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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | TSAG–TD1020 |
| **TSAG** |
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| **TELECOMMUNICATION STANDARDIZATION ADVISORY GROUP**  **Draft REPORT 12** | | | | |
| **Source:** | | | Telecommunication Standardization Advisory Group | |
| **Title:** | | | Draft Report of the eighth TSAG meeting (virtual, 25-29 October 2021) | |
| **Purpose:** | | | Admin | |
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| **Keywords:** | TSAG; report; |
| **Abstract:** | The draft report of the eighth meeting of the ITU-T Telecommunication Standardization Advisory Group (virtual, 25-29 October 2021) in the 2017-2021 study period. |

NOTE 1 –This report contains the conclusions and actions decided at this TSAG meeting.

NOTE 2 – Unless otherwise noted, all Contributions and TDs referenced in this report are of the TSAG series of documents.

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# Opening of the meeting, TSAG Chairman

The TSAG Chairman, Mr Bruce Gracie (Ericsson Canada), welcomed the TSAG participants to the eighth meeting of the Telecommunication Standardization Advisory Group (TSAG) for the 2017- 2021 study period, which was held fully virtually, 25-29 October 2021. Mr Gracie was assisted by Mr Bilel Jamoussi, Chief of the ITU-T study groups department.

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| 1.1 | Real-time captioning[[1]](#footnote-2), interpretation in six languages, remote participation using Zoom, and webcasting[[2]](#footnote-3) were provided at the TSAG plenary sessions; captioning was also provided for the four Rapporteur Group meetings. At the beginning of the meeting, the Chairman read out the note contained in [TD1073](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1073), which provided guidance on using Zoom, the public chat, and the intention to make decisions by consensus as had been the practice in all virtual study group meetings. Additional information on using Zoom was available in [TD1065](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1065). |
| 1.2 | Mr Gracie welcomed the ITU Secretary General, Mr Houlin Zhao; the TSB Director, Mr Chaesub Lee; the BDT Director, Ms Doreen Bogdan-Martin; and the BR Director, Mr Mario Maniewicz. |
| 1.3 | The following TSAG Vice-Chairmen attended the meeting: Ms Rim Belhassine-Cherif (Tunisie Telecom), Mr Victor Manuel Martinez Vanegas (Mexico), and Mr Vladimir Minkin (Russian Federation). Ms Weiling Xu (China, P.R.), Mr Matano Ndaro (Kenya), Mr Omar Tayseer Al-Odat (Jordan) and Ms Monique Morrow (United States) were not able to attend and sent their regrets. |
| 1.4 | [TD1064](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1064) reflects the final list of participants. In total, 303 participants attended this eighth TSAG meeting: 48 Member States, 9 Sector Members (ROAs), 24 Sector Members (SIOs), eight Sector Members (RIOs and other entities), one Sector Member (Other entities), five Permanent Missions, two Academia, one entity as per PP Resolution 99, 12 invited experts, and 61 ITU staff, and four elected officials of the ITU. |
| 1.5 | The ITU Secretary General, Mr Houlin Zhao, provided his opening remarks. He referred to the recent 2021 Word Standards Day "Shared vision for a better world", which highlighted the need to utilize ICTs to overcome the global pandemic and the necessity to have everyone connected, and the relevance of standards in this regard. He thanked TSAG for keeping the business continuity momentum in ITU-T through virtual meetings. He expressed his thanks to India for its efforts and support to consider hosting WTSA-20. He looked forward to WTPF‑21 in December 2021, and to WTSA-20 in March 2022, both events to take place in Geneva. |
| 1.6 | The TSB Director, Mr Chaesub Lee, welcomed all delegates to this eighth meeting of TSAG in this 2017-2021 study period. His speech is contained in [TD1067](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1067). |
| 1.7 | The BDT Director, Ms Doreen Bogdan Martin, highlighted the three major forthcoming ITU Conferences ahead in 2022: WTSA-20, WTDC-21, PP-22, which all will shape the future of the Union. WTDC-21 will be a platform for cooperation that promotes meaningful connectivity and digital transformation in the hardest to connect communities. WTDC-21 is organized together with the Partner2Connect Digital Coalition bringing together multistakeholder partners who understand that 'building back better with broadband' will open-up huge new opportunities. WTDC-21 will also attract the youth through the Generation Connect Youth Summit; the network of women inspired by ITU‑R is gaining momentum. |
| 1.8 | In his opening remarks, the BR Director, Mr Mario Maniewicz, observed that the COVID pandemic has shown that connectivity is as fundamental as other basic services such as water and electricity; while the Digital Economy has become a reality much quicker than expected. He underscored that both the ITU standardization and radiocommunication Sectors play a fundamental role in tackling challenges in deploying connectivity, digitalization, and new technologies. Standardization work in ITU-R and ITU-T plays a complimentary role, and he confirmed that activities conducted by the ITU-T has a positive impact on the work of the ITU-R. He advocated for exploring further synergies between ITU-R and ITU-T to better deliver the ITU mission and to catalyse the power of connectivity and digital transformation for the benefit of all our members. |
| 1.9 | Mr Gracie observed that due to the nature of this TSAG meeting being virtual, there is less time available to conduct the business and work should be progressed within the Rapporteur Groups. He positively acknowledged the progress made in the past Rapporteur Group meetings, and the dialogue among the six regional telecommunication organizations during the recent Interregional Meeting on 21 October 2021. A key conclusion of the IRM was to continue working interactively between the regional coordinators and focal points of the regional telecommunication organizations and to reach consensus as much as possible prior to WTSA- 20 which will ultimately facilitate decision-making by the WTSA. |
| 1.10 | The TSAG Rapporteur Groups on Review of WTSA Resolutions (RG-ResReview), on Strengthening Collaboration (RG-SC), on Work Programme and Structure (RG-WP), and on Working Methods (RG-WM) met during this TSAG meeting. While the TSAG Rapporteur Groups on Strategic and Operational Plan (RG-SOP) and on Standardization Strategy (RG-StdsStrat) did not meet during this TSAG meeting, the importance of their work was recognized. |
| 1.11 | [Annex A](#_Annex_A_Summary_1) of this report summarizes the key outcomes (reports, liaison statements, next meetings) of this TSAG meeting. |

