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| **TD** |
| **Source:** | Rapporteur, TSAG Rapporteur Group “Review of WTSA Resolutions” |
| **Title:** | Meeting output - Principles, Guidelines on streamlining Resolutions, and for drafting Resolutions |
| **Purpose:** | Information |
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| **Keywords:** | Streamlining Resolutions; guidelines; principles; |
| **Abstract:** | This TD consolidates material on principles and guidelines for streamlining Resolutions, and Guidelines for drafting WTSA resolutions from RG-ResReview meetings. |

**PP-18 agreement on streamlining:**

*As has been discussed in multiple sessions of Council, this Plenipotentiary Conference (PP) acknowledged the need for streamlining of resolutions. The discussions included* ***observations that multiple resolutions in all three Sectors reproduce preambular text that exists in a PP resolution. PP aware that some Sector resolutions are integrations of PP resolutions, these resolutions should not be considered as repetition.***

***Repetition of such text among Conferences and Assemblies of the ITU causes inefficiencies and increased costs.***

***PP instructs the Secretariat to provide analysis and identify outcomes of PP and Sectoral Assemblies/Conferences, which address similar topics and submit it for consideration to RAG, TSAG, TDAG and Council, and the inter-Sector coordination team.***

*Member States and Sector Members are invited to use this material in their preparation to Sector Assemblies/Conferences, as appropriate.*

***PP invites Member States, Conferences and Assemblies to support the principle of streamlining the resolutions in order to avoid repetition. Of course, resolutions dealing with subjects that are specific to a single Sector will exist as resolutions for the Sector concerned.***

**What is streamlining of Resolutions?**

* Look for the potential of Resolutions to be
	+ merged (for thematically related Resolutions, or Resolution of the same category/subject) so as to reduce redundancy or overlap, or
	+ shortened (for lengthy Resolutions, in preamble and/or in operational parts), or be simplified (for complex Resolutions) which attempts to reduce the length of the Resolution overall (where possible or reasonable); such that the texts become more concise, simpler, easier to understand, and would require less efforts for regular updating and maintenance; side benefits are also reduced financial resources for translation, and less paper printing, or
	+ modified (to bring them up-to-date, or for house-keeping), or
	+ supressed (for obsolete Resolutions), or
	+ aligned with other Resolutions, and to avoid duplication or repetition, or
	+ restructured (grouping together scattered aspects found in various Resolutions into one Resolution).

**Approach for streamlining of Resolutions**

* To review existing WTSA Resolutions with a view to streamlining them, taking into account
	+ the PP Resolutions and Council Resolution,
	+ Resolutions of other Sectors (WTDC/RA)

as appropriate.

* To examine the WTSA Resolutions with a view
	+ to avoid repetitions and duplication

with the PP Resolutions. (Ref. TSAG RG-ResReview ToR).

* To prepare towards revision/modification/suppression/addition of Resolutions for WTSA-20 and for PP-22.

**Guiding principles for streamlining existing WTSA resolutions:**

At WTSA, all in-force WTSA resolutions should be examined with the objective to suppress completed/obsolete ones and parts thereof.

The following guiding principles might prove useful in the work on streamlining resolutions and are be followed to the extent possible to help the ITU membership to draft proposals, so that resolutions of the World Telecommunication Standardization Assembly are concise and ITU-T focused; implementable; effective; and stay abreast with the evolution of telecommunication and information technologies and the ICT standardization environment, taking into account SDGs:

| **Principle** | **Questions** | **Possible streamlining actions** |
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| **Coherence and consistency** | Is the resolution consistent with the ITU-T mandate and the WTSA-16 Action Plan? | * MOD
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| **Overlap and duplication** | Is there an overlap or duplication with existing WTSA resolutions or with the WTSA-16 Action Plan?Are the goals of resolutions already reflected in the ITU-T Strategic Plan objectives, outputs and outcomes, Study Group (SG) Questions or working methods? | * Merge, and/or SUP
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| **Necessity** | Is the resolution indispensable?Is there already another WTSA/Council/PP resolution or resolutions which address the same topic or action?Has the resolution already been implemented? | * Merge, and/or SUP
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| **Action-orientation and accountability** | Does the resolution call for a specific action or outcome?Is there a clear accountability line in the resolution?What are the cost implications of the resolution for ITU-T, in terms of implementation budget and related costs? | * MOD
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All similar/related subjects should be addressed in one single WTSA resolution to the extent possible ("stand-alone principle"). In general, streamlining existing resolutions is preferable rather than adding a new WTSA resolution.

