editorial Committee

Chairman:	Mrs M.-T. ALAJOUANINE (France)
Vice-Chairmen:	Mr V. AFFLECK (United Kingdom)
	Mr A. FERNANDEZ-PANIAGUA (Spain)
Secretary:	Mr F. CANTERO
Assisted by:	Mr S. TRABULSI and Mr A. PITT

2 – Plenary reports

(Florianópolis, 2004)

Inaugural Ceremony

Tuesday, 5th October 2004, at 1100 – 1140 hours

Chairman: Mr José Leite Pereira Filho (Brazil) (Dean of the Assembly)

Later: Mr Savio Pinheiro (Brazil)

After the playing of the Brazilian National Anthem, **the President of Anatel, Mr Pedro Jaime Ziller de Araújo** welcomed the delegates to the World Telecommunication Standardization Assembly in Florianópolis, Brazil and declared the WTSA open.

Her Excellency the Mayor of Florianópolis, Mrs Angela Amin, greeted the delegates and said that Florianópolis, the capital of Santa Catarina, was delighted to receive the participants of WTSA. She wished that the delegates took home a positive image of the city, its diversity and its natural beauty.

His Excellency the Governor of Santa Catarina, Mr Luiz Henrique da Silveira, welcomed the delegates. He said that today we were living in a new era, the era of knowledge. Information is increasingly democratic, thanks to technologies such as television or the Internet. He expressed his hope that the decisions emanating from this Assembly will also allow the less developed countries to gain better access to new scientific and technological knowledge, a pillar of a just and prosperous society.

Mr Paulo Lustosa da Costa, representing the Ministry of Communications of Brazil, remarked in his welcome address that a democratic society needs universal service. Brazil has made big strides in delivering telecommunication services to its citizens. Today, Brazil has some 60 million fixed lines and 74 million mobile phones. ITU has an important role to play in ensuring that the benefits of telecommunications services are delivered to all people.

The opening speech of **ITU Secretary-General, Mr Yoshio Utsumi,** is given in Annex 1.

Mr Paulo Lustosa da Costa and the **Regional Director of Brazilian Postal Service, Mr José Carlos Amorim**, witnessed by Mr Pedro Jaime Ziller de Araújo and Mr Yoshio Utsumi, launched a stamp commemorating WTSA-04.

Annex 1

Opening Address
Yoshio UTSUMI, Secretary-General
International Telecommunication Union

Honorable Minister,
Distinguished delegates,
Ladies and Gentlemen,

Let me first extend a welcome to all of the delegates and my special thanks to our Brazilian hosts for their warm and gracious hospitality.

It was almost a year ago that 50 Heads of State, along with leaders of industry and civil society, gathered in Geneva for the World Summit on the Information Society.

This Summit, convened by ITU on behalf of the United Nations system, delivered a shared vision of the future of an Information Society for the first time in the history of human kind. The world's leaders unanimously recognized the important role information and communication technologies can play in human development. They also agreed on the basic principles that should govern the coming information society and have committed themselves to closing the digital divide by taking the necessary actions that will bring the benefits of ICTs to all of humanity. The result of this work will be a more just and equitable society.

The Summit also reinforced the central mission of ITU, which for almost 140 years has been to help the world communicate.

While the Declaration of Principles endorsed by the Summit underlined the importance of standardization, it also highlighted a need for ITU to change the way we look at it.

For almost the entire history of the Union, standardization activities remained rather simple. Ever since Alexander Graham Bell showed the world that it was possible to transmit the human voice through electrical impulses, the propagation of the human voice, in the 3.4 KHz range, dictated the nature of our work. Standardization activities were dedicated to establishing agreed protocols that would secure interoperability of networks within this framework.

However, inexpensive methods are being created almost daily that can bridge the differences of protocols between technologies. This has enabled competing protocols, technologies and companies to thrive easily.

And today the telecommunication marketplace is no longer just about the human voice. It's about video images, data transfer, and multi-media interaction between people and even between machines and chips. We are just beginning to understand the potential impact this will have on our society and economy.

The reality of this exciting new world of information and communication technology means ITU must also reexamine the way it looks at its standardization activities.

I believe the most important role ITU can play today is to develop global agreements among all of its stakeholders: governments, operators, manufacturers and users, for the concept of new services which have the potential to form a basic global infrastructure. This is possible because it is only ITU whose membership represents all of the stakeholders necessary to do this work.

Once we have identified and defined these new service specifications, different technologies can then be developed to compete amongst each other for delivery of these services. The industry will play a vital role in developing the technologies that will ensure these services are compatible with the agreements.

We have already made important moves into this area. IMT-2000 is a good example. ITU's definition of IMT-2000 has set the foundation for the development of 3G technologies and networks.

We must never forget the fact that we are the only intergovernmental organization in the world that can bring government and industry together to develop a common agreement on what new communication services are needed.

The proof of this reality is in this room today. Industry and government are both well represented at this Assembly and both remain committed to fulfilling the vision of the Information Society that ITU helped define at our Summit in Geneva.

We must look beyond the tradition of ITU standardization activities. We must prioritize our work by spending more time developing a vision for the communication services that will serve humanity's needs. We must not waste time and resources on what others can do.

I hope that in the days ahead you will rise to this challenge and you will adapt to the mission that ITU-T is expected to play in this fast-changing environment.

I wish you the best success in the tasks that lie ahead and again my thanks for your commitment to our Union.

<center>**First Plenary Meeting**</center>

<center>(Tuesday, 5th October 2004, 1145 – 1240 hours)</center>

Subjects discussed

1) Opening of the meeting
2) Approval of the agenda
3) Election of Chairman of the Assembly
4) Address by Chairman of the Assembly
5) Address by Director of TSB
6) Election of the Vice-Chairmen of the Assembly
7) Establishment of Committees (Structure of the Assembly)
8) Election of Committee Chairmen and Vice-Chairmen
9) Secretariat for Committees of WTSA-04
10) Tribute to deceased delegates
11) General information on the Secretariat and organization of the Assembly
12) Report of the Director of the TSB
13) Allocation of documents to Committees
14) Draft workplan

1 Opening of the 1st Plenary

1.1 ITU Secretary-General, Mr Yoshio Utsumi, announced that according to the Rules of Procedure of Conferences, Assemblies and Meetings of the Union, Brazil has appointed Mr José Leite Pereira Filho as Dean of the Assembly. He invited Mr Pereira Filho to chair the Assembly. Mr Pereira Filho declared open the Assembly.

2 Approval of the agenda

The agenda (OJ/1) was adopted.

3 Election of the Chairman of the Assembly

The Dean of the Assembly announced that Brazil has appointed Mr Savio Pinheiro as Chairman of the Assembly. Mr Pinheiro was elected Chairman of the Assembly by acclamation.

4 Address by the Chairman of the Assembly

The Chairman delivered his address (see Annex 1).

5 Address by the Director of TSB

The Director of TSB delivered his address (see Annex 2).

6 Election of the Vice-Chairmen of the Assembly

The following Vice-Chairmen were appointed by acclamation:

- H.E. Mr David Gross (United States)
- Mr Anthony de Bono (Malta)
- Mr Andrey N. Svechnikov (Russian Federation)
- Mr Makhtar Fall (Senegal)
- Mr Ku Wen (China)
- Mr Nabil Kisrawi (Syrian Arab Republic)

7 Establishment of Committees (Structure of the Assembly)

The Assembly approved the structure of the Assembly and the mandates of committees as given in DT/1 and DT/1 Addendum 1.

8 Election of Committee Chairmen and Vice-Chairmen

The Assembly elected the following Committee Chairmen and Vice-Chairmen by acclamation:

Committee 2 (Budget Control)	Chairman:	Mr Bruce Gracie (Canada)
	Vice-Chairmen:	Mr Hans Meierhofer (Germany)
		Mr Van Dung Dinh (Viet Nam)
Committee 3 (Working Methods of ITU-T)	Chairman:	Mr Fabio Bigi (Italy)
	Vice-Chairmen:	Mr Yoichi Maeda (Japan)
		Mr Brahim Khadiri (Morocco)
Committee 4 (ITU-T Work Programme and Organization)	Chairman:	Mr Patrick Masambu (Uganda)
	Vice Chairmen:	Mr John Visser (Canada)
		Mr Ki-Shik Park (Korea, Rep. of)
		Mr Sherif Guinena (Egypt)
Committee 5 (Telecommunication Network Infrastructure)	Chairman:	Mr Jean-Yves Montfort (France)
	Vice-Chairmen:	Mr Herbert Bertine (USA)
		Mr Roberto Pomponi (Italy)
		Mr Olega Gofaizen (Ukraine)
Committee 6 (Telecommunication Services and Tariff Issues)	Chairman:	Mr Richard Thwaites (Australia)
	Vice-Chairmen:	Mr Carlos Merchán Escalante (Mexico)
Committee 7 (Editorial Committee)	Chairman:	Mrs Marie-Thérèse Alajouanine (France)
	Vice-Chairmen:	Mr Vincent Affleck (UK)
		Mr A. Fernandez-Paniagua (Spain)

9 Secretariat for Committees of WTSA-04

The Secretary-General informed the meeting that the secretariat of the Plenary Meeting and the committees was as follows:

Secretary of the Assembly		Mr Y. Utsumi
Plenary meeting and		Mr R. Scholl
Committee 1 (Steering Committee)	assisted by	Mr S. Tanaka
Committee 2 (Budget Control)		Mr C. Sanchez
	assisted by	Mr T. Perewostchikow
Committee 3 (Working methods of the ITU Telecommunication Standardization Sector)	assisted by	Mr P. Rosa Mr G. Sebek Mr A. Odedra
Committee 4 (ITU-T Work Programme and Organization)	assisted by	Mr S. Campos Neto Mr M. Niiya Mrs T. Kurakova
Committee 5 (Telecom Network Infrastructure)	assisted by	Mrs J. Katona Kiss Mr Y.-H. Choe
Committee 6 (Telecom Services and Tariff issues)	assisted by	Mr R. Hill Mr S. Tanaka
Committee 7 (Editorial Committee)	assisted by	Mr F. Cantero Mr S. Trabulsi Mr A. Pitt

10 Tribute to deceased delegates

The Assembly observed a minute of silence in tribute to the delegates deceased since WTSA-2000 (Document 75 and Addendum).

11 General information on the secretariat and organization of the Assembly

The secretariat informed the delegates about practical aspects of the Assembly.

12 Report of the Director of TSB

The Director of TSB presented Documents 33, 34, 35, 36, 41, 42 and 64. The documents were noted.

Syrian Arab Republic congratulated the Director to his achievements. Syrian Arab Republic suggested to cover in future explicitly the collaboration of ITU-T Study Groups with ITU-D Study Groups in the Director's report. Syrian Arab Republic also requested the Director to promote the interests of developing countries in SDO (Standards Developing Organizations) collaboration meetings such as the GSC (Global Standards Collaboration).

13   Allocation of documents to Committees (Document DT/3)

The allocation of documents (DT/3) was presented. Interventions were made regarding:

- Document 72: Syrian Arab Republic said that Document 72 was attributed to Committee 6 and requested to make a presentation of Document 72 in the Plenary. It was decided to have it first discussed in Committee 6 and then bring back the results to the Plenary.

- Document 44: Viet Nam suggested to discuss the document not only in Committee 3 but also in Committee 4. It was decided to leave it up to Committee 3 to forward the document to Committee 4.

- Document 59: The Russian Federation said that the proposal contained in document 59, assigned to Committee 3, will have financial implications and that it would therefore also need to be discussed in Committee 2. It was decided that first Committee 3 discuss the document and, if it deems so, forward the document to Committee 2.

The allocation of documents as outlined in DT/3 was herewith approved.

14   Draft work plan (Document DT/2)

The draft work plan contained in Document DT/2 was approved.

Annex 1

Address to the
First Plenary of the WTSA-04
Florianópolis, Brazil, 5 October 2004
by
Savio PINHEIRO,
Chairman of WTSA-04

Ladies and Gentlemen,

It is a great honour for me to accept the presidency of this World Telecommunication Standardization Assembly. I am grateful for the confidence that has been placed in me, and assure you that I will do my utmost to ensure the success of the assembly. I am, of course, not unaware of the great difficulties that lie ahead of us.

We are faced with a number of challenges: on the one hand, those that arise every four years and have to do with the restructuring and working methods of ITU's Standardization Sector; and, on the other hand, those arising from the advances made in the field of telecommunications, the fruit of human ingenuity, with their far-reaching social, economic, technological and political repercussions.

I have had much to do with the work of ITU over a period of some two and a half decades. During this time I have had the opportunity to participate, both as a delegate and as head of the Brazilian delegation, in almost all of the major ITU events. I have also faced the challenge of chairing a conference, the preparatory meeting for the 1995 World Radiocommunication Conference (CPM-95), various committees and countless working groups dealing with quite sensitive and critical issues on the agendas of numerous world and regional conferences. I see in this room several companions from difficult and memorable days with ITU.

The problems that permeate today's world, marked as it is by increasing relativism, are taking us further towards a situation of disunion. However, telecommunications, in the original and today essential sense of the word, have the potential for bringing people together, fostering dialogue and favouring the social and economic development of peoples.

Ladies and Gentlemen,

We have less than two weeks in which to discuss and resolve the issues that are set forth in the agenda of this assembly. Hard work and mutual understanding are the instruments that will enable us to achieve success. Indeed, decision-making by consensus has from the very outset shown itself to be an essential component of ITU's work. And this is how it must continue to be, in order that ITU, and its Standardization Sector in particular, can maintain their pre-eminent position in the new world that is emerging and remain fully capable of providing the Member States with the service they require.

Thank you very much.

Annex 2

Address to the
First Plenary of the WTSA-04
Florianópolis, Brazil, 5 October 2004
by
Houlin ZHAO,
Director of TSB

Excellencies,
Mr Chairman,
Distinguished Delegates,
Ladies and Gentlemen,
Dear Friends,

Good morning

First of all, on behalf of the TSB and myself, I welcome you to this World Telecommunication Standardization Assembly. I am very pleased to see my old friends, not associated with their ages, as well as many new friends. I would like to express my sincere thanks to the Brazilian Government and ANATEL for having invited us to Florianópolis to hold this Assembly. You may know that the CICG building in Geneva, the place where ITU holds its conferences is now closed for one year for internal construction work. ITU was informed of this plan two years ago. I was then advised that we could use the CICG building for this Assembly during early September only, which was almost impossible for us to accept, bearing in mind that I did not know at that moment that the last TSAG meeting had to be delayed from June to July, due to the late holding of the ITU Council-2004. The invitation from Brazil reached TSB just one week before PP-02. I was more than pleased to accept their invitation. I was glad that PP-02 unanimously accepted this invitation. I believe we did the right thing.

Now, I would also like to express my sincere thanks and congratulations to Mr Pinheiro, Chairman of the Assembly. Mr Pinheiro has a very rich experience in ITU activities. He is well known for his leading skills, his efficiency and personality. I was informed that he once chaired an ITU evening meeting, not an ITU-T meeting, up to very early the next morning. I do not think we will test him this time with that scenario. I am confident that, under his leadership, this Assembly will prove to be another success. Mr Chairman, let me assure you of the full support of the TSB, as well as that of ITU, working as a team for WTSA-04.

With the liberalization of the telecoms market, the rise of the Internet, the booming globalisation of mobile technologies, and the speed with which new technologies are being developed, ITU-T had to change in order to stay a pre-eminent standards organization. During the last four years, ITU-T has successfully applied a new set of working methods and approval processes. ITU-T has strengthened its efforts to cooperate with other Standards Developing Organizations (SDOs) and Forums. ITU-T has increased its presence in the Regions, particularly in the developing countries. Following the ITU Strategic Plan, ITU-T has made efforts to promote its work.

In December 2003, I convened a meeting of Chief Technology Officers (CTOs), in Geneva, as a side event to the World Summit on the Information Society. Despite their heavy schedule at the end of that year, around 90 CTOs and their supporting staff from active industry members of ITU-T participated in the meeting. Attendees agreed on some defining principles for future generation Information and Communication Technologies. Please allow me to share with you the statement of the meeting which reads, word by word:

1) We have growing confidence that the telecomms industry is emerging from a tough period.

2) This is being driven by the market pull for services that come from a real convergence of the information, computing and telecomms technologies around a converged architecture.

3) This demands a coherent framework for standard development.

4) ITU is in a key position to facilitate the overall framework and the globalisation of standards because of:

   a) its global reach;

   b) its traditional relationship with telcos and vendors;

   c) its links to governments.

5) ITU must cooperate with other standards bodies and a variety of fora.

I thank them for their valuable support to ITU. I certainly agree with them that the tough period of ICT is now passed. But I would like to say and I can say, which they did not want to do when they were in Geneva last December, that the Spring of ICT is coming, as we gather together now in Brazil.

Ladies and Gentlemen, The World Summit on the Information Society (WSIS) held its first phase in Geneva from 10 to 12 December 2003, and stated that "Standardization is one of the essential building blocks of the Information Society" (introductory sentence to Paragraph 44 of the WSIS "Declaration of Principles"). The WSIS "Declaration of Principles" further highlighted international standardization as one of the core competences of ITU in the fields of Information and Communication Technologies (ICT). During the next 8 working days, we will discuss many issues which are important for the future of the ITU Standardization Sector. I hope, this WTSA will create a new environment which not only provides ITU with a new set of working methods, but more importantly, provides an environment in which Member States, Sector Members and other ICT players, will all enjoy working. The future of ITU Standardization work is in your hands. I am sure that with your enthusiastic spirit to maintain ITU's pre-eminent role, you will do your best to contribute to the success of this Assembly.

Finally, I would also like to express my sincere thanks to the ITU-T Study Group management teams, the TSAG management team, the experts, my colleagues in TSB, and the ITU staff, for their contribution and efficient co-ordination in preparing this Assembly. Once again, I extend my sincere thanks to our host.

I wish you a very successful meeting and a very pleasant stay in Florianópolis.

Thank you for your attention.

Second Plenary Meeting

Friday, 8 October 2004, from 1600 – 1715 hours

Subjects discussed

1   Consideration and approval of the report of Committee 5

2   Oral progress reports by committee chairmen (Committees 2, 3, 4, 6)

3   Report of the first meeting of Committee 7

4   Report of the Cybersecurity Symposium

1   Consideration and approval of the report of Committee 5

1.1   The Chairman of Committee 5 presented the report of Committee 5 (Document 92). Committee 5 had examined the reports of Study Groups 4, 5, 6, 9, 11, 12, 13, 15, 16 and 17, and SSG. Committee 5 completed its work in two sessions and does not need its third session.

1.2   The Plenary approved the continuation of ICG-SAT (Intersector Coordination Group on Satellite Matters).

1.3   The Plenary approved Recommendation Y.1271 as contained in Document 73, modified in accordance with Annex A to the report of Committee 5 (Document 92).

1.4   Regarding Resolutions 101, 102 and 130, Syrian Arab Republic said that it could return to them in Plenary at an appropriate time, pending the status of its proposed resolutions on those topics.

1.5   The report of Committee 5 (Document 92) was approved.

2   Oral progress reports by committee chairmen

The Chairmen of Committees 2, 3, 4 and 6 presented oral progress reports.

2.1   Committee 2 had completed two of its three meetings and made substantial progress, and would thus need only half the time allocated to its third meeting. At WTSA-04, in addition to its traditional responsibilities as a budget control committee, the terms of reference of Committee 2 had been expanded to include the development of preliminary views on the ongoing process of designing and implementing a results-based budgeting system and on a prototype for linking strategic, financial and operational planning. The two resolutions under § 3 below form part of the work of Committee 2.

2.2   Committee 3 had issued two reports concerning its first two meetings (Documents 86 and 89). The Chairman expressed his wish that enough time should be allocated to Committee 3 the following week to enable it to complete its work, given the workload assigned to it at WTSA-04.

2.3   Committee 4 had had four sessions so far. The structure of the study groups had been approved in all cases except Study Groups I (13) and L (11). Furthermore, the mandates of most of the study groups had been agreed; still pending were those of SG I (13), SG L (11) and SG M (2). The texts of Questions had also been agreed for the most part, with further consultations necessary in the case of SG I (13), L (11) and M (2). In addition, the allocation of TDR work needed to be discussed. A resolution on cybersecurity had been agreed upon in principle, as had a resolution on regional groups to spread information to developing countries.

2.4   Committee 6 had completed the presentation of the reports of Study Group 2 and Study Group 3, and was now focusing on the ten or so proposals that had been forwarded, most of them relating to Study Group 2. The information would be made available to Committee 4, which would be working over the weekend on the mandate of SG M (2). Committee 6 was scheduled to have a third and final meeting on Monday and was likely to complete its work in the time allocated to it.

3   Report of the first meeting of Committee 7

3.1   The Chairman of the Editorial Committee (Committee 7) presented the committee's first report (Document 91), pointing out that, except for the two resolutions below, no other texts had thus far been submitted to Committee 7, making the likelihood that it would complete its work almost impossible. The Chairman appealed to the various committees to forward their texts to Committee 7 as speedily as possible.

3.2   The Chairman of the Assembly asked for approval of draft revised Resolution 34 "Voluntary contributions." Syrian Arab Republic mentioned that it would like to see a reference in Resolution 34 to a resolution put forward by the Arab Group that was still being dealt with by Committee 3.

The Plenary approved draft revised Resolution 34 "Voluntary contributions", with the proviso that text may be added regarding the resolution still being dealt with.

3.3   The Plenary approved draft new Resolution [A] "Implementation of results-based budgeting – the impact on planning in ITU-T".

The following editorial changes were agreed:

–   Remove the reference to Document C04/42.

–   In *considering further*, put "i)" and "ii)" on separate lines.

4   Report on the Cybersecurity Symposium

The Chairman of the Steering Committee of the Cybersecurity Symposium presented Document 88.

Mexico agreed with the report but mentioned that it had made the point at the Symposium that cybsersecurity should not be an option that the user has to pay for but should be built in as an integral part of the entire package.

Syrian Arab Republic recommended that the resolution on cybersecurity should refer, in its *considering* part, to the cybersecurity report.

The United States supported the report and stated that the remarks by any delegation should not be considered as an opinion of the Assembly unless explicitly endorsed by the Assembly.

Brazil expressed its thanks to the Canadian Government, which had first put forward the idea of a Cybersecurity Symposium to be held in conjunction with WTSA-04, and recommended that every workshop should have an output such as that report.

Third, Fourth, Fifth Plenary Meetings

Wednesday, 13 October 2004, from 1100 to 1200 hours and from 1430 to 1700 hours
Thursday, 14 October 2004, from 0900 to 1115 hours

Subjects discussed

1   Consideration and approval of the reports of the Plenary

2   Consideration and approval of the report of Committee 2

3   Consideration and approval of the report of Committee 3

4   Consideration and approval of the report of Committee 4

5   Consideration and approval of the report of Committee 6

6   Consideration and approval of the reports by Committee 7 (Editorial Committee)

7   Appreciation of Study Group Chairmen of past study groups

8   Appointment of new Study Group Chairmen and Vice-Chairmen

1   Consideration and approval of the reports of the Plenary

The Assembly approved the report of the inaugural meeting and first Plenary Meeting (Document 103) and the report of the second Plenary Meeting (Document 104).

2   Consideration and approval of the report of Committee 2

The Assembly approved the report of Committee 2 (Document 106).

3   Consideration and approval of the report of Committee 3

The Assembly approved the report of Committee 3 (Document 128), taking into account the following two comments by Syria: (1) in section 1.4 "Definitions of consensus", the text "and supplements" be added to read "Proposals were presented to modify the Rec. A.8 and A.13 and supplements regarding the number of Member States that could oppose the approval of Recommendations"; (2) the section 1.6 "Developing Countries" to read "Developing Countries' needs". In addition, it is understood that in section 1.6, "Developing countries" also includes least developed countries and economies in transition.

The Assembly approved the following new Resolutions:

•   Resolution [B], "Regional preparations for world telecommunication standardization assemblies" (Document 122)

•   Resolution [C], "Bridging the standardization gap between developing and developed countries" (Document 127) with some editorial changes.

•   Resolution [D], "Effective coordination of standardization work across study groups in ITU-T and the role of TSAG" (Document 126)

•   Resolution [R], "Creation of regional groups" (Document 127)

- Resolution [S], "Mainstreaming gender in ITU-T activities." (Document 122)

  While South Africa acknowledged that there is merit in the Resolution, it said that the Resolution did not go far enough in empowering women and that it therefore did not support this Resolution. According to South Africa, in particular the part "invites the Director of TSB … to encourage Member States and Sector Members to contribute to meeting gender-equality objectives through participation of qualified women and men in standardization activities as well as in leadership positions" nullifies the resolution. Instead, a concerted effort to empower women needs to be embarked upon.

- Resolution [Q], "Establishment of a seminar and workshop coordination committee" (Document 123)

  Syria, Egypt, Jordan and Lebanon proposed that Brazil should chair the new group.

The Assembly approved to delete Resolutions 36, 37 and 39.

The Assembly approved the revised Resolutions:

- Resolution 1, "Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T)" (Document 125)

- Resolution 7, "Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC)" (Document 121)

- Resolution 11, "Collaboration with the Postal Operations Council (POC) of the Universal Postal Union (UPU) in the study of services concerning both the postal and the telecommunication sectors" (Document 121)

- Resolution 17, "Telecommunication standardization in relation to the interests of developing countries" (Document 127):
  - The Assembly agreed that "resolves 4 [to provide free access to all ITU-T electronic recommendations for all administrations of developing and least developed countries]" be removed from the text as all member states already have been offered free access to ITU-T Recommendations since January 2001.
  - The Assembly agreed that the particular reference "especially African countries" in "noting" be deleted.

- Resolution 22, "Authorization for TSAG to act between WTSAs" (Document 127):
  - Editorial changes were agreed.
  - Syria requested that it be noted in this report that the Arab Group didn't agree with the term "market needs". Brazil supported Syria.

- Resolution 26, "Assistance to the regional tariff groups" (Document 121).

- Resolution 32, "Strengthening electronic working methods for the work of ITU-T" (Document 113)

- Resolution 33, "Guidelines for ITU-T strategic activities" (Document 122).

  Syria and the United States said that Committee 3 agreed to include the following statement in the report of the plenary, as it was not agreed to put this text in the Resolution: "[the TSB Director should] continue participation in the Global Standards Collaboration (GSC) meetings with the objectives of enhancing the process of global telecommunications standardization in the ITU and reflecting, among other interests, the strategic interests of developing countries in such standardization."

- Resolution 35, "Appointment and maximum term of office for chairmen and vice-chairmen of ITU-T Study Groups and of the Telecommunication Standardization Advisory Group (TSAG)" (Document 114).

  The following discussions took place regarding Annex B, "Qualifications of chairmen and vice-chairmen":

  – The following change was agreed: delete the word "paramount" in the paragraph starting with "As regards competence, …"

  – There was discussion on whether the word "appropriate" in "… there should be an appropriate representation of chairmen and vice-chairmen from developing countries" should be changed to "proportionate." The decision was to keep the word "appropriate."

- Resolution 38, "Coordination among ITU-T, ITU-R and ITU-D for IMT-2000 activities" (Document 121) with editorial changes.

- Resolution 40, "Regulatory aspects of ITU-T work" (Document 122).

The Assembly approved the revised Recommendations:

- Recommendation A.2, "Presentation of contributions relative to the study of Questions assigned to ITU-T" (Document 112)

- Recommendation A.8, "Alternative approval process for new and revised Recommendations" (Document 112)

  A long discussion took place on whether to make changes to Resolution A.8, section 5.4, on the number of member states necessary to oppose the approval of a Recommendation that does not have regulatory impact (i.e., those in AAP). The Chairman of the Assembly proposed a compromise solution that was not based on any of those submitted by administrations. The Chairman's proposal was that (1) two Member States are required to oppose the approval; (2) TSAG be tasked to review the process and, if necessary, revise it.

  The Assembly accepted the compromise solution.

- Recommendation A.11, "Publication of ITU-T Recommendations and WTSA proceedings" (Document 113)

- Recommendation A.12, "Identification and layout of ITU-T Recommendations" (Document 113)

- Recommendation A.7, "Focus Groups: Working methods and procedures" (Document 126)

- Recommendation A.1, "Work methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)" (Document 130)

The Assembly approved to maintain the following Resolutions:

- Resolution 18, "Principles and procedures for the allocation of work to, and coordination between, the Radiocommunication and Telecommunication Standardization Sectors"

- Resolution 31, "Admission of entities or organizations to participate as Associates in the work of ITU-T."

The Assembly approved to maintain Recommendations A.4, A.5, A.6, A.9 (for further review by TSAG how A.9 could apply to all study groups), A.13 and A.23.

4 Consideration and approval of the report of Committee 4

The Assembly approved the report of Committee 4 (Document 120).

The Assembly approved the new study group structure. This includes the following approvals:

• The proposal of the Chairman of the Assembly on NGN studies (Document 118) as follows:

Study Group 13: WTSA-04 endorsed the mandate found in Doc.118. The WTSA-04 Plenary also endorsed the allocation of Question found in Doc.118, namely: Q.A/13 to D/13, E1/13, F/13 to K/13, A/17, B/17, C1/17. It was also decided that SG 13 will become the parent study group for the NGN Focus Group, and will decide the future of NGN-FG. Further, SG 13 will:

  • Develop Recommendation(s) in conjunction with SG 11 on signalling requirements for NGN. The following two documents will therefore be moved from SG 11 to SG 13:

    – Technical Report High level Functional Requirements for Packet-based Network Control Architecture.

    – Technical Report TRQ. 2840 – Signalling requirements to support IP telephony.

  • Plan the release of NGN Recommendations,

  • Coordinate NGN-related activities across study groups

The relationship between the SG 13 and other SGs was clarified.

  • Based on the Recommendations developed by SG 13, other SGs develop detailed Recommendations as necessary.

  • SGs 13, 2, 11 and 19 form a joint coordination activity to coordinate core NGN studies and involve other SGs, as necessary, e.g. SGs 4, 9, 16 and 17.

  • SG 13 should strongly coordinate with SG 11 and SG 19 for fixed and mobile convergence aspects. SGs 13, 11 and 19 form a joint management activity to decide to hold co-located SG meetings, Joint WP meetings, Joint Rapporteur group meetings, etc.

  • Within two years, TSAG will review the necessity of further restructuring of SGs

Study Group 11: The title of SG 11 is "*Signalling requirements and protocols*". The Assembly endorsed the allocation of Questions found in Document 118, namely Q.A/11 to G/11 plus the new Question H/11 entitled "Protocol Test Specifications for NGN" (text found in Document 119). SG 11 will contribute to the studies of SG 13 on the signalling requirements for NGN from the viewpoint of detailed technology, based on the requirements developed by SG 13, as will be the case for other SGs in their respective areas of study.

• Modified Question A/2 and new Question H/11 (Document 119)

• When approving the allocation of Questions and the general mandate of study groups, the Arab Group will ask for adjustment to one Question on NGN and for the NGN project description at the upcoming meeting of Study Group 13

• Allocation of Question H/11 (Document 119)

• Resolution 2, "Study group responsibility and mandates" (Document 124)

The Assembly approved to forward the proposal contained in Document 65 and its Add.1 on a study group on Information Society to ITU Council, Working Group on WSIS, TSAG and the Bureaux of ITU-T and ITU-R for further consideration.

The Assembly approved to forward Document 110 "Increasing focus on NNAR for NGN on Q.A/2" to SG 2 for further consideration.

The Assembly approved new Resolution L, "Cybersecurity" (Document 114). The following editorial change was agreed: delete "[decisions]" in "recognizing further".

5 Consideration and approval of the report of Committee 6

The Assembly approved the report of Committee 6 (Document 116).

The Assembly approved the following new Resolutions:

- Resolution F on countering spam by technical means (Document 101)
- Resolution P on combating spam (Document 114)

    Syria, Egypt, Jordan and Lebanon suggest that Council study the possible use of an MoU in accordance with Resolution 100 of PP-02 ("Role of the Secretary-General of ITU as depositary for memoranda of understanding").

- Resolution N, "Internationalized Domain Names" (Document 115)
- Resolution O, "ENUM" (Document 115)
- Resolution M, "Country Code Top Level Domain Names" (Document 115)
- Resolution G, "ITU-T contribution to Council Working Group on WSIS" (Document 115)

    The resolution resolves to establish a short-lived group for the purpose of providing the first meeting of the Council Working Group on WSIS in 2005 with a definition relevant to the technical aspects of the telecommunication networks used by the Internet. Syria suggested that Mr Pinheiro chair this group, and the meeting agreed. Mr Pinheiro accepted.

The Assembly approved to delete Resolution 41, "Accounting rate principles for international telephone services".

The Assembly approved the revised Resolutions:

- Resolution 20, "Procedures for allocation and management of international telecommunication numbering, naming, addressing and identification resources" (Document 115)
- Resolution 29, "Alternative calling procedures on international telecommunication networks" (Document 115)

6 Consideration and approval of the reports of Committee 7

The Chairman of Committee 7, the Editorial Committee, suggested that an additional meeting of the Editorial Committee take place in Geneva right after WTSA-04 to do a last editorial review of the various Resolutions and Recommendations because Committee 7 had to operate under strong time pressure. The suggestion was appreciated by the Assembly.

The Director of TSB confirmed that the Resolutions and A-Series Recommendations would be translated in all six ITU languages.

Syria requested that important Resolutions and A-Series Recommendations be made available to the first meeting of the respective study groups.

When references are made to developing countries in any of the Resolutions or A-Series Recommendations, Russia would like to see the term "economies in transition" added, and Tanzania the term "least developed countries".

7 Appreciation of Chairmen and Vice-Chairmen of past study groups

The Director of TSB, Mr Houlin Zhao, presented the certificates of appreciation to the Chairmen of the study groups of the Study Period 2001 – 2004.

8 Appointment of Chairmen and Vice-Chairmen of study groups

The Assembly appointed the Chairmen and Vice-Chairmen for the Study Period 2005-2008 (Document 133).

Closing Ceremony

Thursday, 14 October 2004, from 1200 to 1250 hours.

Various delegations paid tribute to the Chairman, who had guided the work of the Assembly with great skill, enabling all of its objectives be attained. They expressed their gratitude to the Director of TSB, the Secretary of WTSA-04 and all the officials and staff from ITU and hoped for the success of the planned activities for the forthcoming study period. They also thanked the Brazilian hosts for the wonderful local arrangements in the Brazilian style. They underlined that all Members had worked hard in the spirit of multilateral cooperation which makes the force of ITU.

The Chairman expressed thanks for the kind words addressed by the Members and he reiterated his thanks to the Vice Chairmen of the Assembly who assisted him during the Assembly.

The Director of the Telecommunication Standardization Bureau delivered the address reproduced in Annex 1, and presented the Chairman of the Assembly with a certificate of appreciation.

The Deputy Secretary-General delivered the address reproduced in Annex 2 and presented the Chairman with a souvenir gift as a token of his appreciation.

Mr Leite, on behalf of the Government of Brazil and ANATEL, delivered the address reproduced in Annex 3.

The Chairman declared the World Telecommunication Standardization Assembly (Florianópolis 2004) closed.

Annex 1

Address by the Director of the Telecommunication Standardization Bureau

Mr Chairman,
Distinguished Delegates,
Ladies and Gentlemen,

After 8 days of hard work, WTSA-04 will soon come to an end. I am very pleased to see you all at this closing plenary.

The tasks of this Assembly were not easy to complete. At the beginning of the Assembly, opinions on structure, working methods, and other subjects were so widely divided that it seemed that reaching agreement on everything was going to be very difficult.

I was advised that we might have to prepare for a vote process, or several rounds of voting during this WTSA. The WTSA has never used votes to fix its problems in the past. I do not wish to see this WTSA set up a precedent. The strong will to strengthen the role of ITU and the good spirit of compromise demonstrated by our Delegations suggests that we should be able to find solutions without using votes. Therefore, I kept telling people that we do not need a vote.

I am very pleased that in the end we managed to reach our agreements by consensus. I believe that with the agreed new tools, resolutions, decisions and guidelines, ITU-T will become more efficient and much stronger. WTSA-04 will have its position in ITU history. I would like to express my sincere congratulations and my heartfelt thanks to all of you.

Mr Chairman, I would like to take this opportunity to express my sincere thanks to you. I believe our delegates would support my saying that good chairmanship guarantees the success of the meeting. I was convinced at the time your chairmanship was proposed last year, that with your leadership skills and your good knowledge of ITU, you would be a very good chairman for WTSA-04. You spent a great deal of your time and energy trying to understand the different opinions of our members ahead of WTSA, during the last two TSAG meetings, and the last meeting of the Study Group Chairmen. During this meeting, your personal effort working with the Chairmen of the Committees and with delegates greatly helped the development of the Assembly. I certainly won't forget your chairmanship of WTSA-04. I would like to present to you a special gift. Please accept it as a reminder of your time with all your friends of the ITU family.

Ladies and Gentlemen, I would like to take this opportunity to express my thanks to the Vice Chairmen of the Assembly, the Chairmen and the Vice-Chairmen of the 6 Committees, and to the Chairs of the ad hoc groups and the informal groups that helped develop draft texts for adoption by the Assembly.

Please let me also take this opportunity to express my appreciation and thanks to my colleagues in TSB, BR, BDT and Regional Offices, as well as in other Departments of ITU, who have worked very hard for this Assembly. I would also like to thank the interpreters and translators both in Florianópolis and in Geneva, and all those who worked hard towards the smooth running of this Assembly.

Last but not the least, it gives me great pleasure to express my thanks to our Brazilian hosts for the wonderful job they have done for us. This was especially highlighted by their work to improve the network connectivity, working overnight to lay cables and improve the wireless LAN in the first week. This greatly assisted our meetings. I also noted with thanks the enthusiastic services of the supporting and voluntary staff. Special thanks must also go to Mr Leite, Director of Anatel, and his collaborators. Mr Leite not only opened this Assembly as the Dean, and came to join us at this closing plenary, but is also the key person who coordinated within Anatel to provide the invitation for this Assembly and who spared no effort to make it a big success. Thank you very much, Mr Leite. Again, my sincere thanks to the Brazilian Government, the Local Authority here in Florianópolis, Anatel, and the staff of the host organization.

Ladies and Gentlemen, the meeting is over soon. Let us bring the results and the spirit of the Assembly home and take action accordingly. Let us continue to work together for the future of ITU!

I wish all delegates a safe journey back home.

Thank you for your attention.

Annex 2

Address by the Deputy Secretary-General

Ladies and Gentlemen,

This WTSA has seen much intense deliberation. But this is the nature of the complicated task that we have before us. We have always to expect that there will be some difference of opinion. The fact that we have resolved these issues is testament to the value and power of ITU as an able architect of the standards that underpin the world's communications networks.

The confident chairmanship of this WTSA has ensured that we have made significant strides towards the further development of the information society.

My thanks go to you all for your hard work in the various committees and ad hoc groups.

Our Brazilian hosts did their utmost to help us all make the most of our time in Florianópolis, I am extremely grateful to them for their help. My thanks, too, goes to all of the ITU staff, who once again proved that they are our greatest asset.

Thanks to your able guidance, Mr Chairman, and your confident leadership, patience and humour we have been able to steer a clear course through some turbulent waters.

For this I commend you, and would like to give you the ITU medal, a token of esteem and our great appreciation of your work.