# Approval of the agenda, document allocation and time management plan

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| 2.1 | The meeting considered the draft agenda, document allocation and work plan ([TD1018-R2](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1018)); and agreed to allocate C196 only to RG-SC and to remove agenda item 6.3. For C195 agenda item 6.2 should only discuss IPR issues, while the other proposals be discussed in RG-WM. The agenda in TD1018-R3 was agreed. TSAG accepted the time management plan in [TD1017-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1017), which was further revised into TD1017-R4, and took note of the overview of the agendas and reports in [TD1021](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1021). |
| 2.2 | TSAG adopted [TD1019-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1019) containing the agenda for the TSAG closing plenary meeting that took place on 29 October 2021. |
| 2.2.1 | The Russian Federation proposed to prepare some sort of options in the agenda for separating documents into different types of documents as is the practice in ITU-R and various study groups so as to ease usability of the agenda, and TSAG invited the Russian Federation to submit a proposal to TSB. |
| 2.3 | [TD1070](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1070) lists all the contributions submitted and considered during this 8th TSAG meeting and its Rapporteur Groups. [TD1071](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1071) provides the list of all the TDs of the meeting and of the Rapporteur Groups. [TD1069-R2](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1069) summarizes the incoming liaison statements received by TSAG since 18 January 2021, and the outgoing liaison statements approved by the meeting and sent until 1 November 2021. |

# Reports by the TSB Director

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| 3.1 | TSAG took note of ITU-T activity report ([TD1030](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1030), slide set in [Addendum 1](https://www.itu.int/dms_pub/itu-t/md/17/tsag/td/211025/gen/T17-TSAG-211025-TD-GEN-1030!A1!PPT-E.pptx)), presented by the TSB Director, highlighting the key results achieved in ITU-T standardization from January to September 2021. |
| 3.1.1 | ZTE, as a diamond sponsor of the AI for Good Summit, thanked the TSB for the support and highlighted the importance of the ITU Kaleidoscope events. |
| 3.2 | TSAG took note of the report of the ITU Regional Offices in [TD1033](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1033), as presented by Mr Bruno Ramos, Regional Director, ITU Regional Office for the Americas and representing BDT, which summarizes the contribution of the ITU Regional Offices to the implementation of the ITU-T four-year rolling operational plan as requested by the Resolution 25 (Rev. Dubai 2018) of the ITU Plenipotentiary Conference. |

# Council matters

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| 4.1 | The Chairman of ITU Council Working Group on the strategic and financial plans (CWG-SFP), Mr Frédéric Sauvage, gave in [TD1159](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1159) an update on the work of the CWG-SFP 2024- 2027. |
| 4.1.1 | TSAG took note of the presentation in TD1159 and invited members in TSAG to provide any comments they have with respect to the elaboration of the draft strategic and financial plan, and ITU-T study groups to provide any comments or views as soon as possible. |
| 4.2 | The TSAG Chairman presented [TD1072](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1072) "ITU training institute". ITU, upon instruction by ITU Council 2019, has conducted an in-depth analysis and review of current training and capacity-building activities, for which ITU contracted an independent external consultancy, Jigsaw Consult, to undertake the study on the possible creation of a capacity-building institute in ITU. The final report (as attached in C21/32) was submitted to the Virtual consultation of councillors (VCC-21), 8-18 June 2021 meeting for consideration. VCC-21 concluded that the three ITU advisory groups (TDAG, TSAG and RAG) could also be consulted on the report. The secretariat will present a proposal to Council in 2022. TSAG was invited to consider the Jigsaw feasibility study on establishing an ITU training institute, and to provide feedback from consultations to the TSAG Chairman, who would convey the collected feedback through the TSB Director to Council 2022. |
| 4.2.1 | TSAG took note of TD1072 and invited members in TSAG to provide feedback from consultations to the TSAG Chairman, who will convey them to the TSB Director, who in turn can convey them to Council. |

# IPR matters

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| 5.1 | The Russian Federation presented two contributions   * [C197](https://www.itu.int/md/T17-TSAG-C-0197) "Proposals on amending the ITU-T Guidelines for the inclusion of Marks in ITU-T Recommendations", which proposes to discuss the role of ITU Member States in developing ITU intellectual property rights policies and guidelines; and * [C195](https://www.itu.int/md/T17-TSAG-C-0195) "Proposals on the revision of Recommendation ITU\_T A.1 (09/2019) Working methods for study groups of the ITU Telecommunication Standardization Sector", which proposes to amend ITU-T Recommendation A.1, including proposal for a new IPR Note, and addressing usage of proprietary marks in ITU-T Recommendations. | |
| 5.2 | The Rapporteur on patent issues and the Rapporteur on marks of the TSB Director's Ad-hoc group on IPRs provided information to TSAG regarding the history and status of discussions on former contributions and proposals from the Russian Federation in the IPR-AHG. | |
| 5.3 | The meeting agreed to organize a special ad-hoc group session on IPR matters during this TSAG meeting under the co-Chairmanship of Mr Serge Raes (Orange) and Mr Hung Ling (Nokia, USA) to discuss C195 and C197, and to report to the TSAG closing plenary. | |
| 5.4 | Rapporteurs of the TSAG special ad-hoc group meeting on IPR matters, Mr Serge Raes and Mr Hung Ling presented in [TD1165](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1165) the report of the ad-hoc group session. | |
| 5.5 | It was the view of one Member State that the IPR notice found on the boiler plate in ITU-T Recommendations is not aligned with the ITU-T A-series Recommendations, which are believed not to have technical patents. | |
| 5.6 | It was recalled that TSAG has no authority to change this boiler plate, which is found in Resolution 1 (rev, Hammamet, 2016), and that it can only be amended by WTSA. |
| 5.7 | TSAG took note of the report in TD1165 and encouraged the TSB Director's IPR-AHG to continue the discussions further on. | |

