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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | **TSAG-TD1173** |
| **TSAG** |
| **Original: English** |
| **Question(s):** | | | N/A | Virtual, 10-17 January 2022 |
| **TD** | | | | |
| **Source:** | | | TSAG Management Team | |
| **Title:** | | | Agenda for the TSAG plenary meeting on Friday, 14 January 2022 | |
| **Purpose:** | | | Information, Discussion | |
| **Contact:** | | Bilel Jamoussi TSB | | Tel: +41 22 730 6311 E-mail: [tsbtsag@itu.int](mailto:tsbtsag@itu.int) |

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| **Keywords:** | TSAG agenda; |
| **Abstract:** | This TD holds the draft agenda for the TSAG plenary meeting on Friday, 14 January 2022. |

**Action**: TSAG is invited to review and approve this draft agenda.

Status: 14 January 2022, 1100 hours – this document is subject to further changes.

TSAG Contributions available at: <https://www.itu.int/md/T17-TSAG-220110-C>

TSAG TDs available at: <https://www.itu.int/md/T17-TSAG-220110-TD>

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| **Friday 14 January 2022, 1300 - 1600 hours** | | | | |
| **Friday 1300 hours** | **18** | **Opening** | | |
|  | **19** | **Draft agenda closing plenary** | [TD1173](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1173) | Contains the draft agenda for the closing plenary for approval. |
| **BSL interpretation available until 1400 hours** | **20** | **Joint Coordination Activity on Accessibility and Human factors (JCA-AHF)** | | |
|  | 20.1 | Chairman, JCA-AHF: Consideration for accessible meetings | [TD1270](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1270) | This document suggests TSAG to consider sending a liaison statement to the Chairmen of all Study Groups of ITU to help ensure their meetings accessible. |
|  | **21** | **AHG on Governance and Management of E-meetings (AHG-GME)** | | |
|  | 21.1 | Chairman, AHG-GME: Draft report of the ad-hoc meeting on governance and management of e-meetings (AHG-GME), online, (13 December 2021) | [TD1204](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1204) | This is the report of the AHG-GME meeting held December 13th.  TSAG is invited to note this report. |
|  | 21.2 | Chairman AHG-GME: Updated summary of issues for governance of virtual and hybrid meetings (RGM online, 13 December 2021) – Draft C, clean version | [TD1253](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1253) | This document contains a further revised version ("Draft C") of the list of issues for governance of virtual and hybrid meetings identified in DOC4 at this AHG that has re-ordered the issues thematically, to input as a TD for the TSAG meeting in January 2022. This document is made available for review and as the basis for contributions to TSAG by the TSAG participants. Further contributions are invited based on this (clean) version of the Draft C list. |
|  | 21.3 | ITU-T SG5: LS on Information regarding the development of Draft Recommendation ITU-T L.VirtualMeetings on Methodology for estimating GHG emissions in the frame of virtual meetings and events [from ITU-T SG5] | [TD1259](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1258) | This liaison aims to inform TSAG regarding the work of SG5 to establish a methodology for assessing the first order effects (the carbon footprint) and the second order effects (the emissions avoidable) due to Virtual Meetings. |
|  | 21.4 | Australia, Canada, Japan, United Kingdom: Further consideration of the issues of governance of e-meeting | [C208](https://www.itu.int/md/T17-TSAG-C-0208) | This contribution builds upon the discussions and output of AHG-GME meeting (December 13th 2021) to further progress the work by proposing next steps, in terms of the issues identified as being relevant for e-governance.  To further progress the development of the governance of e-meetings then TSAG should   1. Agree to the continuation of the AHG-GME to allow for further consideration of the issues in TD1253 2. Consider the current understandings of virtual, hybrid and physical but with (interactive) remote participation in e-meetings 3. Consider the issues in TD1253 that have not be reviewed against the criteria developed in the AHG be so reviewed and included in the re-ordering 4. Review the different types of meetings to identify where applicable rules already exist. |
|  | 21.5 | Member States of the Inter-American Telecommunication Commission (CITEL): Draft new Resolution [IAP-3]: Use of in-person and virtual options on an equal footing in the activities of the ITU Telecommunication Standardization Sector | [*WTSA C-039\_IAP\_Add32*](https://www.itu.int/dms_pub/itu-t/md/17/wtsa.20/c/T17-WTSA.20-C-0039!A32!MSW-E.docx) | It is hoped that the simultaneous use of in-person and virtual options in the activities of the ITU Telecommunication Standardization Sector (ITU-T) will help in bridging the standardization gap (BSG) and improving the efficiency of standardization processes. |