Annex 3

Address on behalf of the Government of Brazil and ANATEL
by Mr José Leite Pereira Filho
Member of the Board of Directors, ANATEL

Mr Blois, ITU Deputy Secretary-General
Mr Zhao, TSB Director
Mr Pinheiro, WTSA-04 Chairman
Ladies and Gentlemen,

At the time we close this World Telecommunications Standardization Assembly WTSA-04 and try to visualize the concrete outcome of the debates carried out here, it may appear, superficially, that these results were easily arrived at. Quite on the contrary, it is relevant to recognize that the path you went through was very laborious, requiring unselfishness, comprehension and an overwhelming disposition of cooperation of all those who took part in the presentations, discussions, and negotiations. Let us not underestimate, therefore, the efforts that have been done in the meeting rooms and outside. They were essential to the successful outcome of this Assembly, because consensus is the key concept of ITU.

Among the various important decisions taken by this Assembly, I am particularly glad to mention two of them.

First, this Assembly made a great step forward in establishing a Study Group to deal with Next Generation Networks, based on a compromise package negotiated by the Chairman of the Assembly, allowing the work to begin immediately on this topic, with the possibility of, within two years, reviewing the necessity of further Study Group restructuring.

Second, I would also like to stress the approval of a new resolution with the purpose of bridging the standardization gap between developing and developed countries, coupled with a detailed action plan for the implementation of Resolution 123 of the 2002 Plenipotentiary Conference in Marrakesh.

Concerning the objectives of the Assembly, as a whole, I see that the general feeling is the one of "mission accomplie". I am confident to state that this Assembly met the expectations of ITU-T members, including sector members, grasping this unique opportunity to review ITU's structure and working methods for the next study period. Indeed, this Assembly enabled the ITU Standardization Sector to closely follow the never ending breakthroughs of the technological sector.

Ladies and Gentlemen,

The Assembly is coming to a close. It is time now for congratulations.

Let me first congratulate every Member state and sector member present to this Assembly. Every one of you played an important role in the results achieved by this Assembly.

I am also very pleased to express my special thanks to the Chairman of the Assembly, Mr Pinheiro, for the way he led WTSA-04, including the holding of informal meetings in search of compromise solutions and consensus. I believe this facilitated the works, and allowed for its completion within the allotted time framework. My special thanks equally to the committees and working group chairmen for their precise and stiff coordination done.

Last but not the least, I would like to give special thanks to those responsible for the organization and logistics of this Assembly in Florianópolis. The ITU and the Brazilian staffs in charge of the infrastructure of this event have been engaged, for more than one year and a half, in preparing this meeting, taking care of every detail to assure the smooth execution of the work of the Assembly. And I understand these persons gave their best efforts and did a wonderful job.

Ladies and Gentlemen,

The time of departure has sounded. I wish to all of you a safe trip back to your countries and to your families.

Thank you very much.

3 – Committee reports to the plenary

3.1 – Report by Committee 2
(as approved by the Assembly)
Budget Control Committee

1   General

The Budget Control Committee held three meetings during the World Telecommunication Standardization Assembly (WTSA-04) under the Chairmanship of Mr B. Gracie (Canada) assisted by Mr H. MEIERHOFER Germany) and Mr V.D. DINH (Vietnam) and considered the issues arising from its terms of reference.

2   Terms of reference

The revised terms of reference were presented and approved (Document 82).

3   Agreement between the National Telecommunication Agency of the Federative Republic of Brazil and ITU

3.1   In accordance with Resolution 77 of the Plenipotentiary Conference (Rev. Marrakesh), Resolution 5 of the Plenipotentiary Conference (Kyoto, 1994) and Resolution No. 83 (amended) of the ITU Council concerning the organization, financing and liquidation of the accounts of ITU conferences and meetings, the National Telecommunication Agency of the Federative Republic of Brazil and the ITU concluded an agreement concerning the organization, holding and financing of the World Telecommunication Standardization Assembly (WTSA-04).

3.2   The Budget Control Committee took note of the agreement (Document 66) and warmly thanked the National Telecommunication Agency of the Federative Republic of Brazil for the very good organization and facilities provided for the conference.

4   Financial responsibilities of conferences

The attention of the Budget Control Committee was drawn to Article 34 of the Convention of the International Telecommunication Union (Geneva, 1992), concerning the financial responsibilities of conferences (Document 55). It was pointed out that a similar provision was provided in Article 18 of the Constitution.

5   Financial contribution of organizations of an international character and Sector Members to the expenses of the Assembly

5.1   The Committee took note of the amount that non-exempted international organizations and Sector Members (other than ITU-T Members) would have to pay to defraying the expenses of the Conference (Document 57).

5.2	As at 12 October 2004, no organization nor any Sector Member has been registered so far.

# 6	Budget of the World Telecommunication Standardization Assembly (WTSA-04)

At its 2003 additional session, the Council approved by Resolution 1213 the budget of the World Telecommunication Standardization Assembly (WTSA-04) for the biennium 2004-2005, amounting to CHF 1 027 000, of which CHF 461 000 are foreseen for documentation (Document 56).

# 7	Estimate of the expenditure of the World Telecommunication Standardization Assembly (WTSA-04) as at 11 October 2004

The expenditure of the WTSA-04 as at 11 October 2004 shows a positive balance of CHF 49 000. This amount could cover overtime for which no provision had been made (Document 105 and Annex 1 to this Report).

# 8	Report on ITU-T expenditure during the Study Period 2001-2004 and estimated financial needs up to WTSA-08

8.1	Having examined the Report on ITU-T expenditure during the Study Period 2001-2004 and estimated financial needs up to WTSA-08 (Document 36) in conformity with the terms of reference of Committee 2 (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), it was explained that such estimates were made on the basis of maintaining the same level of activity as for the 2001-2004 study period. In so doing, the limits on expenditure and on the value of the contributory unit, as established by PP-02 pursuant to Decisions 5 and 6, were maintained. It is recognized, however, that new limits established by PP-06 will need to be factored into the equation.

8.2	In light of the above, it was recognized that WTSA Resolution 1 (Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T)) needed to reflect in all respects the decisions of the Plenipotentiary conference as well as other instruments such as the Financial Regulations insofar as budgetary matters are concerned. Accordingly, in WTSA-04 Document 79, a proposed modification to Resolution 1, Section 5 (Duties of the Director), sub-sections 5.3 and 5.4 was presented in Document 79 and agreed on (See Document 94, Annex 3). Consequently, Section 1 of Resolution 1 (Rules and procedures of the ITU-T Sector) was amended (Document 97).

# 9	Review of current financial management issues in ITU

9.1	The WTSA, having agreed to expand the mandate of Committee 2 "to develop, consistent with the WTSA work programme, preliminary ITU-T proposals into the ongoing process of designing and implementing a results-based budgeting system and a prototype for linking strategic, financial and operational planning", addressed this point in Committee 2.

9.2   It was explained that the principal rationale for considering issues associated with the implementation of results-based budgeting was to provide an opportunity for the T-Sector membership at the Assembly to input into the process, particularly with respect to the identification of main features of a results-based budgetary system. These features, evolving around the concept of aligning resources behind results, include the following:

•   Programme formulation and resource justification involves a set of pre-defined objectives, expected results, outputs, inputs and performance indicators which constitute a "logical framework";

•   Expected results justify resource requirements which are derived from, and linked to, outputs to be delivered with a view to achieving such results; and

•   Actual performance in achieving results is measured by pre-defined performance indicators.

9.3   In the ITU context, the main impetus for the implementation of results-based budgeting can be found in Resolution 107 (PP-02 Rev. Marrakesh) which highlighted the need to strengthen the linkage of strategic, financial and operational planning based on a UN best practice results-based budgetary foundation, and on Decision 7 concerning the review of the management of the Union. Pursuant to Decision 7, a Group of Specialists was established, and a series of recommendations were presented to the 2003 session of the ITU Council. Having approved a number of near-term recommendations, among them key issues affecting the future financial management of the Union, Council authorized the hiring of an external consultant to develop a plan for the implementation of these recommendations. This plan, presented as a report to the 2004 session of the Council, included recommendations on the need for much closer linkage between the budget structure and strategic and operational planning, and on the need to introduce a new cost allocation structure and methodology based on a results-based budgetary model. In addition, it was specifically recognized that the budget should be strictly correlated with priorities set out in the Strategic Plan and should include all activities, and related costs, listed in the operational plans (see in particular Recommendation 2 of the Group of Specialists).

9.4   As a result of discussions at Council-04, Resolution 1216 was adopted to establish a new Council Oversight Group to oversee the implementation of certain recommendations of the Group of Specialists (including the process for the preparation and review of the budget in Recommendation 2, and Recommendation 4 that the cost-accounting process should enable the cost of individual ITU projects and activities to be identifiable and auditable). In addition, the new Council Oversight Group has been instructed to ensure that "the results-based budget, the revised cost accounting methodology and the time-tracking……is in place for drafting the 2006-07 biennial budget" (to be reviewed and approved by Council-05). These issues in turn are being addressed actively in a Group of Council on the Financial Regulations and related financial management issues.

9.5   It was within this context that Committee 2 addressed the issue of the implementation of results-based budgeting from an ITU-T perspective. To facilitate its work, the Committee was presented with a copy of Recommendation 3 of the Group of Specialists regarding the prioritization of Sector activities (see Document 78). This recommendation was premised on the notion that Council should direct the Directors of the Bureaux (including the TSB), consistent with pertinent Plenipotentiary resolutions and Convention provisions concerning operational planning, to prioritize their activities in order to enable the ITU Secretariat and Council to rank all activities and to allocate the necessary budget to high priority activities. In addition to the critical need to define priorities, it will be necessary for ITU, including the T-Sector, to clearly outline objectives, outputs and performance indicators as part of the presentation of the new budget structure.

9.6 Having addressed the issue of the implementation of results-based budgeting in an ad hoc group on finance in TSAG at its July 2004 meeting (the Report of which is contained in Temporary Document 454), it was noted that the Report of the Consultancy Project to Council-04 (Document C04/42) provided a preliminary set of objectives and outputs which was considered to be a useful starting point for further deliberations (see Document 77). TSAG, having endorsed the proposed structure and elements for the objectives and outputs of ITU-T as an initial step with respect to the planning and budgetary process, also endorsed a draft WTSA resolution entitled "The implementation of results-based budgeting: The impact on planning in ITU-T", which was presented as Draft Revised Resolution [A] in Document 30. The draft resolution, supported and reflected in Document 70, Add.2 as an Inter-American Proposal, and in a slightly modified form in Document 52, Add.10 was discussed in Committee 2 and similarly endorsed. The draft resolution was subsequently approved by the Plenary at its second meeting.

9.7 With the impending implementation of results-based budgeting in ITU as a framework for the discussions, it was agreed to undertake a preliminary examination of objectives, outputs and priorities in ITU-T to assist in the process of adapting existing processes and practices to the new RBB methodology. Given the proximity to the next Plenipotentiary Conference in 2006, it is imperative that the adaptation process begins as soon as possible. Accordingly, it was agreed to examine the Mission Statement of ITU-T as outlined in Section 5 of the Annex to Resolution 71 (Rev. Marrakech, 2002) (Strategic plan for the Union 2004-2007), taking into account any pertinent information available since the convening of the 2002 Conference. It was agreed that one source of information is paragraph 44 of the Declaration of Principles of the WSIS (as outlined as part of Document 64), which addresses the role of standardization in the Information Society. An ad hoc group was established and convened by the Russian Federation to examine the texts, with a revised Mission Statement to facilitate further discussion in the preparation of the Strategic Plan for the period 2008-2011 (Document 94, Annex 1).

9.8 It was also agreed to examine the existing text in Section 5 of the ITU-T portion of the Strategic Plan concerning "priorities" (sub-section 5.3). It was generally agreed that the majority of the "priorities" would need to be re-formulated, by either re-stating them as "objectives", by reflecting them in the overall Mission Statement, or by deleting them altogether on the grounds that they could not be measured or evaluated. Furthermore, in developing suitable objectives for ITU-T, the strategic orientations and goals reflected in Section 3.3 of the Strategic Plan should be taken into account. A preliminary evaluation of the priorities outlined in 5.3.1 to 5.3.18 was made (Document 94, Annex 2).

10   Voluntary contributions

10.1 The draft Revised Resolution 34 on the issue of voluntary contributions, as endorsed by TSAG at its last meeting (Document 29), was introduced by the Chairman of TSAG to Committee 2. The Committee endorsed this draft Revised Resolution (see Document 91) which was subsequently approved by the Plenary at its second meeting.

10.2 Committee 2 took note of the preliminary list, submitted for consideration by the Director of TSB, of projects that could be financed through voluntary contributions (Document 41). It was pointed out that this list could be further reviewed by TSAG at its next meeting.

The Plenary meeting is requested to consider and approve this Report, which will then be forwarded by the Secretary-General, together with the Comments of the Plenary meeting for submission to the 2005 session of the Council.

Annex 1

Estimate of expenditure of the World Telecommunication Standardization Assembly as at 11 October 2004

	Initial budget 2004/2005 CHF	Updated budget 2004/2005 CHF	Commitments as at 11/10/2004 CHF	Actual expenditure as at 11/10/2004 CHF	Credits available as at 11/10/2004 CHF
Staff costs	417,000	417,000	345,757.82	22,937.18	48,305.00
Other staff costs	42,000	42,000	41,802.75		197.25
Travel on duty		22,000	21,336.00		664.00
Contractual services					
Rental & maintenance of premises and equipment	30,000	30,000	30,000.00		0.00
Materials and supplies	10,000	10,000	10,000.00		0.00
Acquisition of premises, furniture and equipment					
Public and internal services	42,000	20,000	19,703.66	296.34	0.00
Miscellaneous	25,000	25,000	25,000.00		0.00
Total Budget	**566,000**	**566,000**	**493,600.23**	**23,233.52**	**49,166.25**

Documentation costs

Translation	216,062	216,062	111,948.82	104,113.18	0.00
Typing	143,789	143,789	76,676.99	67,112.01	0.00
Reprography	101,055	101,055	86,174.15	14,880.85	0.00
Total Documentation costs	460,906	460,906	274,799.96	186,106.04	0.00
TOTAL	**1,026,906**	**1,026,906**	**768,400.19**	**209,339.56**	**49,166.25**

3.2 – Report by Committee 3
(as approved by the Assembly)
Working methods of ITU-T

1   Introduction

Committee 3 was set up to consider working methods of the ITU-T and held seven sessions meetings during WTSA (Florianópolis 2004).

At its first meeting the Committee agreed to structure its discussion per topics under the headings of: Study Group management, Standardization management, EDH and publication issues, definition of consensus, developing countries issues, coordination and cooperation, WTSA issues.

The meeting noted the TSAG reports submitted by the Director of TSAG published in Doc. 28, 29, 30 and 31.

1.1   Study Group Management

Under this topic COM 3 considered Resolution 1, Recommendation A.1 proposed by TSAG, and Resolution 35. With respect to the enter into force of the decisions of the Assembly, the ITU legal unit clarified that decisions enter into force from the moment of their approval or at a deferred date if so decided.

1.2   Standardization management issues.

Resolutions 22 and 40, the Rec. A.7 and new Resolutions [E], [I], [D] and [Q] were considered.

Furthermore, the meeting agreed that limiting, as far as possible, the number of parallel sessions could facilitate the participation of small delegations to the meetings. With this aim, the managements of TSAG and of Study Groups are encouraged to find the best arrangements.

The meeting endorsed the revision to Res. 22 as in TD 13 Rev. 1 with minor changes. Syria made the following declaration: "Syria has no difficulties in approving Res. 22 provided that in implementing this Resolution, results of implementation of Res. 40, as revised in Florianópolis, be taken into consideration". Moreover the meeting reached a general consensus to put new Resolution [Q] forward to the Plenary.

1.3   EDH and publication issues

The TSAG proposed the revision of Res. 32, Rec. A.2, Rec. A.11, and Rec. A.12.

The main issue under this topic was the possibility for free access to documents and to online Recommendations. The ITU legal unit clarified that besides the suitable agreement of the authors or of the Study Group for public disclosure of documents, it has to be taken into account that Resolution 66 (PP-02) clearly considers the public access to Recommendations but allows the access to documents to Member States and Sector Members only, so that care should be taken on this issue to avoid conflicts.

The meeting, considering possible financial implications, agreed to the following:

•   the TSB Director, in his report to the Council on the results of the Assembly, has to reflect WTSA's support for increasing the transparency of ITU-T work and encouraging wider participation in ITU-T activities, including through free online access to Recommendations;

•   the Council be invited to consider this matter and, in particular, the financial implications of free online access Recommendations with a view to its implementation, as appropriate. The Director is further requested to report to TSAG on the results of Council's considerations.

The meeting supported, in principle, the proposal to establish priorities in the translation of Recommendations. The Committee agreed to amend Res. 1 on rules of procedure of the ITU-T in order to fully reflect CS art. 29 on Languages. However, the committee recognized that, in accordance with the Res. 115 (Marrakesh 2002), the Plenipotentiary Conference has set 1st of January 2005 as the date by which all ITU-T work will be carried out in the six official and working languages of the Union on an equal footing.

1.4 Definitions of consensus

Proposals were presented to modify the Rec. A.8 and A.13 and supplements regarding the number of Member States that could oppose the approval of Recommendations.

The Committee agreed that, within the new mandate, TSAG considers this issue in the light of the various contrasting proposals submitted.

1.5 Other working methods

The committee agreed not to delete Rec. A.9 even if the SSG will become a "normal" Study Group, in order to give TSAG a reference for improvements and possible applications to other Study Groups.

1.6 Developing Countries' needs

Various contributions have been submitted to present the needs of the developing countries and countries with economies in transition, to solve their difficulties in participating to the standardization activities and to reduce the digital gap. COM 3 revised Resolution 17 (the changes are shown in TD 20), and agreed on the new Resolutions [R], as shown in TD 18 Rev. 1 with changes and [C] with changes as shown in TD 21.

To encourage participation in the ITU-T activities by developing countries and countries with economies in transition, the meeting agreed that in the ITU-T budget resources be assigned for the dissemination of work of the standardization sector through the preparation and development of manuals and the presentation of implementations of solutions based on ITU-T Recommendation. Such dissemination could be realized using specific channels such as internet sites. Moreover, with the objective of improving the exchange of knowledge and experience among the membership of the ITU-T, its members, and regional organization, it was agreed to strengthen the liaison between the ITU-T and the ITU Regional Offices, in order to ensure that Members and Regional Organizations participate more actively and on a regular basis in proposing, preparing and developing manuals, seminars, courses and workshops.

1.7 Coordination and Cooperation

Under this item TSAG and other members presented contributions and comments to revise the Resolutions 1 sections 5, 7, 11, 33 and 38.

1.8 WTSA issues

The meeting considered the relevant proposal of amendments to Res. 1 (Doc. 29 section 2) and the draft new Resolution [B] on the regional preparation of WTSAs (Doc. 30 section 3) submitted by TSAG. The meeting agreed to amend Res. 1 accordingly and to endorse the draft new Res. [B] with some amendments.

1.9 Miscellanea

The meeting agreed to delete Res. 36 and Res. 39 and to revise Res. 26. It also agreed on the new draft Resolution [S] on Gender issues.

At the closing, the Chairmen, Mr Fabio BIGI, thanked the Vice Chairmen of the Committee, Mr Yoichi MAEDA and Mr Brahim KHADIRI, the Coordinators of the various drafting activies and the TSB secretariat Mr Paolo ROSA, Mr Georges SEBEK, Mr Arshey ODEDRA and Mrs Isabelle GARDE for their support as well as all the delegates for their fruitful cooperation.

2   Results of the work of Committee 3

2.1   New and revised Resolutions

The Resolutions 18 and 31 were not proposed by TSAG for revisions and Members considered that they do not need any revision.

Committee 3 requests the Plenary Meeting to endorse the proposal to maintain Resolutions 18 and 31 unchanged.

The meeting agreed to request the Plenary Meeting to delete Resolutions 36, 37, 39.

2.1.1   Resolution 1

Committee 3 agreed to request the Plenary Meeting to approve the revised Resolution 1 as contained in Doc. 125.

2.1.2   Resolution 7

The meeting agreed to request the Plenary Meeting to approve the revised Resolution 7 as contained in Doc. 121.

2.1.3   Resolution 11

The meeting agreed to request the Plenary Meeting to approve the Resolution 11 as contained in Doc. 121.

2.1.4   Resolution 17

The Committee agreed to request the Plenary Meeting to approve the Resolution 17 as contained in Doc. 127.

2.1.5   Resolution 22

The Committee agreed to request the Plenary Meeting to approve the Resolution 22 as contained in Doc.127.

2.1.6   Resolution 26

The meeting agreed to request the Plenary Meeting to approve the Resolution 26 as contained in Doc. 121.

2.1.7   Resolution 32

The meeting agreed to request the Plenary Meeting to approve the Resolution 32 as contained in Doc. 113.

2.1.8   Resolution 33

The meeting agreed to request the Plenary Meeting to approve the Resolution 33 as contained in Doc.122.

2.1.9   Resolution 35

The meeting agreed to request the Plenary Meeting to approve the Resolution 35 as contained in Doc. 114.

2.1.10   Resolution 38

The meeting agreed to request the Plenary Meeting to approve the Resolution 38 as contained in Doc. 121.

2.1.11   Resolution 40

The Committee agreed to request the Plenary Meeting to approve the Resolution 40 as contained in Doc. 122.

2.1.12   Resolution [B]

The Committee agreed to request the Plenary Meeting to approve the Resolution [B] as contained in Doc. 122.

2.1.13   Resolution [C]

The Committee agreed to request the Plenary Meeting to approve the Resolution [C] as contained in Doc. 127.

2.1.14   Resolution [D]

The Committee agreed to request the Plenary Meeting to approve the Resolution [D] as contained in Doc.126.

2.1.15   Resolution [Q]

The Committee agreed to request the Plenary Meeting to approve the Resolution [Q] as contained in Doc. 123.

2.1.16   Resolution [R]

The Committee agreed to request the Plenary Meeting to approve the Resolution [R] as contained in Doc. 127.

2.1.17   Resolution [S]

The Committee agreed to request the Plenary Meeting to approve the Resolution [S] as contained in Doc. 122.

2.2   A-Series Recommendations

The Recommendations A.4, A.5, A.6, A.9, A.13 and A.23 were not proposed by TSAG for revisions, and Members considered that they do not need any revision.

Committee 3 requests the Plenary Meeting to maintain Recommendations A.4, A.5, A.6, A.9, A.13 and A.23 unchanged.

2.2.1   Recommendation A.1

The Committee agreed to request the Plenary Meeting to approve the Recommendation A.1 as shown in Doc. 130.

2.2.2   Recommendation A.2

The Committee agreed to request the Plenary Meeting to approve the Recommendation A.2 as shown in Doc. 112.

2.2.3   Recommendation A.7

The Committee agreed to request the Plenary Meeting to approve the Recommendation A.7 as shown in Doc. 126.

2.2.4   Recommendation A.8

The Committee agreed to request the Plenary Meeting to approve the Recommendation A.1 as shown in Doc. 112.

2.2.5   Recommendation A.11

The Committee agreed to request the Plenary Meeting to approve the Recommendation A.11 as shown in Doc. 113.

2.2.6   Recommendation A.12

The Committee agreed to request the Plenary Meeting to approve the Recommendation A.1 as shown in Doc. 113.

Status of A-Series Recommendations

R = revise; M = maintain; D = delete; N = new

Rec.	Title	Status WTSA
A.1	Work methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)	R
A.2	Presentation of contributions relative to the study of Questions assigned to ITU-T	R
A.4	Communication process between ITU-T and forums and consortia	M
A.5	Generic procedures for including references to documents of other organizations in ITU-T Recommendations	M
A.6	Cooperation and exchange of information between ITU-T and national and regional standards development organizations	M
A.7	Focus Groups: Working methods and procedures	R
A.8	Alternative approval process for new and revised Recommendations	R
A.9	Provisional working procedures for the Special Study Group on IMT-2000 and beyond	M
A.11	Publication of ITU-T Recommendations and WTSA proceedings	R
A.12	Identification and layout of ITU-T Recommendations	R
A.13	Supplements to ITU-T Recommendations	M
A.23	Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology	M

Status of Resolutions

Res.	Title	Status WTSA
1	Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T)	R
7	Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC)	M
11	Collaboration with the Postal Operations Council (POC) of the Universal Postal Union (UPU) in the study of services concerning both the postal and the telecommunication sectors	R
17	Telecommunication standardization in relation to the interests of developing countries	R
18	Principles and procedures for the allocation of work to, and coordination between, the Radiocommunication and Telecommunication Standardization Sectors	M
22	Authorization for TSAG to act between WTSAs	R
26	Assistance to the Regional Tariff Groups	R
31	Admission of entities or organizations to participate as Associates in the work of ITU-T	M
32	Strengthening electronic working methods for the work of ITU-T	R
33	Guidelines for ITU-T strategic activities	R
35	Appointment and maximum term of office for chairmen and vice-chairmen of ITU-T study groups and of the Telecommunication Standardization Advisory Group (TSAG)	R
36	ITU Reform	D
37	Alternative approval process for ITU-T	D
38	Coordination among ITU-T, ITU-R and ITU-D for activities relating to IMT-2000 and systems beyond IMT-2000	R
39	The changing role of the World Telecommunication Standardization Assembly	D
40	Regulatory aspects of ITU-T work	R

Res.	Title	Status WTSA
[B]/TSAG [B]/ATU [B]/CITEL	Draft new Resolution on Regional preparations for World Telecommunication Standardization assemblies	N
[C]/APT [C]/ARB	Bridging the standardization gap between developing and developed countries	N
[D]/APT	Effective coordination of standardization work across study groups in ITU-T and the role of TSAG	N
[Q]	Establishment of a seminar coordination committee	N
[R]	Creation of Regional Groups	N
[S]	Mainstreaming Gender in ITU-T activities	N

3.3 – Report by Committee 4
(as approved by the Assembly)
ITU-T work programme and organization

1 Introduction

1.1 The terms of reference for Committee 4 are contained in Document 82.

1.2 Committee 4 (Work programme and organization of ITU-T) held six meetings in the period 5-8 October and 11-12 October 2004, under the Chairmanship of Mr P. Masambu (Uganda) with the support of the vice-chairmen of the Committee, Messrs S. Guinena (Egypt), K. Park (Korea), and J. Visser (Canada). The Chairman was assisted by Mr S. Campos-Neto from TSB.

1.3 The meetings took into account the documents allocation to Committee 4 given in DT/3 and the issues listed in DT/5 (amended as listed in Document 90 §1.3).

2 Study group structure

2.1 General results

2.1.1 The discussions on the study group structure and mandates and allocation of Questions were based on Documents 28, 39 and their Corrigenda, which contain the report of TSAG on this subject and the TSAG proposal on Study Group Structure as well as direct input from Member States. The final results are shown in the Report of Committee 7 containing the revised WTSA Resolution 2.

2.1.2 The agreements regarding the study group structure, titles, numbering, mandate and allocation of Questions are listed in 2.3 below.

2.1.3 As regards the NGN studies, Committee 4 agreed that an NGN-centric study group be created having as a minimum core part of current Study Groups 13 and 17 (namely, Questions A/13 to D/13, E1/13, F/13 to K/13, A/17, B/17 and C1/17). The decision on whether or not to merge part or all of the Signalling Studies (namely, Questions A/11 to G/11) was deferred to the Plenary of the Assembly because the compromise proposal documented by the Chairman of the Assembly in Document 118 could not be made available to the delegates in time for the Committee 4 closing session. In this proposal, an NGN Study Group (SG I, or SG 13) is created with a strong mandate to lead the NGN studies (being also the parent for the NGN Focus Group), as well as retaining a distinct study group as a focal point for signalling studies (SG L, or SG 11).

The Plenary is requested to analyse the compromise proposal in Document 118 and arrive at a final decision on the structure and mandate of Study Groups 11 and 13.

2.1.4 In discussing the mandate of Study Group 2, Egypt, Jordan, Lebanon and Syria requested the inclusion of the following statement:

"SG 2 should lead studies related to the implementation of Plenipotentiary Resolutions 101, 102, 130 and 133, in close cooperation with other technical study groups, in accordance with SG 2's mandate for issues having policy or regulatory implications."

2.1.5 The meeting confirmed the responsibility for the studies on the definition of the requirements for Telecommunications for Disaster Relief (TDR) as being with Study Group 2.

2.1.6   As regards the mandate of Study Group 3, Committee 4 recognized the importance of work on community connectivity indicators (Plenipotentiary Resolution 131) and calls on the Director of TSB to encourage activities in relevant study groups, in particular Study Group 3.

2.1.7   When discussing the mandate for Study Groups 12 and 17, Egypt, Jordan, Lebanon and Syria asked for the following statement to be included in the session report:

> "While approving the mandate of this study group, Egypt, Jordan, Lebanon and Syria requested that SG 12 and SG 17 be reminded that some of the Recommendations by this study group, now and in the future, might have some policy and regulatory issues, which might lead to use the Traditional Approval Process, in application of ITU Convention Provision 246H."

2.1.8   When discussing the mandate for Study Group 19, Syria asked for the following statement to be included in the session report:

> "The reason for creating the SSG at the last Assembly in Montreal 2000 was mainly to solve the problem of interoperability and harmonization of existing Recommendations and standards regarding IMT-2000. However, the Questions adopted by the Assembly and later modified by the study group on this issue have not received any written contributions. For that, Syria regrets this situation and hopes that in the future this issue will be properly solved by SG 19."

2.1.9   After considering the proposal in Document 65 (Add.1) to create a study group on the Information Society, Committee 4 agreed that the proposal should be sent to the ITU Council Working Group on WSIS, TSAG and the other Bureaux (ITU-D and ITU-R) for consideration. ***Committee 4 requests the Plenary to approve this action.***

2.2   Inter-Study Groups Issues

The following agreements were reached:

a)   There should be close cooperation among studies on NGN, mobile telecommunications networks, and signalling and protocols. The Study Group Management Teams should decide in a flexible manner in which way to best coordinate the studies, e.g., collocation of meetings at appropriate levels, joint Rapporteurs Groups, etc., as well as using remote collaboration mechanisms (e-meetings, etc.);

b)   Collocation of meetings for Study Groups 5 (Protection against electromagnetic environment effects) and 6 (Outside Plant and related indoor installations) should be encouraged whenever possible and based on identified needs, as determined by the Management Teams of both study groups.

c)   Study Group 9 is encouraged to hold co-located meetings of relevant activities with those of other Study Groups whenever possible, as determined by the study group management teams.

It was agreed to reflect these agreements in relevant parts of Resolution 2.

2.3 Individual Study Groups titles, mandates, Questions, etc.

2.3.1 The following agreements were reached by Committee 4:

Study Group 2	The title of SG 2 is *Operational aspects of service provision, networks and performance*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group M). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group M), namely: A/2 to G/2. The text of A/2 was amended and the complete text is found in Document 119.
Study Group 3	The title of SG 3 is *Tariff and accounting principles, telecommunication economic and policy issues*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group A). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group A), namely: A/3 to D/3.
Study Group 4	The title of SG 4 is *Telecommunications Management*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group H). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group H), namely: A/4 to L/4.
Study Group 5	The title of SG 5 is *Protection against electromagnetic environment effects*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group B). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group B), namely: A/5 to P/5.
Study Group 6	The title of SG 6 is *Outside Plant and related indoor installations*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group C). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group C), namely: A/6 to I/6.
Study Group 9	The title of SG 9 is *Integrated broadband cable networks and television and sound transmission*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group E). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group E), namely: A/9 to O/9.
Study Group 12	The title of SG 12 is *Performance and Quality of Service*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group G). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group G), namely: A/12 to O/12 and L/13 to O/13.
Study Group 15	The title of SG 15 is *Optical and other Transport Network Infrastructures*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group D). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group D), namely: A1/15, A2/15, C1/15 to C5/15, D1/15 to D5/15, E1/15, E2/15, E2/13, P/13, and C2/17.
Study Group 16	The title of SG 16 is *Multimedia Terminals, Systems and Applications*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group F). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group F), namely: B1/15 to B4/15, A/16 to C/16, E/16 to K/16, 1/16, 2/16, 3/16 (revised), 4/16, 5/16 (revised), 6/16, 9/16 to 11/16, 14/16.
Study Group 17	The title of SG 17 is *Security, Languages and Telecommunications Software*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group K). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group K), namely: D/17 to R/17.
Study Group 19	The title of SG 19 is *Mobile Telecommunications Networks*. Committee 4 endorsed the mandate found in Doc. 39 Annex 5 (Study Group J). Committee 4 also endorsed the allocation of Questions found in Doc. 39 Annex 4 (Study Group J), namely: A/SSG to E/SSG.

2.3.2 *The Plenary is requested to approve the study group structure detailed in §2.3.1.*

2.3.3 The Study Groups title, mandates, and Question allocation were not discussed by Committee 4 for Study Groups I (*Next Generation Networks – architecture, evolution and convergence*) and L (*Signalling Requirements and Protocols*), pending resolution on the structure of NGN and signalling work (see §2.1.3 above).

2.3.4 Committee 4 agreed to the establishment of the proposed new Question H/11 entitled "Protocol Test Specifications for NGN" found in Document 119. The Question is tentatively allocated to Study Group 11, pending the resolution on issues reported under §2.1.3 above. *The Plenary is requested to approve the final allocation of this Question.*

2.3.5   In considering the proposal in Document 110 from Canada, there was consensus that this was relevant to the work on naming, numbering, addressing and routing (NNAR) and this document should be referred to the first meeting of Study Group 2 after WTSA-04 for further consideration. *Committee 4 requests the Plenary to approve this action.*

4   Resolutions

4.1   Existing Resolution

Committee 4 approved the revised Resolution 2, with the exception of the specific mandate for Study Groups 11 and 13, which are pending the resolution on issues reported under §2.1.3 above. *The final text is found in Document 124 issued by Committee 7, which is submitted to the approval of the Plenary.*

4.2   New Resolution

Committee 4 agreed to propose to WTSA-04 the adoption of the draft new Resolution [L] on Cybersecurity, as available in Document 114.

Acknowledgments

COM 4 Chairman wishes to express his heartfelt thanks to all the contributors of documents allocated to COM 4 and its participants, in particular, the support and leadership of Vice-Chairmen and distinguished delegates Mr B. Ramos (Brazil) for leading the ad hoc group for revised text for new Resolution [L] on Cybersecurity, Mr N. Kisrawi (Syria) as Chairman of Ad-hoc Group on SG M (2) mandate, Mr M. Ghazal (Lebanon) for leading the Ad hoc Group on Information Society Study Group, Mr J. Visser (Canada) as Coordinator of revising Resolution 2. He also thanks the TSB staff, Mr S. Campos-Neto, Mr M. Niiya, Mrs T. Kurakova and Mrs I. Frost for their support.

3.4 – Report by Committee 5
(as approved by the Assembly)
Telecommunication network infrastructure

1 Introduction

Committee 5 (Telecommunication Network Infrastructure) held its first meeting on 7 October 2004 from 9.30 and the second meeting the same day in the afternoon under the chairmanship of Mr J.Y. Monfort (France), assisted by Mr H. Bertine (USA), Mr O. Gofaizen (Ukraine) and Mr R. Pomponi (Italy), Vice-Chairmen.

The Chairman opened the meeting and reminded participants of the Terms of Reference of Committee 5, as assigned by the plenary (DT/1).

The general agenda, published as DT/7, as well as the meeting agendas, respectively OJ/8 (C5-1) and OJ/10 (C5-2), were accepted without any modification.

The Chairman reminded the delegates that, even though there were three meetings allocated to Committee 5, the work was expected to be accomplished by the end of the second meeting. If such were the case, the Management Team of the Committee would review both the report of the meetings of the Committee (present document) and the report to the Plenary prior to publication.

2 Reports of Study Groups 4, 5, 6, 9, 11, 12, 13, 15, 16, 17 and SSG

The Chairman indicated that, rather than studying the detailed written reports of each study group, the Study Group chairmen would give a short presentation (maximum 10 minutes) highlighting the main points. All of these presentations are to be found at:

http://www.itu.int/ITU-T/wtsa-04/sgpres.asp

Document 27 gives information on Study Group activities after their last meeting until 31 July 2004 and that consequently are not listed in their individual reports to WTSA-04. The document was noted.

The reports of Study Groups 4, 5, 6, 9, 11, 12, 13, 15, 16, 17 and SSG were presented by the respective Study Group Chairmen and were approved by Committee 5. The following table gives the document reference of each report:

SG No	Study Group title	Chairman	Document
4	Telecommunication management, including TMN	D. Sidor (United States)	5, 27
5	Protection against electromagnetic environment effects	R. Pomponi (Italy)	7, 27
6	Outside plant	F. Montaldi (Italy)	9, 27
9	Integrated broadband cable networks and television and sound transmission	R. Green (United States)	11, 27
11	Signalling Requirements and Protocols	Y. Hiramatsu (Japan)	13, 27
12	End-to-end transmission performance of networks and terminals	J.Y. Monfort (France)	15, 27
13	Multi-protocol and IP-based networks and their internetworking	B. Moore (United Kingdom)	17, 27
15	Optical and other transport networks	P. Wery (Canada)	19 + Corr.1, 27
16	Multimedia Services, Systems and Terminals	P.A. Probst (Switzerland)	21, 27
17	Data Networks and Telecommunication Software	H. Bertine (United States) A. Sarma (Germany)	23, 27
SSG	IMT-2000 and Beyond	J. Visser (Canada)	25, 27

In response to a question related to the collaboration on EMC issues between Study Group 5 and IEC, the Chairman of Study Group 5 highlighted the good cooperation assured by the Study Group liaison rapporteurs to IEC, which was aimed at avoiding any duplication of work.

At the end of the presentation of SG 17, the Chairman invited Mr Bertine to give a brief report on the Cybersecurity Symposium, held on 4 October 2004, in Florianópolis. Mr Bertine observed that the Symposium recognized that there was no silver bullet for security. Instead, a concerted effort by all stakeholders was required. The detailed report giving the key conclusions of the Cybersecurity Symposium can be found in Document 88.

After the presentation of the report on Study Group 11, the delegate of the Russian Federation asked for clarification regarding the continuation of the work on protocol, compatibility and element testing, originally done in Question 14/11. The Chairman of Study Group 11 recalled that this Question had been terminated owing to a lack of rapporteur and contributions. This problem would be raised again within Committee 4 as the competent Committee for the future work programme. The delegate of the Russian Federation also proposed strong coordination with the ITU-R Sector.

The delegate of Lebanon expressed sincere thanks on behalf of the Arab Group to the Special Study Group for the valuable help they had given to the developing countries by producing the IMT 2000 Handbook and providing guidance, and he also proposed emphasizing network connection and interoperability issues over the coming study period.

3   Report on ICG-SAT

The report on ICG-SAT can be found in § 10.4 of Document 17.

Concerning the future of the ICG-SAT, it was stated that this ICG was still serving a useful purpose and should therefore be maintained. This view, unanimously agreed by Committee 5 and previously endorsed by Study Group 13 and by the Radiocommunication Assembly, would be submitted to the plenary for approval.

4   Conclusions

The meetings of Committee 5 provided a good opportunity to summarize the technical work achieved by the Study Groups over the past study period and to assess the quality of the results obtained. It was pointed out that a significant number of new technologies and networks based on recent ITU-T Recommendations are now implemented all over the world. Attention was also drawn to the many workshops and seminars organized by ITU-T to improve coordination between Study Groups and other bodies, to develop new activities and for tutorial purposes. An increase in the collaboration between ITU-T Study Groups and other bodies has been noted, the main goal of which is to avoid duplication of work. Such collaboration has also resulted in the creation of different Focus Groups within Study Groups.