# Preparations for WTSA-20

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| 6.1 | TSAG approved [TD1061](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1061) "Report of the interregional meeting for preparation of WTSA-20 (21 October 2021, virtual)". |
| 6.2 | TSAG took note of [TD1125](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1125) "TSB updates on WTSA-20 preparations", which provides practical and logistical information on WTSA-20. It was agreeable that remote participation will be provided at WTSA-20 and GSS-20 using Zoom. Remote participation is possible but limited not for decision-making, and only those delegates physically present in the meeting room can participate in decision-making. |
| 6.3 | TSAG took note of [TD1156-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1156), which summarizes the situation of replies received from ITU-T study groups to [TSAG-LS42](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00042.zip) (February 2021), wherein they informed TSAG on the situation of their preparations for WTSA-20, in particular from SG2 ([TD1108](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1108), [TD1135](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1135)), SG3 ([TD1104](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1104)), SG5 ([TD1106](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1106), [TD1151](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1151)), SG9 ([TD1094](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1094)), SG11 ([TD1119](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1119)), SG12 ([TD1161](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1161)), SG13 ([TD1130](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1130)), SG15 ([TD1056](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1056)), SG16 ([TD1074](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1074)), SG17 ([TD1133](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1133)), and SG20 ([TD1110](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1110)). |
| 6.4 | TSAG took note of the situation of   * WTSA Resolution 34 (Rev. Dubai2012) "Voluntary contributions", * WTSA Resolution 40 (Rev. Hammamet, 2016) "Regulatory aspects of the work of the ITU Telecommunication Standardization Sector", * Resolution 54 (Rev. Hammamet, 2016) "Creation of, and assistance to, regional groups", * Resolution 55 (Rev. Hammamet, 2016) "Promoting gender equality in ITU Telecommunication Standardization Sector activities", and * Resolution 87 (Hammamet, 2016) "Participation of the ITU Telecommunication Standardization Sector in the periodic review and revision of the International Telecommunication Regulations",   which all will warrant to be addressed by WTSA-20. However, none of those Resolutions is under the purview of the TSAG Rapporteur Groups, and henceforth, should not be forgotten by TSAG. |

# Appointments

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| 7.1 | No new appointments were made at this meeting. |

# Focus Groups

## 8.1 ITU-T Focus Group on Quantum Information Technology for Networks (FG-QIT4N)

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| 8.1.1 | TSAG took note of the progress report in [TD1038](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1038) of the ITU-T Focus Group on Quantum Information Technology for Networks (FG QIT4N) with reports from the January to September 2021 period, as presented by Mr Qiang Zhang, ITU-T FG-QIT4N co-Chairman. |

## 8.2 ITU-T Focus Group on Autonomous Networks (FG-AN)

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| 8.2.1 | TSAG took note of the liaison statement from ITU-T FG-AN in [TD1079](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1079), which calls for participation and collaboration towards ITU FG AN Build-a-thon/PoC. |

## 8.3 ITU-T Focus Group on Artificial Intelligence (AI) and Internet of Things (IoT) for Digital Agriculture

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| 8.3.1 | TSAG took note of the liaison statement in [TD1163](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1163) from ITU-T SG20, which announces the establishment by ITU-T SG20 of a new ITU-T Focus Group on "Artificial Intelligence (AI) and Internet of Things (IoT) for Digital Agriculture" (FG-AI4A), and invites collaboration with experts working in complementary fields. |

## 8.4 Proposed new ITU-T Focus Group on digital COVID-19 certificate based services (FG-DCC)

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| 8.4.1 | The TSAG opening plenary session considered the following documents and contribution:   * [TD1114](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1114) (Chairmen ITU-T SG16, SG17, SG20) "ITU/WHO workshop on digital vaccination certificate (Online, 11 August 2021) – Summary and Report", contains a summary and report of the ITU/WHO workshop on digital vaccination certificate that was held online on 11 August 2021. * [TD1132](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1132) "LS on request to submit the document on Digital Documentation of COVID-19 Certificates Vaccination Status [from ITU-T SG17]", wherein ITU-T SG17 thanks WHO for jointly holding the ITU/WHO workshop on "Digital Vaccination Certificate". * [TD1134](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1134) "LS on outcome of the Joint ITU/WHO workshop on digital COVID-19 certificate (11 August 2021) [from ITU-T SG17]", wherein ITU-T SG17 notes that the workshop agreed to submit the report of the workshop to TSAG for further consideration as shown in [TD1114](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1114/en). * [C179](https://www.itu.int/md/T17-TSAG-C-0179) (Rep. of Korea, and the following members: Electronics and Telecommunications Research Institute (ETRI), Hyundai Motors, KT Corporation, SK Telecom, Soonchun- hyang University), "Proposal for establishment of new Focus Group on digital COVID-19 certificate based services (FG-DCC)", proposes to consider establishment of an ITU-T Focus Group on Digital COVID-19 Certificate based services (FG-DCC), in line with the ITU/WHO workshop's outcome on digital vaccination certificate held on 11 August 2021. * [TD1160](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1160) (SPCG Chair) "IEC/ISO/ITU SPCG recommendation on TSAG-C197 Proposal for establishment of new Focus Group on digital COVID-19 certificate based services (FG-DCC)", contains the SPCG recommendation to ITU-TSAG. |
| 8.4.2 | A very lively debate evidenced that this subject matter is of high importance and of interest to many TSAG delegates.  The World Health Organization (WHO) and several other members supported creating a new ITU-T Focus Group and to start the work.  Other members, while not opposing, raised the need to build upon existing standards and to address interoperability and compatibility with existing regional, international and national COVID or vaccination certificates, to extend liaisons for close collaboration with other relevant organizations to participate in such a Focus Group such as with EU, ICAO, IETF, IEC, ISO, W3C, WHO with the objective to avoid duplication of work, to conduct a gap analysis, to collect case studies, and to consider other forms of collaboration such as J-SCTF, to conduct work in joint groups, or start work directly in ITU-T study groups.  However, several members either expressed their concerns, were not in favour, or did not support the proposal due to duplication of work, lack of interoperability, need for short-term outcomes, and unclear role of the Focus Group. One member objected to the proposal and sustained its opposition. |
| 8.4.3 | The meeting agreed to organize an ad-hoc group chaired by Mr Heung-Youl Youm (Korea, Rep. of) to, taking into account the views from the discussion, revise the terms of reference of the Focus Group proposed in C179, and to report to the closing plenary. |
| 8.4.4 | The closing plenary considered and approved the report of the ad-hoc group sessions in [TD1169](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1169), as presented by the ad-hoc group Chairman. The ad-hoc group provided revised terms of reference (ToR) in [TD1126-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1126), and proposed four possible options for a way forward:   |  |  | | --- | --- | | Option 1 | Establish an *ITU-T Focus Group* with TSAG as a parent, with the ToR in [TD1126-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1126) and a strong emphasis on gap analysis. | | Option 2 | Create an *ITU-T Joint Coordination Activity on digital COVID-19 certificate* *(ITU-T JCA-DCC)* under the auspices of TSAG with ToR in [TD1170](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1170). | | Option 3 | Establish a *Collaboration on digital COVID-19 certificates*, with ToR to be developed and similar to the Collaboration on ITS Communication Standards ([CITS](https://www.itu.int/en/ITU-T/extcoop/cits/Pages/default.aspx)). | | Option 4 | Each relevant ITU-T study group to start relevant standardization work as soon as possible within their remit. | |
| 8.4.5 | There was no consensus on Option 1 at the closing plenary. |
| 8.4.6 | TSAG recognized that Option 4 is not meant to be an alternative to Options 1, 2, and 3, but can work well in conjunction with any of those three options. Accordingly, ITU-T study groups can start relevant standardization work as soon as possible within their remit. |
| 8.4.7 | Many members expressed their support in favour of Options 2 and/or 3. |
| 8.4.8 | After debates, TSAG agreed   1. to establish a new *ITU-T Joint Coordination Activity on digital COVID-19 certificate* *(ITU-T JCA-DCC)* under the auspices of TSAG with provisionally approved ToR in [TD1170](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1170) (see [Annex D](#_Annex_E_Provisional) of this report), with Mr Heung-Youl Youm (Korea, Rep. of) as Chairman; 2. to invite Rapporteur Group on Strengthening Collaboration to review the JCA-DCC ToR in TD1170, and to provide comments to the January 2022 TSAG meeting; 3. to give time for various necessary consultations, and to take into account any findings from the [2nd Joint ITU/WHO Workshop on Digital COVID-19 Certificates](https://digital-world.itu.int/events/2021-event/calendar/?sessionid=C-00010782) (26 November 2021, 1300-1800 hours, Geneva time), to consider alternative options such as Option 3 and other existing platforms for collaboration, to revisit the situation at the January 2022 TSAG meeting and to take a decision then. |