|  | **22** | **Preparations for WTSA-20** | | |
|  | 22.1 | TSB: WTSA-20 Practical information (TSAG, Virtual, 10-17 January 2022) | [TD1292](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1292) | Annex A to this document contains answers to the most frequent questions received by the secretariat concerning practical information for WTSA-20 and GSS-20.  As some information in this document might change over time, TSB plans to publish a dynamically updated version of these Questions and Answers on the WTSA web site after TSAG.  TSAG is asked to note this document. |
|  | 22.2 | TSAG Chairman: Draft TSAG report to WTSA-20 | [TD1208](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1208)-R2 | This TD contains the draft report of TSAG to WTSA-20 for the 2017-2021 study period.  TSAG is invited to review this draft report and to provide comments (if any). |
|  | **23** | **Coordination of TSAG with ISO and IEC** | | |
|  | 23.1 | TSAG representatives to SPCG: Report on progress made by the IEC SMB/ISO TMB/ITU-T TSAG Standardization Programme Coordination Group (SPCG) | [TD1205](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1205)-R1 | This TD reports on the progress made by the IEC SMB/ISO TMB/ITU-T TSAG Standardization Programme Coordination Group (SPCG) since the last TSAG meeting.  TSAG is invited to take note of this report. |
|  | 23.2 | SPCG Chair, SPCG Secretary: SPCG activity report | [TD1206](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1206) | This document provides information on SPCG activities and achievements since its inception, addresses the raised issues on concerns, questions and proposals. |
|  | 23.3 | ITU-T representatives to IEC SMB/ISO TMB/ITU-T TSAG Standardization Programme Coordination Group (SPCG): Assessment of SPCG’s activities | [TD1282](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1282) | Based on the report of SPCG’s activities in TSAG-TD1206, this document attempts an assessment of SPCG’s impact to ITU-T. |
|  | **24** | **Handling of results of ITU-T Focus Group on Quantum Information Technology for Networks (FG-QIT4N)** | | |
|  | 24.1 | TSAG: Draft LS/o on the outcomes of FG QIT4N | [TD1313](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1313) | TSAG has approved the final report of FG QIT4N and is transferring the FG QIT4N deliverables to ITU-T study groups.  TSAG is invited to agree to send this liaison statement. |
|  | 24.2 | Chairman, TSAG: Terms of Reference for the JCA-QIT | [TD1320](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1320)-R1 | This document proposes draft Terms of Reference for a new ITU-T JCA on Quantum Information Technology (QIT).  TSAG is invited to agree the Terms of Reference. |
|  | **25** | **JCA-DCC Chairman: Draft LS/o on the establishment of JCA on digital COVID-19 certificates (JCA-DCC)** | [**TD1314**](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1314) | **TSAG informs that it has established a Joint Coordination Activity on Digital COVID 19 Certificates (JCA-DCC) and invites participation in this JCA.**  **TSAG is invited to agree sending this liaison statement.** |
|  | **26** | **Reports and results of TSAG Rapporteur Groups** | | |
|  | **26.1** | **TSAG Rapporteur Group on Strengthening Collaboration (RG-SC)** | | |
|  | 25.1.1 | Rapporteur, TSAG Rapporteur Group “Strengthening Collaboration”: Draft report TSAG Rapporteur Group “Strengthening Collaboration” meeting, 11 January 2022 | [TD1180](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1180) | The TSAG Rapporteur Group on “Strengthening Collaboration” met during one session, and is pleased to bring the following conclusions to the attention of the TSAG plenary:   1. **TSAG to agree** 2. draft ITU-T A.23 Amendment 1: Recommendation ITU-T A.23 "Collaboration with ISO and IEC on information technology – Appendix II: Best practices" ([TD1117](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1117)). 3. to send draft outgoing liaison statement on Intelligent Transportation Systems (ITS) to CITS and ITU-T SGs ([TD1293-R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1293)). 4. **TSAG to note:**   RG-SC meeting report in [TD1180](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1180). |
|  | 25.1.2 | TSB: Draft new Amendment 1 to Recommendation ITU-T A.23: Appendix II (A.23apx) "Best practices" (for Agreement) | [TD1315](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1315) | Taking account feedback of the TSB editing unit and with agreement of the RG-SC Rapporteur and ITU-T A.23 Editor, some editorial changes to the language have been applied to TD1117 as shown in attached TD, by removing perception of normative language (“shall”, “it is recommended”) and by utilizing non-normative language instead in alignment with the spirit of a non-normative Appendix.  TSAG is invited to agree attached draft Recommendation ITU-T A.23 Amd.1, "Collaboration with ISO and IEC on information technology – Appendix II: Best practices". |