The Study Group presentations also included details of future work items, thus providing an overview of the roadmaps developed by Study Groups for the coming study period and of emphasizing the preeminent role of ITU-T in evolving technologies and networks.

The delegates of WTSA-04 are encouraged to make use of all the reports and associated presentations given to inform their countries and companies of the past and future activities of ITU-T.

The Chairman of Committee 5 thanked all the Study Group Chairmen for their involvement and congratulated the Study Groups for the excellent results achieved during this study period.

5   Overview of Focus Group on NGN

Even though the mandate of Committee 5 did not cover the report of the Focus Group on NGN, in order to have a complete picture of the technical work accomplished by ITU-T, a presentation was given by Mr Chae-Sub Lee, Moderator of the Focus Group on NGN, at the end of the second meeting of Committee 5. This presentation can be found at:

http://www.itu.int/ITU-T/secured/wtsa-04/otherdocs/inf/ot-INF-Com05.ppt

6   Approval of Recommendation Y.1271

At its meeting in February 2004, Study Group 13 considered the approval under the TAP of draft Recommendation Y.1271. The draft Recommendation deals with network capabilities to support emergency communications and had been determined at the July 2003 meeting of Study Group 13. However the Recommendation had not been approved owing to an objection from the Syrian Administration, and Study Group 13 had agreed to proceed by referring the matter to the WTSA.

The draft Recommendation was presented in COM 13-R 50, a first modified version was proposed in Document 53 by the Arab States and a second version was produced by Germany in Document 73.

The documents were examined and after discussion the text as published in Document 73 was accepted, with the modifications given in Annex A to this report.

It was unanimously agreed to request the Plenary to approve draft Recommendation Y.1271 "*Framework(s) on network requirements and capabilities to support emergency telecommunications over evolving circuit-switched and packet-switched networks*" as published in Document 73, with the modifications given in Annex A.

7   Results considering Resolutions 101, 102 and 130 of the PP-02 Conference

The 2002 Plenipotentiary Conference stressed that it was both important and necessary for ITU to participate actively in studies devoted to Internet protocol (IP)-based networks and to strengthen the role of ITU in information and communication network security. Participants noted with satisfaction the activities undertaken by ITU-T to follow up Resolution 101 (§10.3 of Document 17, §9.2 of Document 33) and Resolution 130 (§10.2 of Document 23).

Follow-up of Resolution 102 (Management of Internet domain names and addresses) of the 2002 Plenipotentiary Conference was dealt with within the framework of Committee 6, in accordance with the decision taken by the opening Plenary Meeting of WTSA-04 (see Document DT/3).

Annex A

Modifications made to draft Recommendation Y.1271
as contained in Document 73

1   Section 1, Introduction

Modify the first sentence as follows:

"The purpose of emergency telecommunications is to facilitate emergency recovery operations with the goal for restoring the community infrastructure and for returning the population to normal living conditions after serious disasters."

2   Section 6, Security

Add the following sentence to the end of the paragraph:

"Other ITU-T Recommendations may complete this Recommendation with regard to security aspects."

3   History

The section entitled "Document history of draft Recommendation Y.1271" at the end of Document 73 is not part of the Recommendation and must therefore be deleted.

3.5 – Report by Committee 6
(as approved by the Assembly)
Telecommunication services and tariff issues

1   Introduction

The Committee held four meetings, under the chairmanship of Mr R. Thwaites (Australia) and the vice-chairmanship of Mr Carlos Merchan (Mexico). The agendas are found in OJ 5, 11, 17 and 19; the reports are found in Doc. 87, 98, and 108. The agendas show the documents considered and the reports indicate the issues discussed.

2   Reports

Plenary is requested to approve the report of SG2, Doc. 1.

Plenary is requested to approve the report of SG3, Doc. 3.

3   Resolution 41

Plenary is requested to delete Resolution 41.

4   Resolutions 20 and 29

Plenary is requested to approve the revised Resolution 20, which will be formally submitted by Committee 7 in Doc. 115.

Plenary is requested to approve the revised Resolution 29, which will be formally submitted by Committee 7 in Doc. 115.

5   Internet issues

Plenary is requested to approve the new Resolution [F] on Countering spam by technical means which will be formally submitted by Committee 7 in Doc. 101.

Plenary is requested to approve the new Resolution [P] on Combating spam which will be formally submitted by Committee 7 in Doc. 114.

Plenary is requested to approve the new Resolution [G] on ITU-T contribution to Council Working Group on WSIS, which will be formally submitted by Committee 7 in Doc. 115.

Plenary is requested to approve the new Resolution [N] on Internationalized Domain Names spam which will be formally submitted by Committee 7 in Doc. 115.

Plenary is requested to approve the new Resolution [O] on ENUM, which will be formally submitted by Committee 7 in Doc. 115.

Plenary is requested to approve the new Resolution [M] on Country Code Top Level Domain Names, which will be formally submitted by Committee 7 in Doc. 115.

4 – Committee meeting reports

4.1 – Committee 2 – Budget control
Chairman: Mr B. Gracie (Canada)
First and second meeting of Committee 2

Wednesday, 6 October 2004, at 0930 hours
Tuesday, 5 October 2004, at 1430 hours

1   First meeting

1.1   The first meeting of Committee 2 (COM2) was chaired by Mr B. Gracie (Canada) with the support of the Vice-Chairmen of the Committee, Mr H. MEIERHOFER (Germany) and Mr V. D. DINH (Viet Nam). The Chairman was assisted by Mr C. SANCHEZ, Finance Department and Mr T. PEREWOSTCHIKOW from TSB. The Chairman welcomed the participants to the first meeting of the WTSA-04 Committee 2.

1.2   The meeting adopted the agenda in Doc. OJ/2.

1.3   The terms of reference of Committee 2, as amended in Document DT/1 (Add. 1), were presented and approved.

1.4   The agreement between the National Telecommunication Agency of the Federative Republic of Brazil and ITU (Document 66) was noted.

1.5   The attention of Committee 2 was drawn to Article 34 of the Convention concerning the financial responsibilities of conferences (Document 55). It was pointed out that a similar provision is provided in Article 18 of the Constitution.

1.6   Committee 2 took note of the amount that non-exempted international organizations and Sector Members (other than ITU-T Members) would have to pay to defraying the expenses of the Conference (Document 57). At the time of the meeting, no such organization nor Sector Members has been registered.

1.7   The Budget of the WTSA-04, as approved by the Council at its 2003 additional session by Resolution 1213, and amounting to CHF 1.027.000 was noted (Document 56).

1.8   The Report on ITU-T expenditure during the Study Period 2001-2004 and estimated financial needs up to WTSA-08 (Document 36) was examined in detail. It was pointed out the financial needs up to WTSA-08 were purely projections as the budget for 2006-2007 would have to be approved by Council 2005 and as from 2008, the Financial Plan would have to be established by the next Plenipotentiary Conference in 2006.

1.9   The Chairman then proceeded to a brief presentation of all documents related to the review of current financial management issues in ITU (Documents 77, 78, 79, 80 and 64, paragraph 1) which would facilitate the discussion on priorities, objectives and outputs. An explanation of the consultancy process was also given.

1.10   The session adjourned at 1730 hours.

2   Second meeting

2.1   The draft Revised Resolution 34 on the issue of voluntary contributions, as endorsed by TSAG at its last meeting (Document 29) was introduced by the Chairman of TSAG to Committee 2. The Committee endorsed this draft Revised Resolution (See Document 91).

2.2   Committee 2 took note of the preliminary list, submitted for consideration by the Director of TSB, of projects which could be financed through voluntary contributions (Document 41). It was pointed out that this list could be further reviewed by TSAG at its next meeting.

2.3   Committee 2 addressed the issue of the implementation of results-based budgeting from an ITU-T perspective. TSAG endorsed, at its last meeting, a draft New Resolution entitled: "The implementation of results-based budgeting : the impact on planning in ITU-T" which was presented as draft Revised Resolution [A] (Document 30, item 2). The draft Resolution, supported and reflected in Document 70, Add. 2 as an inter-American Proposal and in a slightly modified form in Document 52, Add. 10 as an Arab State Common Proposal, was discussed and endorsed with some amendments (See Document 91).

2.4   In the context of this Revised Resolution [A] which invites the Director of the TSB to request advice from TSAG on a set of pre-defined objectives and ITU-T outputs, Committee 2 was provided with the preliminary set of objectives and outputs defined in the Dalberg Consultancy Report and considered by TSAG to be a useful starting point for further deliberations (Document 77).

2.5   As a source of information, Committee 2 considered the Declaration of Principles of the WSIS (para 44), as provided in Document 64, which addresses the role of standardization in the Information Society. An Ad Hoc group was established and convened by the Russian Federation in order to submit a revised mission statement to facilitate further discussion in the preparation of the Strategic Plan for 2008-2011 (see Annex 1).

2.6   It was also agreed to examine the strategic orientations and goals as well as missions and priorities of the ITU-T contained in the strategic plan for the Union 2004-2007 (Sections 3 and 5) (Document 80). A preliminary evaluation of the priorities outlined in paras 5.3.1 to 5.3.18 has been made and is provided in Annex 2 to this Report.

2.7   Committee 2 was presented a recommendation of the Group of Specialists regarding the prioritization of Sector activities (Document 78).

2.8   A proposed modification to Resolution 1, Section 5, related to the duties of the Director of TSB was presented in Document 79 in order to reflect the decisions of the Plenipotentiary Conference as well as the Financial Regulations insofar as budgetary matters are concerned. The modified text is provided in Annex 3 to this Report.

2.9   The meeting adjourned at 1230 hours.

Annex 1

Proposals for modification of the text of Strategic Plan for ITU-T
(Annex 1, Section 5 of Resolution 71, Rev. Marrakesh, 2002)

Telecommunication Standardization Sector (ITU-T)

5.1   Standardization is one of the essential building blocks of the Information Society. There should be particular emphasis on the development and adoption of international standards. The development and use of open, interoperable, non-discriminatory and demand-driven standards that take into account needs of users and consumers is a basic element for the development and greater diffusion of ICTs and more affordable access to them, particularly in developing countries. International standards aim to create an environment where consumers can access services worldwide regardless of underlying technology.

5.2   The mission of the ITU Telecommunication Standardization Sector is to be the unique worldwide venue for industry and government to work together in developing, adopting, providing and promoting global consensus-based telecommunication recommendations (standards) for the information society. The Sector's key attribute is the ability to bring together all players in a global environment to develop recommendations in areas where the membership recognizes that ITU-T has the necessary competence.

Annex 2

Preliminary Review of ITU-T "Priorities" by Committee 2
Sub-section 5.3 of the Annex of Resolution 71 (Rev. Marrakesh, 2002)
Strategic plan for the Union 2004-2007

5.3.1   To offer an organization that is attractive to industry entities as a place to do their standards development work. *(possible "objective")*

5.3.2   To create an environment in which interested parties can work effectively and efficiently together in partnership. *(possible "objective")*

5.3.3   To develop and execute a proactive plan, in collaboration with the secretariat, in order to promote the value of ITU-T in the face of competition from other standards bodies and continue to enhance efforts in this regard. (*possible "objective"*)

5.3.4   To stimulate active participation of existing membership and attract new participants by convincing them of the benefits of working in, or with, ITU-T, stressing its global recognition and credibility and the high quality of its recommendations, as well as its willingness to change. *(possible "objective")*

5.3.5   To identify areas where recommendations should be developed for the information society. *(possible "objective")*

5.3.6   To develop high-quality, global, consensus-based recommendations in its core competency areas efficiently, on a market-driven and timely basis. *(possible "objective")*

5.3.7   To facilitate the interoperability of networks and services. *(could be reflected in the Mission Statement)*

5.3.8   To be able to develop recommendations that may have regulatory or policy implications. *(could be reflected in the Mission Statement)*

5.3.9   To give appropriate consideration to the particular needs of developing countries. *(should be reflected in the Mission Statement)*

5.3.10   To utilize a bottom-up (rather than top-down) mode of operation and production. *(editorial correction needed in English text; cannot be measured)*

5.3.11   To utilize clear and transparent working methods and processes, in order to encourage transparency, inclusiveness, and representation of a broad range of participants and views, particularly incorporating a gender and youth perspective. *(statement reflected in other texts; cannot be measured)*

5.3.12   To be flexible and constantly look for ways to improve. *(statement reflected in other texts; cannot be measured)*

5.3.13   To define and establish formal relationships with the broadest possible range of relevant bodies. In this regard, ITU-T should:

   a)   foster awareness within ITU-T of the work done by other bodies (such as standards development organizations, forums and consortia);

   b)   coordinate and cooperate with such groups in order to reduce duplication, avoid inconsistencies, and ensure that ITU-T work creates added value;

   c)   continue to participate in appropriate coordinating bodies.

(*difficult to measure; neither a priority, nor a goal*)

5.3.14 To be flexible in responding to market demands. *(should be reflected in Mission Statement)*

5.3.15 To coordinate and cooperate with the Radiocommunication (ITU-R) and Telecommunication Development (ITU-D) Sectors and with the General Secretariat. *(should be reflected in an "objective")*

5.3.16 To work with ITU-D, with special attention to telecommunication development in developing countries, including supporting ITU-D's efforts to improve access to the information society in developing countries, and developing handbooks as appropriate. *(overall sentiment to be reflected in Mission Statement)*

5.3.17 To develop and strengthen the linkage between financial, strategic and operational planning. *(should be deleted)*

5.3.18 To monitor, through the Telecommunication Standardization Advisory Group (TSAG), the performance of the Sector against identified milestones and to propose adjustments to the Strategic Plan as needed. *(not a priority or an objective)*

Annex 3

Proposed revised Resolution 1

(WTSA, Montreal 2000)

SECTION 5

Duties of the Director

5.3 In the Director's estimate of the financial needs of ITU-T until the next WTSA as part of the biennial budgetary preparatory process, the Director shall communicate to the WTSA (for information) a summary of the accounts for the years which have elapsed since the preceding WTSA and the estimated expenses of ITU-T to cover its financial requirements until the next WTSA for subsequent biennial budgets and Financial Plan as appropriate, taking into account the pertinent results of the WTSA including priorities.

5.4 The Director of the TSB will prepare the financial estimates in accordance with Article 7 of the Financial Regulations, taking into account the relevant results of the WTSA including priorities for the work of the Sector.

**4.2 – Committee 3 – Working methods
of the ITU Telecommunication Standardization Sector
Chairman:** Mr F. Bigi (Italy)
First meeting of Committee 3

Wednesday, 6 October 2004, at 1430 hours

1 Organization of work

The Chairman welcomed the participants to the first meeting of the WTSA-04 Committee 3.

The General Agenda (TD 6), with the relevant documents allocation, was approved by the meeting after having changed the order of items 6 and 7 and after minor changes in the document allocation. The final revised version will be attached to the COM 3 report to the Plenary. The agenda of the first meeting (OJ/7) was amended and approved accordingly.

The Terms of Reference for Committee 3 in Doc. 82 were presented.

It was agreed that in case of no contribution for the deletion or amendment to existing Resolutions and Recommendations they will remain unchanged.

2 Discussion

The issues presented and discussed were:

– Report from TSAG
– General documents
– Study Groups Management
– Coordination role of TSAG

3 Results

3.1 Report from TSAG

It was noted the report of TSAG (Document 28). It was pointed out the success of the AAP procedure that has improved the time to approval of Recommendations. Furthermore, it was recognized that only two Recommendations, out of about 800, were not approved due to the opposition of Members States.

3.2 Study Groups Management

After discussion of the documents identified under this issue in TD/6, the meeting agreed to create a drafting group lead by France to prepare a common text for a revised Res. 35, based on the various proposals.

3.3 Coordination role of TSAG

The discussion was related to revisions to Resolutions 22 and 40. The meeting agreed that Australia will prepare a consolidated text for Res. 22. Discussion on Resolution 40 will be resumed at the next COM 3 meeting.

Second meeting of Committee 3

Thursday, 7 October 2004, at 1430 hours

1   Organization of work

The agenda of the second meeting is shown in Document OJ/10.

The meeting agreed to have a presentation giving the overview on topics and purposes of each part shown in the general agenda.

The meeting confirmed that the texts of Resolutions and Recommendations proposed in the TSAG Documents 29, 30 and 31 were considered as the basis for their revision and to forward to the Plenary texts of Resolutions and Recommendations that have not been modified.

2   Discussion

The items discussed, as a continuation of the previous meeting, were:
*   Study Group Management
*   Coordination role of TSAG
*   Other Groups

3   Results

3.1   Study Group Management

The meeting progressed the work on Res. 35 and the relevant parts of Res. 1 sec.3. France presented the results (DT/8) of the drafting group, established in the first meeting, based on 38 Add.1 Rev. 1 from CEPT. Given the additional comments raised, the meeting agreed to continue the drafting work in order to also align the texts of Res. 35 and the relevant part of Res. 1.

3.2   Coordination role of TSAG and Other Groups

The meeting progressed the work on Res. 22 and the relevant parts of Res. 1. Having considered the need to align the two Resolutions and the comments raised by the meeting, it was agreed to continue the activities of the drafting group on Res. 22. Regarding the proposal from Arab countries in Doc. 52 Add.3, it was confirmed the agreement reached at the first meeting, namely that "while limiting as far as possible the number of parallel sessions, it should be left to the management of TSAG and Study Groups to find the best arrangements in order to facilitate the participation of small delegations to the meeting".

Concerning the agenda item 2.2 "other groups", the meeting agreed to incorporate, when required, relevant texts of draft new Res. [E] (50) and [I] (61 Add.3) in the revision of Res. 22. Australia will take care of this point in the drafting group.

For Res. 40, Docs. 29 sec 12 and 52 Add.9 were considered. The meeting agreed to the proposal in item 1 (delete modified considering d) in Doc. 52 Add.9. Some views expressed that, considering the current mandate of TSAG and responsibilities of the Study Groups, it might not be necessary to create a new group addressing regulatory aspects of ITU-T work. The meeting agreed to set up a drafting group chaired by Morocco to further consider this issue.

New Resolution [D] (47) received the general support of the meeting. It has been accepted to add the wording " and countries with economies in transition" after "developing countries" in considering b) and in resolves iv). The meeting agreed that Australia will take care of the alignment of the wording of Resolution [D] with Resolution 22.

Document 52 Add.20 gives a proposal for revision of Recommendation A.7. Concerns were expressed by various delegations on the proposed revision, thus it was agreed to set up a group chaired by Syria to address this subject.

<div align="center">**Third and fourth meetings of Committee 3**</div>

<div align="center">Monday 11 October at 0930 and 1430 hours</div>

1 Organization of work

1.1 The agenda of the third and fourth meetings (OJ/15) was approved.

1.2 The reports of the first and second meetings (TD/89 and 96 respectively) were approved.

2 Discussion

The issues presented and discussed were:
- Other activities (item 7.3 – former 6.3 – of the general agenda)
- EDH issues, publications and presentation rules (item 8 of the general agenda)
- Reports of ad hoc groups drafting groups
- Definition of Consensus (item 9 of the general agenda)
- Other working methods (item 10 of the general agenda)
- Developing Countries issues (item 11 of the general agenda)

3 Results

3.1 Other activities

This issue addressed matters concerning the proposal for a Telecommunication Standardization Forum (TSF) (Doc. 81) for the organization of workshops and seminars, the creation of a technology watch group (Doc. 49) and a proposal of a new Resolution [Q] on TSF (Doc. 86). The meeting agreed it was necessary to increase transparency in what refers to workshops and seminars' activities. In order to harmonize the spirit of the various proposals, without creating unnecessary administrative burden, a drafting activity was decided under the Chairmanship of Mr P.A. Probst (Switzerland).

3.2 EDH issues, publications and presentation rules (item 8 of the general agenda)

3.2.1 Free access to Documents and Recommendations

This topic addressed in Document 29 Section 1 and 9, impact Res. 1 and 32;

Doc. 31 Sec. 2 and 3 deals with Rec A.1 and A.2;

Doc. 61 Add 6 proposes free public access to contributions and Temporary Documents (TDs), Docs. 65 Add.4 proposes free access to draft Recommendations and Doc. 67 + Corr. 1 proposes in draft new Res. [K] free access to online Recommendations. The ITU legal advisor clarified that, as proposed, the agreement of the authors of documents or of the Study Group is required. However, he draws the attention of the meeting on Resolution 66 (PP-02), which foresees the public access to Recommendations but allows the access to documents only to Member States and Sector Members, so that care should be taken on this issue, because deciding public access to documents could be in conflict with the Res. 66 (PP-02).

The meeting agreed that it is not necessary to have a specific new resolution on this issue and that the WTSA requests the TSB Director, in his report to the Council on the results of the Assembly, to reflect WTSA's support for increasing the transparency of ITU-T work and encouraging wider participation in ITU-T activities, including through free online access to Recommendations.

The WTSA invites the Council to consider this matter and, in particular, to consider the financial implications of free online access to Recommendations with a view to its implementation, as appropriate. The Director is further requested to report to TSAG on the results of Council's deliberations on this matter.

The meeting adopted Res. 32 and Rec. A.2 as proposed by TSAG. There were no comments on the TSAG proposal (Doc. 31 Sec. 5) for revisions to Rec. A.11. Therefore, A.11 was adopted.

3.2.2   Translation issues

Doc. 59 presents a proposal, based on Res.115 (PP-02) for priorities on documents translation. While there was a support, in principle, on the proposal consideration should be given to deviations from the current practice and financial implications, which would burden the budget of the sector. The attention of Committee 2 is drawn to this point.

3.2.3   The meeting also adopted the proposal from TSAG (Doc. 31 Sec. 6) for revisions to Recommendation A.12 including some amendments in the titles of M- and X- Series.

3.3   Reports of drafting groups

The results presented by the drafting groups on Res. 22, Res. [I], Res. [D], Rec. A.7 showed the need to continue the drafting work with the aim not to add complexity to rules for the TSAG activities and also considering possible impacts on Res. 37. The group on Res. 40 was still working.

Denmark presented the report (TD/8 Rev. 1) on the ad hoc group working on Res. 1 Section 3 and Res. 35. There was no agreement on the proposed changes in Res. 1 Sec. 3 paragraph 3.1.2 and Res. 35, Annex A, new 1 d). Concerning the requirements for chairmen and vice-chairmen candidates of Study Group in Res. 35, the ITU legal advisor clarified that the WTSA decisions usually enter into force from the moment of their approval or at a deferred date if so decided by the WTSA.

The Chairman decided to sound out the meeting on the two issues above. A majority was identified for maintaining the two additions (paragraph 3.1.2/Res. 1 and Annex A/Res. 35). In addition the deletion of "ideally" in proposed modifications to Annex B to Res. 35, sec. 3 to Res. 1 and Res. 35 are agreed.

3.4   Definition of Consensus (item 9 of the general agenda)

The meeting had different opinions whether to change the existing procedures for approval of Recommendations also considering the positive results of the AAP procedure successfully applied to some 800 Recommendations. "It was agreed that TSAG will continue to consider this issue in the light of the various proposals."

In view of the above, the meeting adopted the Recommendation A.8 as proposed in Doc. 31 Sec. 4 and agreed that it was not necessary to amend Rec. A.13.

3.5 Other working methods (item 10 of the general agenda)

Doc. 52 Add.14 (ARB) proposes amendments to Resolution 1 to introduce a new clause 10 on AAP referring to Rec. A.8. and deletion of Res. [37]. This has some relationship with Res. 37. The meeting agreed to address this issue in the ad hoc drafting group, chaired by Australia, on Res. 22.

Concerning the Rec. A.9, working methods for the SSG IMT-2000 and beyond, the meeting agreed to leave the issue for TSAG's consideration.

3.6 Developing Countries issues (item 11 of the general agenda)

The revision to Res. 17 is proposed in Doc. 29 Sec. 5. This issue received various contributions. Moreover two new Res. [C] and [J] were proposed to facilitate the participation of developing countries to the sector activities. It was agreed to add the wording " and countries with economies in transitions" after any occurrence of " developing countries". Moreover it was considered that Res. 1, clause 7.1.11 has relevance to this issue. The meeting agreed to set up a drafting group chaired by Brazil on Res. 17, and draft new Res. [C] and [J] with the aim, if possible, to combine in a single Resolution.

Fifth, sixth and seventh meetings of Committee 3

Tuesday, 12 October, at 0930 and 1430 hours
Wednesday, 13 October at 0930 hours

1 Organization of work

1.1 The agenda of the fifth and sixth meeting was (OJ/20) was approved. The last meeting held on 13 October was convened on short notice to complete the work of the Committee and the agenda was presented verbally and approved.

1.2 The reports of the third and fourth meetings (Doc. 117) were approved.

2 Discussion for the fifth and sixth meeting

The issues presented and discussed were:

• Reports from the ad hoc drafting groups

• Coordination and Cooperation

• WTSA issues

• Miscellanea

2.1 Results

2.1.1 The meeting considered the various documents to be approved as amendments to the various sections of the Resolution 1 and they were:

– Doc. 29 Sec. 2 TSAG (basic document) for all the sections

– Doc. 97 and Corr.1 for the Resolution 1 Sec. 1 with amendments in section 1.4.2 intended to align the references to CV 340C and 239 of the Convention PP-02

– Doc. 38 (Rev. 1) Add.6 for the Resolution 1 Sec. 2 and 4

– Doc. 94 Annex 3 for the Section 5 with the following statement:

"The director shall seek to foster cooperation and coordination with the other standardization organizations for the benefit of all members" so replacing the proposal of new Resolution [H]

– TD8 for Sec. 3 of Resolution 1

In sections 1 and 9 the wording "official languages" was replaced by "official and working languages" in all the occurrences as suggested by the ITU legal unit. It come out as a discussion on the Doc. 102 and should be adopted for Resolution 1, Rec. A.1 and A.8 as relevant.

The meeting, considering possible financial implications agreed to request that:

• the TSB Director, in his report to the Council on the results of the Assembly, has to reflect WTSA's support for increasing the transparency of ITU-T work and encouraging wider participation in ITU-T activities, including through free online access to Recommendations; and to

• the Council be invited to consider this matter and, in particular, to consider the financial implications of free online access Recommendations with a view to its implementation, as appropriate. The Director is further requested to report to TSAG on the results of Council's considerations.

2.1.2 Ad-hoc drafting groups

The chairs of the drafting groups presented their reports also based on amendments of the relevant Resolutions and Recommendation A.7. The results of some of them are presented below in other sections of the report.

Resolution 40 was approved as in TD 19, Resolution A.7 was amended and then approved with some changes to 52 Add.20, Resolution [D] was approved as in TD 14 Rev. 1. The meeting decided to delete Resolution 37.

2.1.3 Coordination and cooperation

The meeting agreed on the following texts:

- Resolution 1 Sec. 5
- Resolution 7 to be amended as proposed in 52 Add.1
- Resolution 33 to be amended as proposed in 52 Add.5 items 1 to 5, excluding the items 6a) and b). The meeting agreed to capture the spirit of item 6a) together with that one of the draft new Resolution [H] as a point in the Resolution 1 Section 5 (Duties of the Director)
- Resolution 11 as proposed in Doc. 29 Sec. 4
- Resolution 38 as in Doc. 29 Sec. 11.

2.1.4 WTSA issues

The meeting agreed to adopt the revision to Resolution 1, dealing with the WTSA, as proposed in Doc. 29 Sec. 2 and in Doc. 38 (Rev. 1) Add.6. Moreover the meeting approved new Resolution [B] on the regional preparation of WTSAs with some amendments with respect to the basic version in Doc. 30 Sec. 3.

2.2 Miscellanea

The Recommendations 36 and 39 were deleted, Resolution 26 was approved as in Doc. 29 Sec. 7 and the new Resolution [S] on Gender issues was approved with changes. Doc. 65 Add.2 proposes a reduction of the time interval between WTSAs. The meeting agreed to include in the meeting report the decision taken that this issue be discussed in TSAG to prepare proposals for the next Plenipotentiary.

3 Meeting of the 13 October

The meeting was convened to propose the approval of the remaining Resolutions.

The meeting agreed to approve Resolution [R] as in TD 18 Rev. 1 on the creation of regional groups with some changes. Resolution [22] was approved as in the TD 13 Rev. 1 with amendments and the following declaration made by Syria: "Syria has no difficulties in approving Resolution 22 provided that in implementing this Resolution results of implementation of Resolution 40, as revised in Florianópolis, be taken into consideration".

Moreover the meeting reached a general consensus to put new Resolution [Q] forward to the Plenary, for consideration, with a favourable advice of the committee, because the translated text was not available.

For the proposed Resolution [J] it was agreed to include the following statement in this report, instead:

"in the ITU-T budget resources be assigned to the dissemination of work of this sector through the preparation and development of manuals presenting the implementation of solutions based on ITU-T Recommendation, and that a specific dissemination channel be established such as internet site containing those solutions. Moreover it was agreed that with the objective of improving the exchange of knowledge and experience among the membership of the ITU-T, its members, and regional organization, to strengthen the liaison between the ITU-T and the ITU Regional Offices in order to ensure that Members and Regional Organizations participate more actively and on a regular basis in proposing, preparing and developing manuals, seminars, courses and workshops."

Resolution 17 was approved with some changes as well as Resolution [C].

4.3 – Committee 4 – Work programme and organization
Chairman: Mr P. Masambu (Uganda)
First and second meeting of Committee 4

Tuesday 5 October 2004, at 1430 hours
Wednesday 6 October 2004, at 0930 hours

1   First Session

1.1   The first meeting of Committee 4 (COM4) was chaired by Mr P. Masambu (Uganda) with the support of the vice-chairmen of the Committee, Messrs S. Guinena (Egypt), K. Park (Korea), and J. Visser (Canada). The Chairman was assisted by Mr S. Campos-Neto from TSB. The meeting took place Tuesday, 5 October 2004 from 1430 to 1730 hours.

1.2   The meeting adopted the agenda in OJ/3. After a brief address by the chairman, the meeting reviewed Documents DT/2, 3 and 5, the last one being the General Agenda for the Committee.

1.3   The document allocation in DT/5 was accepted with the following modifications:

•   Addition of item 4.3 "Bridging the standardization gap" with Documents 44 and 52 (Add.11);

•   Addition of Document 38 (Add.3) Rev. 1 to item 5.3.3 ("Mobility Options");

•   Deletion of item 5.5.2.

It was clarified that all items under agenda item 4 (*Inter-Committee Issues*) were only for noting by COM4 as they might have a bearing on COM4 work depending on the decisions from COM3. It was similarly clarified that the documents under agenda item 5.1.1 provided reference information for the allocation of Questions to study groups, but would not be individually presented.

1.4   The meeting then proceeded to a brief presentation (without discussions) of all documents allocated to COM4, with the exception of Document 65 (Uzbekistan), for which no representatives were present at the session, and of Documents 44, 46, 47, 48, 49, 50, 52 (Add.11), 52 (Add.21), which were noted.

1.5   The meeting rose at 1730 hours.

2   Second session

2.1   The second meeting of COM4 was chaired by Mr P. Masambu (Uganda) with the support of the vice-chairmen of the Committee, Messrs S. Guinena (Egypt), K. Park (Korea), and J. Visser (Canada). The Chairman was assisted by Mr S. Campos-Neto from TSB. The meeting took place Wednesday 6 October 2004 from 0930 to 1230 hours. The agenda in OJ/5 was adopted.

2.2   The chairman presented a summary of all the proposals (see http://www.itu.int/ITU-T/secured/wtsa-04/otherdocs/inf/ot-INF-Com04.ppt) addressing study group structure (issues related to mandate, points of guidance and allocation of Recommendations were **not** addressed in this session and will be reviewed at a later stage).

2.3   After review, there was agreement that the following study groups should be established, according to the definitions in Doc. 39 Annex 2:

•   SG A (Tariff and accounting principles, telecommunication economic and policy issues), from SG 3;

•   SG D (Optical and other Transport Network Infrastructures), from SG 15 and parts of SGs 13 and 17;

- SG E (Integrated broadband cable networks and television and sound transmission), from SG 9;

- SG G (Performance and Quality of Service), from SG 12 and part of SG 13;

- SG K (Security, Languages and Telecommunications Software), from SG 17.

2.4   There was also agreement that SG B (Protection against electromagnetic environment effects; from SG 5) and C (Outside Plant and related indoor installations; from SG 6) should be kept as separate study groups, however collocation of meetings should be encouraged whenever possible and based on identified needs, as determined by the Management Teams of both SGs.

2.5   There was consensus that SG F (Multimedia Terminals, Systems and Applications; from SG 16 and part of SG 15) should continue as a separate study group. It was noted that the work programme of SG F may need to be revisited should SG 2 Option 1 be adopted by the meeting (Block 2D – Human factors).

2.6   There was agreement on the continuation of SG H (Telecommunications Management; from SG 4) as a separate study group. However, the work programme of SG H may be affected depending on the SG 2 option adopted by WTSA, if SG 2 Option 1 is adopted (Block 2Bx – Network service and assessment and traffic engineering).

2.7   There was agreement on the continuation of SG J (Mobile Telecommunications Networks; from SSG) as a separate study group. The meeting noted that there should be close cooperation among studies on NGN, mobile telecommunications networks, and signalling and control. The SG Management Teams should decide in a flexible manner in which way to best coordinate the studies, e.g., collocation of meetings at appropriate levels, joint Rapporteurs Groups, etc, as well as using remote collaboration mechanisms (e-meetings, etc).

2.8   The allocation of the TDR work was postponed as it is intrinsically linked with the discussions about the different Signalling and SG 2 Options.

2.9   The meeting agreed in principle that there should be a study group responsible for NGN (SG I), with as a minimum 13B, 13C, and part of 17A. The discussion on the SG 2 and Signalling Options may include further elements in the work programme of SG I.

2.10   Agreement is pending on which Signalling Option to adopt. A number of views expressed support for the three different Signalling Options.

2.11   The meeting agreed to the principle to keep SG 2 as a discrete study group – SG M (Operational aspects of service provision, networks and performance) – even though the precise work programme of the study group will need to be further discussed. Views were expressed to consider the current mandate of SG 2 as the starting point for discussions to be held in later sessions of COM4. Issues for discussion are allocation of Block 2A (NNAR), Block 2Bx (Network service and assessment, and traffic engineering), and Block 2D (Human factors), together with the other contributions not yet reviewed.

2.12   The meeting adjourned at 1230 hours.

Third meeting of Committee 4

Thursday, 7 October 2004, at 0930 hours

The third meeting of COM4 was chaired by Mr P. Masambu (Uganda) with the support of the vice-chairmen of the Committee, Messrs S. Guinena (Egypt), K. Park (Korea), and J. Visser (Canada). The Chairman was assisted by Mr S. Campos-Neto from TSB. The meeting took place Thursday 7 October 2004 from 0930 to 1245 hours. The agenda in OJ/9 was adopted and the main results are reported below. The session finished at 1245 hours.

1 Review of progress at Sessions 1 and 2 and further discussions on Study Group structure

1.1 The chairman presented a summary of the progress of the work accomplished at Sessions 1 and 2 using a PowerPoint presentation (see http://www.itu.int/ITU-T/secured/wtsa-04/otherdocs/inf/ot-INF-Com4-02.ppt) regarding the study group structure. After presentation, comments from the floor indicated that a number of issues identified as pending agreements were upgraded to agreed, specifically in respect of Study Groups B, C, F, H, and J.

1.2 Following presentation of the report of Sessions 1 and 2 (Doc. 90), a number of comments were made supporting an update of Doc. 90 to place the SGs mentioned above in the list of study groups that should be created. As these updates are part of the discussions of Session 3, they are included here. The updated list would be as follows:

- SG A (Tariff and accounting principles, telecommunication economic and policy issues), from SG 3;

- SG B (Protection against electromagnetic environment effects), from SG 5;

- SG C (Outside Plant and related indoor installations), from SG 6;

- SG D (Optical and other Transport Network Infrastructures), from SG 15 and parts of SGs 13 and 17;

- SG E (Integrated broadband cable networks and television and sound transmission), from SG 9;

- SG F (Multimedia Terminals, Systems and Applications), from SG 16 and part of SG 15;

- SG G (Performance and Quality of Service), from SG 12 and part of SG 13;

- SG H (Telecommunications Management), from SG 4;

- SG J (Mobile Telecommunications Networks), from SSG;

- SG K (Security, Languages and Telecommunications Software), from SG 17; and

- SG M (Operational aspects of service provision, networks and performance), from SG 2.

1.3 The meeting was reminded that no discussions were held on documents presented in Session 1 (Doc. 90 paragraph 1.4).

1.4 A comment was made in respect of Doc. 90 Paragraph 2.6 that the work in SG H and the work of block 2Bx should be coordinated if kept in different study groups.

1.5 As regards SG J, a request was made to amend the language in Doc. 90 paragraph 2.7 to reflect the meeting discussions that the best coordination means for the studies on NGN, mobile telecommunications networks, and signalling and control should be decided by the respective management teams.

1.6 It was agreed to prepare a corrigendum to the report to clarify the issues in items 3 and 5 above.

1.7   A proposal for co-chairmanship as an additional option in the set of Signalling options was not considered as appropriate by the meeting, as this would mix two separate issues, that of SG structure and of its leadership.

1.8   In checking the different pending points, the Chairman invited the meeting to comment on any progress relating to the issue of whether to merge the signalling and control studies (SG L, from SG 11) under SG I. No comments were made, and the Chairman invited all interested parties to hold informal discussions on the matter and to report on possible solutions.

2   Identification of points of agreement and items for further discussion regarding Resolutions

2.1   The Chairman noted that regarding the proposal for Resolution [G]/ARB (Doc. 52 (Add.19)), it has already been presented in COM6 and discussions are scheduled in that Committee. Hence to avoid duplication of efforts the proposal would not be discussed in COM4 for the time being, pending conclusions in COM6.

2.2   Doc. 70 (Add.3) from CITEL was introduced by Brazil on behalf of CITEL countries. The document proposes a draft new Resolution [L] mandating ITU-T to review Recommendations (in particular signalling and communications protocols) for security vulnerabilities and to continue promoting awareness of cybersecurity. The proposal received wide support from the meeting and suggestions were made that its content be improved, in particular to accommodate the results of the Cybersecurity Symposium held 4 October 2004 (see Doc. 88). An ad hoc group was tasked by the meeting to prepare under the leadership of Brazil a revised draft for further consideration.

3   Initial discussions on mandate of ITU-T Study Groups

3.1   The meeting reviewed the mandate of the proposed study groups based on Doc. 39 Annex 2 and applicable contributions.

3.2   The mandates for SG A (SG 3), SG B (SG 5), SG C (SG 6), SG D (SG 15), SG E (SG 9), SG F (SG 16), SG G (SG 12), SG H (SG 4), SG J (SSG) and SG K (SG 17) were adopted without any changes relative to Doc. 39 Annex 2.

3.3   When discussing the mandate for SG G, Syria asked for the following statement to be included in the session report:

> "While approving the mandate of this study group, Syria requested that SG G be reminded that some of the Recommendations by this SG now and in the future might have some policy and regulatory issues, which might lead to use the Traditional Approval Process."

