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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | TSAG-TD463 | |
| **TSAG** | |
| **Original: English** | |
| **Question(s):** | | | N/A | Geneva, 23-27 September 2019 | |
| **TD** | | | | | |
| **Source:** | | | Rapporteur, TSAG Rapporteur Group on Working Methods | | |
| **Title:** | | | Draft Report TSAG Rapporteur Group on Working Methods: 24/09/2019 (1615-1730) and 26/09/2019 (1615 - 1745) | | |
| **Purpose:** | | | Discussion | | |
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| **Keywords:** | Working Methods; |
| **Abstract:** | Draft Report of RG-WM Actions for TSAG:  - Action 1 for TSAG: Resolve text in square brackets, and consider approval of the revised ITU-T A.1, contained in TD611R4 - Action 2 for TSAG: Consider approval of the revised ITU-T A.13, contained in TD612R2 - Action 3 for TSAG: Authorize RG-WM to organize two rapporteur e-meetings to address the terms of reference above. |

**1 Introduction**

A meeting of the TSAG Rapporteur Group on Working Methods (RG-WM) took place in Geneva during TSAG on 24/09/2019 (1615-1730) and 26/09/2019 (16:15 - 17:30). Mr Stephen J Trowbridge (Nokia, USA) chaired the meeting, assisted by Mr Stefano Polidori (TSB Advisor). A joint session with the RG-SC was held on 24/09/2019 (1115-1230). Various ad hoc groups (AHG) meetings were held and used to jointly discuss the comments on A.1, A.5, A.25 and A.13, as received via TAP consultation in view to draft texts that would address all the concerns of the membership. Three evening session of the AHG were held, two on 24/09/2019 and 25/09/2019 at 20h00-23h30 and one evening session on 26/09/2019 at 18h00-21h00 and one lunch time session was held on 25/09/2019 (1300-1430).

NOTE: the report from the joint session with the RG-SC held on 24/09/2019 (1115-1230) is to be found in section 6 the report of RG-SC in TD454.

**2 Welcome and previous interim meetings**

The Rapporteur welcomed the participants and provided some background information on the previous TSAG work on the working methods, including the status of determined texts at last TSAG meeting: ITU-T A.1, A.5, A.25 and A.13. It was mentioned that the results of the consultation process after the TAP determination initiated with TSB Circular 138, was to be found in [TD505](https://www.itu.int/md/T17-TSAG-190923-TD-GEN-0505/en) . The document was noted. Also the rapporteur mentioned that an e-meeting of the TSAG RG-WM took place in the interim period on 20 June 2019 and its report is to be found in [TD491](https://www.itu.int/md/T17-TSAG-190923-TD-GEN-0491/en) *“Draft report of the TSAG RG-WM interim e-meeting, 20 June 2019”.* The report in TD491 was approved with no comments.

**3 Approval of Agenda**

The agenda of the RGWM meeting was found in [TD462](https://www.itu.int/md/T17-TSAG-190923-TD-GEN-0462/en). The agenda was approved with some typographical correction which was corrected in the Revision 1. The second session held on 26/09/2019 adopted as agenda a revision 2 of the same TD462.

**4 Key Topics**

The following key topics, which seems to have the largest number of different views were analyzed during the 24/09/2019 (1615-1730) in view to find a compromised shared view.

* A.1 R4, TD611
  + 1.4.7 Should→Shall, mandatory use of template for new work item
  + 1.8.2.6 Definition for “Implementer’s Guide”
  + 2.3.3.10 Rapporteur group meeting approval procedures
  + 3.1.2 →3.3.6 Chairmen and Vice-Chairmen can submit TDs to their own groups
* A.13 R6, TD612
  + Misleading Summary
  + Technical Paper definition
  + Technical Report definition
  + Non-normative nature of texts handled in A.13
* Rapporteur and Editor Manual
  + Editorial C67R1
  + E-meeting procedures C71

The meeting agreed to establish a number of AHG meetings, as detailed in the introduction clause of this report, with the plan to discuss through these meetings, line by line, the texts of draft Recommendations ITU-T A.1, A.5, A.25 and A.13 in sequence. This was deemed needed as most concerns in these draft Recommendations are related.

