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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | TSAG-TD161 |
| **TSAG** |
| **Original: English** |
| **Question(s):** | N/A | Geneva, 26 February - 2 March 2018 |
| **TD** |
| **Source:** | Rapporteur, RG-WM |
| **Title:** | Progress report of TSAG Rapporteur Group on Working Methods (RG-WM) |
| **Purpose:** | Information and action |
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| **Keywords:** | RGWM progress report |
| **Abstract:** | This TD reports on the progress achieved by the TSAG Rapporteur Group on Working Methods (RG-WM), since the May 2017 TSAG meeting. |
| **Action** | TSAG to take note of the progress report of the RG-WM, and encourage the members to provide contributions on improving ITU-T Working Methods to progress the three output documents provided as Attachments to this progress report. |

**Summary of achievements:**

Since last TSAG meeting (Geneva, May 2017) TSAG Rapporteur Group on “Working Methods” held two interim e-meetings

* 12 October 2017
* 14 November 2017

Both meetings were chaired by Mr Steve Trowbridge (Rapporteur) and assisted by Mr Stefano Polidori (TSB Advisor).

About 15 participants attended the two e-meetings.

1. **Report of the TSAG RG-WM e-meeting on 12 October 2017**

**Background**

*At last TSAG meeting held in Geneva, 1-4 May 2017, the Rapporteur Group on Working Methods (RGWM) decided to organize an e-meeting to “Review the Rapporteur and Editor’s Manual” based on the reply liaison statements received by SG16 (*[*TD23*](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0023)*) and SG5 (*[*TD16*](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0016)*). Three additional reply liaison statements were received but they contain no additional inputs to be considered (SG15-*[*TD14*](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0014)*; SG13-*[*TD54*](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0054) *and SG3-*[*TD89*](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0089)*). See the Report of TSAG RGWM (*[*TD 085 Rev.1*](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0085)*).*

**Summary**

The TSAG RGWM e-meeting (12 October 2017) discussed one input document provided by the Rapporteur and editor of the ***ITU-T Rapporteurs and editors manual*** which included the original changes from TSAG plus SG16 comments as well as SG5 comments.

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| Input document N. | Title | SOURCE |
| [RGWM-DOC1](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-171012/DOCs/T17-TSAGRGM-RGWM-171012-DOC-0001.docx) (OCT.2017) | Rollup of Text Changes based on [TD513R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-TSAG-160718-TD-GEN-0513) with additional text change proposals considered at May 2017 TSAG meeting | Rapporteur and Editor |

The Rapporteur also provided an agenda.

Both inputs were made available using SharePoint site:
– <https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-171012>

In the input from the editor the earlier comments and changes were identified by “Olivier Dubuisson”. The proposal to address comments from SG5 were marked as “Stefano”. All other comments and changes were marked as SG16.

A general question from SG16 was also to be discussed:

SG16 would asked whether this document needs to be "formally" formatted as if it were an ITU-T Recommendation. Further, making it too dense and formal may cause people not to read the document with the necessary attention for being too detailed.

The meeting concluded

*– The Scope section should also include PP resolutions, will be added by the editor.*

*– Res 71 was dismissed so we should replace to PP relevant resolution, probably PP-169, editor will check.*

*– SG16 submitted via LS to TSAG (TD23) this comment “A general question that SG16 would like to ask is whether this document needs to be "formally" formatted as if it were an ITU-T Recommendation? Further, making it too dense and formal may cause people not to read the document with the necessary attention for being too detailed”. This comment was discussed and it was decided to modify the intro text of Clause 2 on references, which should be more appropriate to the nature of this document (informative). The editor will propose a language to address the concern.*

*– The Accessibility requirements should be upfront according to Andrea but it was agreed that their relevance should be discussed when updating A.1 first and Resolution 1 in view of WTSA-2020. Andrea may submit Contributions to the next RGWM in November to address her concern.*

*– The suggested change from SG16 to modify 7.2 was rejected to maintain the original text from A.1 which seems more accurate.*

*– It was agreed to modify clause 7.4 “List of experts” as outdated. Similar text in A.1 has to be adjusted via contributions. A new 7.4 should recognize the current use of email list for the purpose to progress working. A language will be proposed by the editor.*

*– Proposal of SG16 on 8.3 was not agreed and the text was reverted to the previous version.*

*– 8.4 a paragraph was removed about “uninvited experts”  as result of discussion. This in fact was deemed unnecessary as redundant.*

*– 8.4-bis  to check the alignment with A.1 (2.3.3.11). Editor will check.*

The meeting discussed up to 8.5

Few other editing were discussed according to the mark up file. After the meeting the editor provided an updated version of the Manual to be discussed in the November meeting. But the November meeting did not have time to do so. The output from October meeting was posted as [TSAG-TD263](https://www.itu.int/md/T17-TSAG-180226-TD-GEN-0263/en).

1. **Report of the TSAG RG-WM e-meeting on 14 November 2017**

The TSAG RGWM e-meeting (14 November 2017) discussed two Contributions to propose updates respectively to ITU-T A.1 and ITU-T A.13. Both contributions were submitted by USA.

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| Contribution N. | Title | SOURCE |
| [RGWM-DOC1-R1](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-171114/DOCs/T17-TSAGRGM-RGWM-171114-DOC-0001-R01.docx) (NOV.2017) | USA Proposal to update A.1 | USA |
| [RGWM-DOC2-R1](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-171114/DOCs/T17-TSAGRGM-RGWM-171114-DOC-0002-R01.docx) (NOV.2017) | USA Proposal to update A.13  | USA |

The Rapporteur also provided the output of the Rapporteur and editor manual from the October meeting, which was not discussed for luck of time and an agenda.

The four inputs were made available using SharePoint site:

– <https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-171114>

The meeting discussed each proposal as submitted by USA in both document and agreed on an updated version of both ITU-T A.1 and ITU-T A.13 to be submitted to TSAG for further progressing. They were posted as [TSAG-TD261](https://www.itu.int/md/T17-TSAG-180226-TD-GEN-0261/en) and [TSAG-TD262](https://www.itu.int/md/T17-TSAG-180226-TD-GEN-0262/en)

**Summary of output documents from Interim meetings of TSAG RG-WM:**

*– Updated version of ITU-T A.1 (TSAG RGWM E-Meeting, 2017-11-14)
[*[TSAG-TD261](https://www.itu.int/md/T17-TSAG-180226-TD-GEN-0261/en) *equal to* [*RGWM-DOC5 (171114)*](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-171114/DOCs/T17-TSAGRGM-RGWM-171114-DOC-0005.docx)*]*

*– Updated version of ITU-T A.13 (TSAG RGWM E-Meeting, 2017-11-14)
[*[TSAG-TD262](https://www.itu.int/md/T17-TSAG-180226-TD-GEN-0262/en) *equal to* [*RGWM-DOC6 (171114*](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-171114/DOCs/T17-TSAGRGM-RGWM-171114-DOC-0006.docx)*)]*

*– Updated baseline for ITU-T Rapporteurs and editors manual (discussed until 8.5)
[*[TSAG-TD263](https://www.itu.int/md/T17-TSAG-180226-TD-GEN-0263/en) *based on* [*RGWM-DOC4 (171114)*](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-171114/DOCs/T17-TSAGRGM-RGWM-171114-DOC-0004.docx)*]*

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