3.4   Syria asked that the same statement apply to SG H (SG 4) should Block 2Bx be transferred from SG M (SG 2) to SG H.

3.5   When discussing the mandate for SG J Syria asked for the following statement to be included in the session report:

> "The reason for creating the SSG at the last Assembly in Montreal 2000 was mainly to solve the problem of interoperability and harmonization of existing Recommendations and standards regarding IMT-2000. However, the Questions adopted by the Assembly later modified by the study group on this issue have not received any written contributions. For that, Syria regrets this situation and hopes that in the future this issue will be properly solved by SG J."

3.6   Syria speaking on behalf of the Arab States reserved their right to re-address the mandate of SG K (SG 17), depending on the outcome of their proposal regarding the definition of Security in Doc. 52 (Add.15). See additional discussions below.

3.7   The mandate of SG H (SG 4), including its title, may need to be revisited in view of current open item discussions on block 2Bx.

3.8   The mandate of SG I (SG 13) and SG L (SG 11) will be re-examined in more detail as the Signalling Option discussions progress.

3.9   The meeting reviewed Document 52 (Add.15) presented by Syria on behalf of the Arab Countries that proposed changes to the mandate of SG M (SG 2), as described in items 3.1, 3.2, 3.3, 3.4, 3.5, 3.8, 3.9 and 3.10 of that Contribution. After discussion, the meeting could not agree with the proposals in their original format, in particular items 3.2, 3.3, and 3.4. Due to the lateness of the hour, the Chairman invited the interested parties to discuss the issue off-line and report back on to the COM 4 session to be held Monday 11 October 2004.

Fourth meeting of Committee 4

Friday, 8 October 2004, at 0900 hours

The fourth meeting of COM4 was chaired by Mr P. Masambu (Uganda) with the support of the vice-chairmen of the Committee, Messrs S. Guinena (Egypt), K. Park (Korea), and J. Visser (Canada). The Chairman was assisted by Mr S. Campos-Neto from TSB. The meeting took place Friday 8 October 2004, from 0900 to 1200 hours. The agenda in OJ/14 was adopted and the main results are reported below. The session finished at 1200 hours.

1 Review of progress at previous sessions

1.1 In the opening of the meeting, the chairman presented a summary of the progress of the work accomplished so far using a PowerPoint presentation regarding the study group structure. He also mentioned the results regarding mandates of the study groups. The corrections agreed to Doc. 90 as shown in its Corrigendum 1 were reviewed and approved by the meeting.

1.2 Later in the meeting, when the report of the 3rd session of COM4 was made available to the delegates, the document was reviewed and approved with the following corrections.

1.3 The Chairman and the Secretary noted to the meeting that in the listing of study groups in Doc. 90 and Doc. 93, the numeric designation of study groups is merely indicative and provided for the convenience of delegates not familiar with the mapping between alphabetic and numeric study group designation. For indication, in Doc. 90 §2.3 and Doc. 93 §1.2, the seventh bullet should read at the end "from SG 12 and part of SG 13". The definitive reference of the blocks composing the agreed new study groups is given in Doc. 39 Annex 2.

1.4 Study Group M is missing from the list of agreed study groups shown in the bullet list of Doc. 93 §1.2.

2 Further discussions on Study Group structure

2.1 The contribution from Uzbekistan in Doc. 65 (Add.1), which proposes in general terms the creation of a new Study Group on the Information Society responsible for developing recommendations that address the development of advanced e-technologies and their integration in all spheres of public life, was reviewed by the meeting. The proposal received general support as regards its aim, namely that the Information Society is a fundamental aspect of people's daily lives, however it was felt premature to arrive at the conclusion that a new group would be the best way to tackle the issue, considering the substantial amount of already existing activities on this topic inside ITU. A small drafting group chaired by Lebanon was tasked with the preparation of a statement to be presented to COM4 at its next session, which will then be added to the COM4 report giving guidance on how to best address the issue.

3 Discussions on mandates of ITU-T Study Groups

3.1 Doc. 62 from Senegal was reviewed by the meeting as regards the idea of creation of regional groups for the NGN, mobility and security study groups, in the context of the revision of the mandate of study groups. The proposal received wide support on its principle of dissemination of information to bridge the information gap between developed and developing countries, but it was felt premature to conclude on what would be the best way to implement this principle, considering the budgetary constraints, workshop activities in the standardization sector, and activities in the development sector. The meeting agreed with the establishment of an ad hoc group chaired by Senegal, whose task would be the preparation of a draft Resolution to guide the sector in addressing the issue.

3.2 As regards the mandates of study groups, several contributions were reviewed addressing the issue of collocation of meetings. The chairman pointed out that the topic was already discussed at length in previous sessions and the discussions should be constrained to the scope of changes that would be needed in Resolution 2.

3.3 Doc. 38 (Add.5), introduced by Finland on behalf of CEPT, proposes changes to the main body of Resolution 2 as shown in Doc. 39 Annex 5. After discussions and small amendments, the meeting agreed to the inclusion of the following changes:

• under considering b) second bullet change "limitation" with "reduction in the need for exchange";

• under decides 3, amend as underlined "…that the management of the study groups…(e.g. of plenaries, working parties, and/or rapporteur meetings)…"

3.4 Documents 71, 51 (Corr.1), and 60, which discussed the need for collocation of particular study groups, were briefly reviewed. No changes to the main body of Resolution 2 in this respect were requested at the meeting.

4 Discussions on allocation of Questions

4.1 The base texts for the allocation of questions for the new study groups are found in Part II of the Study Group reports to WTSA (Docs 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24 and 26), Doc. 28 Annex 1 plus its Cor.1 for the text of modified questions, and Doc. 39 Annex 4 for the allocation of the questions in the former documents into the new study group structure.

4.2 Doc. 70 (Add.1) from CITEL supported the Questions as proposed by Study Group 3, also reported in Documents 4, 28 and 39.

4.3 The assignment of questions described in Doc. 39 Annex 4 was confirmed for the following study groups: A, B, C, D, E, F, G, H, J and K. The assignment of questions to the remaining study groups was agreed in principle but was to depend on the final structure to be decided by COM4 after receiving and reviewing results from the informal consultations.

4.4 Doc. 95 from Russia proposed a Question H/11 entitled "Protocol Test Specifications for NGN", as continuation of Question 14/11 that was discontinued by Study Group 11 due to the lack of contributions in the 2001-2004 study period. India, Ukraine and Lebanon expressed support for the creation of the Question. The meeting supported the proposal but noted the lack of progress in the current study period and requested the membership to actively contribute to the work in the new study period. The exact allocation of the question is pending the discussion on the Signalling Options.

4.5 The discussions on the amendment of Q.A/2 found in §3.6 of Doc. 52 (Add.15) were postponed pending the informal consultations regarding the mandate of SG M.

Fifth meeting of Committee 4

Monday, 11 October 2004, at 1430 hours

The fifth meeting of COM4 was chaired by Mr P. Masambu (Uganda) with the support of the vice-chairmen of the Committee, Messrs S. Guinena (Egypt), K. Park (Korea), and J. Visser (Canada). The Chairman was assisted by Mr S. Campos-Neto from the TSB. The meeting took place Monday 11 October 2004, from 1430 to 1700 hours. The agenda in OJ/16 was adopted and the main results are reported below. The session finished at 1700 hours.

1   Review of progress at previous sessions

1.1   The Secretary presented the report of the fourth session of COM4 available in Doc. 99. The report was approved with the following corrections:

–   in §1.4, replace the reference to "Doc. 93 §1.4" by "Doc. 93 §1.2";

–   in §3.4, amend second sentence as indicated by the underline to read: "No changes to the main body of Resolution 2 in this respect were requested at the meeting."

2   Resolutions under Committee 4

2.1   The meeting reviewed the revised text for Resolution [L] as shown in DT/11 prepared by an ad hoc group. After review of the changes, the meeting adopted the draft new Resolution, to be sent to Committee 7.

2.2   The Chairman informed the meeting about the results of the ad hoc on a draft new Resolution on Regional Groups, which is available in DT/18. The chairman noted that the text of the Resolution now addresses working methods, hence it was allocated for further discussion in Committee 3.

3   Further discussions on Study Group structure

3.1   The convener of the ad hoc group that discussed the text for addition to the Committee 4 report regarding a study group on the information society provided the following verbal report.

The Ad Hoc meeting, when appreciating the Document 65 (Add.1), provided by the Republic of Uzbekistan, made the following considerations: The proposal for the establishment of a study group on the Information Society is a good idea. Committee 4 agreed with the spirit of the contribution, in particular, that the ITU-T has a important role to play in the development of the Information Society.

The Ad Hoc Group, as well as the delegates, noted that the declaration of principles of the WSIS recognized that the standardization is one of the essential building blocks of the Information Society. However, it is premature in this moment to create a new study group, due to a lack of questions, to be studied and the absence of a clear mandate. Further, the establishment of a new study group has to consider the budgetary limitations of ITU-T.

The ad hoc group also discussed that Resolution 1222 of the Council (ITU activities relevant to WSIS) is given important details concerning this matter, specially in "Part I: ITU activities relevant to the implementation of the Plan of Action" and in "Part 2: ITU activities relevant to preparations of Phase II (Tunis)".

Finally the Ad Hoc Group proposes to send this proposal to the ITU Council Working Group on WSIS, TSAG and the other Bureaux (ITU-D and ITU-R) for consideration.

The report was approved by the meeting.

3.2   The convener of the ad hoc group on Study Group M (2) mandate presented the results of their discussions as available in DT/16. The mandate of SG M (2) was accepted as presented to WTSA in Part 1 of Annex A to Resolution 2, contained in Doc. 39, Annex 5, without further changes. Further, it was agreed that the Points of Guidance of SG M (2) were accepted as presented to WTSA in Annex B to Resolution 2, contained in Doc. 39 Annex 5.

3.3   It was recognized in DT/16 that definitions of telecommunications services are within the mandate of SG M (2), including, when appropriate, definitions related to spam, telecommunications for disaster relief (TDR), emergency telecommunication service (ETS), and security. Additionally, it was recognized that point 3.4 of Doc. 52 (Add.15) is covered by the proposed new Resolutions on spam and that points 3.5 and 3.10 of Doc. 52 (Add.15) are covered by the revised text of Resolution 20.

The meeting recognized the importance of work on community connectivity indicators (Plenipotentiary Resolution 131) and calls on the Director of TSB to encourage activities in relevant study groups, in particular Study Group A (3).

It was agreed that all other items of Doc. 52 (Add.15) are covered. Discussion of Doc. 52 (Add.15) is therefore closed.

Syria requested that the report of the plenary meeting include the following statement:

> *SG M (2) should lead studies related to the implementation of Plenipotentiary Resolutions 101, 102, 130, and 133, in close cooperation with other technical study groups, in accordance with SG M (2)'s mandate for issues having policy or regulatory implications.*

3.4   The Chairman of Committee 4 invited the participants to report on progress of the informal consultations regarding the issue of possible merger of the signalling work (SG L) in the NGN study group (SG I). UK and Japan reported on their positions, and the Chairman invited them to discuss further the issue with mediation of the Chairman of the Assembly during coffee-break. As the meeting resumed, the Chairman of the Assembly reported that while progress was made, a final solution could not be identified and that they would continue to work towards a solution, at the latest for the Plenary sessions of the Assembly, taking into account a wide spectrum of opinions.

3.5   Pending issues regarding the mandate and allocation of Questions of the signalling and NGN study groups would be done subsequent to the identified solution, possibly by convening a special ad hoc chaired by the Chairman of Committee 4.

4   Continuation of review of Resolution 2

4.1   Doc. 100 from Canada collected a number of points of discussion and agreements at the previous session of Committee 4 and additionally proposed a number of changes to improve the text. The text was reviewed and accepted by the meeting with a few amendments, which can be found in Doc. 100 (Corr.1).

4.2   It was noted that Resolution 22 (which is mentioned in Resolution 2) is currently under discussion in Committee 3 and, if necessary, further changes may need to be reflected in the main body of Resolution 2.

5 Complete discussions on allocation of Questions (Issue 7–DT/5)

5.1 The meeting confirmed the recommendation in DT/16 to amend the text of Question A/2 (M), as presented to WTSA in Annex 1.2 of Doc. 28 (covering points 3.1 and 3.2 of Doc. 52 (Add.15) to add the following to task 14 before its last paragraph:

> This project will assess the impact of introduction of IP-based networks (including NGN) and interworking with IP-based networks (including NGN) to determine what new services, service features, and service principles for interworking need to be defined to take advantage of this technology, including matters related to:
>
> • Requirements for international emergency preference scheme (IEPS) and related facilitation by telecommunication for disaster relief (TDR) on national level.
>
> • Quality of service requirements.
>
> • Security requirements.

6 Identification of pending items for closing session of Committee 4

6.1 The following items were identified as pending for the closing session of COM4:

• Coordination group for NGN work (Issue 6.5);

• Mandate for SG I (Issue 6.6);

• Mandate for SG L;

• Allocation of Questions for SG I & SG L (Issue 7);

• Wrap up for Resolution 2;

• Inter-committee issues.

Sixth and last meeting of Committee 4

Tuesday, 12 October 2004, at 1430 hours

The sixth and last meeting of COM4 was chaired by Mr P. Masambu (Uganda) with the support of the vice-chairmen of the Committee, Messrs S. Guinena (Egypt), K. Park (Korea), and J. Visser (Canada). The Chairman was assisted by Mr S. Campos-Neto from TSB. The meeting took place Tuesday 12 October 2004, from 1430 to 1500 hours. The agenda in OJ/21 was adopted and the main results are reported below. The session finished at 1500 hours.

1   Review of progress at previous session

The Secretary of COM4 introduced the report of the fifth session of COM4 as available in Document 111. The Report was approved with the following amendment:

> *Finally the Ad Hoc Group proposes to send this proposal to the ITU Council Working Group on WSIS, ~~the~~ TSAG and the other Bureaux (ITU-D and ITU-R) for consideration.*

2   Further discussions on Study Group structure

2.1   As regards the consultations on Signalling Options, the Chairman of COM4 reported that a compromise proposal was arrived at in the informal consultations that have been coordinated by the Chairman of the Assembly, as documented in Doc. 118. Unfortunately, it was not possible to have the document prepared for consideration at the meeting, thus obliging its formal presentation to be deferred to the Plenary sessions. The Chairman advanced some elements of the proposal, in which an NGN Study Group (SG I) is created with a strong mandate to lead the NGN studies (being also the parent for the NGN Focus Group), as well as retaining a distinct study group as a focal point for signalling studies (SG L).

2.2   The meeting agreed to the mapping of study group letters back to study group numbers retaining the numbers used in the current study group. Namely, the following map was adopted:

- SG M becomes SG 2 (Operational aspects of service provision, networks and performance);
- SG A becomes SG 3 (Tariff and accounting principles, telecommunication economic and policy issues);
- SG H becomes SG 4 (Telecommunications Management);
- SG B becomes SG 5 (Protection against electromagnetic environment effects);
- SG C becomes SG 6 (Outside Plant and related indoor installations);
- SG E becomes SG 9 (Integrated broadband cable networks and television and sound transmission);
- SG K becomes SG 17 (Security, Languages and Telecommunications Software);
- SG G becomes SG 12 (Performance and Quality of Service);
- SG D becomes SG 15 (Optical and other Transport Network Infrastructures);
- SG F becomes SG 16 (Multimedia Terminals, Systems and Applications);

2.3   SG J is assigned the first available number not previously used, thus becoming SG 19 (Mobile Telecommunications Networks).

2.4   If the compromise solution proposed in Document 18 is adopted by the WTSA-04 Plenary, Study Group I would become Study Group 13 and Study Group L would become Study Group 11.

3 Review of Resolution 2

3.1 The meeting reviewed and adopted the changes to Resolution 2 in Document 100 with its Corrigendum 1.

3.2 It was noted that the discussions on the compromise solution for Study Groups 11 and 13 did not allow the completion of Resolution 2, and the meeting agreed to task Mr J. Visser (Canada) to prepare a draft text for mandate of Study Groups 11 and 13 for tentative inclusion in Resolution 2, in line with the compromise proposal in Document 118.

3.3 The meeting confirmed that the TDR requirements definition work is within the mandate of Study Group 2.

4 Complete discussions on allocation of Questions

4.1 The allocation of Questions for Study Groups 11 and 13 is dependent on the final agreement on NGN & signalling and could not be completed by COM4.

4.2 In considering the proposal in Document 110 from Canada, there was consensus that this was relevant to the work on naming, numbering, addressing and routing (NNAR) and this document should be referred to the first meeting of Study Group 2 after WTSA-04 for further consideration.

5 Inter-committee issues

5.1 No inter-committee issues were brought to the attention of COM4 as of the closing of the meeting.

6 Any other business

6.1 The meeting closed unexpectedly as the participants were requested by building security to evacuate the facilities. However, as all other agenda items were already covered, a subsequent session of COM4 was not felt necessary.

4.4 – Committee 5 – Telecommunication network infrastructure
First and second meetings of Committee 5

Thursday, 7 October 2004, at 0930 hours and 1430 hours

(see Chapter 3.4 for the reports)

<h2 align="center">4.5 – Committee 6 – Telecommunication services and tariff issues</h2>
<h3 align="center">Chairman: Mr R. Thwaites (Australia)</h3>
<h3 align="center">First meeting of Committee 6</h3>

<p align="center">Wednesday 6 October, at 1430 hours</p>

1.   Opening remarks by the Chairman

The Chairman opened the meeting and reminded participants of the Terms of Reference of Committee 6, as assigned by the plenary. He noted that the work of this committee needed to be coordinated with the work of Committee 4. He also reminded participants that the meetings of the committee would be conducted in accordance with the ITU Rules of Procedure. In particular, proposals would only be discussed if they received support from more than one Member State; amendments to proposals would only be considered if they were supported; amendments would be discussed before the original proposal; proposals can be freely amended by the originators of the proposal; by roll call, or by secret ballot. He noted that this committee reports to plenary and hoped that; as a consequence, it would not be necessary to resort to voting. He also noted that the ITU Convention urges members to do everything they can to go along with a majority opinion, if possible.

The Chairman drew attention to two background information documents on, respectively, Resolution 20 and 29; and Internet issues. The documents are available as other information documents at:

http://www.itu.int/ITU-T/wtsa-04/otherinf.asp

In response to a question from the Chairman, the meeting indicated that it would prefer if Committee 6 did not meet in parallel with Committee 4, and it asked the Chairman to convey that request to the steering committee.

2.   Adoption of work plan and agenda

2.1   Adoption of work plan

The Chairman proposed that all documents be introduced before discussion and that discussion take place subsequently.

The Chairman proposed that any items related to mandates to Study Groups be discussed first, in order to be able to provide inputs to Committee 4 if necessary.

The meeting agreed to this work plan.

On the basis of discussion, it was agreed to create informal groups (which will meet outside regular hours) to progress discussions arising from proposals on the following specific issues:

a)   SPAM (chaired by Mr Kisrawi of Syria, Pigeon Hole 266);

b)   Resolutions 20 and 29 (chaired by Mr Henninot of France, Pigeon Hole 809).

2.2   Adoption of session agenda

The meeting agreed to the agenda presented in Document OJ/4.

3.   Reports

3.1   Introduction of documents:

3.1.1   Doc. 1 (SG2) Report to the World Telecommunication Standardization Assembly (WTSA-04): General.

The report was introduced by the Chairman of SG2.

3.1.2   Doc. 3 (SG3) – Report to the World Telecommunication Standardization Assembly (WTSA-04): General.

The report was introduced by the Chairman of SG3.

In response to a question, the Chairman stated that the use of the term "defined" on page 7 of the report, end of bullet (b), refers to the fact that the term "network externality" was used for the purpose of further discussion, and not formally agreed as a definition to be used in Recommendations.

3.1.3   Doc. 27 (TSB) – Report on ITU-T Study Group activities after their last meeting.

The report was introduced by the Secretary of Committee 6.

3.1.4   Doc. 42 (TSB) – Report on the activities of the ITU Telecommunication Standardization Sector (ITU-T) with respect to Plenipotentiary Resolutions 101, 102 and 133.

The report was introduced by the Secretary of Committee 6.

3.2   Discussion

The Chairman opened the floor to discussion. There were no comments.

3.3   Summary of discussion of reports

The reports were noted with no comments.

4.   Resolution 41

4.1   Introduction of documents

4.1.1   Doc. 52, (Add. 18) (Arab States) – Proposed deletion of Resolution 41.

The document was introduced by Syria.

4.2   Discussion

Deferred to next session.

4.3   Summary of discussion and agreements relative to Resolution 41

Deferred to next session.

5.   Resolutions 20 and 29

5.1   Introduction of documents related to Resolution 20 – Procedures for allocation and management of international numbering resources

5.1.1   Doc. 29 (TSB) – Report of the Telecommunications Standardization Advisory Group to WTSA-04 – Part II-A Draft revised Resolutions, *for what concerns Resolution 20 (page 3 of Doc. 29).*

The document was introduced by the Secretary of Committee 6.

5.1.2   Doc. 38, (Add.4) (CEPT) – Proposal for a revised Resolution 20.

The document was introduced by France. In response to a question, it was stated that references to "rules" and "adhered to by all" in noting (c) refer to the fact that agreed rules should be respected by all concerned parties, the rules being the usage criteria associated with numbering resources when they are assigned.

5.1.3   Doc. 52, (Add.2) (Arab States) – Procedure for allocation and management of international numbering resources.

The document was introduced by Syria. In response to a question, it was stated that addition of the term "naming" has been added in the new *instructs* 3 and 4, as an editorial correction, to reflect the title and content of Plenipotentiary Resolutions 102 and 133.

5.2   Introduction of documents related to Resolution 29 – Alternative calling procedures on international telecommunication networks

5.2.1   Doc. 29 (TSB) – Report of the Telecommunications Standardization Advisory Group to WTSA-04 – Part II-A Draft revised Resolutions, *for what concerns Resolution 29 (page 35 of Doc. 29).*

The document was introduced by the Secretary of Committee 6. The meeting accepted the modifications proposed, and any further modifications of Resolution 29 would include the modifications contained in Doc. 29.

5.2.2   Doc. 52, (Add.4) (Arab States) – Alternative calling procedures on International Telecommunications Networks.

The document was introduced by Syria.

5.2.3   Doc. 68 (Kenya) – Alternative calling procedures on international networks.

The document was introduced by Kenya. The words "home number identifier" in the abstract should read "home network identifier".

6.   Internet issues

6.1   Introduction of documents related to SPAM

6.1.1   Doc. 52, (Add.12) (Arab States) – Draft new Resolution [F] on countering spam by technical means.

The document was introduced by Syria. In response to a question, it was stated that the lack of reference to the SMTP protocol was due to the fact that this is not an ITU-T protocol, but that it was understood that SMTP would be covered by the references to MARID and IETF.

6.1.2   Doc. 72, (Add.4) (Syria) – Combating SPAM.

The document (and the justification contained in Doc. 72) was introduced by Syria. It is supported by Egypt, Jordan, and Lebanon.

6.2   Introduction of documents related to Internet issues

6.2.1   Doc. 52, (Add.19) (Arab States) – Draft new Resolution on Implementation of Resolutions 101, 102, and 133.

The document was introduced by Syria.

6.2.2   Doc. 72, (Add.1) (Syria) – Draft new Resolution on Country Code Top Level Domain Names.

The document was introduced by Syria. It is supported by Egypt, Jordan, and Lebanon.

6.2.3   Doc. 72, (Add.2) (Syria) – Draft new Resolution on Internationalized Domain Names.

The document was introduced by Syria. It is supported by Egypt, Jordan, and Lebanon.

6.2.4   Doc. 72, (Add.3) (Syria) – Draft new Resolution on Public ENUM.

The document was introduced by Syria. It is supported by Egypt, Jordan, and Lebanon. In response to a question, it was stated that the term "public ENUM" is used to distinguish between use of ENUM in public networks as opposed to private networks.

Second meeting of Committee 6

Friday 8 October, at 0900 hours

1.   Opening remarks by the Chairman

The Chairman opened the meeting and referred to an information document (electronic only) that collated extracts of those proposals which referred to the tasking of SG2. He asked for the views of the meeting regarding whether any of those proposals went beyond the current mandate of SG2.

These matters would be discussed by an ad hoc group on Saturday, and the Chairman stated that Committee 6 should provide its inputs to the ad hoc group on those documents that had been referred to Committee 6. On the items listed below, the Committee reached the following views:

Doc. 38, (Add.4): concerns Resolution 20, the original proposed text is being amended; both the original and expected revised proposals are within the current mandate of SG2.

Doc. 52, (Add.12): concerns spam, there is no consensus on the question of whether or to what extent these matters fall within the current mandate of SG2.

Doc. 52, (Add.19): concerns Internet definitions, there is no there is no consensus on the question of whether or to what extent these matters fall within the current mandate of SG2.

Doc. 52, (Add.2): concerns Resolution 20, the original proposed text is being amended; both the original and expected new proposals are within the current mandate of SG2.

Doc. 52, (Add.4): concerns alternative calling procedures, the original proposed text is being amended; both the original and expected new proposals are within the current mandate of SG2.

Doc. 72, (Add.1): concerns Country Code Top Level Domain Names, there is no consensus on the question of whether or to what extent these matters fall within the current mandate of SG2.

Doc. 72, (Add.2): concerns Internationalized Domain Names, there is no consensus on the question of whether or to what extent these matters fall within the current mandate of SG2.

Doc. 72, (Add.3): concerns ENUM, while ENUM is within the scope of SG2, there is some text in the current proposal (concerning root servers) with respect to which text there is no consensus on the question of whether or to what extent it falls within the current mandate of SG2.

2.   Adoption of report and agenda

2.1   Adoption of report

The Chairman introduced Doc. 87, the report of the first session and asked the meeting to approve it.

The report was approved.

2.2   Adoption of session agenda

The meeting agreed to the agenda presented in document OJ/11.

4.   Resolution 41

4.2   Discussion

Doc. 52, (Add.18). One country stated that the questionnaire is very useful, if there are any problems with it, it should be modified. However, there was support from several states for the proposal and no other objections to accepting the proposal.

This concludes the discussion of Doc. 52 (Add.18).

4.3   Summary of discussion and agreements relative to Resolution 41

Plenary will be requested to delete Resolution 41.

5.   Resolutions 20 and 29

5.3   Discussion of proposed revisions to Resolution 20

The Chairman of the ad hoc group introduced DT/10, containing a preliminary revised draft revised Resolution 20. He reported that further changes had been agreed by the ad hoc group and stated that a new revision was being produced.

It was agreed that the ad hoc group would continue its work and submit a final draft to the next session of Committee 6, unless the Chairman of Committee 6 was satisfied that there were no outstanding items, in which case the text would be submitted directly to Committee 7, for submission to plenary.

This concludes discussion of Doc. 38, (Add.4) and 52, (Add.2).

5.4   Discussion of proposed revisions to Resolution 29

The Chairman of the ad hoc group reported that no consensus has yet been reached regarding Resolution 29. The Chairman of Committee 6 stated that any new draft would have to be available on Saturday, otherwise it could not be considered by Committee 6. In the absence of a new draft, Committee 6 would consider the proposal from Kenya (Doc. 68), and any proposed amendments, in accordance with the Rules of Procedure.

5.5   Summary of discussions and agreements relative to Resolutions 20 and 29

Committee 6 agreed that the Chairman of Committee 6 could decide whether the new draft from the ad hoc group on Resolution 20 should be transmitted to Committee 6 for further discussion or submitted directly to Committee 7 for transmission to plenary. The new version will be published as DT/10, Rev. 1.

Committee 6 would consider at its next session either a new draft of Resolution 29, or, in the absence of a new draft, the proposal from Kenya (Dec. 68), and any proposed amendments, in accordance with the Rules of Procedure.

6.   Internet issues

6.3   Discussion of proposals related to spam

The representative of the Chairman of the ad hoc group introduced DT/9, containing a revised draft new Resolution on Countering spam by technical means. It was stated that the reference to Art. 4 of the ITR might not be appropriate. It was also noted that other bodies are working on definitions and that this should be taken into account in the course of future work, so as to avoid duplicate or redundant work. On basis of discussion, it was agreed that further consultation would take place to agree final text with respect to the reference to Art. 4 of the ITR, which might be replaced by a reference to the Constitution or Convention.

This concludes the discussion of Doc. 52, (Add.12).

6.4   Discussion of proposals related to Internet issues

Doc. 52, (Add.19): Several delegations indicated that no discussions of Internet governance should take place in ITU until other discussions taking place in the United Nations Working Group on Internet Governance (WGIG) are completed, in order to avoid duplication and redundant work. In response, others supported the proposal that the ITU-T should initiate discussions immediately, within its sphere of competence, in order to assist Council to prepare ITU inputs to the discussions taking place in WGIG, in accordance with the Council Resolution on WSIS.

There was no consensus on the topic. The Chairman noted that there are three aspects to the proposal:

a)   whether a short-lived group or groups should be created, which raises questions of duplication and allocation of resources;

b)   whether discussions, in particular concerning definitions of "Internet governance" should take place in Study Group 2;

c)   whether discussions of technical aspects, including technical definitions of the "Internet" in its role as a carrier of telecommunication transmissions, should take place in Study Group 2.

The Chairman invited concerned parties to discuss the issue, and also the issues arising out of Doc. 72, (Addendums 1, 2, and 3), amongst themselves, to attempt to find a consensus, and to report back to the next session of Committee 6. Discussions are to be coordinated by Syria on behalf of those making the proposals.

6.5   Summary of discussions and agreements relative to SPAM and Internet issues

The Chairman of Committee 6 will decide whether the new draft from the ad hoc group on Countering spam by technical means should be transmitted to Committee 6 for further discussion or submitted directly to Committee 7 for transmission to plenary. The new version will be published as DT/9, Rev. 1.

Concerned parties will discuss Internet issues and report back to Committee 6.

Third meeting of Committee 6

Monday 11 October, at 0930 hours

1. Opening remarks by the Chairman

The Chairman thanked all who worked on Saturday and the hosts and TSB for providing the needed secretariat staff.

2. Adoption of report and agenda

2.1 Adoption of report

The Chairman introduced Doc. 98, the report of the second session and asked the meeting to approve it.

The report was approved.

2.2 Adoption of session agenda

The meeting agreed to the agenda presented in Document OJ/17.

5. Resolutions 20 and 29

5.3 Discussion of proposed revisions to Resolution 20

The Chairman of the ad hoc group introduced DT/10 (Rev. 1), containing a revised draft revised Resolution 20.

As previously agreed, DT/10 (Rev. 1) was submitted by the Chairman of Committee 6 to Committee 7 for transmission to plenary.

Further changes were agreed by the meeting and are captured in DT/10 (Rev. 2) as clean text.

Additional changes were proposed and are to appear in DT/10 (Rev. 2) as revision marks for consideration at the next meeting.

5.4 Discussion of proposed revisions to Resolution 29

The Chairman noted that DT/15, the output of the ad hoc group on Resolution 29, had been modified by the Secretariat to (1) incorporate changes to the *recalling* agreed during the first session of Committee 6 and contained in Doc. 29 and (2) to show in revision marks only changes to the original text of Resolution 29.

The Chairman of the ad hoc group introduced DT/15, containing a revised Resolution 29. He also introduced additional proposed amendments. The meeting agreed to delete the text in square brackets.

Further amendments were proposed but were not agreed. The currently agreed text is shown in DT/15 (Rev. 1) and further discussions will take place at the next session.

Syria reserved its position with respect to the revised Resolution 29.

This closes discussion of Documents 52 (Add.4), and 68.

5.5   Summary of discussions and agreements relative to Resolutions 20 and 29

Further discussion needed as noted above of DT/10 (Rev. 2) and DT/15 (Rev. 1).

6.   Internet issues

6.3   Discussion of proposals related to spam

The Chairman of the ad hoc group introduced DT/9 (Rev. 1), containing a revised draft new Resolution on Countering spam by technical means; and DT/12, containing a draft new Resolution on Combating spam. On the basis of discussions, amendments were agreed and the agreed text will be presented to Committee 7 as a revision of DT/12.

It was noted that Syria would make the following statement in plenary:

> One of the possible follow-up actions to be considered by Council should be a Memorandum of Understanding. Also, the *invites* in the Resolution applies to work within ITU-T and Syria would encourage all Member States, in addition, to make contributions directly to Council on this topic.

As previously agreed, DT/9 (Rev. 1) was submitted by the Chairman of Committee 6 to Committee 7 for transmission to plenary.

6.4   Discussion of proposals related to Internet issues

The Chairman of the ad hoc group introduced DT/17 containing revised draft new Resolutions on Internet issues. He also presented amendments to the Annexes of DT/17 that were agreed after the formal meeting of the ad hoc group. Included in the amendments was an agreed revision of Doc. 71 (Add.1); this agreed revision will be included.

The amendments were accepted and will be transmitted to Committee 7 as revisions to DT/17 for transmission to Plenary.

This closes discussion of Doc. 52 (Add.19), 72 (Add.1), 72 (Add.2), and 72 (Add.3).

6.5   Summary of discussions and agreements relative to SPAM and Internet issues

Plenary will be requested to approve the new Resolution on Countering spam by technical means which will be formally submitted by Committee 7 as Doc. X (the draft submitted to Committee 7 is in DT/9, (Rev. 1).

Plenary will be requested to approve the new Resolution on Combating spam which will be formally submitted by Committee 7 as Doc. X (the draft submitted to Committee 7 is in DT/12 plus the approved modifications).

Plenary will be requested to approve the revised Resolutions which will be formally submitted by Committee 7 as Doc. X (the draft submitted to Committee 7 is in DT/17 plus the approved modifications).

Fourth and final meeting of Committee 6

Tuesday 12 October, at 1100 hours

1.   Opening remarks by the Chairman

The Chairman opened the meeting and thanked all participants for their contributions to the work, and thanked the hosts and the TSB staff.

2.   Adoption of report and agenda

2.1   Adoption of report

The Chairman introduced Doc. 108, the report of the third session and asked the meeting to approve it.

The report was approved.

2.2   Adoption of session agenda

The meeting agreed to the agenda presented in Document OJ/19.

5.   Resolutions 20 and 29

5.3   Discussion of proposed revisions to Resolution 20

The Chairman introduced DT/10 (Rev. 2) which contains further proposed changes to Resolution 20.

On the basis of discussion further changes were agreed and the final agreed version will be transmitted to Committee 7 for transmission to Plenary.

5.4   Discussion of proposed revisions to Resolution 29

The Chairman introduced DT/15 (Rev. 1) which contains further proposed changes to Resolution 29.

On the basis of discussion further changes were agreed and the final agreed version will be transmitted to Committee 7 for transmission to Plenary.

5.5   Summary of discussions and agreements relative to Resolutions 20 and 29

The text agreed by the meeting will be submitted to Committee 7 for transmission to plenary.

5 – Report by the Director of the Telecommunication Standardization Bureau

5.1 – Report on the activities of the ITU Standardization Sector (ITU-T) – Overview, executive summary and future visions

1 Introduction

The ITU Convention requests the Director of TSB to submit to each World Telecommunication Standardization Assembly (WTSA) a report on the activities of the Sector since the last Assembly for its consideration and approval. In compliance with this request, the Director of TSB submits his report to WTSA-04 that consists of the following four documents:

• WTSA-04 Document 33 – Report on the activities of the ITU Telecommunication Standardization Sector (ITU-T) [this document];

• WTSA-04 Document 34 – General statistical information on ITU-T activities during the 2001-2004 study period;

• WTSA-04 Document 35 – Report on the Telecommunication Standardization Bureau;

• WTSA-04 Document 36 – Report on ITU-T expenditure during the study period 2001-2004 and estimated financial needs up to WTSA-08.

2 The ITU Standardization Sector according to the Convention of the ITU and the Constitution of the ITU

Article 17 of the ITU Constitution (Minneapolis, 1998) stipulates that:

"The functions of the Telecommunication Standardization Sector shall be, bearing in mind the particular concerns of the developing countries, to fulfil the purposes of the Union relating to telecommunication standardization, as stated in Article 1 of this Constitution, by studying technical, operating and tariff questions and adopting recommendations on them with a view to standardizing telecommunications on a worldwide basis."

These functions are presently carried out by 13 study groups which in practice cover all aspects of telecommunications (except radiocommunication) and operate in accordance with Article 14 of the Convention (Minneapolis, 1998).

The role and the tasks of the Telecommunication Standardization Advisory Group are provided in Article 14A of the Convention (Marrakesh, 2002).

Article 15 of the Convention (Marrakesh, 2002) defines the role of the Telecommunication Standardization Bureau and guides its activities.

On the basis of the "Strategic plan for the Union 2004-2007" (Resolution 71 of PP-02) and following the instruction given by Resolution 72 of PP-02, "Linking strategic, financial and operational planning in ITU", TSB has prepared and presented to TSAG and the Council the overall recapitulation of the ITU-T resources, workloads and expected results. The 4-year rolling ITU-T operational plan (www.itu.int/ITU-T/info/op-activities) provides the linkage between strategic, financial and operational planning.

The estimated needs for 2005-2008 have also been developed on this basis, following the existing structure of the ITU-T Sector and the experience, working methods and work programme of the last study period (see WTSA-04 Document 35).

3   The new ITU-T standards environment

3.1   ITU-T in a competitive market

With the liberalization of the telecoms market, the rise of the Internet, the booming globalization of mobile technologies, and the speed with which new technologies are being developed, ITU-T had to change in order to stay a pre-eminent standards organization. During the last four years, ITU-T has improved its working methods and approval processes. ITU-T has strengthened its efforts to cooperate with other Standards Developing Organizations (SDOs) and Forums. ITU-T has increased its presence in the Regions, particularly, in the developing countries. Following the ITU Strategic Plan, ITU-T has made efforts to promote its work. The image of ITU-T is slowly but steadily changing, though perception is still behind reality in some parts of the market.

3.2   Increased awareness of the importance of global standardization

3.2.1   World Summit on the Information Society (WSIS)

The World Summit on the Information Society (WSIS) held its first phase in Geneva from 10 to 12 December 2003, stated that "Standardization is one of the essential building blocks of the Information Society" (introductory sentence to Paragraph 44 of the WSIS "Declaration of Principles"). The WSIS "Declaration of Principles" further highlighted international standardization as one of the core competences of ITU in the fields of Information and Communication Technologies (ICT).

3.2.2   "Bridging the standardization gap between developing and developed countries" (Plenipotentiary Conference 2002, Resolution 123)

For the first time in its history, the Plenipotentiary Conference 2002 adopted a Resolution with explicit reference to bridging the standardization gap. The Resolution calls for new measures to assist developing countries in standard-making and standards-application.

3.3   National and regional developments on standardization

The regions have also seen new and important developments in their standardization activities during the recent years. These include:

- The new form of the Permanent Consultative Committee I (PCC I) of CITEL (Inter-American Telecommunication Commission) changed its title to "Telecommunication Standardization" in 2002.
- The African Telecommunications Union (ATU) is considering the initiative to set up an Africa Multimedia Standardization Forum.
- The Asia-Pacific Telecommunity Standardization Program (ASTAP) and the European Telecommunications Standards Institute (ETSI) continue their efforts for standardization of ICT technologies and services.

Some countries have established national telecom standardization entities, for example:

- "China Communication Standardization Association" (CCSA) was inaugurated in December 2002;
- Malaysia established a "Telecom Forum" in 2003 to take care of telecom standards in Malaysia.

3.4 Expectations by Industry Members

Today, industry members have difficulties to follow the plethora of Forums and SDOs, and, more importantly, industry wishes to work on global standards through organizations like ITU. They support ITU's standardization work.

