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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | TSAG-TD811 |
| **TSAG** |
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| **Question(s):** | N/A | Virtual, 21-25 September 2020 |
| **TD** |
| **Source:** | Rapporteur, TSAG Rapporteur Group on Working Methods |
| **Title:** | Draft report of the TSAG RG-WM interim e-meetings on 28 & 29 July 2020 |
| **Purpose:** | Information |
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| **Keywords:** | RG-WM e-meetings report; |
| **Abstract:** | This TD provides the report of the TSAG RG-WM interim e-meetings on 28 & 29 July 2020. |

 **Action**: TSAG to take note of this report.

**1 Summary and background**

The TSAG Rapporteur Groupon “Working Methods” met electronically on 28 and 29 July 2020 from 15:00-17:00 CEST (Geneva time).

The TSAG RG-WM Rapporteur, Mr Stephen Trowbridge (Nokia), chaired the e-meetings with the assistance of Mrs Xiaoya Yang, TSB Counsellor.

TSB remote participation tool [MyMeetings](https://www.itu.int/myworkspace/#/my-workspace/remote_participation) was used for remote participation. There were **46** remote participants, see the list in [Annex](#_Annex_–_List).

The interim e-meetings had the following terms of reference as agreed at the last TSAG meeting in Geneva, 10-14 February 2020, see for reference: TSAG-[R9](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-R-0009) Annex1:

* 1st e-meeting: Review of Recommendation ITU-T A.7.
* 2nd e-meeting: WTSA Resolution 1 review and Recommendation ITU-T A.1.

In addition to the documents identified in the terms of reference above, the agenda and other specific inputs to the e-meetings were made available using a SharePoint site as follows:

– 1st e-meeting (28 July 2020):

<https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200728>

– 2nd e-meeting (29 July 2020):

<https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200729>

At the opening of both e-meeting sessions, the TSAG RG-WM Rapporteur, Mr Stephen Trowbridge (Nokia), provided background clarification that:

* Next TSAG meeting will be fully virtual on 21-25 Sept 2020, with (much-)reduced e-meeting hours compared with physical meeting of TSAG.
* In view of the COVID -19 pandemic resulting on restrictions on work and travel, there is an ongoing consultation among ITU Member States on India’s proposal to reschedule the next WTSA from 23 February to 5 March 2021 after the Global Standards Symposium on 22 February 2021 and subject to the restoration of normal work and travel conditions in India and in other Member States.

The TSAG Chairman, Mr. Bruce Gracie, informed the TSAG RG-WM that, in consequence of the possible rescheduling of WTSA-20, an additional TSAG meeting is currently being planned on 11-15 January 2021 and TSAG RG-WM may plan additional e-meetings as necessary after the TSAG September 2020 meeting.

Mr. Trowbridge indicated that with the virtual format for the TSAG meeting in September, there would be very little meeting time for the rapporteur groups. Nevertheless, where there is interest for additional discussion on any of the range of working methods topics, members are encouraged to submit contributions to TSAG on topics of interest, which will allow us to judge for which topic areas additional e-meetings should be scheduled between the September 2020 and January 2021 meetings of TSAG.

Mr. Trowbridge also indicated that both meetings were non-decisional in nature, providing the opportunities for an exchange of ideas and for contributors to receive feedback on their proposals to allow them to be improved prior to TSAG and WTSA.

**2 Summary of discussions on 28 July 2020, RG-WM e-meeting**

Logistical challenges related to MyMeetings setup for these sessions consumed approximately 20 minutes before all participants could join this e-meeting and start the real discussion.

The agenda for the e-meeting, which was made available as [RGWM-DOC4 (200728)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200728/DOCs/T17-TSAGRGM-RGWM-200728-DOC-0004.docx), was approved with no changes.

The following documents were presented and discussed as follows:

* [RGWM-DOC1 (200728)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200728/DOCs/T17-TSAGRGM-RGWM-200728-DOC-0002.docx) (MIIT, China Telecom) - Proposal to revise ITU-T A.7

This document suggests to revise Rec. ITU-T A.7 by adding specification on establishing FG working group structure in a new sub-clause 3.2, instructing expected deliverables in clause 10, and facilitating the evaluation and conversion of deliverables in a new clause 14.