When the actions or activities put forward in a resolution have been implemented or accomplished, the resolution can be viewed as fulfilled and can be removed.

If no change is to be made to the substance of the WTSA resolution, no editorial updates (such as date/venue of conference) will be made to the WTSA resolution, i.e. it should remain as is (unchanged).

Editorial revisions of adopted resolutions should be kept to the minimum or to what is strictly necessary for its efficient implementation.

If only editorial updates are required to a WTSA resolution, the need to produce a revised version should be questioned.

**Annex – Guidelines for drafting WTSA Resolutions**

**(as reviewed at TSAG, Geneva, 18-22 July 2016, and at TSAG, Geneva 10-14 February 2020)**

The following principles are be followed to the extent possible to help the ITU membership to draft proposals, so that resolutions of the World Telecommunication Standardization Assembly are concise and ITU-T focused; implementable; effective; and stay abreast with the evolution of telecommunication and information technologies and the ICT standardization environment.

1. At WTSA, all in-force WTSA resolutions should be examined with the objective to suppress completed/obsolete ones and parts thereof.
2. If no change is to be made to the substance of the WTSA resolution, no editorial updates (such as date/venue of conference) will be made to the WTSA resolution, i.e. it should remain as is (unchanged).
3. All similar/related subjects should be addressed in one single WTSA resolution to the extent possible ("stand-alone principle"). Thus, in general, revising an existing WTSA resolution is preferable to adding a new WTSA resolution.
4. Normally a WTSA resolution should not exceed four A4-pages (except Resolutions 1 and 2).
5. The "preamble" part of a WTSA resolution should be as concise as possible, summarizing key rationales for justification. Normally it should not exceed one A4-page. While any additional explanation and justification such as a detailed chronicle of events, bibliography, historical activities and achievements could be submitted as background material in a contribution, their inclusion should be avoided in the adopted final WTSA resolution text. A separate publication could be produced and referenced by this WTSA resolution if necessary.
6. Cross-reference to other ITU resolutions should be kept to the minimum as necessary ("minimum cross-reference principle"), at the same time striking a balance not to insert material copied from other instruments.
7. Once an ITU resolution on the same/relevant subject is referenced, any duplicated justification/rational text should be avoided whereas additional ITU-T specific justification/rational could be added to this WTSA resolution ("no repetition principle").
8. Reference to the ITU Constitution, Convention and the General rules should prevail a reference to a resolution of a Plenipotentiary conference when applicable, and could exist together with a duplication of the referred text to make the WTSA resolution stand on its own (exception to "stand-alone principle").
9. When reference to the conclusion or output of an event is deemed necessary, the reference should be meaningful and in substance to specify its relevance, avoiding only listing the event per se ("no chronicle of events principle").
10. References to literature should be meaningful and in substance to specify its relevance ("no bibliography principle").
11. When drafting the "operational" part of a WTSA resolution, it should be borne in mind that:
	1. an instruction given to the ITU membership is non-binding;
	2. an instruction given to ITU-T SG will serve little purpose unless followed up by a contribution to the ITU-T study group to drive the work to progress.
12. The "operational" part of a WTSA resolution should:
	1. use an appropriate verb to specify an implementable action by a respective entity according to its proper mandate ("identified entity and specific action principle");
	2. specify an expected result(s) so that the achievement in implementing this action can be measurable as much as possible using objective measurement methodologies ("measurable result principle");
	3. plan or recommend a course of actions with milestones/check-points as appropriate ("planning principle"); and
	4. specify a reporting and expiration mechanism as appropriate ("report/expire principle").

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