# 9 Future virtual ITU-T meetings

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| 9.1 | TSAG considered two contributions:   * [C192](https://www.itu.int/md/T17-TSAG-C-0192) (Australia, Canada, Japan, United Kingdom) "Alignment of meeting rules for virtual meetings", which proposes a new work item to define rules for e-meetings, or virtual meetings. The current rules are either for physical meetings, or for remote participation, but there are no rules that take into account the unique nature of e- meetings, or virtual meetings. C192 proposes a new work item to develop such rules. * [C201](https://www.itu.int/md/T17-TSAG-C-0201) (Egypt) "Consideration of future virtual ITU-T meetings", which proposes to consider holding some ITU-T meetings virtually in the near future in order to reduce the travel costs for some developing countries, and to increase the number of participants specially from LDCs. C201 also proposes to consider the hybrid system in study group meetings. |
| 9.2 | Several members supported the contributions and acknowledged the importance of the issue. |
| 9.3 | The meeting recognized the need to address the issues caused by virtual meetings as raised in the contributions, such as time zone management and hybrid/virtual/face-to-face meetings. |
| 9.4 | The meeting recognized that there is an ITU-wide dimension to the problem (under the authority of the ITU Plenipotentiary Conference and related resolutions), notwithstanding that ITU-T should consider its unique needs, its experience with running a large and varied number of virtual meetings and identify its requirements, which could be conveyed from TSAG via WTSA-20 to PP-22. |
| 9.5 | The meeting was informed in [TD1128](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1128/en) about guidance in ISO and IEC on virtual meetings and was asked to consider them. |
| 9.6 | The meeting agreed to organize an ad-hoc group chaired by Mr Philip Rushton (United Kingdom), to develop terms of reference for a TSAG ad hoc group to be operational (at least) until the TSAG meeting in January 2022, and to consider the guidelines from ISO and IEC, and to report to the closing plenary. |
| 9.7 | The ad-hoc group Chairman presented [TD1167](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1167), which contains the results of the ad-hoc session and proposed ToR for a proposed new AHG on governance and management of e‑meetings (AHG-GME). The ad-hoc group Chairman also presented in [TD1168](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1168) a draft liaison statement to announce the creation of the AHG-GME. |
| 9.8 | TSAG took note of the report in TD1167, agreed to create new ad-hoc group on governance and management of e-meetings (AHG-GME) with terms of reference in [Annex C](#_Annex_D_ToR) of this report, to be chaired by Mr Philip Rushton (United Kingdom). |
| 9.9 | TSAG agreed to send revised outgoing liaison statement in [TD1168-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1168) to Council, Inter- Sector Coordination Group (ISCG), TDAG, RAG, and ITU-T JCA-AHF ([TSAG-LS44](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00044.docx)). |
| 9.10 | TSAG authorized the meeting of the new AHG-GME planned on Monday, 13 December 2021, 1300-1600 hours, Geneva time. |

# 10 Joint Coordination Activities (JCAs)

## 10.1 ITU-T Joint Coordination Activity on Accessibility and Human factors (JCA-AHF)

|  |  |
| --- | --- |
| 10.1.1 | The Chairman ITU-T JCA-AHF, Ms Andrea Saks (G3ict, United States), presented the ITU‑T JCA-AHF progress report in [TD1050](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1050), which reports from two previous JCA-AHF e‑meetings. |
| 10.1.2 | The meeting recognized the extreme importance of accessibility, thanked Ms Saks for her efforts in ITU-T JCA-AHF, and took note of her report. |
| 10.1.3 | The Chairman of the Inter-Sectoral Coordination Group (ISCG), Mr Fabio Bigi, presented the liaison statement in [TD1076](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1076) from ISCG on ITU's coordination of activities on accessibility and on updated information. |
| 10.1.4 | TSAG took note of TD1076, in recognizing that accessibility has been one of the high priority ITU-wide initiatives, to which various activities within ITU-T have already contributed substantially. Accessibility is now recognized as something that requires the action and participation from all ITU Sectors to ensure a consistent approach to accessibility. TSAG supported the objective to encourage inclusion of more persons with disabilities in the work of the ITU. |

