



INTERNATIONAL TELECOMMUNICATION UNION

**TELECOMMUNICATION  
DEVELOPMENT BUREAU**  
ITU-D STUDY GROUPS

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## **STUDY GROUP 1**

**SOURCE:** TELECOMMUNICATION DEVELOPMENT BUREAU

**TITLE:** ROLE OF THE RAPPORTEURS

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The following guidelines (taken from Document 3 of the Task Force Meeting on Gender Issues (1-2 September 1998) may be useful for the organization of work, and could be taken as a reference by the joint Study Group 1/Study Group 2 Working Group on Working Methods proposed by Study Group 2.

### **1 Purpose**

To assist in sharing the responsibility of tasks to be undertaken in the Task Force, it is proposed that six programme subgroups be created to cover each of the six programmes in the Valletta Action Plan. A Rapporteur for each subgroup to be designated within the subgroup. The following guidelines are proposed to provide the Rapporteurs of each subgroup with information to aid them in the performance of their duties.

### **2 Principles for the management of Programme Subgroups**

- a) Once a Programme subgroup has had sufficient time to discuss and develop the studies, a recommendation should be submitted to the Task Force for consideration.
- b) Programme Subgroups may wish to continue their consultations outside of Task Force meeting by use of electronic communications, fax, e-mail, etc.

### **3 Appointment of Rapporteurs**

- a) Rapporteurs are designated by each Programme Subgroup in order to progress the study on gender perspectives in each programme and to determine priorities and prepare recommendations to the Task Force.
- b) Therefore, the term of Rapporteurs should be based on whether the studies are completed, not on any set period of time.

#### **4 Rapporteur's checklist**

- 1) Establish a group of collaborators, with the Programme Subgroup, to participate in the progress of the study. An updated list of collaborators should be provided at each Task Force meeting.
- 2) Establish a work programme in consultation with the Subgroup. The work programme should be reviewed periodically by the Task Force and contain the following:
  - list of tasks to be completed
  - target dates for milestones
  - results anticipated, including titles of draft Recommendations
  - liaison required with other groups, and schedules for liaisons if known
- 3) Act as chairperson at all meetings of the Programme Subgroup. The Rapporteur may also be asked to chair portions of a Task Force dealing with the specific questions assigned to the Rapporteur.
- 4) Delegate portions of the work to Associate Rapporteurs or Liaison Rapporteurs depending on workload.
- 5) Oversee the quality of texts up to and including the final text submitted for approval to the Task Force.

#### **5 Meetings of the Programme Subgroup**

- a) Persons and organizations with relevant expertise and who are willing to contribute to help progress the work of the Subgroup should so indicate and the Rapporteur will include the individual on the list of collaborators.
- b) Collaborators should help progress the work through technical inputs submitted via email/EDH, fax, regular mail, or at meetings of the Task Force.

#### **6 Determining Consensus in a Programme Subgroup**

One of the more difficult tasks that a Rapporteur faces is to determine when a draft Recommendation has had sufficient discussion by the Subgroup and has achieved consensus to be forwarded for consideration to the Task Force. Unfortunately there is no single definition for consensus, other than to state that consensus must be more than a majority but not necessarily unanimity. This leaves a big range in between, and the Rapporteur must use judgement in determining when the "consensus" point has been reached.

When forwarding a draft Recommendation for consideration to the Task Force and there are unresolved objections within the Subgroup, the Rapporteur should clearly indicate the nature of these objections in the report to the Task Force.

The final "guideline" for determining consensus by a Rapporteur is that, the Rapporteur must use common sense and good judgement in determining consensus within the group and knowing when to forward a draft Recommendation to the Task Force.

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