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| **Title:** | | | Draft Report TSAG Rapporteur Group on Working Methods (2/5/2017; 1430-1730) | | |
| **Purpose:** | | | Discussion | | |
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| **Abstract:** | Draft Report for TSAG Rapporteur Group on Working Methods (Geneva, 2 May 2017; 1430-1730) |

**1 Introduction**

A meeting of the TSAG Rapporteur Group on Working Methods (RG-WM) took place in Geneva during TSAG on 2 May 2017 (1430-1730). Mr Stephen J Trowbridge (Nokia, USA) chaired the meeting, assisted by Mr Stefano Polidori (TSB Advisor).

The Rapporteur welcomed the participants and provided some background information on the previous TSAG work on the working methods as well as the recent WTSA-16 and especially the results from Committee 3 which dealt with working methods. In particular Committee 3:

* Modified to Resolutions 1, 7, 11, 18, 22, 32, 35, 45, 55, 67, 68, 70 and 80.
* No change to Resolutions 31, 66, but instruction to TSB to report to TSAG on implementation of Resolution 66.
* Suppressed Resolutions 33, 57, 71, and 81.
* Prepared one new Resolution 83.
* Modified Recommendation A.1 including updates from Document 26 from TSAG only.
* No change to Recommendation A.7, but requested republishing together with the Appendix.
* Modified A.12 with updates to some Recommendation series titles, plus adding a requirement to identify the approval process applied.
* No change to A.13.

Two instructions from WTSA-16 specifically on WM were highlighted:

1. ***to develop a definition for "agreement" as it applies to non-normative texts***
2. ***to conduct a holistic review of document development and approval procedures across Resolution 1, Recommendation A.1 and Recommendation A.13, and prepare a proposal for the next assembly***

The Rapporteur also mentioned that the principle adopted when developing Resolution 1 and Recommendation A.1 was that Resolution 1 deals mainly with “policy issues” related to Working Methods, while Recommendation A.1 deals mainly with “operational issues” related to Working Methods. Those are the basic documents for our work and we can review whether the original principle has been preserved as those two documents have been maintained and updated over time. Recommendation A.8 is related to AAP approval process, while the TAP approval process is covered in Resolution 1 (clauses 8 and 9). Recommendation A.13 covers the non-normative texts. Those documents may need to be considered if we take a holistic approach during our review of basic texts. In addition, the less formal “Rapporteur and Editor’s Manual” is also a document which is worth discussing by this group.

**2 Approval of Agenda**

The agenda in [TD80](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0080) was approved with no changes.

**3 Rapporteur Group Terms of Reference**

[TD99](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0099) proposes the ToR for the various Rapporteur Groups under TSAG. ANNEX C reproduces the ToR of the RG-WM. The meeting agreed with the ToR in this document even if they do not list all the related documents which may be necessary to review by this group.

**4 Mapping of WTSA Resolutions and ITU-T A-Series Recommendations to TSAG Rapporteur groups**

[TD69R2](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0069) was presented by the Rapporteur. This document, which shows a mapping of WTSA Resolutions and ITU-T A-Series Recommendations to TSAG Rapporteur groups was noted with no comments for what concerns assignments of Recommendation and Resolutions to the RG-WM.

**5 Proposals to improve the working efficiency of ITU-T (**[**C010**](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0010)**)**

Contribution [C010](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0010) was presented by China. This contribution proposes three questions for considering how to improve the working efficiency of ITU-T Study Groups and to enhance the industry participation in ITU-T. It also proposes possible actions under each questions.

The three questions were:

1. How to encourage the participants and contributions from ITU-T members, especially from the sector members in the developed countries for emerging ICT technologies in this study period?
2. How to improve the working efficiency of ITU-T Study Groups?
3. How to enhance the collaborations of ITU-T Study Groups on emerging ICT technologies, and provide a total solution to ICT industry?

It was noted that not all study groups receive sufficient input from industry or an appropriate balance of inputs across countries or regions.

It was emphasized the importance of e-Meetings, however to find fundamental agreements it is important to meet face-to-face.

The goal to improve the working efficiency of ITU-T was shared in general however the emphasis on collaboration and coordination is under the Rapporteur Group on Strengthening Collaboration.

**6 Resolution 1, Recommendations ITU‑T A.1 and A.13 (**[**C017**](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0017)**)**

USA presented Contribution [C017](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0017) which encourages the Members to follow up on WTSA-16 assignments, which include a request that TSAG conduct a holistic review of documents development and approval procedures across Resolution 1, Recommendation ITU-T A.1 and Recommendation ITU-T A.13. Inconsistencies should be aligned as much as possible.

The meeting agrees that inconsistencies, if any, should be addressed and Contributions were invited for the future meetings of the RG-WM to propose specific updates needed. SG Chairmen were encouraged to join these discussions as their experience is fundamental to develop effective and efficient working methods.

**7 Rapporteur and Editor’s Manual (**[**C014**](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0014)**)**

The Rapporteur mentioned that at last TSAG the “Rapporteur and Editor’s Manual” was considered outdated, therefore TSAG initiated a review of this document and the latest updated version can be found as [TD 513 Rev.1](https://www.itu.int/md/T13-TSAG-160718-TD-GEN-0513/en) (TSAG 06-2016). This version was also sent to the various Study Groups via liaison statement (TSAG-LS 26) for review and comments. As a result the various Study Groups replied with various liaison statements which were discussed and the results are reported below. One Contribution from USA was also received on this issue.

