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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | TSAG-TD785 | |
| **TSAG** | |
| **Original: English** | |
| **Question(s):** | | | N/A | E-meeting, 21-25 September 2020 | |
| **TD** | | | | | |
| **Source:** | | | Rapporteur, TSAG Rapporteur Group on Working Methods | | |
| **Title:** | | | Draft Report of TSAG RG-WM meeting, 22 September 2020, 13:45~16:00 hours | | |
| **Purpose:** | | | Discussion | | |
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| **Keywords:** | Working Methods; report; interim meeting; Recommendation; Resolution; |
| **Abstract:** | Draft Report of RG-WM Actions for TSAG:  - Action 1 for TSAG: Approve the new edition of the Author’s Guide for publication - Action 2 for TSAG: Authorize RG-WM to organize at least two rapporteur e-meetings and contingent correspondence activities to complete consideration of RGWM contributions to the September TSAG and consider additional working-methods proposals toward WTSA-20. |

# 1 Introduction

A meeting of the TSAG Rapporteur Group on Working Methods (RG-WM) took place electronically during TSAG on 22 September 2020, from 13:55-15:40 with interpretation in six official UN languages and captioning, and continued in English only (with captioning until 16:00) until 16:10 CEST (Geneva time).

Mr Stephen J Trowbridge (Nokia, USA), Rapporteur of TSAG RG-WM, chaired the meeting, who extended his warm welcome to the participants of the meeting. He noted that proposals to this RG-WM could be categorized into two types: some items are ‘work in progress’ (toward WTSA-20) either at regional and national level; other proposals are of a stage of maturity for TSAG to try to reach consensus on some draft modifications to Resolutions or A series recommendations that TSAG could recommend in its report to WTSA-20. He encouraged the meeting to identify areas where the work looks feasible to complete by the January 2021 TSAG meeting through some interim meetings of RG-WM between now and the January 2021TSAG.

# 2 Agenda

The agenda of the RG-WM meeting as found in [TD784](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0784) was introduced by the Rapporteur.

He called for specific attention on the inclusion of two Contributions [C140](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0140) *“Ecosystem Collaboration”* and [C151](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0151)*“Review of ITU-T Focus Groups”* in this agenda after TSAG management team discussion.

[C151](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0151) was intended to be discussed in TSAG plenary first as its content is largely a commentary on the way work was carried out in one particular Focus Group. Since RG-WM does not have any oversight responsibility for a particular Focus Group, RG-WM should discuss this Contribution with a focus on whether there are any particular improvements to the process applicable to all Focus Groups, i.e. to revise Rec. A.7.

[C140](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0140) is included under agenda item 5 *Recommendation ITU-T A.1 – ITU-T working methods*, as it seemed like it was aimed at a part of the process to decide to start a new work item in the ITU-T Work Programme database. If preferred, it could also be addressed under agenda item 8 *Resolution 1 – ITU-T Rules of procedure*, since [C140](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0140) refers to Resolution 1 in its *proposal* part. With no request of the floor, the agenda was approved as presented in [TD784](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0784).

Revision 1 to the agenda was issued to include [TD903](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0903) *“LS on Incubation mechanism in SG17”* from ITU-T SG17 which was identified by the Rapporteur during the RG-WM meeting as within its scope. Note, however, the RGWM reached the limit of its time after agenda point 5, and there was no opportunity to discuss this document.

# 3 Information documents to be noted

[TD831](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0831) *“Report of the interregional meeting for preparation of WTSA-20 (18 September 2020, virtual)”* was noted for information. [TD811](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0811) *“Draft report of the TSAG RG-WM interim e-meetings on 28 & 29 July 2020”* was approved without intervention.

[TD794](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0794) *“Electronic working methods services and database applications report”*, by TSB Director, is a regular report on the EWM facilities available for the delegates, statistics on e-meetings, mailing lists subscribers, information about the new electronic tools and applications offered to the membership. Document was presented by Mr Al Dayao from TSB, who highlighted in particular the new application called “ITU-T MyMeetings” available at the MyWorkspace portion of the ITU-T website and its contribution to the success of extensive ITU-T e-meetings during the past months due to the COVID-19 pandemic. This TD was noted by participants with interest.

A request was made for additional harmonization across the web pages of different groups within the ITU-T sector. It was noted that a certain level of harmonization has already been done, and additional elements of harmonization are work in progress. The comment also addressed harmonization of web pages across different sectors. However, this harmonization is addressed in [TD816](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0816) *“Status report of the ISCG”* and will be addressed by TSAG RG-SC.

# 4 Summary of results

[TD902](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0902) contains editorial updates to *ITU-T Author’s Guide* in order to keep its alignment with A-series Recommendations A.1, A.5 and A.25 revised by TSAG in September 2019. It was recommended to TSAG for approval and publication.

This RG-WM e-meeting was only able to present Contributions and start discussion on its agenda item 5 *Recommendation ITU-T A.1 – ITU-T working methods* before it exhausted allocated meeting time, therefore future RG-WM e-meetings are to be authorized to address topics in its remit towards WTSA-20.