4 Achievements of ITU-T study groups

The major results of our 13 study groups and TSAG are pointed out in their respective reports. In the Study Period 2001-2004:

- 671 Recommendations, 58 Annexes/Appendices, 49 Supplements, 173 Amendments and 128 Corrigenda were approved.
- 41 Recommendations and 7 Supplements were deleted.

Among the major achievements are:

- ITU-T extends the flexibility and simplicity of Ethernet to carrier networks, providing end-users and service providers with simple, cost-effective and scalable (10 Mbit/s to 1 Gbit/s) solutions (ITU-T Rec. G.801x/Y.13xx series).
- ITU-T quadruples the capacity of the optical transmission systems from the present maximum of 10 Gbit/s to 40 Gbit/s, meeting industry demands for next generation networks (ITU-T Rec. G.959.1).
- Coarse Wave Division Multiplexing (CWDM) allows carriers to cost-optimize use of fibre optics in metropolitan applications (ITU-T Rec. G.695).
- ITU-T established a security architecture for systems providing end-to-end communications (ITU-T Rec. X.805).
- A revolutionary video compression algorithm, developed with ISO/IEC, is completed and expected to be deployed in all future DVD players, 3G phones and videoconferencing equipment (ITU-T Rec. H.264 Advanced Video Coding).
- Recommendations of the H.610-Series that allow video-centric triple-play services (a rich combination of integrated data, video and voice delivery) over a VDSL access. These specifications were produced by an ITU-T Focus Group and subsequently progressed into Recommendations.
- Cable companies are implementing a new suite of 20 ITU-T Recommendations, J.160-J.179, building upon widely used ITU-T Recs J.112 and J.122 (CableModems), that has opened the way for an entirely new Cable Communication system permitting telephony, data, and a wide range of video services. Additionally, ITU-T Rec. J.202, building on these other Recommendations, opens up a new world for interactive TV providers.
- ITU sets out the general guideline on the time-scale to be adopted in the settlement of accounts (ITU-T Rec. D.195).
- The negotiation of differential settlement rates for calls terminating on fixed or mobile networks is facilitated (ITU-T Rec. D.93).
- Protocols for Gigabit-capable Passive Optical Networks (G-PONs) widen the bottleneck of network access towards all-optical networks (ITU-T Rec. G.984-series).
- A new family of access network standards adds features and functionality and boosts performance, more than doubling the downstream data rate of DSL systems to 25 Mbit/s (ITU-T Recs G.993.1 (VDSL), G.992.3 (ADSL2) and G.992.5 (ADSL2+)).
- ASN.1 Project has taken off, comprising the ASN.1 modules database and the revision/extension of the X.680- and X.690-series of Recommendations.

- Work on ENUM progresses, a protocol for mapping E.164 telephone numbers to Internet Domain Names, in liaison with Internet Engineering Task Force (IETF) and the Internet Architecture Board (IAB).

- A framework was established for the management of mixed circuit/packet-switched networks (ITU-T Rec. M.3017) and the performance objectives and procedures for provisioning and maintenance of IP-based networks were specified (ITU-T Rec. M.2301).

- The human exposure to electromagnetic fields from telecommunication installations can now be evaluated by measurements and numerical prediction of these fields (ITU-T Rec. K.61).

- Recommendations within the ITU-T L-series for the construction, installation, protection and maintenance of the outside plant cables, devices and equipment have been developed.

- Three different types of quality assessment models are developed: opinion models (E-model in ITU-T Recs G.107, P.833, P.834), psychophysical models (ITU-T Recs P.862 and P.563), and models associated to in-service non-intrusive measurement methods (ITU-T Recs P.561 and P.562).

- Work on IN CS4 (Intelligent Network Capability Set 4) was completed, enabling the provision of a variety of supplementary services to voice over IP customers (ITU-T Recs Q.1241, Q.1244, Q.1248.1 to 7).

- The first fruit of the ITU-T collaborative agreement with the TeleManagement Forum resulted in the specification of the Enhanced Telecom Operations Map (M.3050 series).

- IMT-2000 Family Member core network specifications are globalized (ITU-T Rec. Q.1741.x series for GSM evolved UMTS Core Networks; ITU-T Rec. Q.1742.x series for ANSI-41 evolved Core Networks with cdma2000 Access Networks).

- The vision and framework for future mobile telecommunications networks are described (ITU-T Recs Q.1702 and Q.1703), and principles and initial requirements for the convergence of fixed and existing IMT-2000 systems are laid out (ITU-T Rec. Q.1761).

- Recommendations for the Next Generation Networks (NGN) on "General overview of NGN" (ITU-T Rec. Y.2001) and on "General principles and general reference model for next generation networks" (ITU-T Rec. Y.2011) were consented in June 2004.

- Classes of network QoS are defined, and provisional objectives for IP network performance parameters are specified in "Network performance objectives for IP-based services" (ITU-T Rec. Y.1541).

5   Achievement of TSAG

TSAG has been called upon by Resolutions of the Plenipotentiary Conference, decisions of Council and requests by groups such as the Council's Group of Specialists to provide advice on a wide range of subjects. Such advice was prepared and transmitted in the appropriate manner on subjects such as the strategic plan, linkage of strategic, financial and operational planning, reduction of the volume and cost of documentation, Associates, recommending Sector Members to represent the Sector as "Observers" to the ITU Council meeting.

TSAG has provided advice and guidance to ITU-T in the following areas:
- Working methods;
- Work programme;
- EDH, promotion and publication policy;
- ITU-T strategies;
- Cooperation and coordination.

TSAG also reviewed the ITU-T Operational Plans, provided advice on the financial and budget issues and on ITU reform. TSAG created the new Study Group 17, essentially merging SG 7 and SG 10 at its first meeting during this study period, and it has endorsed movement of work between study groups and the creation and deletion of study Questions.

TSAG oversaw implementation of the new Alternative Approval Process (AAP). AAP constitutes an overwhelming success and establishes ITU-T among the fastest approving organizations in the world. The first AAP was announced in January 2001.

TSAG has further enhanced the ability to communicate with outside organizations and to take advantage of work already performed without duplicating that work.

6   Managing Numbering Resources

The fortnightly ITU Operational Bulletin, prepared and published by ITU-T since 1966, continues to be a valuable service to members.

An ITU-T website on National Numbering Plan (NNP) for all countries is being maintained in order to give online information with easy access to operators and administrations. This information is free and subscribers to TSB's notification service are informed as soon as NNPs are being updated. The notification service turned out to be a very popular service.

TSB also serves as registry for Universal International Freephone Numbers (UIFN). At present, 26,000 UIFNs are assigned and have been put into service.

7   ITU-T Workshops

The ITU-T Workshop Program is being moulded into an integral part of ITU-T's activities. Among the goals of our workshops are:

•   To promote ITU-T's standardization work globally as well as in the regions.

•   To disseminate expert knowledge on state-of-the-art technologies.

•   To explore missing and new standardization pieces.

•   To address and attract an audience that reaches beyond ITU-T standardization experts.

•   To facilitate contacts with members, SDOs and other organizations.

Twenty-three workshops took place in Geneva and 27 in the regions in this study period. Some 4500 participants from members of ITU-T as well as non-member organization attended those workshops. The developing countries and many new players in the ICT industry also participated. Some workshops explored new areas that led to new standardization work within ITU-T such as standardization studies for multimedia aspects of e-health or aspects of telecommunications in cars, other workshops such as the NGN workshop had a catalyzing effect on ITU-T's NGN activities.

All presented materials, background information, audio records and final reports are available from the ITU-T Workshop Resource Page at www.itu.int/ITU-T/worksem/.

8 Consultation with industry

8.1 Informal Forum Summits

In order to strengthen the cooperation between ITU-T and the forum/consortia, I initiated and organized two "Informal Forum Summits" (IFS).

The first meeting of this initiative was held in Geneva in December 2001 with the presence of heads of two dozen forums and other SDOs. The second IFS was held with even stronger and more enthusiastic participation: 57 leaders from 10 ITU-T study groups and 37 forums attended the event. The 2003 IFS took place in San Francisco, 24-25 July 2003 and was hosted by the Metro Ethernet Forum.

The IFSs achieved their goals with many constructive proposals from forums to improve the cooperation with ITU and among them at the international level (see www.itu.int/ITU-T/tsb-director/forum/).

8.2 Chief Technical Officer (CTO) – meeting

I invited Chief Technical Officers (CTOs) of ITU Members to participate in a meeting in Geneva on 8-9 December 2003. The main purpose of the meeting was to obtain the CTOs' opinions for the global standardization work and their visions of the future of information and communication technologies. Full information on the CTO meeting can be found at www.itu.int/ITU-T/tsb-director/cto.

There were two separate events. The first, on 8 December 2003, was reserved for CTOs to exchange views among themselves. The results of the discussions were captured in an agreed CTO Statement, excerpts of which read (the entire statement can be found at the above website):

1) We have growing confidence that the telecomms industry is emerging from a tough period.

2) This is being driven by the market pull for services that come from a real convergence of the information, computing and telecomms technologies around a converged architecture.

3) This demands a coherent framework for standard development.

4) The ITU is in a key position to facilitate the overall framework and the globalization of standards because of:

   a) its global reach;

   b) its traditional relationship with telcos and vendors;

   c) its links to governments.

5) The ITU must cooperate with other standards bodies and a variety of fora.

The second part of the CTO meeting on 9 December 2003 was open to the media and the public. The CTOs delivered their vision on the future of ICT and expressed their support of ITU.

Upon my request, all study groups, at their final meeting, reviewed the inputs and outputs of the CTO meeting. Considerations based on the proposals of CTOs relating to the future work of the study groups were incorporated into the new set of Questions of study groups.

8.3 "Martigny Meeting"

During this study period, I continued my efforts to enhance my communication with the industry members. My initiative to invite an informal consultation with a group of active industry members, known as the "Martigny Meeting", in Martigny, Switzerland in February 2000, was well received by the ITU-T family. I organized the second "Martigny meeting" in February 2001. This meeting provided me with a lot of important advice. The output of this meeting is available on http://www.itu.int/ITU-T/tsb-director/martigny/.

9 International collaboration with forums/consortia and regional standards development organizations

The competitive nature of the telecommunication industry, also apparent in its standardization activities, does nevertheless call for collaboration among the various organizations. The following summarizes our main efforts (see www.itu.int/ITU-T/tsb-director/a7).

It should be noted that all efforts were submitted to the TSAG meeting for information/endorsement.

9.1 A.4, A.5 and A.6-qualified organizations

To facilitate the communication process with forums/consortia as well as national and regional SDOs, ITU-T has developed tools outlined in the three ITU-T Recs A.4, *Communication process between ITU-T and Forums and Consortia*; A.5, *Generic procedures for including references to documents of other organizations in ITU-T Recommendations*, and A.6, *Cooperation and exchange of information between ITU-T and national and regional standards development organizations*. This study period shows good results: we have 14 new organizations qualified under A.4, 19 new organizations qualified under A.5 and 8 new organizations qualified under A.6.

However, the total number of forums/SDOs under A.4, A.5 and A.6 is still relatively low. We should continue to strengthen this form of cooperation.

9.2 Collaboration with IETF (Internet Engineering Task Force) on IP-network

Cooperative meetings were held with the leadership of ISOC/IETF (Internet Society/Internet Engineering Task Force).

ITU-T enjoys a good cooperation with IETF. We had arranged joint activities and joint meetings of SG Chairmen and IETF Area Directors. The guidelines on cooperation were updated and published. A new initiative to develop joint text is under consideration. The success of cooperation with ENUM provides an excellent example of cooperation between ITU-T and IAB (Internet Architecture Board)/IETF.

9.3 World Standards Collaboration (WSC) – ISO, IEC and ITU-T

The WSC consists of 11 Members; from ISO and IEC, the President, two Vice-Presidents and the Secretary-General respectively; from ITU-T, the TSB Director, his Deputy and the Chairman of TSAG. In addition to annual meetings of the WSC, there are also working meetings.

The WSC sets and reviews objectives for cooperation. Among the common projects undertaken was a workshop on international standards of medical technologies in February 2004. A joint one-week standards management course will have taken place in September 2004. The WSC also decides the theme of International Standardization Day. ITU-T actively contributed to the WSC in all aspects.

9.4 Global Standards Collaboration (GSC)

The Global Standards Collaboration (GSC) is a platform to exchange information between participating standards organizations to facilitate collaboration. To support ITU's global standardization work was the major task highlighted by the GSC Members at its creation. In addition to ITU, the current participating organizations are: Australian Communications Industry Forum (ACIF); Association of Radio Industries and Businesses of Japan (ARIB); Telecommunication Technology Committee (TTC; Japan); Alliance for Telecommunications Industry Solutions (ATIS, USA); The Telecommunications Industry Association (TIA; USA); European Telecommunications Standards Institute (ETSI); Telecommunications Standards Advisory Council of Canada (TSACC); and Telecommunication Technology Association (TTA; Korea).

The last GSC (GSC-9) met in Korea in May 2004. ITU-T has actively participated at the GSC meetings.

10   Focus Groups

As part of its continuing striving to meet the needs of its membership, ITU-T has pursued a course of action to identify new working methods, in particular, the creation of Focus Groups according to ITU-T Rec. A.7, to address urgent market needs. The following are highlights of the most recent experiences in this study period.

10.1   "Full Service-VDSL" Focus Group

As a result of the 1st Informal Forum Summit held in December 2001, the FS-VDSL Forum (Full Service VDSL Forum), at the beginning of 2002, expressed its desire to change itself from an external forum into an internal Group within ITU-T. After some intensive discussions among the Director of TSB, the leaders of the Forum, the Chairman of SG 16, the Chairman of TSAG as well as between the members of the Forum and SG 16, an agreement to change the Forum into an internal Focus Group under SG 16 was quickly reached. The formal approval took place in the meeting of Study Group 16 (Multimedia Systems, Services and Terminals) in October 2002. The Focus Group prepared a number of technical specifications for the support of video-centric services in addition to voice and data – the so-called "Triple Play" that will enable provision of enhanced services over the copper local loop access. Subsequently, some of these specifications were approved by Study Group 16 as ITU-T Recommendations and a Supplement.

The Focus Group provided a voluntary contribution of CHF 40,000 to ITU-T in 2003.

10.2   "Telecommunication Management Collaboration" Focus Groups

ITU-T Study Group 4 has set up, in collaboration with the TeleManagement Forum, two Telecommunication Management Collaboration Focus Groups, one for eTOM (Enhanced Telecom Operations Map) in August 2003, and one for HMI (Human Machine Interface) in May 2004. Among the objectives of the first group is to draft an ITU-T Recommendation that either incorporates a designated release of eTOM, or references a designated release of eTOM with appropriate supporting text. The work is ongoing.

10.3   "Open Communications Architecture Forum (OCAF)" Focus Group

The last few years have seen telecommunication solution providers move from in-house developed software to integrating commercial off-the-shelf software (COTS) into their solutions. However, a lack of standards means that costs remain high for licensing, adapting and integrating these components. The Open Communications Architecture Forum (OCAF) seeks to orchestrate a solution to move from this non-standards based environment, which will benefit all industry sectors. COTS solutions are seen by many as an important way of driving costs out of infrastructure while continuing to deliver innovative services and decrease the time-to-market. The founders of OCAF approached ITU-T as well as other SDOs to see who could best accommodate their forum. After careful study of the offers from several SDOs and their environment, OCAF finally chose ITU-T. In May 2004, ITU-T announced the formation of the OCAF Focus Group under ITU-T Study Group 13. The work is ongoing.

I am very pleased with this result, bearing in mind that the majority of those experts who founded OCAF had had no past experience with ITU-T. The creation of this focus group demonstrates the positive development in some parts of the industry which may have had misperceptions about ITU-T but which now view it as a favourable place to do work on global standards.

## 10.4	"Next Generation Networks (NGN)" Focus Group

In TSB Circular 236 of 7 May 2004, I announced the creation of a Focus Group on Next Generation Networks (NGN FG) in response to urgent calls from Sector Members for globally accepted standards which are needed to meet the pressing market demands to deploy NGN. I am very pleased with the unanimous endorsements and highly enthusiastic contributions of ITU-T Members, and the very good results achieved so far by this Focus Group. The success of this Focus Group will once again convince the public that ITU responds to the market's needs with flexibility and speed.

## 11	Promotion

### 11.1	ITU-T image

ITU-T has spent enormous efforts, particularly by the experts and by TSB, to promote ITU-T. Although ITU-T still has to work hard to correct some of the misperceptions about it, it does have many things to be proud of regarding its promotional achievements.

As a result of the restructuring of TSB earlier in the study period, I strengthened the promotional work by creating a new Service "Workshop, SDO Coordination and Promotion Division". Some of the measures taken by TSB are:

•	A more pro-active publications strategy and an increased output of press releases and by-lined articles continue to result in much stronger media coverage than before. A notable success was the CTO meeting in December 2003 that a dozen journalists covered in their respective media. We can also demonstrate increasing success in having our Study Group experts interviewed by the press. This has led to some positive coverage and, perhaps more significantly, has served to demystify ITU-T in certain sections of the media.

•	A new venture taken on is the production of the monthly ITU-T e-Flash – an electronic update on ITU-T activities, started in February 2004 and aimed at non-members, members and other interested parties including specialist media. The ITU-T e-Flash has met with high praise in the community.

•	A rich source of information, and for many the first point of contact, is ITU-T's website. The number of pages more than doubles each year.

### 11.2	ITU-T's "Security Manual"

ITU-T has been active in security in telecommunications and information technology for many years. However, it may not have always been easy to find out what has been covered, and where it can be found.

To help the Members as well as to promote the ITU-T's work, TSB prepared, in collaboration with study group experts, a 130-page booklet called the "Security Manual". The goal of the manual is *not* to describe security issues in general – there is lots of material already out there – but to focus on how ITU-T Recommendations help to solve those issues.

The 1st Edition of the Manual was published in December 2003, prior to the first phase of WSIS. The Manual was well received by the public. The 2nd Edition will be available for WTSA-04. The entire Security Manual may be found at www.itu.int/ITU-T/edh/files/security-manual.pdf.

12   Participation of developing countries

In order to strengthen the ITU-T's regional presence in the regions as requested by WTSA Resolution 17 (Montreal, 2000), and to follow up ITU Resolution 123 on bridging the standardization gap between developing and developed countries, I have taken several measures:

•   To designate TSB focal contact persons for each of the regions.

•   To invite the ITU regional offices to attend TSAG meetings.

•   To strengthen the cooperation between the TSB and the ITU regional/area offices assured by TSB focal point for the regions and by the TSB service of "Workshop, SDO Coordination and Promotion Division".

•   To provide the regional/area offices with ITU-T promotion materials.

•   To send TSB staff or ITU-T experts to give presentations at the regional meetings.

•   To organize the workshops and meetings of study groups, working parties or Rapporteur groups in the regions.

•   To cooperate with BDT on various activities.

•   To organize, or to contribute to, the WTSA-04 regional consultation meetings.

There is positive awareness that amidst the rapid changes of the technological environment, it is vital that developing countries are not left behind. With the introduction of market competition, the operators in the developing countries need information on new technologies, new measures to run businesses, the knowledge of organizational structure of competent organizations, etc. Active participation in ITU-T's meetings will help developing countries reach these goals more efficiently. I firmly believe that developing countries have well-educated experts. These experts know their market very well as well as the interests of their respective nations. Joining ITU-T activities will help experts from developing countries to integrate rapidly with the developed world. On the other hand, true global standardization needs the voices and proposals from developing countries.

ITU-T is very pleased with an increasing participation of experts from developing countries. Before 2002, around 24% of the total number of delegates who attended the ITU-T meetings in Geneva were from developing countries; the figure went up to 35% for the year 2003.

13   Voluntary contributions

During the last 4 years, ITU-T received financial voluntary contributions from some Administrations, Sector Members, as well as from an industry forum. See the ITU-T website for the updated information.

The hosting countries, as well as the hosting companies who organized ITU-T meetings of Study Groups, Working Parties, Rapporteur Groups, Editing Groups, or ITU-T workshops, had in fact provided their additional financial supports to the ITU-T activities.

The Administrations and the companies who sent their experts to the external conferences, under the request of TSB, had also contributed their budget to promote ITU-T activities.

I would like to extend to all those Administrations and companies my high appreciation for their voluntary contributions to support the ITU-T work.

During the next study period, I would encourage the ITU-T Members to continue to support ITU-T activities by voluntary contributions.

14   Future work

During the last four years, ITU-T has achieved a lot of progress. However, there is still a lot more to be done. In order to meet the goal of ITU-T as set up by the ITU Strategic Plan, the following objectives, among many others, are highlighted:

- To further improve the ITU-T's standardization environment by increasing its efficiency, flexibility, dynamic, energetic, and its openness.

- To further enhance international cooperation with SDOs/forums/consortia, and another entities engaged with the ICT business.

- To further strengthen the participation of developing countries in the ITU-T activities.

- To increase the promotion activities.

15   Conclusion

I would like to take this opportunity to express my sincere gratitude to the countless colleagues and experts who have worked very hard over the last study period to make ITU-T what it is today:

- I would like to thank the Member States, Sector Members and Associates. In particular, I would like to thank the thousands of experts who have collaborated to produce our Recommendations, ITU-T's core business.

- I would like to thank all leading coordinators of our standardization work: study group management, the management of TSAG, rapporteurs and editors.

- I would like to thank my colleagues from the Radiocommunication Bureau and the Telecommunication Development Bureau for their close collaboration. I would also like to express my thanks to the ITU staff in the General Secretariat who contributed to the success of ITU-T.

- I would like to thank the TSB staff for their continued dedication and hard work. Our TSB is arguably the most customer-oriented unit in ITU. The working atmosphere within TSB is positive, and so is the working relationship among its staff, and between the staff and management. I also thank the retired staff members who worked with TSB during the past study period and who have contributed to the excellent results put forward to this Assembly.

I am convinced that this Assembly will pave the way, as requested by our membership, for the enhancement of ITU-T's role as lead body for standardization on a global basis, thus allowing a harmonious development of worldwide telecommunication networks and the establishment of the global information infrastructure.

5.2 – General statitistical information on ITU-T activities during the 2001-2004 study period

1 ITU-T membership during the 2001-2004 study period

The 189 ITU Member States are ex officio members of the Sector.

Table 1 shows the evolution in the number of Sector Members during the 2001-2004 study period. The figures correspond to the number of Sector Members on 31 December each year except for the year 2004 when the count was taken on 1 July. In the current study period, five Sector Members changed their category and became Associates and two Associates became Sector Members.

Table 1 – Evolution of ITU-T Sector Members during the 2001-2004 study period

Type of entity	2001	2002	2003	2004
Recognized operating agencies	179	170	163	159
Scientific or industrial organizations	222	207	173	166
Other entities dealing with telecommunications	4	5	5	5
Regional and international organizations	35	36	42	41
Intergovernmental organizations operating satellite systems	1	1	1	1
Associates	30	57	82	82

1.1 Number of registered members during the 2001-2004 study period

Table 2 shows the number of registered members in study groups, i.e. the number of addresses to which reports, contributions and collective letters relating to study group meetings and circulars are dispatched.

The meaning of the columns is as follows:

ADM: Administrations of Member States.

ROA: Recognized operating agencies admitted to participate in the work of ITU-T (Article 19, No. 229 of the Convention).

SIO: Scientific or industrial organizations admitted to participate in the work of ITU-T (Article 19, No. 229 of the Convention).

REGINTORG: Regional and other international telecommunication organizations admitted to participate in the work of ITU-T (Article 19, No. 231 of the Convention).

REGORG: Regional Telecommunication Organizations (Article 19, No. 231 of the Convention).

OTHER ENTITY: Other entities dealing with telecommunication matters (Article 19, No. 230 of the Convention).

**Table 2 – Number of members receiving documents in paper form
in each ITU-T study group**

Study group	ADM	ROA	SIO	Associates	REGINTORG	REGORG	Other entity	TOTAL
COM 2	45	34	29	5	2	2	1	118
COM 3	52	33	25	2	2	3	1	118
COM 4	44	32	28	0	2	2	1	109
COM 5	42	29	29	1	2	2	0	105
COM 6	41	28	31	2	2	2	1	107
COM 9	43	28	30	0	2	2	1	106
COM 11	44	32	29	0	2	3	0	110
COM 12	43	30	31	6	2	2	1	115
COM 13	45	34	34	5	2	2	1	123
COM 15	42	32	43	50	2	2	1	172
COM 16	42	33	39	9	2	3	1	129
COM 17	44	30	31	4	2	2	1	114
SSG	45	31	31	3	2	3	1	116
TAF	27	20	15	0	2	2	1	67
TAL	25	18	15	0	2	2	1	63
TAS	30	22	19	0	2	2	1	76
TSAG	47	29	37	0	2	3	0	118

It should be noted that further to the Availability of ITU-T documents in electronic form, a total of 169 members (ADM = 22, ROA = 46, SIO = 64, Associates = 25, Other Entity = 1, REGINTORG = 7) have decided to receive only electronic copies of documents.

2   Meetings

2.1   Participation of ITU-T Members in study group meetings during the 2001-2004 study period

Table 3 shows the participation of ITU Member States, ITU-T Sector Members and ITU-T Associates in the meetings of the study groups during the study period.

2.2   List of meetings held by the different ITU-T study groups and other groups

Annex 1 gives a list of the meetings held during the 2001-2004 study period, in chronological order, by the Study Groups (and their working parties), TSAG, as well as by the Study Group Chairmen and the TSB Director's Ad hoc Group on IPR.

Table 3 – Participation of Member States, ITU-T Sector Members and ITU-T Associates in the meetings of the study groups during the 2001-2004 (16 July) study period

	Study groups and their working parties													Regional tariff groups			ICG	TSAG
	2	3	4	5	6	9	11	12	13	15	16	17	SSG	TAF	TAL	TAS	SAT	
Administrations	21	46	8	13	13	13	13	10	16	14	14	13	19	38	26	16	1	33
Recognized operating agencies	38	53	33	12	14	13	29	21	27	33	22	16	13	9	6	11	4	26
Scientific or industrial organizations	18	4	29	15	14	23	29	27	41	126	59	20	19	–	–	–	3	34
Regional and other International org.	6	4	–	1	1	1	–	2	1	3	2	3	–	–	–	–	1	6
Other entities	1	1	–	–	–	–	1	–	–	–	–	–	–	–	–	–	–	–
Associates	5	2	1	2	2	–	–	4	1	23	3	2	–	–	–	1	–	–

2.3　General statistical information on meetings held since 1989

Table 4 gives an overview of the number of meetings and the number of days of meetings held by the study groups and working parties since 1989.

Table 4 – Number of meetings and their duration since 1989
(excluding Plenary Assemblies/WTSA)

Study period	Number of meetings	Number of days of meeting
1989-1992	149	1 080
1993-1996	133	765
1997-2000	129	774
2001-2004	116	670

3　Documentation

3.1　Table 5 shows the number of contributions, reports and temporary documents published during the 2001-2004 study period.

Table 5 – Contributions, reports and temporary documents published
(up to and including 30.06.2004)

Study group	Contributions				Reports		Temporary documents	
	"Normal"		Delayed					
	Number	Pages	Number	Pages	Number	Pages	Number	Pages
2	60	1 109	209	1 746	35	1 314	1 177	11 971
3	30	122	82	656	19	346	399	3 414
4	40	1 268	192	4 258	44	2 714	1 511	14 675
5	10	279	51	242	9	306	516	3 554
6	49	504	59	433	6	194	388	2 593
7	62	1 735	33	1 281	8	562	410	3 047
9	80	5 157	164	3 240	7	362	935	5 844
10	1	31	15	665	3	122	174	1 693
11	6	116	556	3 525	63	1 115	1 547	16 767
12	66	697	224	1 618	24	706	772	3954
13	38	819	561	3 597	50	2 770	1 506	12 583
15	112	3 519	1 277	12 524	59	3 395	1 931	25 444
16	8	269	429	2 368	38	1 298	2 025	11 894
17	89	2 273	151	2 252	18	1 272	1 515	9 905
TSAG	3	17	164	604	34	559	535	3 753
SSG	11	66	219	1 118	15	449	1 499	12 553
TAF	4	10	17	104	3	61	38	562
TAL	4	154	16	177	3	77	48	688
TAS	0	0	22	99	3	66	46	323
IGC SAT	0	0	0	0	2	778	47	570
Total	673	18 145	4 441	40 507	443	17 024	17 019	145 787

3.2 Table 6 shows general statistical information on documents published since 1989.

Table 6 – Number of documents published since 1989
(excluding documents of the Plenary Assembly and the WTSA)

Study period	Contributions published		Reports published	
	Number	Pages*	Number	Pages*
1989-1992	9 152	–	906	–
1993-1996	8 322	90 250	808	58 241
1997-2000	7 498	83 718	867	54 905
2001-2004	5 114	58 652	443	17 024
* The number of pages is not available for study periods prior to 1993-1996.				

4 General statistical information on ITU-T publications

4.1 Recommendations

Table 7 below shows the general statistical information on Recommendations since 1989.

Table 7 – Recommendations approved since 1989

	1989-1992		1993-1996		1997-2000		2001-2004		
	Recs.	Suppls.	Recs.	Suppls.	Recs.	Suppls.	Recs.	Draft*	Suppls.
New texts	374	4	412	3	464	41	424	27	31
Revised texts	441	4	268	2	316	3	194	11	3
Withdrawn	67	0	43	4	90	80	42	4	7
* Recommendations under approval process (2 TAP, 37 AAP). These figures do not include the Recommendations that will be proposed for approval at the WTSA-04.									

Table 8 below shows the existing Recommendations in force.

Table 8 – Recommendations in force
(Notwithstanding Recommendations submitted to WTSA-04)

	Recommendations	Supplements
Count	3 001*	106
Pages	94 577**	3 122
* These figures include 191 common Recommendations representing 13 211 pages.		
** Including 7 394 pages of various annexes and amendments.		

4.2 Approval and publication times

Table 9 shows the time reduction for Recommendation approval and publication. It should be noted that since 1998, Recommendations are pre-published on the Web as early as a few days after their approval.

Table 9 – Recommendation approval and publication times

	Before 1988	**1989-1993**	**1993-1996**	**1997-2000**	**2001-2004**
Approval time	4 years	2 years	18 months	9 months	8.4 weeks (AAP) 9 months (TAP)
Publication time	2-4 years	2 years	1-1.5 years	6 months	3 months*
* Common texts need a longer time.					

4.3 ITU-T publications including electronic deliverables

Eighty ITU-T publications include deliverables on electronic support (diskettes or CD-ROMs). Those deliverables include software, test data, speech data, digitized test charts, formal descriptions and SDL diagrams in reprocessable format, which are a key element for Recommendation quality issue.

4.4 Test charts

Apart from three basic test charts available in different definition qualities, ITU-T distributes a digitized image set which was greatly enlarged in 1988.

4.5 Handbooks

ITU-T has 35 handbooks in force, dealing with different areas of telecommunications: operation, network planning, quality of service, implementation guidelines, outside plant, protection against electromagnetic effects, measurement methods, formal languages, mobile systems and security.

4.6 ITU Operational Bulletin and lists

ITU-T publishes the ITU Operational Bulletin fortnightly.

4.7 Databases

TSB maintains and publishes several databases on the Web:

• ITU-T terms and definitions database.

• Recommendations database.

• Patent database.

• ITU-T work programme database.

• ITU formal specifications database.

5 Statistics on AAP texts (figures as on 29 September 2004)

The first AAP notification (AAP 1) was issued on 29 January 2001. The table below indicates the different types and the quantities of AAP texts announced since 29 January 2001, in total 785:

Recommendation	**Corrigendum**	**Amendment**	**Addendum**	**Annex**
511	101	144	1	28

776 out of 785 ITU-T texts were actually approved by AAP. The table below shows their types and quantities:

Recommendation	Corrigendum	Amendment	Addendum	Annex
504	100	143	1	28

For those 776 ITU-T approved texts, the table below shows their approval by different steps of AAP.

Last Call (LC)	Last Call Judgment (LJ)	Additional Review (AR)	Additional Review Judgment (AJ)	Next Study Group meeting (SG)
621	33	104	3	15
80%	4.25%	13%	0.2%	1.9%

As on 29 September 2004, 9 AAP texts are still pending a final decision.

6 Workshops and Seminars

The table below includes Workshops and Seminars organized from December 2001 to July 2004.

Workshops & Seminars	Participants	Countries	Developing countries
2001			
Workshop on EMC, safety and EMF effects in telecommunications Hanoi, Vietnam, 10 December 2001	100	–	–
Tariff Seminar; La Havana, Cuba, 22 October 2001	32	11	11
Workshop: QoS and user-perceived transmission quality in evolving networks Dakar, Senegal, 18-19 October 2001	136	30	20
Philosophy and Applicability of Formal Languages Geneva, 15 September 2001	14	–	–
ITU-T Seminar on IMT-2000 and beyond systems Rio de Janeiro, Brazil	203	–	–
Seminar: Multimedia in the 21st century Porto Seguro, Brazil, 4-5 June 2001	153	14	5
ITU-T and ITU-D Sectors Joint Workshop Bangalore, India, 30-31 August 2001	82	23	12
The Workshop on Software for Telecommunications Moscow, Russia, 20 July 2001	26	–	–
Seminar: Future Network Evolution Caracas, Venezuela, 14 May 2001	140	15	5
Workshop on IP-Networking and MEDIACOM-2004 Geneva, 24-27 April 2001	142	27	12
Tariff Seminar for African countries; Niamey, Niger; 23-25 April 2001	73	28	28
2002			
Workshop on Satellites in IP and Multimedia Geneva, 9-11 December 2002	127	35	18
ITU-T Seminar on Standardization Madrid, Spain, 12-13 December 2002	84	–	–
Workshop on "Use of Description Techniques" Geneva, 23 November 2002	21	9	2

Workshops & Seminars	Participants	Countries	Developing countries
Experts Group on cost model Guatemala City, Guatemala, 4-5 November 2002	32	18	18
Workshop on ITU-T and its activities Kasane, Botswana, 24-26 July 2002	90	15	15
Workshop on IP/Optical Chitose, Japan, 9-11 July 2002	396	13	3
ITU-T Seminar on Standardization Lisbon, Portugal, 25 June 2002	80	–	–
ITU Seminar on IMT-2000 and Systems beyond Ottawa, 28 May 2002	279	35	20
ITU-T Workshop on Security Seoul, Korea (Republic of), 13-14 May 2002	219	12	6
Workshop on costs models & tariff issues Hanoi, Vietnam; 13 May 2002	60	17	14
Tutorial Workshop on IPv6 Geneva, 6 May 2002	79	28	11
Tariff Seminar for African countries Arusha, Tanzania, 15-17 April 2002	87	34	34
Workshop on Multimedia Convergence (IP Cablecom / Mediacom 2004/Interactivity in Multimedia) Geneva, 12-15 March 2002	65	20	8
Workshop on "Framework and scope of formal languages" Geneva, 2 March 2002	30	–	–
Tutorial Workshop on ENUM Geneva, 8 February 2002	62		7
2003			
Workshop on Outside Plant for the Access Network Hanoi, Vietnam, 24 November 2003	–	–	–
Workshop on Standardization in Telecommunications for motor vehicles; ITU Headquarters, 24-25 November 2003	76	14	4
Accessibility II: Communication by all means: Accessibility for all in telecommunications enabled by multimedia standards (a special session at the Telecom 2003 Forum) Geneva, 12-17 October 2003	53	16	10
ITU Seminar on "Standardization and ICT Development for the Information Society" Tashkent, Uzbekistan, 6-8 October 2003	110	8	8
Workshop on: "End to End Quality of Service. What is it? How do we get it?" Geneva, 1-3 October 2003	87	28	19
Workshop to develop a Recommendation to clarify the management of ".int" Geneva, 15-16 September 2003	16	7	4
Workshop on Integrated Application of Formal Languages Geneva, 13 September 2003	13	–	1
Seminar on Impact of Electromagnetic Field Emissions Kampala, Uganda, 3-5 September 2003	45	–	9
Accessibility I: ITU Takes Deaf People's Accessibility Needs Into Account (a plenary Session within the Telecommunications for the Deaf (TDI) Conference); Las Vegas, Nevada, USA, 14-16 July 2003	–	–	–

Workshops & Seminars	Participants	Countries	Developing countries
Workshop on "Next Generation Networks: What, When and How?" "Encompassing Services, Transport Convergence, mobility issues and more..." Geneva, 9-10 July 2003	150	27	15
Workshop on challenges, perspectives and standardization issues in E-Government Geneva, 5-6 June 2003	34	16	12
Workshop on Standardization in E-Health Geneva, 23-25 May 2003	100	41	16
Workshop on Member States' Experiences with ccTLDs Geneva, 3-4 March 2003	140	47	31
Workshop on Telecommunications for Disaster Relief Geneva, 17-19 February 2003	83	28	14
2004			
Workshop on Use of UML for ODP and ITU-T languages, Geneva, 14 March 2004	18	9	1
Workshop on H.350, Directory services for multimedia networks University Place Conference Center and Hotel, Indiana University Purdue University, Indianapolis, Indiana, USA, 25 March 2004	–	–	–
ITU Seminar on Standardization Phnom Penh, Cambodia, 11-13 February 2004	58	2	2
High-level workshop on International Standards for Medical Technologies WHO (World Health Organization), Geneva, 26-27 February 2004	152	–	–
Workshop on Convergent regulation – Is it becoming technology-neutral? ITU Headquarters, Geneva, 17 May 2004	41	17	7
ITU Seminar on Standardization Accra, Ghana, 27-28 May 2004	42	8	6
All Star Network Access Workshop Geneva, 2-4 June 2004	154	20	6
Workshop on Home Networking and Home Services Tokyo, Japan, 17-18 June 2004	158	10	5
Workshop on Use of ITU-T Formal Languages Geneva, 19 July 2004	21	–	–
Joint ICANN/ITU ccTLD Workshop, Kuala Lumpur, Malaysia, 24 July 2004	150	–	–

Annex 1

List of ITU-T meetings held during the 2001-2004 study period

1   Study groups

Study Group 2 –   Operational aspects of service provision, networks and performance

19-26 October 2000	Meeting of Working Party 1/2 (Application of numbering, naming and addressing plans for fixed and mobile services)
23 Jan. – 2 Feb. 2001	Meeting of the study group and its working parties
4-14 September 2001	Meeting of the study group and its working parties
7-16 May 2002	Meeting of the study group and its working parties
26 Nov. – 6 Dec. 2002	Meeting of the study group and its working parties
23-25 April 2003	Meeting of Working Party 2/2 (Network service and assessment, and traffic engineering)
28 April – 2 May 2003	Meeting of the study group and its working parties
25-31 October 2003	Meeting of the study group and its working parties
1-3 March 2004	Meeting of Working Party 2/2 (Network service and assessment, and traffic engineering)
18-28 May 2004	Meeting of the study group and its working parties

Study Group 3 –   Tariff and accounting principles including related telecommunication economic and policy issues

4-8 December 2000	Meeting of the study group and its working parties
11-15 June 2001	Meeting of the study group and its working parties
3-7 December 2001	Meeting of the study group and its working parties
10-14 June 2002	Meeting of the study group and its working parties
9-13 December 2002	Meeting of the study group and its working parties
16-20 June 2003	Meeting of the study group and its working parties
17-21 November 2003	Meeting of the study group and its working parties
31 May – 4 June 2004	Meeting of the study group and its working parties

