**Template for Question meeting agenda TD**

This document provides a template for unified agendas of meetings of Questions held during working party or study group meetings, in particular unifying the time table for taking up agendas items. Furthermore, a ‘Microsoft WORD template’ document is generated using this example in the Annex, which could be used to facilitate the generation of such Question meeting agenda TD.

**1 Items of agenda**

A Question meeting agenda should include important items listed as follows:

* Introduction
* List of meeting topics and tasks
* Time table/meeting schedule
* List of documents

An example of Question meeting agenda can be found in Attachment A.

**2 Plan meeting sessions**

**2.1 Identify topics and tasks**

The meeting should be organized into session(s) categorized by one or several topics or tasks obtained from input documents, which require the documents to be re-organized into groups by topics/tasks.

*Example:*

*Topic: SDN security:*

*Contributions: C21,C24 (SDN security related Contributions)*

*TDs: TD1324, TD1339,(SDN security related TDs)*

*iLSs: TD1399,TD1477 (SDN security related iLSs)*

**2.2 Allocate topics/tasks to sessions**

In order to make the meeting discussion more efficient, the topics/tasks should be organized into several categories of priority. The topics/tasks with higher priority will be allocated to earlier sessions, and those with lower priority will be allocated to later sessions.

* Topics/tasks that can be resolved solely within this Question meeting (can be done immediately)
* Topics/tasks that need to provide outputs to other Question (need to provide feedback in advance)
* Topics/tasks that need internal coordination (suggest joint/internal coordination meeting)
* Topics/tasks that need inputs from other Question (reminder in coordination session wait inputs from other Question)
* Other informational documents

**3 Update the agenda**

The meeting agenda should be updated from time to time during the meeting period, to reflect the changes on venue, time and topics, new input/output documents.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | | SG17-TDxxx | |
| **STUDY GROUP 17** | |
| **Original: English** | |
| **Question(s):** | | | Q[Insert Question number]/17 | [Insert Venue], [Insert SG17 meeting beginning date] – [Insert ending date] | | |
| **TD** | | | | | | |
| **Source:** | | | Rapporteur Q\*\*/17 | | | |
| **Title:** | | | Agenda for Question [Insert question number]/17, [Insert Question title] | | | |
| **Contact:** | | [Insert contact name(/org/country)] | | | | [Insert Tel and Email] |

|  |  |
| --- | --- |
| **Abstract:** | This is a draft agenda for the sessions of Q\*\*/17 at the Study Group 17 meeting, [venue, dates]. |

**1 Introduction**

## 2 Review and adoption of the agenda

[Note – In this section, the meeting needs to check allocation of documents, session topics and tasks, issues needing coordination, meeting schedule, etc]

[Insert introduction]

## 3 Meeting topics and tasks

[Note – The meeting topics and tasks may include some general items as follows:

1. Review the report of last meeting and any interim meetings
2. Review the meeting documents by topic
3. Update summaries of work items
4. Update Question text if appropriate
5. Review output to other Questions (e.g. actions in support WTSA, PP, WTDC Res. to Q1/17)
6. Prepare outgoing Liaisons statements
7. Establish plans for interim meetings
8. Review meeting report and action plans.

However, in order to be more specific, this part should be customized with exact topics of this meeting.]

## 4 Time Table

|  |  |  |
| --- | --- | --- |
| **Sessions** | **Time and Venue** | **Topics and Tasks** |
| Session 1 | [Example  17 Sep 2014  16:15 – 17:45  Tower C1] | [Example:   1. Review and adoption of meeting agenda ([TD 1081](http://www.itu.int/md/T13-SG17-140115-TD-PLEN-1081)) 2. Reports from last SG17 meeting: SG17 Plenary ([COM17-R30](https://www.itu.int/md/dologin_md.asp?lang=en&id=T13-SG17-R-0030!!MSW-E)),Working Party x ([COM17-R30](https://www.itu.int/md/dologin_md.asp?lang=en&id=T13-SG17-R-0031!!MSW-E)) 3. Highlights of significance to SG17: TSAG ([TD 1161](http://www.itu.int/md/T13-SG17-140115-TD-PLEN-1161)) Review Committee meeting ([TD 1162](http://www.itu.int/md/T13-SG17-140115-TD-PLEN-1162)) 9th ETSI security workshop ([TD 1212](http://www.itu.int/md/T13-SG17-140917-TD-PLEN-1212/en)), GSC-18 ([TD 1178](http://www.itu.int/md/T13-SG17-140917-TD-PLEN-1178/en))]   **[Note: the input documents should be re-organized based on topics, documents with similar topics can be grouped together]** |
| Session [Insert the session(s) number] | [Choose date from drop-down list]  [Insert the beginning time as hh:mm] – [Insert ending time as hh:mm]  [Insert venue] | [Insert topics and tasks]  **[Note: the input documents should be re-organized based on topics, documents with similar topics can be grouped together]** |

## 5 List of documents for consideration by Q[Insert Question number] /17

**Reports from last SG17 meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Source** | **Title** | **Q[Insert Question number]/17 Action** |
| [Example]  [COM17-R30](https://www.itu.int/md/dologin_md.asp?lang=en&id=T13-SG17-R-0030!!MSW-E) | [Example]  SG17 | [Example]  Report of the Plenary of Study Group 17 |  |
| [Insert the report(s) number with hyper link] | [Insert source] | [Insert title] |  |

[Note: This section would include the Report of Plenary of SG17 of last meeting and the Report of the Working Party (must indicate the Annex containing the Question Report)]

## Contributions to Q [Insert question number] /17 and QAll/17

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Source** | **Title** | **Q[Insert Question number]/17 Action** |
| [Example]  [C153](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG17-C-0153) | [Example]  [China Unicom](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG17-170829-C&source=China%20Unicom) | [Example]  Proposal for X.srfb: add new content |  |
| [Insert the report(s) number with hyper link] | [Insert source with hyper link] | [Insert title] |  |

## TDs to Q [Insert question number] /17

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Source** | **Title** | **Q[Insert Question number]/17 Action** |
| [Example]  [TD 1154](http://www.itu.int/md/T13-SG17-140917-TD-PLEN-1154/en) | [Example]  [TSB](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-SG17-140917-TD&question=Q1/17&source=TSB) | [Example]  PP-10 revised and new Resolutions of interest to SG17 |  |
| [Insert the report(s) number with hyper link] | [Insert source with hyper link] | [Insert title] |  |

**TDs to QAll/17**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Source** | **Title** | **Q[Insert Question number]/17 Action** |
| [Example]  [TD 1060](http://www.itu.int/md/T13-SG17-140917-TD-PLEN-1060/en) | [Example]  [TSB](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-SG17-140917-TD&question=%28QALL/17%29&source=TSB) | [Example]  E-learning course on Recommendation ITU-T A.1: Working Methods of ITU-T Study Groups |  |
| [Insert the report(s) number with hyper link] | [Insert source with hyper link] | [Insert title] |  |

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