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| **Keywords:** | WTSA-16 Resolution 32; EWM; efficiency improvement; KPI |
| **Abstract:** | This contribution discusses the maturity of EWM as well as the length of face-to-face meetings. It also proposes some new responsibilities of TSB/SGs. |

1. **Discussion**

The electronic working methods (EWM) facilitate more open, rapid and easy collaboration between participants in the activities of ITU-T. According to Resolution 32, many mature forms of EWM have already been implemented, including electronic document submission and electronic forum service. Although the current e-meeting service cannot provide face-to-face experiences yet, its QoS, which has been promoted progressively, is playing an increasingly significant role in the rapidly iterated standardization development process. The combination of e-meetings and e-mails can address plenty of ordinary tasks and are utilized by more and more rapporteurs to deal with the on-going work items in the duration between two formal face-to-face meetings.

In addition, the meeting length of two weeks of the study group plenary meetings is too long for the majority of participants, which also raises the travel expense. Because of the contribution driven principle and the lack of rigid priority regulations, much time has been spent on less urgent and/or non-milestone issues, including on-going work items (neither for creation nor for consent/determination), and iLS/oLS, which can be dealt with in the duration of several months between two face-to-face meetings. In order to speed up the standardization development and strengthen the competitiveness of ITU-T, it is necessary to re-consider the meeting time utilization.

**2. Proposal**

It is proposed that

* TSAG encourages relevant study groups to design agenda priorities for the Plenary meetings and Rapporteur group meetings (e.g. work item launch and consent/determination have higher priority over on-going work items and iLS/oLS), while making full use of the e-meeting and e-mail reflector to push forward the non-milestone work.
* TSAG encourages relevant study groups to shorten the meeting length based on the approval of the above proposal, e.g. from two weeks to one week.
* TSAG discusses how to revise the text in A.1 to validate the procedure of “Submission of contributions” and “Processing of contributions” by means of EWM.
* TSAG discusses how to revise the text in A.1 to validate the approval procedure of the E-meeting report and output draft by means of EWM.
* TSAG discusses how to revise the text in A.1 to validate the other related procedures by means of EWM.

**3. Reference**

[1] [ITU-T Rev.32] Resolution 32 (Rev. Hammamet, 2016), *Strengthening electronic working methods for the work of the ITU Telecommunication Standardization Sector*

[2] [ITU-T A.1] Recommendation ITU-T A.1 (2016), *Working methods for study groups of the ITU Telecommunication Standardization Sector*

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