|  | 25.1.3 | Telecommunication Standardization Advisory Group: Draft LS/o on Best practices on ITU-T and ISO/IEC JTC 1 cooperation | [TD1316](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1316)-R1 | This liaison statement informs ISO/IEC JTC 1 that TSAG has agreed a non-normative Appendix on Best practices to the Guide for ITU-T and ISO/IEC JTC 1 cooperation.  TSAG is invited to agree to send out the OLS to announce the establishment of JCA-DCC. |
|  | 25.1.4 | ITU-T A.5 Editor: Revised Rec. ITU-T A.5 | [TD1241](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1241)-R3 | This TD is the result of the editing session on Rec. ITU-T A.5 held on 12 Jan 2022.  TSAG is invited to agree to send draft revised ITU-T A.5 to WTSA-20. |
|  | **25.2** | **TSAG Rapporteur Group on Work Programme (RG-WP)** | | |
|  | 25.2.1 | Rapporteur, TSAG RG-WP: Report of the Rapporteur Group on Work Program and Structure (Virtual, 10-17 January 2022) | [TD1184](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1184) | This TD contains the report for the sessions of the TSAG Rapporteur Group on Work Program and Structure during this TSAG meeting.  RG-WP is pleased to bring the following actions to the attention of the TSAG plenary:  ***Action TSAG RG-WP-1***   * *TSAG is invited to review and approve the RG-WP report in* [*TD1184*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1184)*.*   ***Action TSAG RG-WP-2***   * *TSAG is invited to approve the draft action plan for the analysis of ITU-T study group restructuring given in* [*TD1319R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1319) *and to report to WTSA-20 for approval and guidance.*   ***Action TSAG RG-WP-3***   * *TSAG is invited to send the proposed changes to Resolutions 20 and 29 from ITU-T SG2 given in* [*TD1233*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1233) *to WTSA-20.* |
|  | **25.3** | **TSAG Rapporteur Group on Working Methods (RG-WM)** | | |
| **Deferred to 17 January 2022 PLEN?** | 25.3.1 | Rapporteur, TSAG Rapporteur Group on Working Methods: Draft Report of TSAG Rapporteur Group on Working Methods meeting | [TD1182](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1182) |  |
|  | 25.3.2 | Rapporteur, TSAG RGWM: Appendix to TSAG Part II report to WTSA regarding Resolution 1 Section 7 | [TD1321](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1321) | Contains a proposed Appendix to the TSAG Part II report to WTSA to summarize the status of TSAG discussions concerning Resolution 1 Section 7. |
| **Deferred to 17 January 2022 PLEN?** | **25.5** | **TSAG Rapporteur Group on Review of Resolutions (RG-ResReview)** | | |
| **Deferred to 17 January 2022 PLEN** | 25.4.1 | Rapporteur, TSAG Rapporteur Group Review of Resolutions: Draft report TSAG Rapporteur Group “Review of WTSA Resolutions” meeting, 14 January 2022 | [TD1178](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1178)-R1 | This TD holds the draft report of the RG-ResReview meeting.  The TSAG Rapporteur Groupon “Review of WTSA Resolutions” met on 14 January 2022, 1230-1300 hours Geneva time and is pleased to bring the following conclusions to the attention of the TSAG plenary:  1. **TSAG to note** the meeting report in [TD1178](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1178)-R1. |
|  | **26** | **Additional actions to be undertaken by TSAG** | | |
|  | 26.1 |  |  |  |
| **14 January 2022** | **27** | **Certificates of appreciation** | | |
|  | **28** | **Planned TSAG activities from 18 January until 6 November 2022** |  | * AHG-GME to continue; Chairman: Mr Philip Rushton |
|  | **29** | **ITU-T meeting schedule including date of next TSAG meeting** |  | **The first TSAG meeting in the new study period 2022-2023 is proposed to be scheduled**   * **Monday 7 – Friday 11 November 2022 (Geneva, Switzerland, tbc)** |
|  | 29.1 | TSB Director: Schedule of ITU-T meetings in 2022 | [TD1190](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-220110-TD-GEN-1190)-R1 | This document presents the meetings schedule for ITU-T, TSAG, Inter-regional meeting for preparation of WTSA-20 study groups, Working Parties, and Focus Groups in 2022.  TSAG is invited to note the document. |
|  | **30** | **Any other business** | | |
|  | 30.1 |  |  |  |
|  | **31** | **Consideration of draft meeting Report** |  | **TSAG delegates are invited to comment (14 day comment period)** |
|  | **32** | **Closing remarks by the Director, TSB** |  |  |
|  | **33** | **Closure of meeting** | | |
| **End** |  | TSAG finishes at … |  |  |

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