**5 Discussion on Recommendation ITU-T A.1 – ITU-T working methods**

[C137](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0137) *“Proposal to Revise A.1 Recommendation in clause 1.4.7 and 2.3”* was presented by China. The presenter proposes to revise ITU-T A.1 Recommendation by adding description and reference for approval processes (AAP and TAP) in clause 1.4.7, and by adding some improvement specification on appointment rapporteurs, e-meeting announcement procedures and contribution process requirement in clause 2.3 “The roles of rapporteurs”.

Clarification questions and different views were expressed on proposed changes, esp. on the qualification of candidate rapporteurs and the language used in these proposed working methods which might give the wrong impression or lead to different interpretations, e.g., ‘equally (treated)’, ‘properly (arranged)’, ‘clear (conclusion)’.

Canada took floor and presented [C140](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0140) *“Ecosystem Collaboration”* which reminds the importance of collaboration and cooperation and complementary work and how to operationalize engagements in the standard ecosystem. It proposes a definition of gap analysis and when any new work-related activity, included but not limited to new work items or new revised question text is being considered by the ITU-T, the use of a gap analysis template is recommended, for . It is recommended that:

1. standardized gap analysis templates be developed
2. the standardized gap analysis templates be incorporated into Resolution 1.

Questions for clarifications were raised and different views were expressed on whether ‘gap analysis’ proposed is a ‘recommendation’ or an ‘option’, for every new work item, when in the lifetime of a work item, how to assess whether a ‘gap analysis’ is ‘full/acceptable’ or not, whether C140 is proposing changes to Res.1 and/or A.1, etc. Canada explained that because ITU-T A.1 contains a justification template for normative text in its Annex and ITU-T A.13 contains a justification template for non-normative text in its Annex, [C140](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0140) refers to Resolution 1 in order to cover all new work items. Some ITU-T SGs (SG13, SG15 and SG17) practice of gap analysis were shared. Some delegates questioned whether such proposed templates are already covered by justification tables of A.1 and A.13. Others believe current ITU-T practices is enough to increase the collaboration between the relevant groups, in particular, through the fact that liaison relationships with other study groups and other standards bodies must be identified in the A.1 or A.13 justification template.

[C150](https://www.itu.int/md/T17-TSAG-C-0150/en) *“Views on Recommendation ITU-T A.1”* was presented by USA. USA suggests merging recommendation A1 into Resolution 1 and seek feedback from others as to which pieces of A1 should be incorporated and how this would work, in addition to USA’s views on the proposals that were submitted to the 29 July Rapporteur group e-meeting. Different opinions and concerns of the volume of work were expressed. It was noted that A.1 was split from Res. 1 in 1996 with an intention to keep operational things out of Res.1 and kept all policy things out of Res.1. Res.1 can only be modified by WTSA once every four years, whereas A.1 could be revised by TSAG. Some suggested that the intention of this division may not have been preserved over time, and some elements might be realigned, for example, some operational aspects might be moved out from Res. 1 to A.1. It was also suggested there could be benefit to combining description of Recommendation approval processes (currently in clauses 8 and 9 of Res. 1 for TAP and in A.8 for AAP) into one place.

This RG-WM e-meeting was not able to reach consensus on agenda item 5 proposals regarding *Recommendation ITU-T A.1 – ITU-T working methods* within the available time.

**6 Future plans**

As the meeting could not finish its agenda of this meeting and [TD852R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0852) *“IRM: Collection of activities of the regional organizations in their preparation of WTSA-20 with a mapping onto the WTSA Resolutions and ITU-T A-Series Recommendations to TSAG Rapporteur groups”* indicates there are proposals under development in the regions on work assigned to this RG-WM in preparation for WTSA-20, the meeting agreed to hold at least two interim e-meeting(s) before the next January 2021 TSAG meeting:

The interim meetings have the following terms of reference:

* 1st e-meeting on **Tuesday 20 October 2020**: to finish agenda [TD784R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200921-TD-GEN-0784) and discuss the rest of the Contributions received by TSAG (from agenda item 6 to the end of the agenda). Additional contributions are not invited for this meeting.
* 2nd e-meeting on **Wednesday 21 October 2021**:
  + to discuss Contributions on **any topic** within the remit of RG-WM (as indicated in TD733), in particular, inviting contributions on topics where TD852R2 indicates that multiple regions have an interest in modification or suppression.
  + to authorize (contingent on contributions and consensus to proceed) two kinds of follow-on activities:
    - email correspondence on certain topics, beginning 22 October and ending 30 November.
    - additional e-meetings (topic specific) during the week of **7-11 December 2020** (as many as 4 – avoiding a CEPT meeting on 10 Dec) to review the correspondence reports or consider follow-up contributions on these topics.

For the 21 October e-meeting, contributors should advise whether they wish any contribution submitted to this meeting to be considered, or should submit an update to one of these proposals, or any new proposals within the indicated terms of reference. Contributions to this meeting should be submitted at least one week prior to the meeting (14 October 2020).

***Action for TSAG:*** Authorize two RG-WM e-meetings with the terms of reference as specified above for **20 and 21 October 2020**. Further, authorize the contingent email correspondence activities and additional RG-WM e-meetings during the week of **7-11 December 2020** as may be agreed and authorized in the 21 October e-meeting.

**7 Closure**

The Rapporteur closed the meeting at 16:10 on 22 September 2020 thanking contributors and meeting participants for their active involvement and fruitful discussions, interpreters for giving few more minutes of their times and to TSB, and for the captioners who were able to continue to the end of the RGWM session.

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