## 10.2 ITU-T Joint Coordination Activity on digital COVID-19 certificate (ITU-T JCA-DCC)

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| --- | --- |
| 10.2.1 | See clause 8.4.8 for newly established *ITU-T Joint Coordination Activity on digital COVID-19 certificate* *(ITU-T JCA-DCC)*. |

# 11 Languages

|  |  |
| --- | --- |
| 11.1 | TSAG considered the following documents:   * [TD1060](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1060) (Chairman SCV) "Status report of SCV activities", contains the report of activities of the Standardization Committee for Vocabulary in the period January to October 2021. The SCV also sought the advice from TSAG on a proposed wording to be sent to CWG-LANG on the use of inclusive language in ITU publications; see Annex 1 of TD1060; * Reply liaison statements to [TSAG-LS41](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00041.zip) on inclusive language in   + [TD1090](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1090) "LS/r on use of inclusive language in 3GPP specifications (reply to 3GPP TSG SA-201144-LS30) [from IEEE 802.1 WG]";   + [TD1107](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1107) "LS/r on use of inclusive language in ITU-T standards and ITU-T publications (reply to TSAG-LS41) [from ITU-T SG5]";   + [TD1095](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1095) "LS on Considerations on the removal of non-inclusive terminology from ITU-T Study Group 15 documents [from ITU-T SG15]";   + [TD1112](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1112) "LS/r on use of inclusive language in ITU-T standards and ITU-T publications (reply to TSAG-LS41) [from ITU-T SG20]"; * [C198](https://www.itu.int/md/T17-TSAG-C-0198) (Russian Federation) "Proposal on further steps on issue of inclusive languages in texts of ITU-T", proposes to invite the TSB Director to report to ITU Council and requests a further solution on inclusive and neutral language issue, taking into account UN best practices; and * [TD1158](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1158) (TSB) "Measures and principles for translation and interpretation", proposes amendments to Council Document C14/INF/4, gathers the practice on translation and interpretation for the three Sectors of ITU as approved by the Membership; the proposed updates concern the ITU-T section of the document in accordance with the current practice and Resolutions in force. |
| 11.2 | TSAG recognized that inclusive language usage should be consistent across the Union and invited the TSB Director to report to the ITU Council on neutral and inclusive language. |
| 11.3 | TSAG further advised to postpone any other activity within ITU-T on the issue of inclusive language until getting a solution and other clear answers from ITU Council as well as after receiving information from the United Nations. |
| 11.4 | TSAG encouraged members to nominate candidates to WTSA-20 for the vacancies of SCV Vice Chairmen for languages Arabic, Spanish, and English in the study period 2022-2024. |
| 11.5 | TSAG agreed to study how to make effective and efficient use of sign language interpretation within ITU-T, in view of its specific requirements, demand and cost. |
| 11.6 | TSAG agreed to the proposed changes in TD1158. |

# 12 ITU Journal on Future and Evolving Technologies

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| --- | --- |
| 12.1 | TSAG took note of [TD1068](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1068) on the *ITU Journal on Future and Evolving Technologies*, which will have published eight issues by November 2021. Furthermore, four calls for papers for special issues have been announced, with at least three more calls for papers to be announced by the end of 2021. The meeting was informed that its preceding format, the *ITU Journal on ICT discoveries* established in 2017, was discontinued in July 2020. |

# 13 Results of TSAG Rapporteur Groups

Five TSAG Rapporteur Groups progressed their work and brought their results to the TSAG closing plenary. The reports were agreed. The Plenary decisions are summarized below. [Annex A](#_Annex_B_Summary_1) to this report provides a table listing the TDs with the reports of the various Rapporteur Groups, the liaison statements they produced and the interim activities that are planned.

NOTE – The table in Annex A also includes information on the new AHG-GME.

## 13.1 TSAG Rapporteur Group on Review of Resolutions (RG-ResReview)

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| --- | --- |
| 13.1.1 | The Rapporteur of RG-ResReview, Mr Vladimir Minkin (Russian Federation), presented the report of RG-ResReview in [TD1023](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1023). TSAG approved the meeting report in TD1023. |
| 13.1.2 | TSAG invited all TSAG Rapporteurs to provide side-by-side views for the Resolutions assigned to the respective TSAG Rapporteur Groups. |
| 13.1.3 | TSAG authorized RG-ResReview to organize one interim e-meeting on 26 November 2021 to discuss WTSA Resolution 67. RG-ResReview plans to meet at the nineth TSAG meeting. |