The current disposition of comments of A.1 and A.13 were provided by the editor respectively in [TD611](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-190923-TD-GEN-0611) (A.1 – determined text in R4 plus editor disposition of comments) and [TD612](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-190923-TD-GEN-0612) (A.13 – determined text in R6 plus editor disposition of comments).

**5 ITU-T A.1**

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| [TD611R4](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-190923-TD-GEN-0611) | Editor | This is the resulted text of ITU-T A.1 from the AHG meetings |
| **Results:** The revised text of ITU-T A.1 was further enhanced to address the various concerns expressed by ITU membership through TAP consultation or contributions. The discussions took place during the various AHG meetings held on 24, 25 and 26/09 as detailed in the introduction clause of this report.  One paragraph (clause 3.1.10) is requested for inclusion by Russian Federation but did not receive support from other members. It is still in square bracket and is not yet agreed. There are no other unresolved issues. TSAG Plenary is requested to resolve this issue and to consider approval of revised ITU-T A.1. | | |

***Action for TSAG: Resolve text in square brackets and consider approval of revised ITU-T A.1, contained in*** [***TD611R4***](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-190923-TD-GEN-0611)

**6 ITU-T A.13**

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| [TD612R2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-190923-TD-GEN-0612) | Editor | This is the resulted text of ITU-T A.13 from the AHG meetings |
| **Results:** The revised text of ITU-T A.13 was further enhanced to address the various concerns expressed by ITU membership through TAP consultation or contributions. The discussions took place during the various AHG meetings held on 24, 25 and 26/09 as detailed in the introduction clause of this report.  There are no unresolved issues. TSAG Plenary is requested to consider approval of revised ITU‑T A.13. | | |

***Action for TSAG: Consider approval of the revised ITU-T A.13, contained in*** [***TD612R2***](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-190923-TD-GEN-0612)

**7 Rapporteur and Editor’s Manual**

There was no time to discuss it. Discussion is postponed to interim e-Meetings of RG-WM.

**8 Other issues**

**A.7-related**

MIIT C72 – Contribution from China on “who is allowed to receive a visa to attend open ITU meetings, e.g. workshops and FG meetings, was presented. It is difficult to give a firm answer to this problem, consultations with TSB on how to address the problem will be undertaken until next meeting to see how this can be solved.

**A.8 and related Resolution 1, A.1, A.7**

CT, MIIT C72 – Contribution was presented by China Telecom. There was a request to add clarity on the purpose of AAP summary in ITU-T A.8. More discussion may be better to understand and find a way forward on this issue.

**Other documents**

It was decided to present and discuss all the other documents that we did not have time to present at interim RG-WM e-Meetings. The following is the list of the pending documents to be discussed:

* C77 (UK) ; C78 (UK) ; TD473 (Director) ; TD530 (ITU-T SG13) ; TD557 (ITU-T SG5) ; TD573 (ITU-T SG15) ; TD613; C67R1 (Orange) ; C71 (CT, MIIT)

**9 Future meetings**

It was decided to organize two interim e-meetings, before next TSAG meeting. The date of the interim e-meetings will be decided offline via consultation. The interim meetings have the following Terms of reference:

* 1st e-meeting: Present and discuss the documents pending from the current RG-WM meeting
* 2nd e-meeting: Progress and finalize the Editor and Rapporteur Manual.

***Action for TSAG: Authorize RG-WM to organize two rapporteur e-meetings to address the terms of reference above.***

**10 Closure**

The Rapporteur closed the meeting at 17:45 on 26/09/2019 thanking TSB (Mr Stefano Polidori) for the support and the TSAG participants for the efficient and fruitful discussion.

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