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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | TSAG-TD928R1  |
| **TSAG** |
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| **TD** |
| **Source:** | Rapporteur, TSAG Rapporteur Group on Working Methods |
| **Title:** | Draft Report of TSAG RG-WM meeting, 12 & 14 January 2021 |
| **Purpose:** | Discussion |
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| **Keywords:** | Working Methods; report; interim meeting; Recommendation; Resolution; |
| **Abstract:** | TSAG Rapporteur Group on Working Methods (RG-WM) held two virtual sessions during this TSAG on Tuesday 12 and Thursday 14 January 2021 respectively, and is pleased to bring the following conclusions to the attention of the TSAG plenary:1) TSAG to authorize: a. Two RG-WM e-meetings on 23 and 24 March 2021 to complete consideration of documents on RG-WM agenda TD927 and to identify the high-interest topics for future e-meetings to be held prior to the October 2021 meeting of TSAG. b. Further, authorize the contingent e-mail correspondence activities and additional RG-WM e-meetings between 14 June and 2 July 2021 to address topics identified in the 24 March 2021 e-meeting. Exact interim meeting dates will be agreed by the TSAG management team and announced on the RGWM e-mail reflector.  c. Additional e-meetings could be planned between October 2021 and January 2022, to be planned at the TSAG October 2021 meeting.2) TSAG to note the meeting report in TD928. |

# 1 Introduction

TSAG Rapporteur Group on Working Methods (RG-WM) held two virtual sessions during this TSAG on Tuesday 12 and Thursday 14 January 2021 respectively, from 14:00 to 15:30 Geneva time with interpretation in five official UN languages and captioning.

Mr Stephen J Trowbridge (Nokia, USA), Rapporteur of TSAG RG-WM, chaired RG-WM meeting.

The first session of RG-WM meeting started on 12 January at 14:08. Mr. Trowbridge extended his warm welcome to the participants of the meeting. He noted pending the postponement of WTSA-20, RG-WM work will continue through this and two more TSAG meetings prior to WTSA-20 in March 2022. He highlighted the clarification in [TD932](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0932) that WTSA Resolutions can only be updated at the Assembly and TSAG has the authority for updating the A series. However, noting none of the work on revision of A series recommendations is at a stage of maturity for determination from this TSAG meeting, and even determined late in study period determination in next TSAG October 2021 meeting for approval in TSAG January 2022 meeting, it would only provide a 2-month advantage as compared to WTSA approval. The meeting agreed with the Rapporteur that RG-WM would aim to complete its work over the period of the next year and have as much in the way of provisionally agreed updates to these documents within its assigned scope to be included in the TSAG report to the WTSA.

# 2 Agenda

Noting that Contributions 170-177 were posted in TSAG Contribution websites after the TSAG Contribution deadline, and viewed as informational reports about ongoing work in the regions rather than as active proposals for possible agreement or adoption, the Rapporteur introduced the agenda of the RG-WM meeting as found in [TD927](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0927). This agenda was approved.

The meeting noted the following documents for information:

1. Interim Activity Report – 20-21 October, 8-9 December 2020 ([TD952](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0952))
2. IRM: Mapping of Resolutions and A-series Recommendations to TSAG Rapporteur Groups ([TD1007R2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-1007))

It was clarified in response to question raised that TD1007 ‘Mapping of Resolutions and A-series Recommendations to TSAG Rapporteur Groups’ was used to direct TSAG document allocation and facilitate development of the agenda of TSAG RGs.

1. IRM: TSAG RG WM report to IRM ([TD1005](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-1005))
2. Electronic working methods services and database applications report (TSB Director) ([TD939](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0939))

TSB was commended and appreciated by delegates for the electronic working methods services and applications, especially the e-meeting achievement that 800 e-meetings were held in past three months with 19000 participants.

# 3 Recommendation A.1

## 3.1 [TD996](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0939) TSAG RG-WM RGM 2020 output - Draft revised Rec. ITU-T A.1

Mr. Trowbridge introduced this working draft of Rec ITU-T A.1 was developed by RG-WM interim meetings and correspondence activities.