## 13.2 TSAG Rapporteur Group on Strengthening Collaboration (RG-SC)

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| --- | --- |
| 13.2.1 | The Rapporteur of RG-SC, Mr Glenn Parsons (Ericsson Canada Inc.), presented the report of RG-SC in [TD1025](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1025). TSAG took note of the RG-SC meeting report in TD1025-R1, which reflects agreed corrections and amendments. |
| 13.2.1.1 | A correction to the report was proposed to reflect that many ITU-T study groups have work underway on AI, and this proposal was agreeable. |
| 13.2.2 | TSAG agreed to start a new ITU-T A.5rev for revised Recommendation ITU-T A.5 "Generic procedures for including references to documents of other organizations in ITU-T Recommendations"; see [Annex B](#_Annex_B_Work); (the corresponding ITU-T A.1 justification is contained in [TD1116-R2](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1116) and the base text is in [TD1115-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1115)). TSAG reached an understanding that potential revisions to ITU-T A.5 shall not be limited to the scope as in TD1116-R2, but also other comments and contributions are welcomed. |
| 13.2.3 | TSAG agreed to start a new work item in ITU-T A.23apx: Draft new Amendment 1 to Recommendation ITU-T A.23 "Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology – Appendix II: Best Practices", and to bring this work item to the January 2022 TSAG plenary for agreement; see [Annex B](#_Annex_B_Work); (the corresponding ITU-T A.1 justification is contained in [TD1118](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1118) and the base text is in [TD1117](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1117)). |
| 13.2.4 | The SG20 Chairman, supported by several members, raised many concerns, questions, and proposals concerning the SPCG such as balance of representatives, participation of observers, no balance in terms of geographical distribution: Members representing TSAG in SPCG are only from sector members from developed countries and no representation from developing countries, rotating chairmanship, purpose of SPCG vs SPCP terms of reference, SPCG initiative on the outreach process on AI, SPCG landscape, collaboration between SG20 and J-SCTF, and reporting of J-SCTF. |
| 13.2.4.1 | Other members raised the need to involve ITU-T study groups and/or their leadership in the works of the SPCG. |
| 13.2.4.2 | TSAG invited the SPCG Chair to respond to the raised concerns and questions. |
| 13.2.4.3 | TSAG agreed to postpone the discussions on SPCG to its next meeting in January 2022. |
| 13.2.5 | Several members proposed to see an activity report prepared which reports on the SPCG activities and achievements since the beginning of the SPCG, to reflect additional efforts deployed to achieve positive outcomes, value-add, and advantages for the ITU-T Sector. |
| 13.2.5.1 | The TSB Director advised TSAG that the TSAG representatives in SPCG with support from TSB prepare an activity report until the January 2022 TSAG meeting, and to defer the re-appointment of the existing SPCG Chair to the January 2022 TSAG meeting. |
| 13.2.5.2 | TSAG agreed that the TSAG representatives in SPCG with support from TSB prepare an activity report of the SPCG until the January 2022 TSAG meeting. |
| 13.2.5.3 | TSAG agreed to defer the re-appointment of the existing SPCG Chair, Ms Amanda Richardson, to the January 2022 TSAG meeting. |
| 13.2.6 | TSAG authorized RG-SC to organize one interim e-meeting on Wednesday, 24 November 2021, 15:00 - 17:00 hours Geneva time. RG-SC plans to meet during the 9th TSAG meeting in 2022. |

## 13.3 TSAG Rapporteur Group on Strategic and Operational Plan (RG-SOP)

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| --- | --- |
| 13.3.1 | This Rapporteur Group did not meet at this TSAG meeting. |

## 13.4 TSAG Rapporteur Group on Standardization Strategy (RG-StdsStrat)

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| --- | --- |
| 13.4.1 | This Rapporteur Group did not meet at this TSAG meeting. |
| 13.4.2 | TSAG took note of [TD1052](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1052), which contains the progress report of the TSAG RG-StdsStrat interim e-meetings since January 2021. |

## 13.5 TSAG Rapporteur Group on Work Programme and Structure (RG-WP)

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| --- | --- |
| 13.5.1 | The Rapporteur of RG-WP, Ms Miho Naganuma (NEC Corporation, Japan), presented the results and meeting report in [TD1029](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1029). The meeting agreed the report with some changes as reflected in TD1029-R1. In summary detailed discussions were held on the metrics to be used in determining the nature and need for study group restructuring, and on the mechanisms to be used (external and internal to ITU) on evaluating the metrics and determining possible restructuring scenarios for consideration by WTSA-24. |
| 13.5.2 | TSAG authorized an e-meeting of RG-WP to be held on 22 and 23 November 2021, 14:00- 16:00 hours Geneva time. |

## 13.6 TSAG Rapporteur Group on Working Methods (RG-WM)

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| --- | --- |
| 13.6.1 | The Rapporteur of RG-WM, Mr Stephen Trowbridge (United States), presented the report of RG-WM in [TD1027](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1027). TSAG took note of TD1027, and TD1027-R1 reflects some amendments. The meetings addressed proposals submitted on Recommendations ITU-T A.1, A.7, A.8 and WTSA Resolution 1. |
| 13.6.2 | TSAG authorized RG-WM to organize a two-day e-meeting of RGWM on Tuesday 30 November and Wednesday 1 December 2021, 1300-1500 hours Geneva time. |

# 14 Additional actions to be undertaken by TSAG

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| --- | --- |
| 14.1 | TSAG agreed to send the liaison statement contained in [TD1164-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1164), which requests all ITU- T study groups to provide an update on Recommendations related to WTSA-16 Resolution 73 (Rev. Hammamet, 2016) on ICTs, environment and climate change. |

# 15 ITU-T meeting schedule including date of next TSAG meeting

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| --- | --- |
| 15.1 | TSAG took note of [TD1036-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1036), with the schedule of meetings for ITU-T, TSAG, and Inter-regional meetings for preparation of WTSA-20, in the years 2021 and 2022. |
| 15.2 | TSAG agreed the schedule of the next TSAG Rapporteur Group e-meetings:   * TSAG RG-WP e-meeting:   + Monday, 22 and Tuesday, 23 November 2021, 1400-1600 hours Geneva time. * TSAG RG-SC e-meeting:   + Wednesday, 24 November 2021, 1500 - 1700 hours Geneva time. * TSAG RG-ResReview e-meeting to discuss WTSA Resolution 67:   + Friday, 26 November 2021, 1300-1430 hours Geneva. * TSAG RG-WM e-meeting:   + Tuesday 30 November and Wednesday 1 December 2021, 1300-1500 hours Geneva time. |
| 15.3 | TSAG AHG-GME e-meeting: Monday, 13 December 2021, 1300-1600 hours, Geneva time. |
| 15.4 | TSAG agreed the schedule of the ninth (last) TSAG meeting in this study period:   * Monday 10 – Friday 14 January 2022, virtual, with TSAG contribution deadline on 22 December 2021, 2359 hours (Geneva time). |
| 15.5 | TSAG confirmed the fourth interregional meeting for preparation of WTSA-20:   * Thursday, 6 January 2022, virtual. |

# 16 Any other business

|  |  |
| --- | --- |
| 16.1 | The TSAG management and TSB were requested to consider for the January 2022 meeting, to either extend it by one or two days (17 and 18 January 2022) for additional meeting time, or to extend the daily meeting hours to four hours, so as to be able to accommodate for the expected workload. |
| 16.2 | Concerns were expressed that the January 2022 TSAG meeting as proposed would overlap with the cluster of Council Working Group meetings. |

# 17 Consideration of draft meeting Report

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| --- | --- |
| 17.1 | The Chairman announced that, as per the practice in past TSAG meetings, the draft meeting report in [TD1020](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1020) would be prepared in due course and open for review and comments for a period of two weeks. |