Study Group 4 –   Telecommunication management, including TMN

15-19 January 2001	Meeting of the study group and its working parties
2-13 July 2001	Meeting of the study group and its working parties
8-19 April 2002	Meeting of the study group and its working parties
5-14 February 2003	Meeting of the study group and its working parties
27 Oct. – 7 Nov. 2003	Meeting of the study group and its working parties
26 April – 7 May 2004	Meeting of the study group and its working parties

Study Group 5 –   Protection against electromagnetic environment effects

5-8 December 2000	Meeting of the study group and its working parties
18-22 June 2001	Meeting of the study group and its working parties
11-14 December 2001	Meeting of the study group and its working parties
24-27 June 2002	Meeting of Working Parties 1/5 (Preventing damages and safety) and 2/5 (Emission, immunity and electromagnetic fields)
7-11 October 2002	Meeting of the study group and its working parties
16-20 June 2003	Meeting of the study group and its working parties
12-16 January 2004	Meeting of the study group and its working parties

Study Group 6 –   Outside plant

6-9 March 2001	Meeting of the study group and its working parties
10-14 December 2001	Meeting of the study group and its working parties
23-27 September 2002	Meeting of the study group and its working parties
7-11 April 2003	Meeting of the study group and its working parties
25-28 November 2003	Meeting of the study group and its working parties
14-18 June 2004	Meeting of the study group and its working parties

Study Group 9 –   Integrated broadband cable networks and television and sound transmission

6-10 November 2000	Meeting of Working Party 1/9 (Secondary distribution of television and related services)
6-9 March 2001	Meeting of the study group
3-7 December 2001	Meeting of the study group
3-7 June 2002	Meeting of the study group
31 March – 4 April 2003	Meeting of the study group
15-21 January 2004	Meeting of the study group
10-14 May 2004	Meeting of the study group

Study Group 11 – Signalling requirements and protocols

27 Nov. – 6 Dec. 2000	Meeting of the study group and its working parties
21 March 2001	Meeting of Working Party 4/11 (API/object interface and architecture for signalling)
14-25 May 2001	Meeting of the study group and its working parties
2 July 2001	Meeting of the study group
18 Feb. – 1 March 2002	Meeting of the study group and its working parties
11-22 November 2002	Meeting of the study group and its working parties
1-12 September 2003	Meeting of the study group and its working parties
1-12 March 2004	Meeting of the study group and its working parties

Study Group 12 – End-to-end transmission performance of networks and terminals

19-23 February 2001	Meeting of the study group and its working parties
22-26 October 2001	Meeting of the study group and its working parties
27-31 May 2002	Meeting of the study group and its working parties
27-31 January 2003	Meeting of the study group and its working parties
22-30 September 2003	Meeting of the study group and its working parties
24-31 March 2004	Meeting of the study group and its working parties

Study Group 13 – Multi-protocol and IP-based networks and their internetworking

20-24 November 2000	Meeting of the study group and its working parties
15-25 May 2001	Meeting of the study group and its working parties
22 Jan. – 1 Feb. 2002	Meeting of the study group and its working parties
29 Oct. – 8 Nov. 2002	Meeting of the study group and its working parties
21 July – 1 August 2003	Meeting of the study group and its working parties
3-12 February 2004	Meeting of the study group and its working parties
22 June 2004	Meeting of Working Parties 2/13 (Architectures and internetworking principles), 3/13 (Multi-protocol networks and mechanisms) and 4/13 (Network performance and resource management)

Study Group 15 – Optical and other transport networks

5-9 February 2001	Meeting of the study group and its working parties
15-26 October 2001	Meeting of the study group and its working parties
29 April – 10 May 2002	Meeting of the study group and its working parties
20-31 January 2003	Meeting of the study group and its working parties
21-31 October 2003	Meeting of the study group and its working parties
19-30 April 2004	Meeting of the study group and its working parties

Study Group 16 – Multimedia services, systems and terminals

13-17 November 2000	Meeting of the study group and its working parties
20-23 November 2000	Meeting of Study Group 8 and its working parties
28 May – 8 June 2001	Meeting of the study group and its working parties
16 November 2001	Meeting of Working Party 3/16 (Media coding)
5-15 February 2002	Meeting of the study group and its working parties
15-25 October 2002	Meeting of the study group and its working parties
20-30 May 2003	Meeting of the study group and its working parties
20-30 January 2004	Meeting of the study group and its working parties

Study Group 17 – Data networks and telecommunication software

21-24 November 2000	Meeting of Study Group 10
29 Jan. – 2 Feb. 2001	Meeting of Study Group 7 and its working parties
9-11 April 2001	Meeting of Working Parties 1/10 (Modelling languages (ML)) and 2/10 (Quality and methods (Q&M))
29 Aug. – 7 Sept. 2001	Meeting of Study Group 7 and its working parties
6-14 September 2001	Meeting of Study Group 10 and its working parties
27 Feb. – 8 March 2002	Meeting of the study group and its working parties
20-29 November 2002	Meeting of the study group and its working parties
10-19 September 2003	Meeting of the study group and its working parties
10-19 March 2004	Meeting of the study group and its working parties
21 July 2004	Meeting of Working Party C/17 (Languages and telecommunications software)

SSG – Special Study Group "IMT-2000 and Beyond"

7-11 May 2001	Meeting of the Special Study Group
30 Aug. – 5 Sept. 2001	Meeting of the Special Study Group
20 February 2002	Meeting of Working Party 2/SSG (Application and interworking of IMT-2000 systems)
22-28 May 2002	Meeting of the Special Study Group
4-8 November 2002	Meeting of the Special Study Group
2-6 June 2003	Meeting of the Special Study Group
17-21 November 2003	Meeting of the Special Study Group
19-23 April 2004	Meeting of the Special Study Group

2 Regional Tariff Groups of Study Group 3

GR TAF – Tariff Group for Africa

25-27 April 2001	Meeting of the group
17-19 April 2002	Meeting of the group
9-11 April 2003	Meeting of the group
6-8 April 2004	Meeting of the group

GR TAL – Tariff Group for Latin America

23-25 October 2001	Meeting of the group
4-8 November 2002	Meeting of the group
21-25 July 2003	Meeting of the group
11-13 May 2004	Meeting of the group

GR TAS – Tariff Group for Asia and Oceania

21-23 May 2001	Meeting of the group
13-16 May 2002	Meeting of the group
17-20 March 2003	Meeting of the group
20-22 April 2004	Meeting of the group

3 Telecommunication Standardization Advisory Group (TSAG)

19-23 March 2001	Meeting of the Advisory Group and its working parties
26-30 November 2001	Meeting of the Advisory Group and its working parties
17-21 June 2002	Meeting of the Advisory Group and its working parties
24-28 February 2003	Meeting of the Advisory Group and its working parties
10-14 November 2003	Meeting of the Advisory Group and its working parties
12-16 July 2004	Meeting of the Advisory Group and its working parties

4 Study Group Chairmen meetings

15-16 March 2001	Meeting of ITU-T study group Chairmen
24 November 2001	Meeting of ITU-T study group Chairmen
13-14 June 2002	Meeting of ITU-T study group Chairmen
20-21 February 2003	Meeting of ITU-T study group Chairmen
5-7 November 2003	Meeting of ITU-T study group Chairmen
6-8 July 2004	Meeting of ITU-T study group Chairmen

5 Intersector Coordination Groups

26-28 June 2001	Meeting of the Intersector Coordination Group on satellite matters (SAT)
12-13 December 2002	Meeting of the Intersector Coordination Group on satellite matters (SAT)

6 TSB Director's Ad hoc Group on IPR

Always held prior to the Study Group Chairmen meeting.

5.3 – Report on the Telecommunication Standardization Bureau

In accordance with the provisions of the Constitution and the Convention of the International Telecommunication Union, the Director of the Telecommunication Standardization Bureau, elected by the Plenipotentiary Conference (Marrakesh, 2002), organizes and coordinates the work of the Telecommunication Standardization Sector.

1   The Telecommunication Standardization Bureau (TSB) supports the activities of ITU-T and the work of ITU-T study groups and of TSAG. The Bureau provides, on behalf of the Sector, liaison, coordination and assistance to the Telecommunication Development Sector, the Radiocommunication Sector, the ITU General Secretariat, and to other standardization organizations. TSB responds to requests from Member States and Sector Members as well as to enquiries from the public on the activities of ITU-T.

2   The structure of the Telecommunication Standardization Bureau is as follows:

Director

Department ASEP   Administration, Support, Editing and Promotion

Department SSCD   Studies, Strategy and Cooperation

3   Table 1 shows the number of staff members of TSB for each year of the study period 2001-2004 and Figure 1 provides the figures for the period 1993 to 2004.

During the year 2001, the TSB EDH Section was formalized and four short-term staff were appointed to fixed-term positions. In accordance with Council decisions, four staff of the Common Services Department, who had been working for the publication of ITU-T Recommendations, were transferred to TSB.

During the current study period, the TSB Workshop, SDO and Promotion Division was formalized and presently accounts for four staff members (one of which a Junior Professional Officer). In addition, in accordance with Council decisions and the new ITU contracts policy, short-term staff working continuously for long periods (2 or more years) have been regularized and granted fixed-term appointments.

On the other hand, due to reductions in budget for 2004-2005, TSB was not able to pursue its recruitment policy as had been planned, for example, for Junior Engineers, and was not able to retain a number of short-term staff.

**Table 1 – Staff of the Telecommunication Standardization Bureau (TSB)
holding permanent, MRT, or fixed-term contracts and
occupying permanent or unestablished posts
(actual strength[1] at 31 December)**

Grade	Number			
	2001	**2002**	**2003**	**2004[2]**
D.2	–	1	1	1
D.1	1	1	1	1
P.5	4	6	7	8
P.4	10	9	8	7
P.3	2	2	1	2
P.2	–	–	–	1[3]
P.1	–	–	–	–
G.7	4	4	4	4
G.6	21	21	22	21
G.5	9	9	11	11
G.4	1	1	1	2
G.3				1
Total	**52**	**54**	**56**	**59**

[1] Frozen and vacant posts are not shown in the table.
[2] As on 1 August 2004.
[3] Junior Professional Officer funded by the Italian Government.
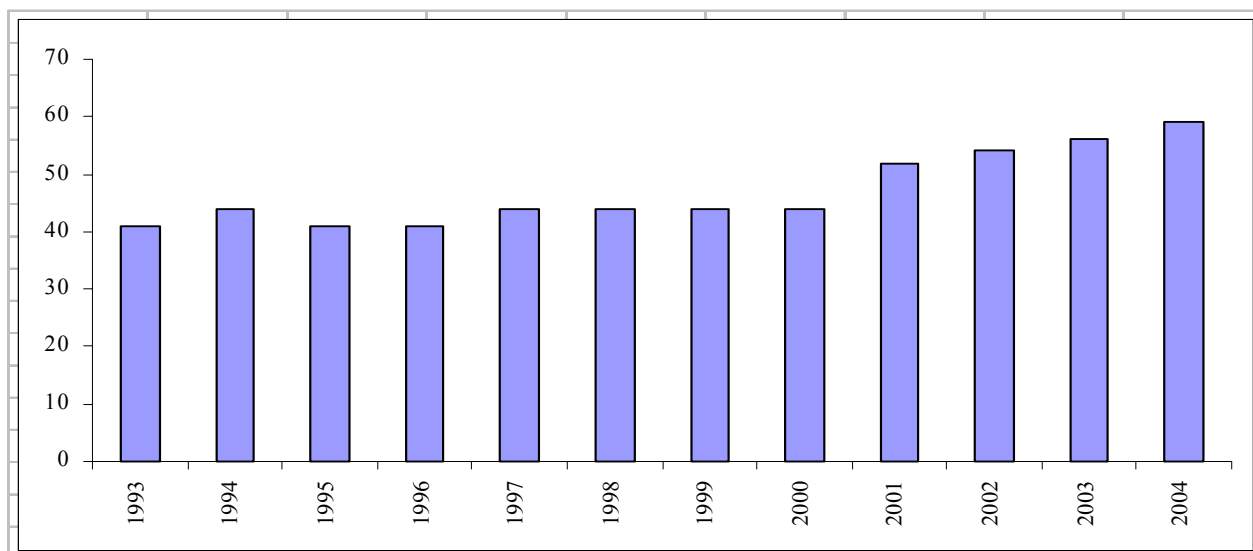
Figure 1 – Changes in the number of TSB staff members from 1993 to 2004

4   **Retirement, early retirement and resignations during the 2001-2004 study period**

4.1   **Staff members who retired:**

Mrs B. Berghorn (Germany), Assistant (31.12.2000).

Mr F. Bigi (Italy), Senior Counsellor (30.6.2001).

Mrs B. Brissonnaud (France), Assistant (31.12.2000).

Mr Z.J. Tar (Australia), Senior Counsellor (31.03.2001).

4.2   **Staff members who took early retirement:**

Mrs A. Josserand (Switzerland), Administrative Officer (31.10.2003).

Mrs M. McGrath (Ireland), Assistant (31.08.2003).

4.3   **Staff members who resigned under the Voluntary Separation Programme of December 2003 (Council Decision 516):**

Mrs D. Zenobi (France), Assistant (31.12.2003).

5.4 – Report on ITU-T expenditure during the study period 2001-2004 and estimated financial needs up to WTSA-08

Introduction

1   Section 5 of Resolution 1 of the World Telecommunication Standardization Assembly (Montreal, 2000) stipulates that:

"In the Director's estimate of the financial needs of ITU-T until the next WTSA, the Director shall communicate to WTSA (for information) a summary of the accounts for the years which have elapsed since the preceding WTSA and the estimated expenses of ITU-T to cover its financial requirements until the next WTSA."

Accordingly, and in line with Resolution 122 (Marrakesh, 2002), a summary of the accounts for the year 2000 and the period 2001-2004 is provided in Part 1 of this document and the estimated financial needs up to 2009 in Part 2.

2   The estimated needs for 2005-2009 are based on the existing structure of the ITU-T Sector and the experience, working methods and work programme of the finishing study period. Consequently, changes that might be made in this respect by the Assembly could modify the estimate.

3   The attention of the Assembly is drawn to Article 18, No. 115 of the Constitution of the International Telecommunication Union, which provides that:

"When adopting resolutions and decisions, the assemblies shall take into account the foreseeable financial implications and should avoid adopting resolutions and decisions which might give rise to expenditure in excess of the financial limits laid down by the Plenipotentiary Conference."

PART 1

ITU-T Sector accounts for the years 2000-2004

1.1 Expenditure

1.1.1 Accounts given by section

Table 1 shows savings amounting to CHF 4,122,000 in 2000-2001 and CHF 4,568,000 in 2002-2003. They mainly occurred at the Bureau level where posts had been left vacant, and at the Study Group level where new working methods were introduced relying extensively on electronic handling of documents and the AAP procedure to adopt ITU-T Recommendations.

Table 1

CHF (000)

Appropriations by section	2000-2001			2002-2003			2004-2005
	Budget	Expenditure	Difference	Budget	Expenditure	Difference	Budget (Note)
WTSA	765	570	195	–	–	–	566
WTSA Regional consultation sess.	–	–		–	–	–	158
TSAG	249	243	6	382	252	130	264
Study Group meetings	6'348	5'224	1'124	6'069	2'831	3'238	2'846
Seminars	200	191	9	200	178	22	100
Bureau	20'857	10'408	2'449	21'371	20'240	1'131	21'258
Publications	1 089	751	338	558	512	46	603
Total	29'508	25'386	4'122	28'580	24'012	4'568	25'795
NOTE – Takes into account Decisions of Council 2004.							

1.1.2 Accounts given by category

Analysis by category of expenditure shows that the savings were mainly made in staff costs and public services utilities. Staff costs include interpretation, variable costs of translation and typing, and Bureau staff cost. Public services utilities refer to the mailing of documents by post to the membership.

Table 2

CHF (000)

Appropriations by category	2000-2001		2002-2003		2004-2005
	Budget	Expenditure	Budget	Expenditure	Budget
Staff costs	20'885	16'923	20'071	16'671	18'491
Other staff costs	4'554	4'229	4'608	4'631	4'847
Travel on duty	438	630	1'091	951	666
Contractual services	555	1'128	566	413	250
Rental of premises	231	150	224	134	131
Materials and supplies	385	342	376	140	192
Acquisitions equipment	169	649	232	190	65
Public services utilities	2'215	1'198	1'258	760	1'069
Miscellaneous	76	136	153	122	84
Total	29'508	25'386	28'579	24'012	25'795

1.1.3   Study Group meetings expenditure by category

Table 3 provides more details on "Study Group meetings" expenses already quoted in Table 1 (4th budget line). Expenses are split by nature of expenditure.

Table 3

CHF (000)

Appropriations by category	2000-2001		2002-2003		2004-2005
	Budget	Expenditure	Budget	Expenditure	Budget
Primary costs (TSB budget)					
Staff costs	4'605	2'921	4'243	1'792	1'966
Other staff costs	131	72	142	68	82
Travel on duty	50	227	365	324	201
Contractual services		875	205	189	140
Rental of premises	140	107	117	80	49
Materials and supplies	250	215	220	75	121
Acquisitions equipment		262	115	90	24
Public services utilities	1'152	518	612	192	252
Miscellaneous	20	26	50	19	11
Total primary costs	6'348	5'224	6'069	2'831	2'846
Internal invoicing (Gen. Sec. Budget)					
Translation	4'356	3'183	3'986	2'481	7'289*
Typing pool	4'121	2'745	3'653	1'278	3'687*
Reprography	4'812	2'107	3'947	778	1'587*
Total internal invoicing	13'289	8'035	11'586	4'537	12'563
Total	19'637	13'259	17'655	7'367	15'409
* Internal invoicing will include Arabic, Chinese and Russian language costs as from 1.01.2005					

1.1.4   World Telecommunication Standardization Assembly

Table 4

CHF (000)

Appropriations by category	2000		2004
	Budget	Expenditure	Budget
Primary costs (TSB budget)			
Staff costs	487	444	417
Other staff costs	61	54	42
Travel on duty		9	
Contractual services			
Rental of premises	20	20	30
Materials and supplies	25	33	10
Acquisitions equipment			
Public services utilities	162	2	42
Miscellaneous	10	7	25
Total Primary costs	765	570	566

Internal invoicing (GS budget)			
Internal invoicing (GS budget)			
Translation	144	170	216
Typing pool	111	83	144
Reprography	144	68	101
Total internal invoicing	399	321	461

Total	1 164	891	1 027

1.2   Analysis of the ITU-T Sector document workload per study group

1.2.1   Translation workload per study group

The number of pages in Table 5 refers to the addition of the number of pages of texts, mainly ITU-T Recommendations, translated in English, French and Spanish and invoiced to each Study Group.

Table 5

Pages of 330 words/p

Translation per Study Group	2000		2001		2002		2003	
	Pages	%	Pages	%	Pages	%	Pages	%
SG 2	347	2%	609	6%	671	6%	466	4%
SG 3	362	2%	275	3%	477	4%	347	3%
SG 4	959	6%	1'031	10%	527	5%	556	5%
SG 5	176	1%	148	1%	26	0%	643	6%
SG 6	249	1%	268	3%	74	1%	291	3%
SG 7	2'082	12%	511	4%	59	1%	–	–
SG 8	349	2%	–	–	–	–	–	–
SG 9	1'033	6%	2'917	29%	2'270	20%	1'429	13%
SG 10	461	3%	642	6%	36	0%	–	–
SG 11	4'838	29%	2'134	21%	584	5%	765	7%
SG 12	696	4%	44	0%	234	2%	124	1%

Table 5

Pages of 330 words/p

Translation per Study Group	2000		2001		2002		2003	
	Pages	%	Pages	%	Pages	%	Pages	%
SG 13	732	4%	260	3%	257	2%	509	5%
SG 15	2'634	16%	525	5%	3'332	30%	1'505	14%
SG 16	1'967	12%	767	8%	1'797	16%	2'712	25%
SG 17	–	–	30	0%	600	5%	872	8%
SSG	6	0%	28	0%	260	2%	424	4%
Total	16'891	100%	10'189	100%	11'204	100%	10'643	100%

Source: DPS

1.2.2   Typing pool workload per study group

Table 6

Pages of 330 words/p

Typing pool per Study Group	2000		2001		2002		2003	
	Pages	%	Pages	%	Pages	%	Pages	%
SG 2	1'779	4%	390	2%	1'038	7%	575	4%
SG 3	346	1%	51	0%	256	2%	320	2%
SG 4	4'104	10%	2'666	11%	848	6%	650	4%
SG 5	508	1%	285	1%	46	0%	820	5%
SG 6	528	1%	456	2%	121	1%	373	2%
SG 7	5'359	13%	3'245	13%	188	1%	–	–
SG 8	620	1%	–	–	–	–	–	–
SG 9	2'541	6%	5'113	21%	2'419	17%	1'352	9%
SG 10	1'412	3%	1'115	5%	171	1%	–	–
SG 11	9'004	21%	5'050	21%	962	7%	946	6%
SG 12	1'760	4%	105	0%	327	2%	195	1%
SG 13	2'539	6%	613	3%	273	2%	483	3%
SG 15	7'081	17%	2'606	11%	4'395	31%	2'837	19%
SG 16	4'498	11%	2'391	10%	1'982	14%	4'605	30%
SG 17	–	–	126	1%	1'004	7%	1'497	10%
SSG	43	0%	60	0%	291	2%	637	4%
Total	42'122	100%	24'272	100%	14'231	100%	15'290	100%

Source: DPS

1.2.3 Reprography workload per study group

Table 7

Pages of 330 words/p

Reprography per Study Group	2000 Pages	2000 %	2001 Pages	2001 %	2002 Pages	2002 %	2003 Pages	2003 %
SG 2	1'661'970	6%	686'955	7%	647'560	9%	391'683	5%
SG 3	331'605	1%	194'175	2%	238'685	3%	246'815	3%
SG 4	2'268'364	9%	1'106'005	11%	502'300	7%	765'165	10%
SG 5	267'470	1%	85'605	1%	110'150	1%	63'649	1%
SG 6	266'255	1%	151'350	2%	86'840	1%	105'140	1%
SG 7	2'486'840	10%	467'139	5%	80'640	1%	–	–
SG 8	637'840	2%	–	–	–	–	–	–
SG 9	1'266'677	5%	1'375'250	14%	337'930	4%	560'005	7%
SG 10	566'920	2%	173'070	2%	–	–	3'115	0%
SG 11	4'330'000	17%	1'156'460	12%	950'555	13%	270'075	4%
SG 12	699'495	3%	195'330	2%	235'505	3%	248'785	3%
SG 13	1'708'595	7%	453'190	5%	903'170	12%	644'170	8%
SG 15	5'371'100	21%	3'369'723	34%	2'181'050	29%	3'305'950	43%
SG 16	4'168'170	16%	199'350	2%	458'030	6%	258'629	3%
SG 17	0	0%	74'465	1%	677'460	9%	648'835	8%
SSG	76'660	0%	160'210	2%	120'740	2%	123'330	2%
Total	26'107'961	100%	9'848'277	100%	7'530'615	100%	7'635'346	100%

Source: DPS

1.2.4 Trends of ITU-T actual document workload over the last study periods

Tables 8 and 9 and Graph 1 illustrate the fall in translation, typing pool and reprography workload since 1993. Workload includes WTSA, Study Groups, TSAG, and the Bureau.

Table 8

Pages (E+F+S)

	Translation	Typing pool	Reprography (thousands)
1993	13'490	41'668	38'167
1994	19'361	58'001	54'557
1995	19'034	61'144	50'806
1996	18'351	52'546	38'471
1997	17'384	48'355	38'809
1998	12'494	33'012	31'698
1999	16'335	44'802	34'543
2000	19'374	44'969	28'086
2001	10'936	25'032	10'644
2002	11'551	14'447	8'145
2003	10'962	15'450	8'369
2004*	15'805	22'864	13'975
* 2004 = budget			

Source: DPS

Table 9

Pages per study period (330 w/p)	Total 1993-1996	Total 1997-2000	Total 2001-2004	Difference since 1993-1996
Translation (E+F+S)	70'236	65'587	49'254	−29.87%
Typing pool (E+F+S)	213'359	171'138	77'793	−63.54%
Reprography	182'001'000	133'135'000	31'133'000	−77.40%

Graph 1
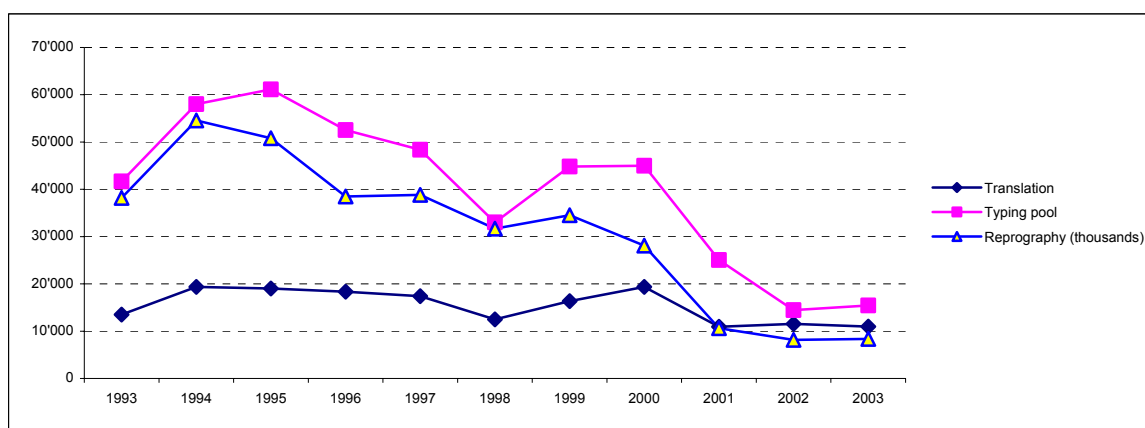
1.2.5 Activity-based cost analysis of the ITU-T

Tables 10, 11 and 12 provide the activity-based cost analysis of the Sector over three budgetary bienniums, in the respective budgets. The full cost of each activity, like the WTSA, is composed by the addition of:

- the planned expenditure in the TSB budget;
- the reallocation of concerned TSB staff costs;
- the document costs (translation, typing pool and reprography) in the General Secretariat budget;
- a share of the Administrative and Centralized services of the General Secretariat.

Table 10

In the 2000-2001 budget

Activities	Planned expenditure (TSB budget)	Documents (SG budget)	Bureau Support services (TSB budget)	Total TSB cost + documents	Administrative services (GS budget)	Centralized services (GS budget)	Total activity costs	In % of ITU-T	In % of ITU
1. WTSA	765	399	556	**1'720**	180	489	**2'389**	2.94%	0.72%
2. WTSA Regional consult. sessions									
3. TSAG	249	260	402	**911**	95	314	**1'320**	1.62%	0.40%
4. Study group meetings	6'348	13'289	8'580	**28'217**	2'029	8'767	**39'013**	47.95%	11.73%
5. Technical workshops and Seminars	200	0	223	**423**	52	151	**626**	0.77%	0.19%
6. Databases accessible to public			231	**231**	55	136	**422**	0.52%	0.13%
7. UIFN registration	551	0	522	**1'073**	129	313	**1'515**	1.86%	0.46%
8. UIPRN/UISCN registration									
9. General assist. – External coop.			1'316	**1'316**	309	773	**2'398**	2.95%	0.72%
10. Study group publications	1'060	853	6'988	**8'901**	1'787	19'648	**30'336**	37.28%	9.12%
11. Operational Bulletin	29	60	1'689	**1'778**	397	1'170	**3'345**	4.11%	1.01%
TOTAL	**9'202**	**14'861**	**20'507**	**44'570**	**5'033**	**31'761**	**81'364**	**100.00%**	**24.48%**

Table 11

In the 2002-2003 budget

Activities	Planned expenditure (TSB budget)	Documents (GS budget)	Bureau Support services (TSB budget)	Total TSB costs + documents	Administrative services (GS budget)	Centralized services (GS budget)	Total activity costs	In % of ITU-T	In % of ITU
1. WTSA							**0**		
2. WTSA Regional consult. sessions							**0**		
3. TSAG	382	361	943	**1'686**	324	726	**2'735**	3.82%	0.80%
4. Study group meetings	6'069	11'586	8'436	**26'091**	2'899	9'124	**38'113**	53.17%	11.18%
5. Technical workshops and Seminars	200	0	229	**429**	79	209	**716**	1.00%	0.21%
6. Databases accessible to public		0	624	**624**	214	339	**1 177**	1.64%	0.34%
7. UIFN registration	747	0	529	**1'276**	182	288	**1 746**	2.44%	0.51%
8. UIPRN/UISCN registration	95	0	80	**175**	27	43	**246**	0.34%	0.07%
9. General assist. – External coop.		0	2'070	**2'070**	711	1'126	**3 907**	5.45%	1.15%
10. Study group publications	529	464	7'021	**8'014**	2'412	10'437	**20 864**	29.10%	6.12%
11. Operational Bulletin	29	40	1'065	**1'134**	366	685	**2 184**	3.05%	0.64%
TOTAL	**8'051**	**12'451**	**20'996**	**41'498**	**7'214**	**22'976**	**71 689**	**100.00%**	**21.02%**

Table 12

In the 2004-2005 budget

Activities	Planned expenditure (TSB budget)	Documents (GS budget)	Bureau Support services (TSB budget)	Total TSB costs + documents	Administrative services (GS budget)	Centralized services (GS budget)	Total activity costs	In % of ITU-T	In % of ITU
1. WTSA	566	461	685	**1'712**	553	666	**2'931**	4.26%	0.89%
2. WTSA Regional consult. sessions	158	64	212	**434**	78	129	**641**	0.93%	0.20%
3. TSAG	264	209	659	**1'132**	265	381	**1'778**	2.58%	0.54%
4. Study group meetings	2'846	12'564	7'844	**23'254**	1'995	8'014	**33'263**	48.31%	10.13%
5. Technical workshops and Seminars	100	0	1'594	**1'694**	418	744	**2'856**	4.15%	0.87%
6. Databases accessible to public	0	0	590	**590**	146	275	**1'011**	1.47%	0.31%
7. UIFN registration	312	0	362	**674**	89	168	**931**	1.35%	0.28%
8. UIPRN/UISCN registration	32	0	73	**105**	18	35	**158**	0.23%	0.05%
9. General assist. – External coop.	84	0	1'667	**1'751**	494	777	**3'022**	4.39%	0.92%
10. Study group publications	549	359	6'171	**7'079**	1'539	10'819	**19'437**	28.23%	5.92%
11. Operational Bulletin	54	39	1'534	**1'627**	379	813	**2'819**	4.09%	0.87%
TOTAL	**4'965**	**13'696**	**21'391**	**40'052**	**5'974**	**22'821**	**68'847**	**100.00%**	**20.98%**

NOTE – Documents include the use of the six langages on equal footing as from 1.01.2005.

1.3   Income

1.3.1   Contributions of Sector Members and Associates to the ITU-T Sector

1.3.1.1   Number of contributory units from ITU-T Sector Members and Associates

Table 13 shows that the actual number of ITU-T Sector Member contributory units rose by some 37.5% from 1993 to 2001, but decreased by 8.9% from 2001 to 2003. The budgeted number for 2004 is 14% lower than the actual number in 2003.

On the contrary, Table 14 shows significant increase in the number of Associates: there were 80 actual contributory units in 2003 against 3 units in the budget.

Table 13

Number of contributory units from ITU-T Sector members	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Budgeted	144.5	152.5	160	160.5	160.5	170.5	170.5	187.5	187.5	206.5	206.5	175
Actual	162.5	172	177.5	175	185	200.5	215	210	223.5	223	203.5	177*
Difference	18	19.5	17.5	14.5	24.5	30	44.5	22.5	36	16.5	–3	–
* 2004 = actual number as at 7.07.04												

Graph 2

Actual number of ITU-T Sector Member contributory units
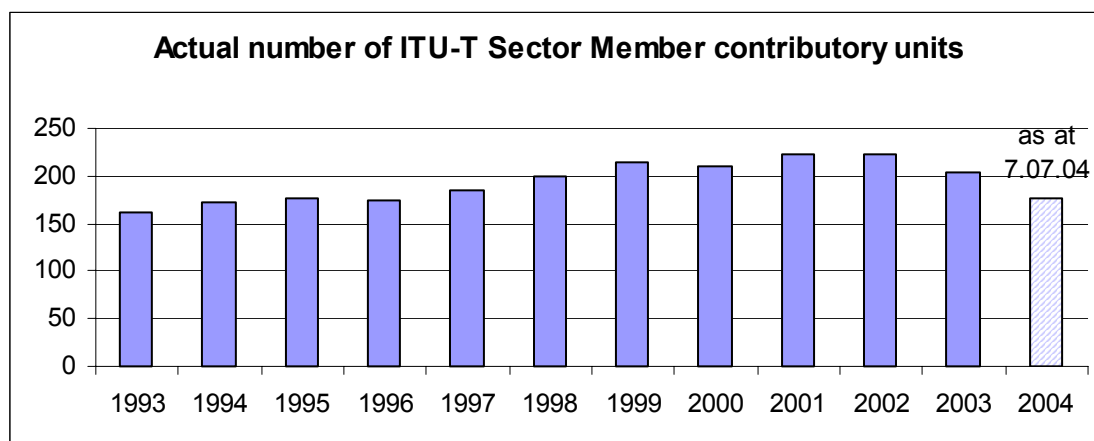
Table 14

Number of contributory units from ITU-T Associates	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Budgeted	–	–	–	–	–	–	–	–	0	3	3	56
Actual	–	–	–	–	–	–	–	–	19	42	73	78*
Difference	–	–	–	–	–	–	–	–	19	39	70	–
* 2004 = actual number as at 7.07.04												

Graph 3

Actual number of ITU-T Associate contributory units
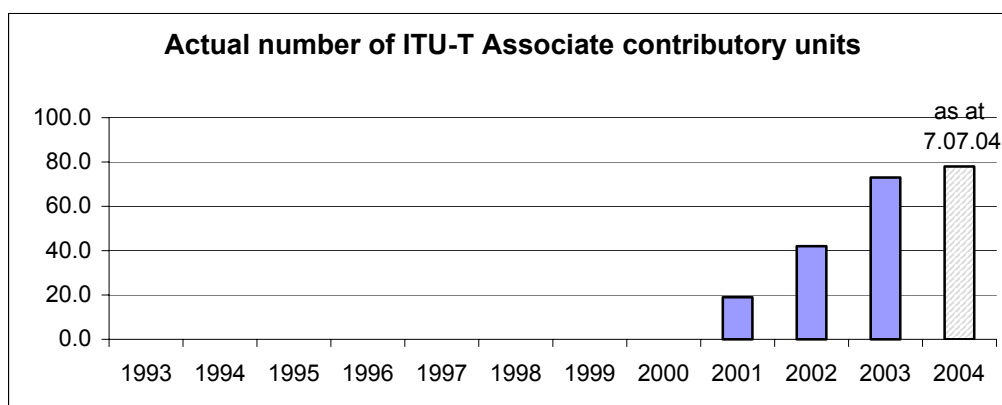
1.3.1.2 Financial contributions from ITU-T Sector Members and Associates

From the financial point of view, the increase in Sector Member and Associate contributory units over the last four years, led to a surplus of income compared to the budgeted estimates of CHF 3,682,783 in 2000-2001 and CHF 856,000 in 2002-2003 for the Sector Members; and of CHF 195,125 in 2000-2001 and CHF 1,141,000 in 2002-2003 for Associates, as shown in Tables 15 and 16.

Table 15

CHF

Contributions by ITU-T Sector Members	1996-1997	1998-1999	2000-2001	2002-2003	2004-2005
Budgeted	21'378'000	22'370'000	23'640'000	26'019'000	22'050'000
Actual	23'547'433	27'243'082	27'322'783	26'875'408	–
Surplus	2'169'433	4'873'082	3'682'783	856'408	–

Table 16

CHF

Contributions by ITU-T Associates	1996-1997	1998-1999	2000-2001	2002-2003	2004-2005
Budgeted	–	–	0	63'000	1'176'000
Actual	–	–	195'125	1'204'000	–
Surplus	–	–	195'125	1'141'000	–

1.3.1.3 Value of the Sector Member contributory unit

Graph 4
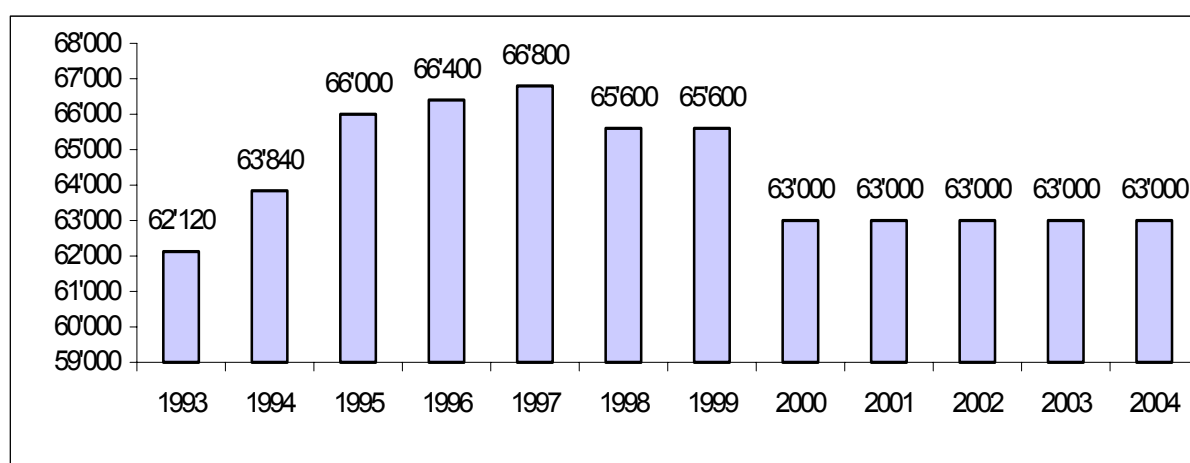
1.3.2 Sales of ITU-T publications

Table 17

Sale of publications	1996-1997		1998-1999		2000-2001		2002-2003	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Income	14'869	13'157	12'834	13'465	14'158	11'582	12'081	7'727
Expenditure*		9'573		10'607		6'200		5'160
Surplus		3'584		2'858		5'381		2'567
* Partial cost recovery: expenditure covers production costs, marketing & sales (Resolution 66 (Rev. Minneapolis, 1998)).								

1.3.3 Activities under full cost recovery

Registrar functions assumed by the TSB under full cost recovery principle are steadily ongoing since 1996-1997, with, however, a decrease in level of activity in 2002-2003. The financial situation is still balanced globally and on an annual basis, as shown in Table 18.

The UIFN activity accumulated a surplus of CHF 3,286,000 since 1996-1997, which was incorporated in the ITU Reserve Account. The surplus came mainly from the first months of activity in 1997, but also from the following years for which production costs have been adjusted to the level of income. UIPRN/UISCN and AESA functions have not yet been really launched by operators. The overall excess of income over full costs expenditure reached CHF 2,923,000 for the total of the three registrar functions.

Note by the Director of TSB – Guidance from WTSA-04 on the future of these services is requested.