As is normal practice, the agenda of RG-WM includes only documents submitted to this TSAG meeting which have been allocated to RG-WM in the TSAG opening plenary on Monday 11 January. Members were reminded that prior meeting contributions are not automatically carried forward to future meetings. Where continued discussion is desired, members are invited to submit a new contribution on the subject to a future meeting, ideally with updates to address any concerns that may have been raised concerning the proposal in prior meetings..

## 3.2 [C164](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0164) Gap Analysis Format

[C164](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0164) is a further developed Contribution from Canada following their previous Contributions on this subject discussed in RG-WM recommending a gap analysis template to be used, when a Study Group is expanding its scope or considering new question text, or when a new focus group is forming. Canada introduced [C164](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0164) provides the text to be included as a non-normative appendix in A.1 and an example of what a gap analysis would look like in practice.

Questions for clarifications were raised on the difference of the two versions of the template, the difference of the template in Appendix proposed and the existing Annex A form of A.1, and how to identify standard bodies, forum and consortia impacted. It was desired to know how gap analysis is conducted in other SDOs.

While C164 received supports indicating that gap analysis as being very useful in avoiding overlap among SDOs and improve standard quality; it is already practiced in many SDOs including ITU-T, the template proposed as a non-normative requirement will promote better gap analysis in ITU-T.

Different views were expressed on how to evaluate the effectiveness of gap analysis, whether it should be formalized and for which ITU-T standardization decisions. Concerns were expressed that obligatory gap analysis might delay or even prevent ITU-T to start new work, fees to join many SDOs will add cost for developing countries.

The meeting agreed to continue discussion on this proposal.

## 3.3 Information on proposals from regions

APT, RCC, CEPT reports in C171, 173, 175 and 177 mentioned their proposals under development to modify to A.1. Most of these documents do not provide the details of the proposed modifications. Delegates from the regions were invited to provide a verbal summary of the nature of modifications under discussion in their respective regions.

APT proposals focus on clause 1.4.7 completion of work item, 2.3.3 Rapporteur nomination, and meeting report.

CEPT proposed modifications include:

* Creation of a new work item in a Study Group other than a lead Study Group should be liaised back to lead Study Group;
* if a Rapporteur, associate Rapporteur editor fails to attend to consecutive Study Group meetings without notification then they will be removed from that position;
* Outputs from Rapporteur group meetings should be submitted to SG meetings as a TD;
* Contributions should be equally treated and dealt clearly with the rules of procedure;
* a couple of changes to Annex A the template to proposed new recommendation in the work program, including a gap analysis of ITU-T Recommendations and standards, either approved or under development; and the supporting members of a Recommendation of a new work item should be from at least four different countries and this is in line with again ISO and IEC.

RCC proposals include:

* Article 1.3.2, to include a list of recommendations to the collective letter
* Article 1.4.2, no one contribution from an ITU member should be removed from consideration
* Article 1.4.7, at least two ITU members in case of open new work item
* Article 1.6, that discussion should use official ITU email reflector in stead of private correspondence.
* Article 1.7.1, to improve quality of meeting report
* Article 2.3.3.12, on equal consideration of contributions

The first session of RG-WM meeting on 12 January was closed at 15:46 after completed agenda item 4 on Rec. A.1.

# 4 Rec. A.2 Presentation of contributions to the ITU Telecommunication Standardization Sector

The second session of RG-WM meeting started on 14 January at 14:10, resuming from agenda item 5 on Rec. A.2.

This meeting noted the CEPT report C173 refers to modification to A.2, proposing that contributions proposing new work items include a gap analysis.

# 5 Rec. A.7 Focus groups: Establishment and working procedures

## 5.1 [C166](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0166) Proposal to revise ITU-T Recommendation A.7

[C166](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0166) proposes to revise ITU-T A.7 by instructing the post-processing procedures of deliverables transfer from the focus groups in a new clause 14.