# 18 Closure of meeting

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| --- | --- |
| 18.1 | The TSB Director acknowledged that this TSAG meeting progressed several important discussions. Preparations for WTSA-20 took place which will set the goals for ITU-T beyond 2022. Other important discussions took place such as on virtual meetings, collaboration with other Bureaux, and the important role of TSAG as a valuable platform for standardization. With the COVID-19 pandemic still ongoing, WTSA‑20 will be a key opportunity how ITU-T responds to overcome this pandemic.  He expressed his thanks and sincere appreciation to the work of participants, all delegations, chairmen of ad hoc groups, and Rapporteurs, Vice-Chairmen, Chairman, interpreters, and captioners, as well as the TSB staff, in particular the TSB IT staff that worked tirelessly to ensure a smooth and good functioning of the electronic working methods infrastructure – which is so important for running smooth virtual meetings. |
| 18.2 | The TSAG Chairman thanked participants for the successful conclusion of this TSAG meeting, in particular the TSAG Vice Chairmen and Rapporteurs, the Chairmen of the study groups, chairs of ad hoc groups, and the delegates for their active participation and their spirit of compromise. He also thanked Messrs Chaesub Lee, Bilel Jamoussi, Martin Euchner, Ms Lara Al-Mnini, the projection assistants, TSB staff, the TSB and IS staff for IT, as well as the interpreters and the captioners, for their support and work. |
| 18.3 | The TSAG meeting was closed on 29 October 2021 at 1626 hours, Geneva time. |

Annex A  
Summary of results of the TSAG Plenary and of the TSAG Rapporteur Groups

| Group | Reports | Outgoing liaison statements, and other agreed outputs | Future meetings |
| --- | --- | --- | --- |
| TSAG | ([TD1020](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1020))  [TSAG-R12](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-R-0012) | * LS on a new TSAG ad-hoc group on governance and management of e-meetings [to Council, ISCG, TDAG, RAG, ITU-T JCA-AHF] ([LS44](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00044.docx)) * LS on requesting all ITU-T study groups to provide an update on Recommendations related to WTSA-16 Resolution 73 (Rev. Hammamet, 2016) [to all ITU-T study groups] ([LS45](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00045.docx)) | * Monday 10 - Friday 17 January 2022 (virtual). |
| RG-ResReview | [TD1023](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1023) | – | * Friday, 26 November 2021, 1300-1430 hours Geneva time on WTSA Resolution 67. * Next TSAG meeting. |
| RG-SC | [TD1025-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1025) | – | * Wednesday, 24 November 2021, 1500-1700 hours Geneva time * Next TSAG meeting. |
| RG-SOP | – | – | * Next TSAG meeting |
| RG-StdsStrat | [TD1052](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1052) | – | * Next TSAG meeting. |
| RG-WM | [TD1027-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1027) | – | * Tuesday 30 November and Wednesday 1 December 2021, 1300-1500 hours Geneva time. * Next TSAG meeting. |
| RG-WP | [TD1029-R1](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1029) | – | * Monday, 22 and Tuesday, 23 November 2021, 1400-1600 hours Geneva time. * Next TSAG meeting. |
| AHG-GME | – | (See TSAG entry, above, LS44) | * Monday, 13 December 2021, 1300-1600 hours, Geneva time. |

Annex B  
Work items of TSAG

| Work item | New/ Revised | Title | Editor | Latest draft in | Timing |
| --- | --- | --- | --- | --- | --- |
| ITU-T A.5 (\*) | Revised | Revised Recommendation ITU T A.5 "Generic procedures for including references to documents of other organizations in ITU T Recommendations" | Olivier Dubuisson, Orange, [olivier.dubuisson@orange.com](mailto:olivier.dubuisson@orange.com) | [TD1115](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1115)-R1 | March 2022 (WTSA-20) |
| ITU-T A.23 Appendix | New | Draft new Amendment 1 to Recommendation ITU-T A.23 "Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology – Appendix II: Best Practices" | Olivier Dubuisson, Orange, [olivier.dubuisson@orange.com](mailto:olivier.dubuisson@orange.com) | [TD1117](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1117) | January 2022 |

\* Note – Text for TAP approval in accordance with WTSA-16 Resolution 1, Section 9.

Annex C  
ToR – TSAG Ad hoc group on governance and management of e-meetings

1 General

This TD contains the draft Terms of Reference of the ad-hoc group on identifying issues to be studied with respect to governance and management of e-meetings.

2 Rationale

The need for the ad-hoc group on identifying issues to be studied with respect to governance of e- meetings was based on contributions to TSAG (October 2021; see references). TSAG decided to establish this correspondence activity in order to facilitate the study.

3 Terms of reference

This ad-hoc group aims identifying an initial set of issues that will form the basis for future studies with respect to detailing the governance and management of e-meetings. The scope of the issues to be identified will make use of material identified or submitted to TSAG, by members, and in existence in other SDOs.

NOTE – Further development of these issues will occur after the TSAG meeting in January 2022.

4 Parent group

The parent group of this ad hoc group is TSAG.

5 Leadership

The convener of this ad-hoc group is Mr Philip RUSHTON (United Kingdom).

6 Participation

Participation in this ad-hoc group would be open to any ITU member, which will use the following existing mailing list: [t17tsagwm@lists.itu.int](mailto:t17tsagwm@lists.itu.int) and an additional mailing list to be created ([t17tsagahggme@lists.itu.int](mailto:t17tsagahggme@lists.itu.int)).

7 Administrative support

This ad hoc group is supported by TSB as a part of TSAG activities.

8 Interim meeting

A first online interim meeting, for which contributions will be sought, will be scheduled on 13 December 2021, 1300-1600 hours (Geneva time, CET) to review the issues identified, to identify further issues, and consolidate its findings in a submission to the TSAG planned 10-14 January 2022. Additional meetings could be scheduled based on need.

9 Duration of this activity

This ad-hoc group starts after the TSAG meeting in October 2021 and concludes at the TSAG meeting in January 2022.