***Discussion:***

Regarding the new sub-clause 3.2 proposed by China to establish the ITU-T FG Working Group structure in the first meeting of FG, SG20 Chairman and SG16 Counsellor raised examples of Focus Groups established by these SGs took more than one FG meeting discussion to agree on a FG structure, which might have other flexible/innovative format like project group, etc, i.e., not limited just to working groups. It was suggested to leave this structure decision to FG without such specification in Rec. ITU-T A.7.

Regarding the new text for clause 10, it was noted that the proposal for continuous discussion, adjustment, and refinement of expected deliverables during the lifecycle of the Focus Group may contradict existing clause 2.2, which requires that the expected deliverables are defined in the Terms of Reference governing the establishment of the Focus Group.

Regarding new clause 14 on transferring FG deliverables in a parent study group, concerns were raised and modification was suggested to clarify that deliverables are submitted for further work toward normative or non-normative publications by a parent group, in accordance with the ITU-T working methods and procedures of the parent study group. It was also noted that the new clause 14 overlapps with clause 10 and might become a new sub-clause 10.3.

* [RGWM-DOC3-R1 (200728)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200728/DOCs/T17-TSAGRGM-RGWM-200728-DOC-0003.docx) (US, Canada, Peru) - Proposed revisions to ITU-T Rec. A.7

The revisions proposed aim to strengthen the criteria for the establishment of ITU-T Focus Groups, as well as clarify the process by which Focus Group deliverables are transferred to, and handled by, the parent study group.

Many of the revisions simply rearrange the text by moving the content of the Appendix into the normative main body of the text, and by improving structural organization and flow (without substantive changes to the more logically reordered clauses).

In order to significantly streamline the process of transferring focus group deliverables to the parent group for further consideration, this document also proposes to treat focus group deliverables, currently processed as TDs, as contributions to the parent group.

***Discussion:***

On suggested modification to clause 2.1,

* clarifications were requested on adjectives such as ‘significant (revision)’, ‘well-defined (topic)’, ‘broad (level of industry interest)’, ‘clearly (demonstrates)’ as criteria for the establishment of FG.
* Change from ‘(ITU) members’ to ‘parties’ expand the contributor to non ITU membership?
* China expressed disagreement with the new criteria to ‘avoid overlap with other SDOs’ since there are too many SDOs whose latest progress ITU might not be aware of .

Orange disagreed with the necessity to renumber clause 7-11 to become sub-clauses of clause 3.

Regarding the proposal to change the requirement in A.7 Clause 10 “The deliverables shall be published as TDs of the parent group in accordance with clause 3.3.3 of Recommendation ITU-T A.1, but no later than four calendar weeks before the meeting of the parent group”, it was noted that in ITU-T, a Contribution can only be submitted by an ITU member but a FG may have non ITU member participants, and deadline for contribution is 12 calendar days. This change will result that ITU membership will lose the time to review FG deliverables submitted 4 weeks in advance to prepare contribution 12 calendar days before the parent group meeting.

The e-meeting finished its agenda ahead of the planned closure time and was adjourned at 17:00.

**3 Summary of discussions on 29 July 2020, RG-WM e-meeting**

Mr. Trowbridge explained that despite the terms of reference of these TSAG RG-WM e-meetings identified by TSAG-[R9](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-R-0009) (see clause 1 above), additional topics for discussion were raised in TSAG RG-WM mailing list on terminologies, author’s guide, WTSA Resolution 67 and Recommendation ITU-T A.8. Two input documents ([RGWM-DOC1](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200729/DOCs/T17-TSAGRGM-RGWM-200729-DOC-0001.docx) and [RGWM-DOC5](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200729/DOCs/T17-TSAGRGM-RGWM-200729-DOC-0005.docx)) are more on Rec. ITU-T A.8 thus were scheduled for discussion in this TSAG RG-WM e-meeting after other inputs on Resolution 1 (rev, Hammamet, 2016) and Rec. ITU-T A.1. The agenda for the e-meeting, which was made available as [RGWM-DOC7-R1 (200729)](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200729/DOCs/T17-TSAGRGM-RGWM-200729-DOC-0007.docx), was revised to include TSAG-C126 designated for discussion in this TSAG RG-WM e-meeting by TSAG Feb 2020, was approved with no changes.