Table 18

CHF (000)

	1996-1997		1998-1999		2000-2001		2002-2003		ITU Reserve Account
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
Income									
UIFN	–	4'422	–	1'551	1'500	1'534	1'718	963	
UIPRN/UISCN	–	–	–	–	0	117	240	26	
AESA	–	–	–	–	0	0	60	0	
Expenditure*									
UIFN		1'855		1'630		1'104		594	
UIPRN/UISCN		–		–		272		17	
AESA		–		–		171		46	
Difference									
UIFN		2'567		–79		430		368	3'286
UIPRN/UISCN		–		–		–155		9	–146
AESA		–		–		–171		–46	–217
Total									2'923
* Full cost recovery: Direct TSB expenditure, TSB reallocated costs, General Secretariat reallocated costs									

1.3.4 Voluntary contributions received during the study period

Pursuant to Resolution 34 (Montreal, 2000) encouraging the financing of specific projects, focus groups or other new initiatives by voluntary contributions, the following contributions in Tables 19, 20 and 21 were made to ITU-T since WTSA-2000.

Table 19

Voluntary contributions in CHF

Purpose/Activity – Contributor	Funds received		Expenditure	Balance
	in	CHF		
To support ITU-T activities				
T-Nova Deutsche Telekom	2000	155'000	} 36'833	195'667
T-Nova Deutsche Telekom	2001	77'500		
To support the work of SG 6, SSG, TSAG				
British Telecom	2001	189'000	0	189'000
To support the work of ITU-T Study Groups				
Industry Canada	2003	65'000	0	65'000
SG 12, Telecoms and Cars workshop				
HEAD acoustics Gmbh	2003	2'260	0	2'260
SG 16, VDSL Focus Group				
FS-VDSL Committee	2003	40'000	0	40'000
Assistance to WP 1/17				
Lucent technologies	2004	7'875	6'500	1'375
To support ITU-T SGs and WPs				
France Telecom R&D	2004	40'000	0	40'000
To support the Cybersecurity Symposium				
Industry Canada	2004	9'525	0	9'525
Total CHF		586'160	43'333	542'827

Table 20

Voluntary contributions in USD

Purpose/Activity – Contributor	Funds received		Expenditure	Balance
	in	USD		
To support the work of SG 2				
Inmarsat	2000	8'000	0	8'000
SG 12, meeting in Dakar				
France Telecom R&D	2001	18'000	0	18'000
ITU-T SG 3 Network externalities			13'568	5'432
TSTT (Telecom Services of Trinidad & Tobago)	2003	5'000		
Vodafone	2003	5'000		
Australian Administration	2003	4'000		
Verizon	2003	4'000		
Vodacom South Africa	2003	1'000		
Total USD		45'000	13'568	31'432

1.3.5   Speech coding algorithm experiments

The following agreements in Tables 21, 22 and 23 were signed during the 2001-2004 study period between ITU and voluntary cash contributors, in order to finance speech coding algorithm experiments in the frame of Study Group 16 activities. Funds were collected by ITU, and experiments ordered to host laboratories and listening laboratories on behalf of the candidate proponents. Inputs were evaluated at Study Group 16 meetings.

Table 21

Purpose/Activity – Contributor	Funds received		Expenditure
	in	USD	
a) **Speech coding algorithm at 16-kbit/s Selection phase, Q.7/16**			
NOKIA, Finland	2001	260'400	
NTT Cyber Space Laboratories, Japan			
ARCON			48'000
LMGT			48'000
T-Nova Deutsche Telecom			20'000
Dynastat			40'000
France Telecom			25'000
LMGT			25'000
NTT-AT			20'000
Nortel Networks			10'000
ARCON			12'000
ITU administrative costs			12'400
Total USD		260'400	260'400

Table 22

Purpose/Activity – Contributor	Funds received		Expenditure
	in	USD	
b) **Speech coding algorithm at 4-kbit/s Selection phase, Q.8/16**			
AT&T, USA	2001	270'900	
Mindspeed (Conexant Systems Inc.), USA			
T-Nova Deutsche Telecom, Germany			
France Telecom R&D, France			
Matsushita Communication Industrial, Japan			
NTT Cyber Space Laboratories, Japan			
Siemens AG, Germany			
Ericsson Radio system AB, Sweden			
Nokia Research Center, Finland			
Texas Instruments Inc., USA			
ARCON			48'000
LMGT			48'000
British Telecom			30'000
Deutsche Telecom			10'000
Dynastat			15'000
France Telecom			20'000
LMGT			25'000
Nokia			15'000
NTT-AT			35'000
Dynastat			12'000
ITU administrative costs			12'900
Total USD		270'900	270'900

Table 23

Purpose/Activity – Contributor	Funds received		Expenditure
	in	**USD**	
c) Speech coding algorithm at 16-kbit/s Characterization phase, Q.7/16			
NOKIA, Finland	2002	39'900	
ARCON			15'200
Dynastat			22'800
ITU administrative costs			1'900
Total USD		39'900	39'900

1.4   Summary of ITU-T surpluses and savings

Surpluses and savings:

Table 24

	1996-1997	1998-1999	Total 1996-1999		2000-2001	2002-2003	Total 2000-2003
Unused appropriations	5'788'000	2'079'000	7'867'000		4'122'000	4'568'000	8'690'000
Surplus of income from SM	2'169'433	4'873'082	7'042'515		3'682'783	856'000	4'538'783
Surplus of income from Associates					195'125	1'141'000	1'336'125
Net contribution to ITU			14'909'515				14'564'908

TSB Registrar activities under full cost recovery:

Table 25

	2000-2001	2002-2003	Total 2000-2003
Movements of UIFN Capital in the ITU Reserve Account	2'918'000	368'000	3'286'000
UIPRN/UISCN, AESA	−326'000	−37'000	−363'000
Total available in the ITU Reserve Account			2'923'000

As shown in Table 25, CHF 2,923,000 was transferred to the ITU Reserve Account.

Various income and expenditures:

Table 26

	1996-1997	1998-1999	Total 1996-1999		2000-2001	2002-2003	Total 2000-2003
Sales of ITU-T publications Income over expenditure	3'584'000	2'865'000	6'449'000		5'381'000	2'567'000	7'948'000
Savings in SGs Documentation costs internal invoicing	3'994'000	5'562'000	9'556'000		5'254'000	7'049'000	12'303'000

PART 2

ITU-T Sector estimated financial needs up to WTSA-08

2.1 Estimated needs for the next study period

Since the 2005-2008 study period does not coincide with the budgetary cycles of ITU, and with a view to reconciling both the budgetary periods and the study period, Table 27 covers the period 2004-2009, corresponding to three budgetary bienniums, in which the ITU-T 2005-2008 study period has been embedded.

2.1.1 Estimated resources by section

The estimates are based on the budget approved for 2004-2005 by the 2003 ITU additional Council, adjustment by Council 2004 and the ITU-T Operational Plans for 2004, 2005, 2006 and 2007.

They take into account the limits of expenditure set up in the Financial Plan of the Union for the period 2004 to 2007, Decision 6 (Marrakesh, 2002). CHF 50,994,000 was foreseen for the Sector in 2004-2007.

Estimates do not include any change in the work program of the Sector and leave no room for new initiatives.

Estimates for 2008-2009 are based on the status quo, with a small increase due to a 1.8% annual inflation factor.

Table 27

		New ITU-T study period 2005-2008					CHF (000)
		Biennium		**Biennium**		**Biennium**	
Estimated expenditure by section		**2004 Budget**	**2005 Budget**	**2006**	**2007**	**2008**	**2009**
	TSB budget						
Section 3.1	WTSA	566	0	0	0	607	0
Section 3.2	WTSA Reg. Cons. Ses.	158	0	0	0	168	0
Section 5	TSAG	88	176	88	176	92	189
Section 6	Study Group meetings	1'461	1'385	1'400	1'400	1'499	1'552
Section 8	Seminars, fellowships (SG 3)	50	50	75	75	100	100
Section 9	Bureau	10'582	10'676	10'685	10'700	11'263	11'466
Section 20	Publications	294	309	300	300	326	332
	Total	13'199	12'596	12'548	12'651	14'055	13'639
		25'795		25'199		27'694	

If an assumption of 1.8% inflation factor were taken into account in establishing the 2006-2007 forecast, CHF 758,000 would be necessary over the Plenipotentiary ceiling.

2.1.2 Estimated resources by category

Table 28

CHF (000)

Appropriations by category	2004-2005	2006-2007	2008-2009
	Budget	Estimates	Estimates
TSB budget			
Staff costs	18'491	18'112	19'785
Other staff costs	4'847	4'800	5'149
Travel on duty	666	585	722
Contractual services	250	256	346
Rental of premises	131	116	157
Material and supplies	192	183	208
Acquisitions equipment	65	61	65
Public services utilities	1'069	1'027	1'166
Miscellaneous	84	59	96
Total	25'795	25'199	27'694

2.1.3 Study group estimated resources by category

Table 29

CHF (000)

Study group meetings Appropriations by category	2004-2005	2006-2007	2008-2009
	Budget	Estimates	Estimates
TSB budget			
Staff costs	1'966	1'900	2'088
Other staff costs	82	77	85
Travel on duty	201	205	210
Contractual services	140	146	150
Rental of premises	49	64	70
Material and supplies	121	122	134
Acquisitions equipment	24	20	22
Public services utilities	252	255	280
Miscellaneous	11	11	12
Total	2'846	2'800	3'051

2.1.4 Estimated workload in volume

Table 30

Pages per study period (330 w/p)	2004-2005 Budget*	2006-2007 Estimates	2008-2009 Estimates
Translation (E+F+S)	30'210	28'812	30'212
Translation (A+C+R)	20'319	40'638	42'438
Typing pool (E+F+S)	43'439	41'148	43'438
Typing pool (A+C+R)	26'382	52'764	55'314
Reprography	32'758'000	31'766'000	33'266'000
* Use of the 6 languages on equal footing as from 1.01.2005			

5.5 – Report of the Telecommunication Standardization Advisory Group to WTSA-04 – Part I: General

Pursuant to CV197H, the Director of TSB is submitting herewith the report of the Telecommunication Standardization Advisory Group (TSAG) of the Telecommunication Standardization Sector (ITU-T) to WTSA-04 for its consideration and appropriate action.

Only the "general" part as per Document 28 is reproduced here. Annexes are not reproduced here since Questions approved by WTSA-04 are given in Yellow Book 1.

1   Introduction

1.1   It is noted that the responsibilities of the Telecommunication Standardization Advisory Group (TSAG) are set forth in Article 14A of the ITU Convention.

1.2   WTSA-2000 in Montreal appointed as Chairman of TSAG Mr G. Fishman, United States, and seven Vice-Chairmen (Mr S. Alexander, United Kingdom; Mr N. Kisrawi, Syria; Mr A. Macchioni, Italy; Mr V. Nikolenko, Russian Federation; Mr K.S. Park, Korea; Mr G. Williams, Canada; Mr A. Zourmba, Cameroon).

1.2.1   Due to retirement, Mr Willliams resigned his position in 2001. Due to a job change, Mr Nikolenko resigned his position in 2002. TSAG subsequently elected Mr O. Mironnikov as a Vice Chairman in February 2003.

1.3   TSAG and its Working Parties met on six occasions in Geneva in the course of the study period (see Table 1) under the chairmanship of Mr G. Fishman, assisted by the Vice-Chairmen as mentioned above.

Table 1 – Meetings of TSAG and its working parties

Dates	Reports
19-23 March 2001	TSAG-R 1 - R 8
26-30 November 2001	TSAG-R 9 - R 15
17-21 June 2002	TSAG-R 16 - R 21
24-28 February 2003	TSAG-R 22 - R 27
10-14 November 2003	TSAG-R 28 - R 34
12-16 July 2004	TSAG-R 35 – R 41

1.4   Prior to the TSAG meetings, the Director of TSB organized ITU-T study group Chairmen's meetings to which the Chairman, Vice-Chairmen and working party Chairmen of TSAG were also invited. This measure enabled effective interaction between the team of ITU-T study group Chairmen and the TSAG leadership team, providing valuable advice and proposals to the subsequent TSAG meetings.

1.5   TSAG, at each of its meetings, authorized and approved terms of reference and coordinators for various correspondence groups. These groups were open to all interested parties, with their transparency assured by e-mail distribution lists posted to the TSAG web site. Utilizing these correspondence groups enabled on-going discussion of key issues between TSAG meetings with reports provided to the subsequent meeting of TSAG.

2   Organization of work

2.1   Immediately prior to each meeting of TSAG, coordination meetings were held between the Chairman, Vice-Chairmen, working party Chairmen and Senior Counsellor and other staff members of TSB, in order to prepare for the meetings of TSAG.

2.2   The structure of work adopted by TSAG during the present study period is given in Table 2.

Table 2 – Organization of TSAG[1]

Working parties/groups	Subject	Chairman
WP 1/TSAG	Work Methods	Mr S. M. Alexander (British Telecommunications plc, UK)
WP 2/TSAG	Work Programme	Mr G. Williams (Nortel Networks, Canada) (March 2001)
		Mr J. Boulvin (France Telecom, France) (November 2001-July 2004)
WP 3/TSAG	Promotion, Electronic Document Handling (EDH) and Publication Policy	Mr K.S. Park (ETRI, Korea)
WP 4/TSAG	ITU-T Strategy	Mr N. Kisrawi (Syria)
Ad hoc group	Cooperation and Coordination	Mr A. Macchioni (Italy)
Ad hoc group	Finance Matters (from February 2003)	Mr E. Lieser (Germany)
[1] Several ad hoc groups have acted during individual meetings. Extensive use was also made of correspondence group activities to progress work between meetings.		

3   Major achievements

3.1   During the study period, TSAG considered three contributions, 194 delayed contributions and 636 temporary documents, including reports of the Intersector Coordination Group on Satellite matters, and communications from standardization bodies outside ITU. TSAG has sent numerous liaisons to the ITU-T study groups with advice and guidelines on working methods, external coordination and inter-study group matters. Under its responsibilities to review the work programme of ITU-T and authority granted under WTSA Resolution 22, TSAG created new Study Group 17, essentially merging SG 7 and SG 10, has endorsed reallocation of work between study groups and the creation and deletion of study Questions.

TSAG oversaw implementation of the new Alternative Approval Process, as authorized under WTSA Resolution 37. Detailed AAP procedures approved by WTSA-2000 as Recommendation A.8 and AAP results have been kept under continuous examination by TSAG during this period. (See Section 4 for a report on AAP implementation and results). AAP has been an outstanding success and has been a major factor in increasing the attractiveness of ITU-T as a pre-eminent global standardization body.

In continuation and enhancement of past achievements for cooperation between ITU-T and IETF, cooperative meetings were held with the leadership of ISOC/IETF and improvements to cooperative procedures were mutually agreed.   These are published as Supplement 3 to the A-Series of Recommendations and as IETF RFC 3356 (August 2002).

TSAG, in preparation for WTSA-04, has revised 11 existing Resolutions and five Recommendations on the organization of the work of ITU-T (A-Series) published in Book No. 1 (WTSA-2000, Montreal) and proposes to WTSA-04 the adoption of two new Resolutions, as well as the deletion of one existing Resolution.

3.2   TSAG has continued to provide advice and guidance to ITU-T in particular areas, and it has continued to be utilized by ITU-T membership and TSB as a valued resource to further the effectiveness and efficiency of the Sector. TSAG has, in particular, further enhanced the ability to communicate with outside organizations and to take advantage of work already performed without duplicating that work. It has adopted for itself, and encouraged throughout ITU-T, greater use of electronic working methods so that all input and output documents, and all documentation utilized during TSAG meetings, are now handled electronically. As a routine matter, initiated by TSAG and maintained by TSB, the entire work programme of the ITU-T is available on the ITU-T website, in a database illustrating priorities, delivery dates, deliverables and coordination.

Improvements to proposed working methods have resulted in substantial reduction in time for the development and approval of draft new/revised Recommendations, as well as substantial reduction of costs for meetings and documentation.

3.3   From the first meeting of TSAG in the 2001-2004 period, TSAG has been called upon by Resolutions of the Plenipotentiary Conference, decisions of Council and requests by groups such as the Council's Group of Specialists to provide advice on a wide range of subjects. Such advice was prepared and transmitted in the appropriate manner on subjects such as the strategic and operational plans, linkage of strategic, financial and operational planning, reduction of the volume and cost of documentation, Associates, use of Focus Groups rather than creation of a separate Standardization Forum, AAP implementation, promotion of ITU-T, electronic working methods, development of Guides for developing countries and for end users of standards, and ITU-T Sector priorities. TSAG looks forward to continuing to serve ITU-T and the broader ITU community in this manner.

3.4   The proposal for allocation of Questions to the ITU-T Study Groups is found in Annex 1. Texts for the Questions, which comprise the on-going work programme of ITU-T, are found in the reports of the Study Groups.   Where TSAG has proposed revision to these texts, the revised Question text also appears in Annex 1.

3.5   Reports of the key areas of TSAG activities are provided in more detail in the following sections.

4.   Implementation and results of the AAP

4.1   The 1998 Plenipotentiary Conference authorized each Sector to develop an alternative approval process (AAP) for questions and recommendations that did not have policy or regulatory implications. TSAG developed such procedures, which were approved by WTSA-2000 (Montreal). TSB immediately began development of the necessary support infrastructure and the study groups began their transition from the Traditional Approval Process (TAP) to the AAP in the appropriate cases.

4.2   AAP quickly became the predominant approval procedure for ITU-T Recommendations, validating the wisdom of WTSA-2000 to approve the AAP procedures found in ITU-T Recommendation A.8. The overwhelming success of the AAP for ITU-T is demonstrated in the following, as of 1 August 2004:

–   785 draft Recommendations have been handled under AAP since its introduction early in 2001, accounting for more than 93% of all ITU-T Recommendations.

–   The average time to approve Recommendations under AAP is about 9 weeks compared to an average time for approval under TAP of about 33 weeks – shortening the time-to-market for ITU-T Recommendations by more than 5 months.

–   AAP and its use of EDH, e-mail notifications and the ITU-T's web site, has largely eliminated the need for members to travel to physical meetings to approve Recommendations, resulting in substantial savings for the membership and for the ITU.

–   Implementation of AAP procedures has saved approximately 2.5 Million CHF in documentation and mailing costs.

5.   Main achievements of the TSAG Working Parties and other groups

5.1   Main achievements of Working Party 1

5.1.1   Working Party 1 (WP1) has provided guidance to the study groups on working methods in a number of areas to help them work more efficiently with the aim being to enable them to produce better quality Recommendations and to meet the requirements of Member States and Sector Members. For example, TSAG provided guidance to study groups on specific issues via liaison statements, examples being guidance on the creation and deletion of Questions and on the hosting of meetings outside of Geneva.

5.1.2   WP1 has continued to review the workings of Recommendation A.8 (AAP), providing guidance on the use of the AAP by liaison to all study groups and study group chairman. In particular, guidance was given to the study group chairman on Last Call and Additional Review resolution and advice was given to the TSB on improving the implementation of the AAP process on the ITU web site with particular emphasis on improving the AAP process.

5.1.3   In response to *resolves 2)* of Resolution 22 from WTSA-2000, WP1 considered the establishment of two new permanent groups: a strategy group to address policy and strategy matters for the Sector and an operational group to develop working methods and ensure coordination of the work.

5.1.3.1   WP1 recommended the establishment of a strategy group as a Working Party of TSAG. Terms of reference and the establishment of the ITU-T Strategy Working Party were agreed by TSAG.

5.1.3.2   WP1 considered that meetings of TSAG in its present structure was appropriate to address operational matters and should continue to do so. Between TSAG meetings, operational issues that were identified would be addressed by the TSAG leadership team, study group chairmen and the Director of TSB, and results reported to the next TSAG meeting. Therefore, WP1 did not recommend establishment of an operational group.

5.1.4   In accordance with Resolution 2, the Special Study Group on IMT-2000 and beyond (SSG), investigated and recommended to TSAG modifications to the SSG Provisional Working Procedures detailed in Recommendation A.9. A revised version of these procedures, which included procedures for electronic meetings, was approved by TSAG in November 2003. Guidelines for electronic meetings were posted to the ITU-T web site for use by all of the study groups. The future of Recommendation A.9 will depend on the study group restructuring. Following the WTSA, Recommendation A.9 may be considered for deletion or TSAG may incorporate some of the procedures in the procedures applied to all study groups.

5.1.5   As a result of the discussions in the SSG on Recommendation A.9 and direct input to TSAG from Member States and Sector Members, WP1 spend a great deal of time discussing the matter of other deliverables and in particular the production by ITU-T of "Technical Specifications". No consensus was reached on the need, use or approval procedures for such alternative deliverables, but a summary of the issues was documented by TSAG.

5.1.6   WP1 developed additional proposals to further enhance and speed the development of draft Recommendations and improve the functioning of the Sector so that it can respond more quickly to the needs of its members. These proposals also respond to the strategic direction outlined in Resolutions of the 2000 Plenipotentiary Conference. These proposals have been incorporated in revised A-Series Recommendations and several revised Resolutions that have been submitted for approval to WTSA-04. These include:

–   A revision of Recommendation A.1, Work Methods for study groups of ITU-T, to include definitions previously in the Author's Guide for drafting ITU-T Recommendations.

–   A revision of Resolution 1 that contains updates to reflect changes to the CS and CV made by PP02, in particular clarifying the use of the term "other group".

–   Revisions of Resolution 22, which will continue to allow TSAG to respond to the more urgent needs of ITU-T and make its work less dependent on a fixed four-year cycle.

5.1.7   WP1 has agreed the development of a Study Group User Guide on End-User Needs. It is anticipated to have the guide approved early in the new study period.

5.2   Main achievements of Working Party 2

5.2.1   Merger of SG 7 and SG 10 into SG 17 "Data Networks and Telecommunication Software".

TSAG, at its March 2001 meeting, approved the merger of SG 7 and SG 10 into a single new Study Group SG17 entitled "Data Networks and Telecommunication Software". SG17 was given responsibility for the combined work areas, questions and Recommendations of SG7 and SG10. TSAG appointed the Chairmen of Study Groups 7 and 10 as co-chairmen of Study Group 17 and the Vice-Chairmen of Study Groups 7 and 10 as Vice-Chairmen of Study Group 17.

5.2.2   Emergency Telecommunications Service (ETS) / Telecommunications for Disaster Relief and Mitigation (TDR)

TSAG was requested to resolve a cross-study group coordination issue as new work on ETS and TDR emerged in multiple study groups.

WP2/TSAG advised that coordination for ETS/TDR be undertaken by SGs 2 and 16 on a joint basis under the responsibility of the two SG Chairmen, who will make progress reports to TSAG. Through TSAG's action, the Chairmen of SGs 2 and 16 prepared a joint proposal and the Director informed all Member States and Sector Members by Circular letter.

Circular TSB 120 "Emergency Telecommunications Service", clarified the respective roles of SG 2 and SG 16 on this subject, and encouraged Member States and Sector Members to take part in this important work.

An ITU-T Workshop on TDR (Telecommunications for Disaster Relief and Mitigation) took place just before the February 2003 TSAG meeting. A TDR Partnership Co-ordination Panel, created by SG16 and endorsed by TSAG, brought together partners for the three ITU Sectors, intergovernmental organizations, non-governmental organizations, national, regional and international SDOs and industry forums.

5.2.3   Telecommunications Security

In 2001, TSAG sent a liaison to all ITU-T study groups on "Telecommunications Reliability and Security". In June 2002, after WP2/TSAG examined the responses to the liaison and the results of a May 2002 ITU-T Workshop on Security, it recognized the urgent need for the ITU-T to significantly step up its efforts on telecommunications security and confirmed the leading role of SG 17 on this subject. TSAG, through a further liaison on Security, drew the attention of all Study Groups to PP-02 Resolution 130 (Strengthening the role of ITU in information and communication network security) and to remind them the Lead Study Group role of SG 17 in this matter.

5.2.4   New Questions, Revision of Questions

Following WP2/TSAG proposals during 2001-2003, TSAG reviewed and endorsed over 60 new and revised Questions proposed by the study groups. At the final meeting of the 2001-2004 period, the complete future work programme, embodied in 164 proposed Questions, was reviewed, modified as appropriate, and endorsed for consideration by WTSA-04.

5.2.5 Work Program Database (Standardization areas and Standardization domains)

The definitions of "Standardization area" and "Standardization domain" were precised and approved by WP2/TSAG in February 2003. The Work Program Database, containing the current status on all draft new and revised Recommendations across all study groups, including milestones, interrelationships with other standards bodies and statistical information on next texts, was regularly updated at each meeting of WP2/TSAG.

5.2.6 ITU-T SG Restructuring

There is little doubt that the major task of WP2/TSAG in this period has been on examination of the work areas of the Sector with the aim of restructuring the work to further improve the efficiency, effectiveness and relevance of the ITU-T. Starting from just three contributions in mid-2002, the restructure effort expanded to examine every Questions and work area inside ITU-T and to anticipate the future standardization needs of the industry.

A restructure correspondence group was formed, led by the Chairman of WP2/TSAG. In the course of its work:

–   500 e-mails have been exchanged on a TSB-provided reflector,

–   two face-to-face meetings were held, the work of ITU-T was decomposed into indivisible blocks of work and re-assembled into functional groupings and then into Study Groups,

–   by the final meeting of TSAG in July 2004, agreement had been reached on most aspects of the new study group structure, with only a few significant open issues to be resolved,

–   the new structure proposed by TSAG for WTSA approval focuses on important future areas such as Next Generation Network, security, mobility, performance, network management and operations, multi-media and broadcast, as well as the fundamental infrastructure areas of transport, signalling and numbering. The proposal for the new study group structure and options to be considered by WTSA-04 is found in WTSA Document 39.

5.3   Main achievements of Working Party 3

5.3.1   At WTSA-2000, Resolution 32 was adopted for the continuation of work on the development of EDH and extension of the implementation of EDH methods. Working Party 3/TSAG (EDH, Promotion and Publication Policy), continuing in response to Resolution 32, met a total of six times from May 2001 to July 2004.

Its responsibilities included ITU-T publication and charging policy**,** the development and implementation of EDH matters in close cooperation with TSB and ITU-T promotion including external cooperation.

5.3.2   The Working Party was structured in three Rapporteur Groups: RG 1: ITU publication and charging policy; RG 2: EDH implementation; and RG 3: ITU-T promotion including external cooperation until September 2002 and was re-structured in two Rapporteur Groups: RG 1: EDH and ITU-T publication; RG 2: ITU-T promotion in March 2003.

5.3.3   In order to facilitate EDH methods as efficiently and customer-friendly as possible, the ITU-T EDH has been continuously improved. In particular, efforts of the TSB/EDH and Information Services departments have been made to promote the electronic handling and exchange of documents in cooperation with WP 3/TSAG since the beginning of this study period.

5.3.4   In total, 63 WP3/TSAG action items were established and among these, 49 items have been completed. The remaining items are ongoing. The detailed statistics are as follows in Table 3.

Table 3 – Progress on WP3/TSAG Action Plan items

	RG 1	RG 2	RG 3	Cum. total action items	Cum. total items completed
	RG 1		RG 2		
From last study period	5	10	0	15	0
May 2001 New	1	1	0	17	3
May 2001 Completed	3	0	0		
January 2002 New	1	11	0	29	4
January 2002 Completed	1	0	0		
September 2002 New	4	13	6	52	17
September 2002 Completed	1	12	0		
March 2003 New	1		0	53	45
March 2003 Completed	22		6		
December 2003 New	4		0	57	45
December 2003 Completed	0		0		
July 2004 New	6			63	49
July 2004 Completed	4				

5.3.5   The major progress includes:

−   providing wireless LAN access for all meeting rooms in the ITU building;

−   implementing the DMS (Document Management System);

−   providing full EDH support for the new AAP;

−   providing new document templates;

−   more efficient Web interface of ITU-T;

−   availability of electronic meeting facilities;

−   establishing a procedure to be taken when a topic for promotion by Study Group is identified;

−   promoting of the ITU-T in the industrial and academic fields.

5.3.6   It is recommended that future work of this Working Party should:

−   consider possible future EDH developments and provide contribution towards a long-term plan;

−   improve of EFS (Electronic Forum Service);

−   update and provide ITU-T Promotion strategy.

5.4   Main achievements of Working Party 4 (WP4)

5.4.1   Established a proposed draft strategic plan for ITU-T for the period 2003-2006.

5.4.2   Established a correspondence group on the possible modification of the concept for ITU-T Questions which is embedded in the Constitution and Convention, as the basis of the work in ITU-T study groups. As a result, the existing practices were confirmed during this cycle.

5.4.3   Requested free availability of online ITU Recommendations (which was later endorsed by the ITU Council) so that one account per Member State and Sector Member would have unlimited free access to ITU-T Recommendations.

5.4.4   Proposed an input to the Working Group of the Council (WSIS) for presentation to the preparatory process of this Summit, highlighting "the critical importance of the global telecommunications standards developed by the ITU-T Members belonging to both Government and private sector in ITU". This was finally reflected in the WSIS Declaration.

5.4.5   Offered ITU-T views on financial matters for presentation to the ITU Council ad hoc Group on finance.

5.4.6   Requested the Director of TSB to provide a precise report on the work of the Plenary and of the committees in the next WTSA instead of summary records.

5.4.7   Endorsed the organization in the future of a workshop on the economic benefits of standardization in ITU-T.

5.4.8   Encouraged the Director of TSB to organize regional meetings for the preparation of the upcoming WTSA.

5.4.9   Supported the principle of prioritization of activities in ITU-T in application of Recommendation 3 of the Group of Specialists in application of Decision 7 of the last Plenipotentiary Conference.

5.4.10   Encouraged ITU-T workshops as a strategic activity.

5.4.11   Encouraged the development of a guide to help developing countries participate in ITU-T Study Group activities.

5.4.12   Encouraged the convening of a high-level cybersecurity event on 4 October 2004 immediately prior to the WTSA meeting.

5.5   Main achievements of the ad hoc group on Cooperation and Coordination

The ad hoc group on Cooperation and Coordination has continued in its action in order to facilitate a closer cooperation and coordination with other organizations and entities involved in telecommunication standardization.

5.5.1   In performing this action the group has amended/drafted the following texts in the A-Series of Recommendations:

–   **Recommendation A.4** (06/2001) – Communication process between ITU-T and Forums and Consortia. Recommendation A.4 was revised to allow relevant documentation to be sent and received at rapporteur group and working party level. The ITU-T web site gives the updated list of Forums and Consortia qualified in accordance with the procedures established in A.4.

–   **Recommendation A.5** (11/2001) – Generic procedures for including references to documents of other organizations in ITU-T Recommendations. SDO-specific reference information was moved from individual Annexes of Recommendation A.5 and is now reported in the ITU-T web site.

–   **Recommendation A.6** (06/2002) – Cooperation and exchange of information between ITU-T and national and regional standards development organizations. As in Recommendation A.4, a revision to Recommendation A.6 allows for receiving/sending relevant documentation at rapporteur group/working party level. The ITU-T web site gives the list of qualified organizations in accordance with A.6.

–   **Annex A to Recommendation A.23** (11/2001) – Guide for ITU-T and ISO/IEC JTC1 Cooperation. The 70-page annex to Recommendation A.23 was updated to give detailed procedures for developing and approving joint text between ITU-T and ISO/IEC JTC1. This is a text drafted in conjunction with ISO/IEC JTC1 and is revised when appropriate.

–   **Supplement 3** (11/2001) to the A-Series of Recommendations on IETF and ITU-T collaboration guidelines. Procedures for cooperation between ITU-T and IETF were jointly developed and approved by both organizations. Synchronizing approval procedures resulted in ITU-T Supplement 3 and IETF RFC 3356. Study Groups have been informed of these guidelines and were requested to inform on their experiences and to indicate further ways to enhance the existing collaboration.

5.5.2   The ad hoc group has followed the revised IEC/ISO JTC1 operations and activities and has requested the Study Groups to explore their possible involvement in new activities and the ways to further develop the already good cooperation with JTC1.

The ad hoc group has also followed the activities and reports of meeting of the WSC (World Standards Cooperation) with IEC and ISO, and of GSC (Global Standard Collaboration) with regional and national SDOs.

Finally the ad hoc group on Cooperation and Coordination endorsed the proposal of ITU-T assuming the ICANN PSO-PC secretariat and hosting the PSO General Assembly in 2002. The relationship continued through 2003 when ICANN discontinued the functions of the PSO-PC as a consequence of their internal reform.

6.   Status of draft new/revised Resolutions

Tables 4 and 5 outline the TSAG proposal to WTSA-04 concerning the status of revised and new Resolutions. The texts of the revised Resolutions proposed for adoption are given in Document 29 of WTSA-04 and those of new Resolutions proposed for adoption are in Document 30 of WTSA-04.

Table 4 – Status of existing Resolutions

Res.	Title	Status[1]
1	Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T)	R
2	Study group responsibility and mandates (see WTSA Document 39)	R
7	Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC)	M
11	Collaboration with the Postal Operations Council (POC) of the Universal Postal Union (UPU) in the study of services concerning both the postal and the telecommunication sectors	R
17	Telecommunication standardization in relation to the interests of developing countries	R
18	Principles and procedures for the allocation of work to, and coordination between, the Radiocommunication and Telecommunication Standardization Sectors	M
20	Procedures for allocation and management of international numbering resources	M
22	Authorization for TSAG to act between WTSAs	R
26	Assistance to the Regional Tariff Groups	R
29	Alternative calling procedures on international telecommunication networks	R
31	Admission of entities or organizations to participate as Associates in the work of ITU-T	M
32	Strengthening the use of electronic document handling for the work of ITU-T	R
33	Guidelines for ITU-T strategic activities	M
34	Voluntary contributions	R
35	Appointment and maximum term of office for chairmen and vice-chairmen of ITU-T Study Groups and of the Telecommunication Standardization Advisory Group (TSAG)	M
36	ITU Reform	–[2]
37	Alternative approval process for ITU-T	D[3]
38	Coordination among ITU-T, ITU-R and ITU-D for IMT-2000 activities	R
39	The changing role of the World Telecommunication Standardization Assembly	–[2]
40	Regulatory aspects of ITU-T work	R
41	Accounting rate principles for international telephone services	M

[1] The status corresponds to the following: R = revised, D = deleted, M = maintained.

[2] Resolutions 36 and 39 have not been discussed in TSAG, as they no longer address current activities. Examination of Resolutions 36 and 39 by the TSAG Chairman indicates that they relate to proposed inputs to the Working Group on Reform and Plenipotentiary 2002, both of which have been completed.

[3] Resolution 37 has been deleted and "resolves 2" has been moved to Resolution 22.

Table 5 – Draft new Resolutions

Res.	Title
[A]	Draft new Resolution on the Implementation of results-based budgeting: The impact on planning in ITU-T
[B]	Draft new Resolution on Regional preparations for World Telecommunication Standardization assemblies

7 Status of draft revised Recommendations of the A-series

Table 6 outlines the TSAG proposal to WTSA-04 concerning the status of revised Recommendations of the A-series. The actual text of these revised Recommendations proposed for adoption by WTSA-04 is provided in Document 31 of WTSA-04

Table 6 – Status of draft revised Recommendations of the A-series

Recom-mendation	Title	Status[1]
A.1	Work methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)	R
A.2	Presentation of contributions relative to the study of Questions assigned to ITU-T	R[2]
A.4	Communication process between ITU-T and forums and consortia	M
A.5	Generic procedures for including references to documents of other organizations in ITU-T Recommendations	M
A.6	Cooperation and exchange of information between ITU-T and national and regional standards development organizations	M
A.7	Focus Groups: Working methods and procedures	M
A.8	Alternative approval process for new and revised Recommendations	R
A.9[3]	Provisional working procedures for the Special Study Group on IMT-2000 and beyond	M
A.11	Publication of ITU-T Recommendations and WTSA proceedings	R
A.12	Identification and layout of ITU-T Recommendations	R
A.13	Supplements to ITU-T Recommendations	M
A.23	Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology	M

[1] The status corresponds to the following: R = revised, M = maintained.

[2] In Recommendation A.2, clause 6 is moved to Recommendation A.1

[3] Recommendation A.9 will be maintained if SSG remains.

8 Future of TSAG

From the experience of its first decade of existence, it is anticipated that TSAG will continue to effect continuous improvement in the working methods of the ITU-T. Advice to the study groups, in the form of Guideline documents, liaisons and updated A-Series Recommendations, will continue to make ITU-T the most attractive global telecommunication standardization body. Likewise, TSAG will continue to review progress of the work programme, mediate cross-study group issues, and enhance external cooperative relationships with other standardization bodies.

A new aspect for TSAG will be to assume a greater role in financial matters, providing analyses and advice as part of the ITU budget preparation process, and in the linkage of strategic, operational and financial planning.

TSAG should continue to meet in synchronization with the cycle of study group meetings so it can address issues raised by the study groups for TSAG's consideration, advice and action, review draft new and revised Questions and provide advice to the next meeting of each study group.

Great progress has been made by TSAG to speed up the process by which new work can be started in the study groups and other groups, such as Focus Groups, and the process by which completed work is approved by the study groups. In the future, TSAG must address the middle phase of work – that of developing draft Recommendations – and find ways to make significant improvement in the efficiency of those procedures. TSAG will also further strengthen its attention to the needs of developing countries as addressed in WTSA Resolution 17 and Plenipotentiary Resolution 123.