**7.1 Contribution (**[**C014**](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0014)**)**

USA presented Contribution [C014](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0014) which proposed that the “Rapporteur and Editor’s Manual” should be included in the list of documents to be reviewed by the RG-WM to clear any inconsistency with A-series of Recommendations and Resolutions. The proposal was agreed by the meeting.

Some examples of inconsistencies as well as updates needed were discussed by the meeting. For example it was noted that consulting with TSB Director for the cancellation of a Rapporteur meeting was not appropriate as the SG MGT team would be entitled to take such decision. In addition, it was noted that a clarification was needed on whether a Rapporteur e-meeting was to be considered at the same level of a face‑to‑face Rapporteur meeting. It was also noted that the guidelines are non-normative (for information only) while Resolutions and A-series Recommendations are normative, therefore the guidelines should be consistent with the procedures (A-series Recs and Resolutions) and no otherwise.

**7.2 Reply Liaison Statements**

**– SG15:** [TD14](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0014) was presented by Mr Trowbridge, as the SG15 Chairman. SG15 basically did not have time to review the “Rapporteur and Editor’s Manual” but may have inputs for the future.

**– SG5:** [TD16](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0016) was presented by the SG5 Counsellor. The suggested updates to the “Rapporteur and Editor’s Manual” were agreed in principle, however the acronym TD is not representing Temporary Documents anymore so this won’t be reintroduced.

***The RG-WM will take into account this input when the Manual will be further updated.***

**– SG16:** [TD23](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0023) was presented by SG16 Counsellor. SG16 noted that the original intent for this Manual, which was to be informative and mainly provide best practices, is being modified towards a more formal document. In order to maintain the original intent for this manual, a number of changes were proposed by SG16, in some cases undoing other TSAG proposed updates. The revisions from SG16 are also documented by written comments in win word.

***The RG-WM will take into account this input when the Manual will be further updated.***

**– SG13:** [TD54](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0054) was presented by the Rapporteur in absence of a representative from SG13. SG13 has no comments.

**– SG3:** [TD89](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0089) was presented by the Rapporteur in absence of a representative from SG3. SG3 has no comments.

***The Rapporteur will prepare an updated mark-up of the “Rapporteur and Editor’s Manual”, based on the inputs received, for further contributions***.

**8 Author’s Guide**

SG12 submitted a liaison statement regarding tests of the compatibility between mobile phones and vehicle hands-free terminals. The liaison statement however mainly concerned the Author’s Guide. It was to be found as [TD19](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0019) and was presented by the SG12 Chairman. Some of the current ITU-T Recommendations and related guides are not harmonized in terms of how to use the words “shall” and “should”. This was noted by the SG12 when a compliance to their Recommendations ITU-T P.1100 and P.1110 was tested during a C&I test event.

It is important to clarify that the Recommendations are voluntary by nature. However, when the Recommendations are drafted by a Study Group, they shall clearly identify the mandatory requirements, e.g. using mandatory words as “shall”, versus the optional requirements that may use optional words as “should”. This will help the implementers to comply with the Recommendations, in case they decide to implement them (the Recommendations are voluntary in nature). It was noted that the author’s guide may need to be updated to reflect this discussion.

***The RG-WM will take into account this input when the Author’s guide will be reviewed.***

**9 Electronic Working Methods**

[TD15](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0015) provides a report from SG15 on Electronic Working Methods. It was presented by the SG15 Chairman. It includes a number of comments and suggestions on how to improve the EWM in ITU-T. The Rapporteur highlighted some positive experiences with the use of SharePoint for Rapporteur meetings.

Some of the suggestions may need further discussions as what may be useful to SG15 may not be considered as useful by other SGs. It was suggested that all SGs and Members be encouraged to submit comments and proposals on how to improve EWM following the good example of SG15, so that TSB may take advantage of suggestions from various Study Groups and Members when taking further actions to improve EWM.

[TD98](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0098) was presented by TSB. It produces a report on the action taken by TSB to improve the EWM. It also includes the list of action items, including the plan to implement automatic posting for TDs, which may be implemented using SharePoint. The meeting noted with thanks the report from TSB.

**10 Interim e-meetings plan for RG-WM**

The RG-WM met various times before WTSA-16 using e-Meetings. It was felt useful to schedule two RG-WM e-Meetings before next TSAG meeting, which is currently scheduled around March 2018 (TBC).

The group agreed to set up two e-Meetings with the terms of reference and dates as follows:

1. Review the Rapporteur and Editor’s Manual (late September 2017)
2. Start review of ITU-T A.1, ITU-T A.13 and Resolution 1 to address Contribution ([C017](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0017)) from USA. (early December 2017)

The meeting supported these two interim e-Meetings of the RG-WM. The exact date will be confirmed in consultation with the TSAG Management by the closing TSAG Plenary, taking into account the schedule of the next TSAG meeting.

**11 Closure**

The Rapporteur closed the meeting at 17:00, thanking TSB for the support and the TSAG participants for the efficient and fruitful discussion.

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