The TSAG RG-WM meeting was only able to finish items 1-4 in this agenda before it adjourned at 17:07. Points raised during discussion of these items are:

* [RGWM-DOC4](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200729/DOCs/T17-TSAGRGM-RGWM-200729-DOC-0004.docx) Proposal to Revise A.1 Recommendation in clause 1.4.7 and 2.3 (MIIT, China Telecom, ZTE)

This document proposes to revise Rec. ITU-T A.1 by adding description and reference for approval processes (AAP and TAP) in clause 1.4.7, and adding some improvement specification on appointment of rapporteurs, e-meeting announcement procedures and contribution process requirements in clause 2.3 “The roles of rapporteurs”.

***Discussion*:**

Clarification were requested on what are ‘open and fair appointment’, ‘enough professional experience and capability’, and ‘fairly treated of Contributions’. It was noted that criteria/considerations of Rapporteurs are beyond technical expertise, include impartiality and consensus building capabilities. Views were expressed that the Rapporteurship vacancy should be announced and a set of criteria similar to appoint study group chairman/vice-chairmen could be established, but an open (public) selection process is deviated from the current ITU-T practice of appointing Rapporteurs.

* [RGWM-DOC6](https://extranet.itu.int/meetings/ITU-T/T17-TSAGRGM/RGWM-200729/DOCs/T17-TSAGRGM-RGWM-200729-DOC-0006.docx) Proposed revisions to Res. 1 (USA, Canada)

This document proposed significant number of revisions to Resolution1 (rev, Hammamet, 2016). Many of the proposed revisions simply rearrange and refine existing text in order to improve the structure, organization, and clarity of Resolution 1, as well as implement stylistic and editorial changes, such as consistent abbreviations. There are also substantive changes proposed on regional group, consensus and reconsideration of AAP/TAP.

***Discussion*:**

Mr. Trowbridge noted the importance of Res. 1 of the premier guiding specification of ITU-T working method which is widely referenced in ITU-T A-series Recommendations, even renumbering one clause might lead to necessity to revise ITU-T A-series Recommendations.

Mr Olivier Dubuisson, editor of Rec. ITU-T A.1 during the 2013-2016 Study Period, cautioned the meeting of the difficulty of this ambitious objective. He recalled that huge time and efforts were spent in preparing a significant revision of Rec. ITU-T A.1 before WTSA-16, but the whole effort was wasted because of no agreement on all modifications.

China raised concerns/objections on the proposed footnote on consensus, the proposed addition in clause 8.1.1 to explicitly mention only ‘Member State objects to use AAP’ and the change in 8.3 on reconsideration of AAP/TAP.

Russia expressed concerns on the proposed text on regional groups.

* TSAG [C126](https://www.itu.int/md/T17-TSAG-C-0126/en) Resolution 1 and A.1 amendments (Russian Federation)

This Contribution proposes to clarify Recommendation ITU-T A.1 requirements for meeting reports regarding the necessity to concisely reveal the essence of proposals submitted as contributions and decisions made.

***Discussion*:**

Mr. Trowbridge, as SG15 Chairman, has reservation to the proposed change to 1.7.1 of Rec. ITU-T A.1 since this clause applies to reports of all ITU-T study groups and TSAG, less codified/strict requirements in Rec. ITU-T A.1 is more appropriate.

During this e-meeting, significant time was spent on discussion on TSAG RG-WM’s role, timing and work plan on possible revision of WTSA Resolution 1 and ITU-T A-series Recommendations. Mr. Trowbridge clarified that TSAG RG-WM e-meeting is not decision making.

Participants shared updates from ongoing APT and Arab regional preparation for WTSA-20 that there are proposals to revise Resolution 1 and ITU-T A-series Recommendations such as A.1, A.7 and A.8.

Mr Trowbridge explained that Resolution 1 is up for revision in WTSA, and TSAG has the mandate to update ITU-T A-series Recommendations as necessary in between WTSAs. In theory it is still possible for the TSAG September 2020 meeting to determine a revised ITU-T A-series Recommendation and approve it in TSAG January 2020 meeting. Regarding how TSAG RG-WM could facilitate discussion on revising ITU-T working methods in Resolution 1 and ITU-T A-series Recommendations in WTSA-20, Mr Trowbridge explained two possible approaches:

1. TSAG RG-WM to develop a draft revision of Rec. ITU-T A.1; or,
2. TSAG RG-WM to collect a set of agreed modifications to Rec. ITU-T A.1 for inclusion in Part II of TSAG Report to WTSA-20, for consideration together with other relevant inputs to WTSA-20.