6 – Final List of participants

This list includes the following sections:

I.   Administrations

II.   Recognized Operating Agencies

III.   Scientific or Industrial Organizations

IV.   Regional and other International Organizations

V.   Regional Telecommunication Organizations

VI.   General Secretariat and Bureaux

VII.   Secretariat of the Assembly

VIII.   Services of the Assembly

Symbols used

C: Head of Delegation
CA: Deputy Head
D: Delegate

I. Administrations

D **Germany (Federal Republic of)**

C	Mr KURTH Matthias
C	Mrs VOGEL-MIDDELDORF Bärbel
CA	Mr VON SCHILLING Dittmar
D	Mr FAHRENBRUCH Wolf-Dietrich
D	Mr GARVERT Dieter
D	Mr GEBAUER Volker
D	Mr HEIDRICH Wolfgang
D	Mr MEIERHOFER Hans
D	Mr PLESSE Dietmar
D	Mr SCHINK Helmut
D	Mr SCHOENINGER Enio
D	Mr SCHOETTNER Hubert

AGL **Angola (Republic of)**

C	Mr MAURICIO FERNANDES Edeltrudes
D	Mr CASTEIRO GARCIA Lundoloca

ARS **Saudi Arabia (Kingdom of)**

D	Mr DAFTARDAR Abdullah

ARG **Argentine Republic**

C	Mr CANCELLI Carlos Antonio
CA	Mr CRISTIANI Antonio Ermete
D	Mr CLEMENTE Guillermo Edgardo

AUS **Australia**

C	Mr SYMONS Grant
CA	Mr BOX Ron
D	Mr AUSTIN Maurice
D	Mr EMERY Patrick
D	Mr GRAF Leslie
D	Mr THWAITES Richard
D	Mr WEBLING Alex

AUT **Austria**

C	Mr MARXT Walter C.
CA	Mr PALKOVICH Edmund
D	Mrs BAUCHINGER Monika Anna

BRB **Barbados**

C	Mr BOURNE Chelston

BEL   Belgium

    D   Mr BURVENICH Jean-Pierre

BOT   Botswana (Republic of)

    C   Mr MOSINYI Tiro
    CA   Mr LETEBELE Otsile
    D   Mr MALETE Andria
    D   Mr RABOGADI Thulaganyo

B   Brazil (Federative Republic of)

    C   Mr RAMOS Bruno
    CA   Mr FERREIRA SILVA Luiz Fernando
    D   Mr APKAR MINASSIAN Ara
    D   Mr BAFUTTO Marcos
    D   Mr BARCALA PEIXOTO Paulo Roberto
    D   Mr BICALHO Jose
    D   Mr BLANCO Jaime
    D   Mr CALCADO Ildomar
    D   Mr CALVO MARCONDES Luis Otávio
    D   Mr CAMPOS Vanderlei
    D   Mr CAMPOS CONCEICAO Rodrigo
    D   Mr CATARCIONE Luiz Antonio Senna
    D   Mr DE FREITAS Vilmar Rosa
    D   Mr DE PAULA CASTRO NETO Amadeu
    D   Mr DONATI JORGE Rubens
    D   Mr DOS SANTOS Aristoteles
    D   Mr DOURADO João Henrique
    D   Mr FAGUNDES ALBERNAZ João Carlos
    D   Mr FUED NACIF Jefferson
    D   Mr GADELHA VIEIRA Augusto
    D   Mr GONCALVES DE PINHO Adriano
    D   Mr GUERREIRO Renato
    D   Mrs ITAJAHY Nilza
    D   Mr LAURIA Carlos
    D   Mr MATARAZZO Edmundo A.
    D   Mr MELLO Cerminiano
    D   Mr MENDES FERNANDES Fabiano
    D   Mr MOURA Tony
    D   Mr NUNES Carlos Alberto
    D   Mr PASQUALI Nilo
    D   Mr PEREIRA FILHO Jose Leite
    D   Mr PEREIRA PINHEIRO Alexandre
    D   Mr PERRONE Luiz Francisco
    D   Mr PINHEIRO Savio
    D   Mr RAMOS Sandro
    D   Mr SANTOS Edilson Ribeiro Dos
    D   Mr SERRA Luis Fernando
    D   Mr SILVA Luiz Alberto Da
    D   Mr SILVEIRA Leandro
    D   Mr SOUZA AGUIAR Nelson
    D   Mr TEIXEIRA BEDRAN Antonio Domingos
    D   Mr VALENTE Jarbas José
    D   Mr ZILLER DE ARAUJO Pedro Jaime

BFA   **Burkina Faso**

  C   H.E. Mr THIOMBIANO Justin T.
  CA   Mr SANFO Moussa
  D   Mr ANAGO B. Richard
  D   Mr BONKOUNGOU Zouli
  D   Mr DAKUYO L. Clément
  D   Mr KAFANDO Marius

CME   **Cameroon (Republic of)**

  D   Mr FOKOU Gankam
  D   Mr HAMAN Aboubakar
  D   Mr ONDOA FOUDA Patrick
  D   Mr ZOURMBA Aboubakar

CAN   **Canada**

  C   Mr MCCAUGHERN Robert W.
  CA   Mr GRACIE Bruce A.
  D   Mrs BERTRAND Francine
  D   Mr CHAU Peter
  D   Mrs DORAN Janis
  D   Mr MCCRUM William
  D   Mr VISSER John
  D   Mr WERY Peter

CAF   **Central African Republic**

  C   H.E. Mr SALAO Idriss
  CA   Mr GOURNA-ZACKO Justin

CHN   **China (People's Republic of)**

  C   Mr WEN Ku
  CA   Mr YANG Zemin
  D   Mr CHEN Guiyu
  D   Mr HUANG Shangxian
  D   Mr KWAN Shun-ming
  D   Mrs LI Dongmei
  D   Mr LU Song
  D   Mr QIAN Hang
  D   Mr SIN Kwok-kei
  D   Mr TANG Zica
  D   Mr WANG Zhen
  D   Mr WEI Liang

KOR   Korea (Republic of)

C	Mr LEE Keun Hyeob
D	Mr CHIN Byoung-Moon
D	Mr JEON Jeong Taik
D	Mr KIM Hong Koo
D	Mr KIM Jong Ho
D	Mrs KIM Sun
D	Mr KOO Kyoung-Cheol
D	Mr LEE Byoung Nam
D	Mr LEE Chae-Sub
D	Mr LEE Hyeong Ho
D	Mr LEE Kyung Joon
D	Mr LIM In Sik
D	Mr MOON Bongkyo
D	Mr PARK Jongbong
D	Mr PARK Ki-Shik
D	Mr YANG Jun-Gyu

CTI   Côte d'Ivoire (Republic of)

C	Mr SY Douai Benoit
CA	Mr KOUAKOU Alban
D	Mr BOUO Bella
D	Mr COULIBALY Tanyo Claude
D	Mr DJE BI Ta
D	Mr DJEKOU Djahi
D	Mr DOUA Pascal
D	Mr GUEHI Lenonhin Patrice
D	Mr KABRAN Ahon Nestor
D	Mr MESSAN Beugre
D	Mr M'POUE Apété Sylvestre

CUB   Cuba

C	Mr MAS PELÁEZ Oswaldo
CA	Mr MONTERO DE NIRANDA Reinaldo J.

DNK   Denmark

C	Mr PETERSEN Helmer
CA	Mrs KONNER Mette J.

DOM   Dominican Republic

C	Mr FERNÁNDEZ CORREA Rafael
C	Mr VARGAS José Rafael
CA	Mr RIZEK VIDAL José Alfredo
D	Miss SANTOS Judith
D	Mrs VILLAMAN NAUT Mariángela

EGY   Egypt (Arab Republic of)

C	Mr FAHMY Alaa
C	Mr GUINENA Sherif
D	Mr ABDOU Omar
D	Mr EL-RAGHY Ahmed

SLV   El Salvador (Republic of)

        C   Mr ARTIGA Víctor Manuel

EQA   Ecuador

        C   Mr BARRAGAN Xavier
        CA   Mr QUIJANO PEÑAFIEL Gustavo Alejandro
        D   Mrs PERUGACHI BETANCOURT María Luisa

E   Spain

        C   Mr FERNÁNDEZ-PANIAGUA Antonio
        CA   Mr MORENO PÉREZ Juan Miguel
        CA   Mr SANZ GADEA Luis
        D   Mr BERROJALVIZ Enrique
        D   Mr GUZMÁN LÓPEZ Cristóbal
        D   Mr LLORENS GONZÁLEZ Juan de Dios
        D   Mr ZARAGOZA-MIFSUD Manuel

USA   United States of America

        C   H.E. Mr GROSS David
        CA   Mr BEAIRD Richard C.
        D   Mrs ABDALLAH Amal
        D   Miss ALEXANDER Fiona
        D   Mrs ATTWELL Meredith
        D   Mr BERTINE Herbert
        D   Mr BLUMENTHAL Robert
        D   Mrs CADE Marylin
        D   Mrs CHRISTIANSON Donna
        D   Mr ENNIS James
        D   Mrs FEISER Sharon
        D   Mr FISHMAN Gary
        D   Mr GIUSTI John
        D   Mrs GORDON Marian R.
        D   Mr GREEN Richard R.
        D   Mrs HANDLEY Cathy
        D   Mr HARRIS John
        D   Mr JAHN William
        D   Mrs LAYTON Robin
        D   Mr LERNER Bradley
        D   Mr MARTINKOVICS Leslie
        D   Mr MINARD Julian
        D   Mrs MULBERRY Karen
        D   Mr MURPHY Christopher
        D   Mrs RASO Ebe
        D   Mr REILLY Arthur
        D   Mrs ROSEMAN Walda W.
        D   Mrs RUFF Jacquelynn
        D   Mr SAROFEEN Robert
        D   Mr SEITZ Neal
        D   Mrs SHIPMAN Sally A.
        D   Mr SIDOR David
        D   Mr STUART Richard
        D   Mr TROWBRIDGE Stephen
        D   Mr URBANY Frank
        D   Mr UTLAUT William
        D   Mrs VALADAO Elaine
        D   Mrs WHITFIELD Melinda
        D   Mr WILLIAMS Frank

RUS   **Russian Federation**

C	Mr SVECHNIKOV Andrey
CA	Mr KUSHTUEV Alexander
CA	Mr MINKIN Vladimir M.
D	Mr CHERKESOV Dmitri
D	Mr EFIMOUCHKINE Vladimir
D	Mr FEDOROV Evgeny
D	Mr GRUZDEV Sergei
D	Mr KOUCHERIAVY Andrey
D	Mr KREMER Arkadiy
D	Mr MIRONNIKOV Oleg
D	Mr MOZHAROV Ivan
D	Mr ODEGOV Daniil
D	Mrs PUSHKAREVA Olga
D	Mr TROFIMOV Konstantin
D	Mr TSYM Alexandre
D	Mrs ZHARIKOVA Elena

FIN   **Finland**

C	Mr VAINAMO Risto
CA	Mr LEPPINEN Timo
D	Mr HYVARINEN Ilkka

F   **France**

C	Mr HENNINOT Jean-Pierre
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D	Mr DISTLER Philippe

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D	Mr BAFFOE-MENSAH William
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D	Mr SARWONO Weda
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D	Mr UTAMA Indra
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D	Mr BIGI Fabio

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       D   Mr NDARO Matano

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       C   Mr MATHULE Rankobane
       D   Miss PULE Nthabiseng

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       D   Mr KONATE Ahmed Modibo

MRC   **Morocco (Kingdom of)**

       C   Mr KHADIRI Brahim
       CA   Miss BELHOUSSAIN Gihane
       D   Mr BOUZOUBAA Mounir

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       C   Mr MERCHÁN ESCALANTE Carlos
       CA   Mr CARRILLO Fernando
       D   Mr KHOTYAINTSEV Sergiy
       D   Mr ROMO RICO Arturo
       D   Mr VILLALOBOS TLATEMPA Horacio

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         CA   Mr BRAH Maman Bachir

NIG   **Nigeria (Federal Republic of)**

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         C   Mr MASAMBU Patrick
         CA   Mr MWESIGWA Patrick
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         C   Mr TARAVATU Gari Arua
         CA   Mr KIM Joe

PRG   **Paraguay (Republic of)**

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         CA   Miss SAITO Miki
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         D   Mr GALEANO DAGOGLIANO Carlos
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         D   Mrs MONTIEL DE ARAUJO Nancy Elisabeth

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         CA   Mr WANSBEEK Cornelis J.
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         CA   Mrs BORKOWSKA Elzbieta
         D   Mr CZAJKOWSKI Jerzy
         D   Mrs GUTKIEWICZ Janina
         D   Mr MARCINIAK Marian

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         C   Mr COSTA Filipe

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    CA   Mr CHEDYAK Haitham
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    C   Mr IONESCU Adrian-Ciprian
    CA   Mrs SLAVESCU Ioana-Maria
    D   Mr CONSTANTINESCU Dan-Ioan
    D   Mr ENESCU Radu

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    C   Mr JOHNSON Malcolm
    CA   Mr DAVIDSON Philip
    D   Mr AFFLECK Vincent
    D   Mr ALEXANDER Stewart
    D   Mr CARVELL Mark Harold Bernard
    D   Mr HOMAN Leslie James
    D   Mr MOORE Brian
    D   Mr SAHEL Jean-Jacques

SEN   **Senegal (Republic of)**

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    D   Mr SENG James

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D	Mr DUBE Dingane
D	Mr GABASHANE Daniel
D	Mr GUGWINI Brian
D	Mrs MOHLALA Mamodupi
D	Mr MORKEL Gavin
D	Mr RUPLAL Praneel

S   **Sweden**

C	Mr BERGNER Bo

SUI   **Switzerland (Confederation of)**

C	Mr MAURER François
D	Mr LEHMANN Leo
D	Mr MAKKI Hassane

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CA	Mr MFUNGAHEMA Raynold
D	Mr KILABA James M.
D	Mr ULANGA Peter Rudolf

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C	Mr GETU-ADISORN Totsaporn
D	Mr PANICHAKUL Yuttanant
D	Mr SATRAWAHA Nattawut

TUR   **Turkey**

C	Mr KESKINKILIC Mustafa

UKR   **Ukraine**

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D	Mr GOFAIZEN Oleg
D	Mr GORYTSKYY Viktor
D	Mr KANEVSKI Varerii
D	Mr KATOK Viktor
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D	Mr OLIINYK Volodymyr
D	Mr POLISCHUK Oleksandr
D	Mr RESHETNIAK Volodymyr
D	Mrs SHAPOVALOVA Viktoriya

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D	Mr HERNÁNDEZ Fernando

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        CA   Miss DA COSTA Karina
        D   Mr DEAMOND Carlos
        D   Mr DELGADO CELIS Antonio José
        D   Mr PESTANA José Gregorio

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        CA   Mr LE Xuan Cong
        D   Mr DINH Van Dung
        D   Mr NGUYEN Hong Son
        D   Mrs PHAN Cao Minh
        D   Mr TRAN VU Hoang

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        C   Mr CHIDOORI Cuthbert
        CA   Mr SHAMU Charles
        D   Mr MANDAVA Remigio
        D   Mr MASENDA Dominic

II.   Recognized Operating Agencies

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Vodafone D2

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S.T.C.

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       Mr AL-DAHASH Fahad
       Mr AL-GARNI Nasser

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BELGACOM

       Mr BURVENICH Jean-Pierre

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China Telecommunications Corp.
   Mr SUN Dongshan
   Mr WANG Qingyang
   Mrs ZHANG Rong
   Mrs ZHAO Huiling
   Mr ZHAO Xuejun

KOR   Korea (Republic of)

KT Corporation
   Mrs KIM Jiyoung
   Mr LEE Hong-Lim

CUB   Cuba

Empresa de Telecomunicaciones
   Mr FIOL Leoncio Leonardo
   Mr PÉREZ Marcos Antonio

E   Spain

Telefónica
   Mr GABELLONI Eduardo
   Mr SASTRE FERRA Lorenzo
   Mr VIDAL Alejandro

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Rostelecom
   Mr KUSHTUEV Alexander
   Mr ODEGOV Daniil

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France Telecom
   Mrs BARNOLE Valérie
   Mr BOULVIN Jacques
   Mr MONFORT Jean-Yves
   Mr WÜRGES Dominique

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Bharat Sanchar Nigam
　　　　Mr SAXENA Sahib Dayal

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Telecom Italia
　　　　Mr MONTALTI Francesco
　　　　Mr POMPONI Roberto

J   Japan

Japan Telecom
　　　　Mr KAWASUMI Yasuhiko

KDDI
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NTT DoCoMo
　　　　Mr YAMAMOTO Koji

SOFTBANK BB
　　　　Mr IRIBE Yoshiya

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Safaricom
　　　　Mr ADUL Vincent

MLA   Malaysia

Telekom Malaysia Berhad
　　　　Mrs KAUR Sarjit

MLT   Malta

Maltacom
　　　　Mr DE BONO Anthony

NOR   Norway

Telenor ASA
　　　　Mrs LILLEBÖ Anne Lise
　　　　Mr MEISINGSET Arve

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TRA

       Mr AL-ISMAILY Mohammed

PRG   Paraguay (Republic of)

COPACO

       Mr ESTAQUE AQUINO Enrique Ramón
       Mr LÓPEZ ZAYAS Osmschar Guillermo

POL   Poland (Republic of)

Telekomunikacja Polska
       Mr PEKALSKI Andrzej

G   United Kingdom of Great Britain and Northern Ireland

BT

       Mr ALEXANDER Stewart

SEN   Senegal (Republic of)

SONATEL

       Mrs DIOP Aissatou Dieng

AFS   South Africa (Republic of)

Telkom

       Mr MOSTERT Pierre

S   Sweden

TeliaSonera

       Mr GUNNARSSON Anders

SUI   Switzerland (Confederation of)

Swisscom

       Mr MOKDAD Mohamed
       Mr PROBST Pierre-André

TGO   Togolese Republic

TOGO TELECOM

Mrs AYEVA Lambrata
Mr KODJOVI Kokou

TUR   Turkey

Türk Telekomünikasyon

Mr BOYACI Mehmet Fatih
Mr FINDIK Mevlüt

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CANTV

Miss FERNÁNDEZ Silvia
Mrs GAMMIERO Laura
Mr MUÑOZ Luis
Mr ORTA Morel
Mrs RODRÍGUEZ Nyurka

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KOR   Korea (Republic of)

ETRI
       Mr JEE Kyoung-Yong
       Mr PARK Wung

F   France

Alcatel
       Mr URIE Alistair

I   Italy

Siemens Mobile Communications
       Mr LATHIA Kiritkumar

J   Japan

Fujitsu
       Mr OGAWA Tadao

Hitachi
       Mr SAKURAI Yoshito

National Institute of Information and Communications Technology
       Mr NAKAJIMA Isao

NEC
       Mr TADA Hisashi

NTT
       Mr IWATA Hideyuki

Oki Electric Industry
       Mr TANAKA Shigeru

Ricoh
       Mr KONDO Mitsuru

Sharp
       Mr HIBI Keiichi

The ITU Association of Japan, Inc.
       Mr MIYASAKA Kimio
       Mr OHMI Katsuro

IV.   Regional and other International Organizations

CE/EC

Mr LOPES Paulo

ETNO

Mr WÜRGES Dominique

V.   Regional Telecommunications Organizations

APT

Mr RAILTON Hugh

CITEL

Mr BAPTISTA Clovis

ETSI

Mr FRIIS Jörgen

UAT/ATU

Mr MWAKATOBE Gideon L.

VI.   General Secretariat and Bureaux

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Mr Yoshio UTSUMI, Secretary-General
Assistant: Mrs Naki OBUOBI

Mr Roberto BLOIS, Deputy Secretary-General
Assistant: Mrs Chantal COULON

Department of Conferences

Mr Philippe CAPITAINE, Head of Department

Legal Affairs Unit

Mr Arnaud GUILLOT, Legal Advisor
Assistant: Mrs Margaret CARTER

VI.2   Press service

Mrs Francine LAMBERT

VI.3   Finance Department

Mr Carlos SÁNCHEZ, Head of Department
Assistant: Mrs Paulette BERTINOTTI

VI.4   Telecommunication Development Bureau (BDT)

Mr Hamadoun I. TOURÉ, Director
Mr Miloud AMEZIANE
Mr Michel CALVANO

Mr Brahima SANOU
Mr Juan ZAVATTIERO

VI.5   Radiocommunication Bureau (BR)

Mr Kevin HUGHES, Head of Study Groups Department

VI.6   Telecommunication Standardization Bureau (TSB)

Mr Houlin ZHAO, Director
Assistant: Mrs Lilian CHOUTKO

Mr Reinhard SCHOLL, Deputy to the Director
Assistant: Miss Judith QUIST

Study Groups

Mr Richard HILL	SG 2
Mr Saburo TANAKA	SG 3
Mr Young Han CHOE	SG 4
Mrs Judit KATONA KISS	SG 5 & 12
Mr Paolo ROSA	SG 6 & 15
Mr Masamichi NIIYA	SG 9
Mr Georges SEBEK	SG 13 & 17
Mr Arshey ODEDRA	SG 11
Mr Simão de CAMPOS NETO	SG 16
Mrs Tatiana KURAKOVA	SSG
Mr Reinhard SCHOLL	TSAG

Edition and publication

Mr Francisco J. CANTERO
Mr Sami TRABULSI

Communication/Promotion

Mr Greg JONES
Mr Toby JOHNSON

TSB Assistants

Mrs Rosa ANGELES
Mrs Marie-Hélène BERCHER
Mr Christophe BOCHET
Mrs Lilian CHOUTKO
Mrs Kristin COURVOISIER
Mr Al DAYAO
Mrs Isabelle FROST
Mrs Isabelle GARDE
Mrs Leslie JONES
Mrs Nadine JOUBERT
Miss Judith QUIST
Mrs Marie-Laure SCHIFFERLI
Mrs Sarah SCOTT

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Secretary: Mr Carlos SÁNCHEZ
Administrative Officer: Mr Thierry PEREWOSTCHIKOW
Assistant: Mrs Paulette BERTINOTTI

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Secretary: Mr Paolo ROSA
Secretary: Mr George SEBEK
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Secretary: Mr Simão de CAMPOS NETO
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Secretary: Mrs Tatiana KURAKOVA
Assistant: Mrs Isabelle FROST

Committee 5 – Telecommunication network infrastructure

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Secretary: Mr Young Han CHOE
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Secretary: Mr Anthony PITT
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Mrs Danièle BOCCARD ALLINGER

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Mrs Nadine JOUBERT

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Mrs Saba IMRU
Mr Al DAYAO

VIII.4 Delegates registration

Mrs Kristin COURVOISIER
Mr Christophe BOCHET
Mrs Marie-Hélène BERCHER

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French Section

Mrs Anne-Marie DETURCHE-NAZER
Mrs Marceline DELAROQUE

English Section

Mr Richard B. GRANGER
Mrs Angela SMITH

Spanish Section

Mr Guillermo ÁLVAREZ
Mrs Katina de LEÓN

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Coordinator: Mrs Patricia BENOIT-GUYOT

French booth

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Mr Elhousseine GOUAINI

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Relief Team

Mr Alexandre TADEVOSSIAN
Mr Luis SIMON
Mrs Sieni CAMPOS
Mr Alexander DOROGOI

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Mr Erol GUVEN

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Mr Hugo SANTESSO
Mrs Marine LAPLACE

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Mr Moussa DIABY

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Mr Pradeep PRASAD
Mrs Gila TAN
Mr Frédéric FAUGIER

7 – List of WTSA-2004 Documents

7.1 – Assembly Documents

WTSA-04 Document	Source	Title	Allocation
1	SG 2	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C6
2	SG 2	Report to the World Telecommunication Standardization Assembly (WTSA-04): Questions proposed for study during the next study period 2005-2008	C4
3	SG 3	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C6
4	SG 3	Report to the World Telecommunication Standardization Assembly (WTSA-04): Questions proposed for study during the next study period 2005-2008	C4
5	SG 4	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C5
6	SG 4	Report to the World Telecommunication Standardization Assembly (WTSA-04): Questions proposed for study during the next study period 2005-2008	C4
7	SG 5	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C5
8	SG 5	Report to the World Telecommunication Standardization Assembly (WTSA-04): Questions proposed for study during the next study period 2005-2008	C4
9	SG 6	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C5
10	SG 6	Report to the World Telecommunication Standardization Assembly (WTSA-04): Questions proposed for study during the next study period 2005-2008	C4
11	SG 9	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C5

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12	SG 9	Report to the World Telecommunication Standardization Assembly (WTSA-04): Questions proposed for study during the next study period 2005-2008	C4
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14	SG 11	Report to the World Telecommunication Standardization Assembly (WTSA-04): Questions proposed for study during the next study period 2005-2008	C4
15	SG 12	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C5
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17	SG 13	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C5
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19 (+Cor.1)	SG 15	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C5
20	SG 15	Report to the World Telecommunication Standardization Assembly (WTSA-04): Questions proposed for study during the next study period 2005-2008	C4
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25	SSG	Report to the World Telecommunication Standardization Assembly (WTSA-04): General	C5
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27	Director of TSB	Report on ITU-T Study Group activities after their last meeting	C5 C6

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30	Director of TSB	Report of the Telecommunication Standardization Advisory Group to WTSA-04 – Part II-B: Draft new Resolutions	C2 C3
31	Director of TSB	Report of the Telecommunication Standardization Advisory Group to WTSA-04 – Part III: Draft revised and new Recommendations of the A-series	C3
32	Director of TSB	TSAG Report to WTSA-04 in respect of Resolution 22	C3
33	Director of TSB	Report on the activities of the ITU Telecommunication Standardization Sector (ITU-T)	PL
34 (+Cor.1)	Director of TSB	General statistical information on ITU-T activities during the 2001-2004 study period	PL
35	Director of TSB	Report on the Telecommunication Standardization Bureau	PL
36	Director of TSB	Report on ITU-T expenditure during the study period 2001-2004 and estimated financial needs up to WTSA-08	PL C2
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38 Add.6	CEPT	Coordination role of TSAG	C3
39 (+Cor.1)	Director of TSB	TSAG proposal on Study Group structure	C4
40 (+Cor.1)	United States of America	ITU-T restructuring proposal	C4
40 Add.1	United States of America	Annex A – Rationale for proposed Study Groups	C4
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52 Add.12 (+Cor.1)	Arab States	Draft new Resolution [F] on countering spam by technical means	C6
52 Add.13	Arab States	Proposed modification to Recommendation A.13 – Supplements to ITU-T Recommendations	C3
52 Add.14	Arab States	Proposed modifications to Resolution 1 based on text proposed in Document 29	C3
52 Add.15	Arab States	Restructuring of ITU-T Study Groups	C4
52 Add.16	Arab States	Proposed modification to Resolution 35 – Appointment and maximum term of office for Chairmen and Vice-Chairmen of ITU-T Study Groups and of the Telecommunication Advisory Group (TSAG)	C3
52 Add.17	Arab States	Proposed deletion of Resolution 37 – Alternative Approval Process for ITU-T	C3
52 Add.18	Arab States	Proposed deletion of Resolution 41	C6
52 Add.19	Arab States	Draft new Resolution [G] – Implementation of Resolutions 101 (Minneapolis, 1998), 102 (Rev. Marrakesh, 2002) and 133 (Marrakesh, 2002) of the Plenipotentiary Conference and relevant WSIS decisions	C4 [C6]
52 Add.20	Arab States	Proposed modification to Recommendation A.7 – "Focus Groups: Working methods and procedures"	C3
52 Add.21	Arab States	Support for the principle of establishing a group to deal with the organization of seminars and workshops by ITU-T	C3
53 (+Cor.1)	Arab States	Proposed modifications to draft new ITU-T Recommendation Y.1271	C5
54 (+Cor.1, 2)	ATU	African common proposals for the work of the WTSA-04	C3 C4
54 Add.1 (+Cor.1)	ATU	AFCP for enhancing the participation of African countries in ITU-T meetings	C3
54 Add.2 (+Cor.1)	ATU	AFCP for increasing the number of Member States to veto a Recommendation of a Study Group	C3

WTSA-04 Document	Source	Title	Allocation
54 Add.3	ATU	AFCP for maintaining status quo on voting rights	C3
54 Add.4	ATU	AFCP on institutionalization of regional preparatory process for WTSAs	C3
54 Add.5	ATU	AFCP on the Report of the Chairman of Special Study Group (SSG) – Doc. 25	C4
55	Secretary-General	Financial responsibilities of conferences	C2
56	Secretary-General	Budget of the World Telecommunication Standardization Assembly (WTSA-04)	C2
57	Secretary-General	Contribution of Organizations of an international character and Sector Members to the expenses of the Assembly	C2
58	RCC	ITU-T Restructuring	C4
59 (+Cor.1) (+Rev. 1)	RCC	Order of priority for the translation of ITU-T Recommendations and other ITU-T documentation into Russian	C3
60	United Kingdom	Work of Study group E: "Integrated broadband cable networks and television and sound transmission"	C4
61 (+Cor.1)	CITEL	Inter-American proposals for the work of WTSA-04	C3 C4
61 Add.1	CITEL	Approval procedure for Recommendations	C3
61 Add.2	CITEL	Relation of ITU-T with other organizations	C3
61 Add.3	CITEL	Function of "Project groups" & "Other groups"	C3
61 Add.4	CITEL	ITU-T work on mobility	[C3] C4
61 Add.5 (+Cor.1)	CITEL	Regional preparations for World Telecommunication Standardization Assemblies	C3
61 Add.6	CITEL	Towards public access to ITU-T contributions and temporary documents	C3
61 Add.7 (+Cor.1)	CITEL	Encourage the participation of developing countries in ITU-T events	C3
61 Add.8	CITEL	Study group on Next Generation Networks	C4
61 Add.9 (+Cor.1)	CITEL	Work of ITU-T on security	C4
62	Senegal	Proposals for the work of WTSA-04	C3 C4
63	British Telecommunications Plc	Work of Study Group C "Outside Plant and Related Indoor Installations"	C4
64	Director of TSB	WSIS results and ITU-T Questions	PL C4
65	Uzbekistan	Proposals to the work of WTSA-04	[C2] C3
65 Add.1	Uzbekistan	Proposal for a study group on the information society	C4
65 Add.2	Uzbekistan	Proposal to shorten study periods	C3

WTSA-04 Document	Source	Title	Allocation
65 Add.3	Uzbekistan	Proposal on NGN Study Groups	C4
65 Add.4	Uzbekistan	Proposal for free access of draft Recommendations	[C2] C3
66	Secretary-General	Agreement between the National Telecommunication Agency of the Federative Republic of Brazil and the International Telecommunication Union	C2
67 (+Cor.1)	Australia	Free access to ITU-T Recommendations	[C2] C3
68	Kenya	Alternative calling procedures on international networks	C6
69	Canada	ITU-T Study Group Restructuring	C4
70 (+Cor.1)	CITEL	Inter-American proposals for the work of WTSA-04	C2 C4
70 Add.1	CITEL	ITU-T Study Group 3, Structure, roles and study Questions for the 2005-2008 study period	C4
70 Add.2	CITEL	The implementation of results-based budgeting: the impact on planning in ITU-T	C2
70 Add.3	CITEL	Cybersecurity	C4
71	Japan	Position on ITU-T Study Group restructuring	C4
72	Syrian Arab Republic	Syrian proposals for the work of the Assembly	C6
72 Add.1	Syrian Arab Republic	Draft new Resolution [M]: Country code top level domain names	C6
72 Add.2	Syrian Arab Republic	Draft new Resolution [N]: Internationalized domain names	C6
72 Add.3	Syrian Arab Republic	Draft new Resolution [O]: Public ENUM	C6
72 Add.4	Syrian Arab Republic	Draft new Resolution [P]: Combating SPAM	C6
73	Germany (Federal Republic of)	Proposed modifications to draft new ITU-T Recommendation Y.1271	C5
74 (+Cor.1)	British Telecommunications plc; Cable and Wireless plc; France Télécom; Belgacom; PT Comunicações, S.A.; Swisscom SA; Telecom Italia S.p.A.; TDC A/S; Telefónica, S.A.; Telenor ASA; TeliaSonera AB	Study group on Next Generation Networks	C4
75 (+Add.1)	TSB	List of delegates who have died since the last WTSA-2000	PL
76	TSB	List of documents available prior to WTSA-04	PL
77	Chairman of Committee 2	ITU-T pre-defined objectives and outputs	C2

WTSA-04 Document	Source	Title	Allocation
78	Chairman of Committee 2	Recommendation 3 of the Council group of specialists to review the management of the Union	C2
79	Chairman of Committee 2	Proposed revised Resolution 1 (WTSA, Montreal 2000)	C2
80	Chairman of Committee 2	Annex 1 to Resolution 71 (Rev. Marrakesh, 2002) Strategic Plan for the Union 2004-2007	C2
81	Brazil (Federative Republic of)	Appraisal of the current organization of seminars and workshops within the Standardization Sector (ITU-T) and proposal for the establishment of the Technical Standardization Forum (TSF)	C3
82	TSB	Structure of the World Telecommunication Standardization Assembly (Florianópolis, Brazil – 2004)	PL
83	TSB	Chairmanship of the Assembly	PL
84	Papua New Guinea	Support for APT Common proposals to WTSA-04	C3 C4
85	TSB	Secretariat of the Assembly	PL
86	Argentine, Brazil, Colombia, Ecuador, Paraguay, Uruguay, Venezuela	Establishment of a Seminar coordination Committee (SCC)	C3
87	Committee 6	Report of the first meeting of Committee 6	C6
88	Director of TSB	Report on ITU-T's Cybersecurity Symposium – 4 October 2004, Florianópolis, Brazil	PL
89	Committee 3	Report of the first meeting of Committee 3	C3
90 (+Cor.1)	Committee 4	Report of the first and second meetings of Committee 4	C4
91	Committee 7	Report of the first meeting of Committee 7 (Editorial Committee) – Organization of work – Resolutions A and 34	PL
92	Chairman of Committee 5	Report of the Chairman of Committee 5 to the Plenary meeting	PL
93	Committee 4	Report of the third meeting of Committee 4	C4
94	Committee 2	Report of the first and second meetings of Committee 2	C2
95	Russian Federation	Proposal for the Question H/11	C4
96	Committee 3	Report of the second meeting of Committee 3	C3
97 (+Rev. 1)	Chairman of Committee 2	Draft Revised Resolution 1	C3
98	Committee 6	Report of the second meeting of Committee 6	C6
99	Committee 4	Report of the fourth meeting of Committee 4	C4

WTSA-04 Document	Source	Title	Allocation
100 (+Cor.1)	Canada	Revision to Resolution 2	C4
101	Committee 7	Second report of Committee 7 (Editorial Committee) – Revised draft new Resolution [F]	PL
102	Russian Federation, Ukraine	Draft revision of Resolution 1 and Recommendations A.1 and A.8	C3
103	Plenary	Report of Inaugural Ceremony and first Plenary meeting	PL
104	Plenary	Report of the second Plenary meeting	PL
105	Secretary-General	Estimate of expenditure of the WTSA-04 as at 11 October 2004	C2
106	Chairman of Committee 2	Report of the Budget Control Committee to the Plenary meeting	PL
107	Botswana, Brazil, Canada, Dominican Republic, United States of America, France, Ghana, Morocco, Mexico, Nigeria, Netherlands, Uganda, Syrian Arab Republic, Czech Republic, Senegal, Switzerland, and Tanzania	Draft Resolution [S] – Mainstreaming Gender in ITU-T activities	C3
108	Committee 6	Report of the third meeting of Committee 6	C6
109	Committee 5	Report of the first and second meetings of Committee 5	C5
110	Canada	Increasing focus on NNAR for NGN in Q.A/2	C4
111	Committee 4	Report of the fifth meeting of Committee 4	C4
112	Committee 7	Third Report of Committee 7 (Editorial Committee) – Draft Revised Recommendations A.2 and A.8	PL
113	Committee 7	Fourth Report of Committee 7 (Editorial Committee) – Draft revised Recommendations A.11 and A.12; Draft revised Resolution 32	PL
114	Committee 7	Fifth Report of Committee 7 (Editorial Committee) – Draft revised Resolution 35; Draft new Resolutions [P] and [L]	PL
115	Committee 7	Sixth Report of Committee 7 (Editorial Committee) – Draft new Resolutions [G], [N], [O], [M]; Draft revised Resolutions 20 and 29	PL
116	Committee 6	Final Report of Committee 6	PL
117	Committee 3	Report of the third and fourth meetings of Committee 3	C3
118	Chairman of the Assembly	Chairman's proposal on NGN studies	PL
119	Committee 4	Full text of Questions modified or added at WTSA-04	PL

WTSA-04 Document	Source	Title	Allocation
120	Committee 4	Final Report of Committee 4	PL
121	Committee 7	Seventh Report of Committee 7 (Editorial Committee) – Draft revised Resolutions 7, 11, 26 and 38	PL
122	Committee 7	Eight Report of Committee 7 (Editorial Committee) – Draft new Resolutions [B] and [S]; Draft Revised Resolutions 33 and 40	PL
123	Chairman of Committee 3	Draft new Resolution [Q] – Establishment of a seminar and workshop coordination committee	PL
124	Committee 7	Ninth Report of Committee 7 (Editorial Committee) – Draft revised Resolution 2	PL
125	Committee 7	Tenth Report of Committee 7 (Editorial Committee) – Draft revised Resolution 1	PL
126	Committee 7	Eleventh Report of Committee 7 (Editorial Committee) – Draft revised Recommendation A.7 and Draft new Resolution [D]	PL
127	Committee 7	Twelfth Report of Committee 7 (Editorial Committee) – Draft revised Resolutions 17 and 22; Draft new Resolutions [C] and [R]	PL
128	Committee 3	Final Report of Committee 3	PL
129	Committee 6	Report of the fourth and final meeting of Committee 6	C6
130	Committee 7	Thirteenth Report of Committee 7 (Editorial Committee) – Draft Revised Recommendation A.1	
131		Final List of WTSA-04 Participants	
132	Committee 3	Report of the fifth, sixth and seventh meetings of Committee 3	C3
133		Proposals of the meeting of Heads of delegation concerning the appointment of the Chairmen and Vice-Chairmen of Study Groups, TSAG, and Tariff Groups in the Telecommunication Standardization Sector (2005-2008)	PL
134		Final list of WTSA-04 documents	
135	Committee 4	Report of the sixth and last meeting of Committee 4	C4
136	Plenary	Report of the third, fourth and fifth plenary meetings including closing ceremony	PL

7.2 – Temporary Documents

WTSA-04 Document	Source	Title	Allocation
DT/1 (+Add.1)	TSB	Draft structure of the World Telecommunication Standardization Assembly (Florianópolis, Brazil – 2004)	PL
DT/2	TSB	Work plan of the period	PL
DT/3	TSB	Allocation of documents	PL
DT/4	TSB	Chairmanship of the Assembly	PL
DT/5	Chairman of Committee 4	General Agenda for Committee 4 (Work Programme and Organization)	C4
DT/6	Chairman of Committee 3	General Agenda for Committee 3 (Working Methods)	C3
DT/7	Chairman of Committee 5	General Agenda for Committee 5 (Telecommunication network infrastructure)	C5
DT/8 (+Rev. 1)	Chairman of Committee 3	Results from the drafting Group on Addendum 1 Rev. 1 to Document 38 and Addendum 16 to Document 52 on Resolution 1	C3
DT/9 (+Rev. 1)	Chairman, ad hoc Group on spam	Revised draft new Resolution [F] on Countering spam by technical means	C6
DT/10 (+Rev. 1,2)	Chairman, ad hoc Group Resolutions 20 and 29	Preliminary revised draft revised Resolution 20 – Procedures for allocation and management of international numbering naming and addressing resources	C6
DT/11	Chairman of Committee 4	Results from the ad hoc group for revised text for new Resolution [L] on Cybersecurity	C4
DT/12	Chairman, ad hoc Group on spam	Draft new Resolution [P] – Combating Spam	C6
DT/13 (+Rev. 1)	Chairman of Committee 3	Results from the drafting group on Resolution 22 – Authorization for TSAG to act between WTSAs	C3
DT/14 (+Rev. 1)	Chairman of Committee 3	Results from the drafting group on Resolution [D] – Effective coordination of standardization work across study groups in ITU-T and the role of TSAG	C3
DT/15 (+Rev. 1)	Chairman, ad hoc Group Resolutions 20 and 29	Proposed revision to Resolution 29 – Alternative Calling Procedures on International Telecommunication Networks	C6
DT/16	Chairman, ad hoc Group on Study Group M (2) Mandate	Report of ad hoc Group on SG M (2) mandate	C4
DT/17	Chairman, ad hoc Group on Internet issues	Report of ad hoc Group on Internet issues	C6
DT/18 (+Rev. 1)	Chairman, ad hoc Group on draft new Resolution [R]	Draft new Resolution [R] – Creation of regional groups	C3

WTSA-04 Document	Source	Title	Allocation
DT/19	Chairman of Committee 3	Results from the drafting group on Resolution 40 – Regulatory aspects of ITU-T work	C3
DT/20	Chairman, ad hoc Group on draft revised Resolution 17, draft new Resolution [C], draft new Resolution [J], and draft new Resolution [R]	Draft revised Resolution 17 – Telecommunication standardization in relation to the interest of developing countries	C3
DT/21	Chairman, ad hoc Group on draft revised Resolution 17, draft new Resolution [C], draft new Resolution [J], and draft new Resolution [R]	Draft revised new Resolution [C] – Bridging the standardization gap between developing and developed countries	C3
DT/22	TSB	Final list of WTSA-04 Temporary documents	PL