References:

|  |  |  |
| --- | --- | --- |
| [TSAG-C192](https://www.itu.int/md/T17-TSAG-C-0192) "Alignment of meeting rules for virtual meetings" | Australia, Canada, Japan, United Kingdom: Alignment of meeting rules for virtual meetings | This contribution proposes a new work item to define rules for e-meetings, or virtual meetings. The current rules are either for physical meetings, or for remote participation, but there are no rules that take into account the unique nature of e-meetings, or virtual meetings. This contribution proposes a new work item to develop such rules.  To approve the new work item proposed in the attachment and call for contributions to assist in developing rules for the occurrence and management of virtual meetings. |
| [TSAG-C201](https://www.itu.int/md/T17-TSAG-C-0201) "Consideration of future virtual ITU-T meetings" | National Telecommunication Regulatory Authority (NTRA) (Egypt): Consideration of future virtual ITU-T meetings | Egypt proposes to consider holding some ITU-T meetings virtually in the near future as this will lead to: Reducing the travel costs for some developing countries,  Increasing the number of participants specially from LDCs, We also propose to consider the hybrid system in Study Group meetings.  In this regard, Egypt proposes to consider holding some ITU-T meetings virtually, when applicable, in the near future as this will lead to:  Reducing the travel costs for some developing countries,  Increasing the number of participants specially from LDCs.  We also propose to consider the hybrid system in Study Group meetings |
| [TSAG-TD1128](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1128) "ISO/IEC TMB/SMB guidance on effective virtual and hybrid meetings (V1)" | TSB | This TD contains guidance developed by ISO TMB and IEC SMB for ISO & IEC participants on the organization of online meetings (fully virtual and hybrid variations). It complements the full set of procedures laid out in ISO/IEC JTC1 Standing Document 19 (which can be found as an attachment to TSAG-TD1057, ref. JTC1 N15378). |
| [TSAG-TD1057](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-211025-TD-GEN-1057) Attachment JTC1 N15378 "Meetings" | ISO/IEC JTC1 Liaison Officer | This attachment contains draft revised ISO/IEC JTC1 Standing Document 19 that contains policies concerning the meetings of JTC 1 and its subgroups and outlines the procedures for hosting a meeting, calling a meeting, creating a meeting agenda, circulating meeting documents and participating in meetings. It addresses three modes of meeting: face-to-face, virtual (i.e. meetings convened by electronic means only), and mixed-mode. |
| [WTSA-C39 Add.32](https://www.itu.int/dms_pub/itu-t/md/17/wtsa.20/c/T17-WTSA.20-C-0039!A32!MSW-E.docx) "New Res. [IAP-3]" | CITEL | This document submitted to WTSA-20 contains an Inter-American Common Proposals for the work of the Assembly with a proposed new Resolution [IAP-3] on the use of in-person and virtual options on an equal footing in the activities of the ITU Telecommunication Standardization Sector |

Published documents:

* [ITU-T A-Series Sup.4](https://www.itu.int/rec/recommendation.asp?lang=en&parent=T-REC-A.Sup4), *Supplement on guidelines for remote participation*.
* Technical Paper ITU-T [FSTP-ACC-RemPart (2015)](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2015-ACC), *Guidelines for supporting remote participation in meetings for all*.
* [PP Resolution 167 (Rev. dubai, 2018)](https://www.itu.int/en/council/Documents/basic-texts/RES-167-E.pdf), *Strengthening and developing ITU capabilities for electronic meetings and means to advance the work of the Union*
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Annex D  
Provisional ToR – ITU-T Joint Coordination Activity on digital COVID-19 certificate (ITU-T JCA-DCC)

1 Scope

Digital COVID-19 Certificates is to provide proof that a person has been vaccinated against COVID-19, tested for the virus, or recovered from COVID-19. The Terms of Reference of this JCA are consistent with clause 2.2.1 of Recommendation ITU-T A.1. The scope of the JCA is coordination of the ITU-T digital COVID-19 certificates (DCC) work with internal and relevant external organizations.

The JCA-DCC will be an open platform for relevant stakeholders – such as public health authorities, telecom regulators, healthcare delivery organizations, services providers, platform providers, network operators, travellers' organizations, international organizations, and industry forums and consortia.

2 Objectives

* The JCA-DCC will ensure that the ITU-T DCC work is progressed in a well-coordinated way between study groups, in particular with ITU-T SG2, SG16, SG20 and SG17. Planning issues can be brought to the attention of the JCA-DCC. The JCA-DCC will facilitate work assignment through the involved study groups when it is not clear under which Question work should be done and recommend an allocation of tasks.
* The JCA-DCC will analyse DCC standardization items and coordinate an associated standardization roadmap.
* The JCA-DCC will act as a point of contact within ITU-T on DCC and with other intergovernmental organizations (in particular WHO and ICAO), as well as with SDOs/Forums (in particular ISO/IEC JTC 1/SCs, W3C, ISO/TC 307, GSMA, EC, IEEE, etc.) in order to avoid duplication of work and assist in implementing the DCC tasks.
* In carrying out the JCA-DCC internal coordinating role, participants in the JCA-DCC will include representatives of relevant ITU-T study groups and of other ITU groups. A portion of each JCA-DCC meeting may be allocated to raising awareness of DCC issues addressed by other ITU-T Study Groups Questions, and external organizations.
* In carrying out the JCA-DCC external collaboration role, representatives from other intergovernmental organizations, relevant recognized SDOs/Forums and regional/national organizations may be invited to join the JCA-DCC.

3 Administrative support

TSB will provide support for JCA-DCC within available resource limits.

4 Meetings

JCA-DCC will work electronically using teleconferences and with face-to-face meetings as needed. Meetings will be held as determined by the JCA-DCC and will be announced to its participants and on the ITU-T website. JCA-DCC will meet during TSAG meeting if it needs to.

5 Progress reports

The JCA-DCC will report to TSAG at its meetings.

6 Leadership

Chairman: Mr Heung Youl Youm (Rep. of Korea).

7 Other contacts

JCA-DCC secretariat ([tsbtsag@itu.int](mailto:tsbtsag@itu.int)).

8 Lifetime

The lifetime of the JCA-DCC is left open.

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1. <https://extranet.itu.int/sites/itu-t/studygroups/2017-2020/tsag/SitePages/Captioning-Archive.aspx> [↑](#footnote-ref-2)
2. Webcast recording is available at <https://www.itu.int/en/ITU-T/tsag/2017-2020/Pages/webcasts-l.aspx>. The direct link to the archived webcast is <https://www.itu.int/webcast/archive2/t2017-20tsag?order=field_start_date&sort=desc>. [↑](#footnote-ref-3)