The meeting agreed with Mr Trowbridge’s suggestion that it is not advisable for TSAG RG-WM to aim at finishing revision of any ITU-T A-series Recommendation before WTSA-20, but TSAG RG-WM should review Rec. ITU-T A.1 in view of collecting a set of agreed modification suggestions for inclusion in TSAG Report to WTSA-20.

Agenda points 5-8 were not discussed due to lack of time, but noted that the relevant documents were more focused on Rec. ITU-T A.8 than on Resolution 1 or Rec. ITU-T A.1, and hence were not within the announced terms of reference for the meeting. Participants are reminded that if they wish these documents discussed at the September 2020 meeting of TSAG, they should be re-submitted as contributions to that meeting, as the TSAG plenary agenda will not include documents from the RGM SharePoint.

## **Annex – List of participants of the 28-29 July 2020 TSAG RG-WM e-meetings**

The list includes the remote participants from the TSAG RG-WM interim e-meetings, 28-29 July 2020.

|  | **Name** | **Affiliation** | **Attendance** |
| --- | --- | --- | --- |
|  | Nasser Al Marzouqi | UAE | Day 1 & 2 |
|  | Omar Alnemer | UAE | Day 1 & 2 |
|  | Oscar Avellaneda | Canada | Day 1 & 2 |
|  | Einar Bohlin | USA | Day 1 & 2 |
|  | Jason Boose | Canada | Day 1 & 2 |
|  | Danilo Caixeta Carvalho  | Brazil | Day 1 & 2 |
|  | Dmitry Cherkesov | Russia | Day 1 & 2 |
|  | Edgardo Guillermo Clemente | Argentina | Day 1 & 2 |
|  | Simao Campos | TSB | Day 1 & 2 |
|  | Ena Dekanic | USA | Day 1 & 2 |
|  | Olivier Dubuisson | Orange | Day 1 & 2 |
|  | Kiran Duwadi | USA | Day 1 & 2 |
|  | Latonia Gordon | Apple | Day 1 & 2 |
|  | Marian Gordon | USA | Day 1 & 2 |
|  | Bruce Gracie | Ericsson Canada | Day 1 & 2 |
|  | Anne-Rachel Inne | ARIN | Day 1 & 2 |
|  | Bilel Jamoussi | TSB | Day 2 |
|  | Ajit Jillavenkatesa | Apple | Day 1 |
|  | Junsen Lai | China | Day 1 |
|  | Dominique Lazanski | UK | Day 1 & 2 |
|  | Jong Hwa Lee | Korea | Day 1 & 2 |
|  | Fang Li | China | Day 1 & 2 |
|  | Hung Ling | Nokia USA | Day 1 & 2 |
|  | Ilia Londo | TSB | Day 1 & 2 |
|  | Scott Mansfield | Ericsson Canada | Day 1 & 2 |
|  | Aimee Meacham | USA | Day 1 & 2 |
|  | Shigeru Miyake | Hitachi | Day 1 & 2 |
|  | Yutaka Miyake | KDDI | Day 2 |
|  | Carlos Munoz | TSB | Day 1 & 2 |
|  | Miho Naganuma | NEC | Day 1 & 2 |
|  | Yoshiaki Nagaya | Japan | Day 1 & 2 |
|  | Paul Najarian | USA | Day 1 & 2 |
|  | Kelly O’Keefe | USA | Day 1 |
|  | Hiroshi Ota | TSB | Day 1 & 2 |
|  | Glenn Parsons | Ericsson Canada | Day 1 & 2 |
|  | Greg Ratta | USA | Day 1 & 2 |
|  | Vikram Raval | GSMA | Day 1 & 2 |
|  | Phil Rushton | UK | Day 2 |
|  | Takahiro Shigeno | Japan | Day 1 & 2 |
|  | Hiroshi Takechi | NEC | Day 1 |
|  | Stephen Trowbridge | Nokia USA | Day 1 & 2 |
|  | Alexandre Vassiliev | Russia | Day 2 |
|  | Tong Wu | China Telecom | Day 1 & 2 |
|  | Weiling Xu | China | Day 1 & 2 |
|  | Xiaoya Yang | TSB | Day 1 & 2 |
|  | Yuan Zhang | China Telecom | Day 1 & 2 |

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