Questions were raised on languages used in this proposal which are difficult to understand, e.g., ‘assigned (as TDs)’, ‘dimension’, ‘tallied’ etc. It was noted that the new clause 14 is based on Appendix I, therefore this new Clause 14 was objected by preference to modify Appendix I if necessary.

## 5.2 Information on proposals from regions

CITEL proposed modifications include: to strengthen the criteria for the establishment of Focus Groups and help clarify the process by which the Focus Group deliverables are transferred to the parent group.

CEPT proposed modifications:

* all Focus Groups are created in TSAG and then submitted or transferred to the appropriate Study Groups.
* Focus Group could possibly be renewed, one time only for an additional 12 months. So that gives a limit on the Focus Group's work which would probably be up to 24 months.
* if a deliverable of a Focus Group is turned into a new work item or is to be developed into a new question, recommendations A.1 and A.13 will be followed as well.

RG-WM agreed to consider the diverse set of incompatible proposals one by one individually, to see whether there's any possibility of a preliminary consensus that could be formed in TSAG by the end of the study period over our next couple of meetings.

# 6 Rec A.8 Alternative approval process for new and revised ITU-T Recommendations

China briefly mentioned that APT is proposing to modify Clauses 4.1 and 5.2 on approval procedure change, in order to align with Section 8.3 of Res 1.

Concerns were raised that these proposed changes might remove a fundamental right of Member States.

# 7 Resolution 1

## 7.1 [TD924](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0924) TSAG RG-WM RGM 2020 output - Draft revised WTSA Res.1

Mr Trowbridge introduce briefing [TD924](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0924) which is the working draft captures relatively easy, agreed proposed modifications to WTSA Resolution 1. Besides many editorial edits with no controversy, e.g, replacing WTSA Res 35 with PP Res 208, change to deadlines in accordance to PP Res 165, he raised two items for discussion:

1. Section 1bis6 to 1bis9, definitions related to terms of nonnormative documents, delete them from Res. 1, or retain them in Res. 1 then alignment with A.13 will be needed;
2. Clause 9.4.6, a note is added on how to count the 70% threshold on consultation responses, regarding ‘abstain’ response.

## 7.2 [C168](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0168) Draft proposals on revision of WTSA Resolution 1 (Rev. Hammamet, 2016)

Russian Federation briefly introduced [C168](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0168) with proposed changes to Res. 1, including agreed to replace 1bis6 to 1bis9 with a reference to A.13, and several additional proposed modifications beyond those

There was not sufficient time to introduce or summarize the regional proposals regarding Resolution 1 contained in C170-C176.

# 8 Future plans

This RG-WM e-meeting was only able to present Contributions and start discussion through agenda item 8b of [TD927](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0927) 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.

Exact interim meeting dates will be agreed by the TSAG management team and announced on the RGWM email reflector. E-meetings are currently envisioned to be held in the following dates:

* Two e-meetings to complete consideration of documents on RG-WM agenda [TD927](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0927) and to identify the high-interest topics for future e-meetings to be held prior to the October 2021 meeting of TSAG. These first two e-meetings are tentatively scheduled for 23 and 24 March 2021.
* Additional e-meetings will be scheduled to address topics identified in the 24 March e-meeting. In view of currently scheduled WTSA regional preparatory meetings, these will likely occur between 14 June and 2 July 2021.
* Additional e-meetings could be planned between October 2021 and January 2022, to be planned at the October 2021 TSAG meeting.

***Action for TSAG:*** Authorize two RG-WM e-meetings with the terms of reference as specified above for **23 and 24 March 2021**. Further, authorize the contingent email correspondence activities and additional RG-WM e-meetings in **June-July 2021** as may be agreed and authorized in the 24 March 2021 e-meeting.

# 9 Closure

The Rapporteur closed the second session of this RG-WM meeting at 15:40 on 14 January 2021 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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