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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | TSAG-TD019R1 |
| TSAG |
| Original: English |
| **Question(s):** | | N/A | | Geneva, 12-16 December 2022 |
| **TD** | | | | |
| **Source:** | | Rapporteur, TSAG RG-WTSA | | |
| **Title:** | | Report of the meeting of RG-WTSA "WTSA Preparations" (Geneva, 12-16 December 2022) | | |
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| **Abstract:** | This TD contains the draft **report** of the sessions of the TSAG Rapporteur Group on WTSA Preparations (TSAG RG-WTSA) during this TSAG meeting (Geneva, 12-16 December 2022). The following **actions for TSAG** are requested through TSAG-WP1to authorize RG-WTSA to:  RG-WTSA-01: develop two guideline/handbook documents, one for Resolutions streamlining and review principles (A.13 justification in Annex A), the other for WTSA chairmen of WTSA committees and ad hoc groups (A.13 justification in Annex B)  RG-WTSA-02: organize three interim virtual meeting(s) pending sufficient input by contribution deadline at one week in advance. |

**0 Introduction**

A meeting of the TSAG Rapporteur Group on WTSA Preparations (RG-WTSA) took place during TSAG on 12-16 December 2022, from 11:15-12:40 with captioning on Tuesday 13 Dec and Wednesday 14 Dec 2022 (Geneva time).

TSAG plenary (ref. [TSAG-TD064R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0064)) on 12 Dec 2022 approved TSAG structure and time plan, appointed Rapporteur and associate Rapporteurs for RG-WTSA. Ms Fang LI (CAICT, MIIT, China), Rapporteur of TSAG RG-WTSA, chaired the meeting together with two associate Rapporteurs, Mr Isaac Boateng (NCA, Ghana) and Mr Evgeny Tonkikh (Russian Federation).

**1 Opening and approval of the agenda**

The Rapporteur welcomed participants to this meeting and invited associate Rapporteurs to address the RG-WTSA meeting at the beginning.

The agenda of the RG-WTSA meeting as found in [TSAG-TD018R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0018/en) was introduced by the Rapporteur and approved by the meeting.

**2 List of documents**

A list of documents identified by Rapporteur as relevant for discussion in RG-WTSA as in [Annex A](#AnnexA) of [TSAG-TD018R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0018/en) was reviewed in the meeting.

**3 Terms of Reference of TSAG RG-WTSA**

The Rapporteur presented [Annex B](#AnnexB) of [TSAG-TD018R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0018/en) which contains Terms of Reference (ToR) mandated by TSAG plenary to this TSAG RG-WTSA (ref. [TSAG-TD064R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0064)).

Regarding the 3rd bullet of ToR *to review WTSA Res.11 “UPU-POC”,* the Rapporteur invited TSB to provide background information for clarification after a delegate has questioned the rational as to why only Res. 11 has been selected and focused in the ToR.

RG-WTSA Secretary Ms Xiaoya Yang, who was also secretary to WTSA-20 Committee 3, referred to [WTSA-20 C78R1](https://www.itu.int/md/T17-WTSA.20-C-0078/en) on related WTSA-20 conclusion excerpted below:

**2.1.3 Resolution 11 - Collaboration with the Postal Operations Council (POC) of the Universal Postal Union (UPU) in the study of services concerning both the postal and the telecommunication sectors**

Per document DT1 Resolution 11 falls in the mandate of Working Group 3B where it was examined based on the one proposal ([IAP/39A28/1](https://www.itu.int/md/dologin_md.asp?lang=en&id=T17-WTSA.20-C-0039!A28-L1!MSW-E)) to suppress Resolution 11.

Working Group 3B noted that on one hand, along with cost considerations, no real engagement was had in the recent past since X.400 work was delivered. On the other hand, the relationship of both ITU-T and UPU comes back long in history and cascades in documents, digital transformation brings new challenges to be explored such as big data, IoT, cybersecurity, etc. and UPU quoting ITU in its conferences for collaboration, the meeting agreed to no change to Resolution 11.

***Plenary is requested to approve NOC to Resolution 11 as forwarded via the editorial committee to Plenary in Document*** [***85***](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-WTSA.20-C-0085)***.***

***Plenary is requested to invite TSAG to conduct, with the support and contributions from its members, to take necessary measures to review Resolution 11 and its implementation and to provide a proposal for the way forward for its modification and/or any other suggestion.***

TSB secretary was requested to ask UPU for information on current activity, including technical aspects, which may be related to ITU mandate.

The meeting agreed to call for contributions from ITU membership, esp. those who had requested to maintain Resolution 11 in WTSA-20, to propose possible implementation of Resolution 11 to RG-WTSA.

**4 Review of GSS-20, WTSA-20, PP-22 outputs and TSAG Action plan**

The Rapporteur introduced briefly the following four TDs already presented during plenary with relevance to RG-WTSA.

[**TSAG-TD022**](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0022)**, Director, TSB,**

**Title: Report of the Global Standards Symposium (GSS-20) and the World Telecommunication Standardization Assembly (WTSA-20)**

This TD was noted.

[**TSAG-TD024**](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0024)**: Director, TSB**

**Title: Action plan related to the Resolutions and Opinion of WTSA**

Relevant part of this TD to this RG-WTSA is about the review of WTSA Res. 11, as already covered in Agenda item 3 above.

[**TSAG-TD065R1**](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0065)**: Chairman, TSAG**

**Title: TSAG Action plan for the 2022-2024 study period**

This TSAG Action plan has two action items relevant to RG-WTSA:

1. 22-04 TSAG to examine implementation of the actions and achievement of the goals as reflected in the annual ITU-T operational plan and in the WTSA 20 Action Plan (resolves 2)
2. 22-23 TSAG to conduct, with the support and contributions from its members, to take necessary measures to review Resolution 11 (Rev. Hammamet, 2016) and its implementation and to provide a proposal for the way forward for its modification and/or any other suggestion. (WTSA-20 Action 9)

Both two action items, in their relevance to RG-WTSA, are about the review of WTSA Res. 11, as already covered in Section 3 above.

[**TD068**](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0068)**: TSB   
Title: New actions for TSAG from PP22**

The meeting noted this TD as there is no specific action needed by RG-WTSA.

**5 Development of a guideline for WTSA chairpersons**

[**TSAG-C016**](https://www.itu.int/md/T22-TSAG-C-0016/en)**: Canada, Ericsson Canada, InterDigital Canada**

**Title: Development of a one-pager for WTSA chairpersons**

This Contribution was presented by InterDigital Canada and proposed to:

1. draft a one-pager document with guiding principles to help WTSA chairpersons to efficiently conduct their sessions during WTSA. There should be also some pointers to key working method information in WTSA Resolution 1 and selected A-series Recommendations and Supplements.

2. Any refinements developed during the drafting could result in proposed amendments to those texts.

There were supports for such a useful briefing/guideline/handbook document, especially from delegates who chaired AHG in WTSA-20 or PP-22 at a short nomination notice. Questions and concerns were raised, and the following points were expressed during the discussion:

1. Working methods should be unified across all sectors of ITU. TSAG interpretation of ITU working methods for WTSA only should not be different. Such a proposed guideline should be only used as a guiding informational document.
2. Ideally, WTSA should nominate chairpersons with experience and knowledge of ITU Constitution/Convention/General Rules. For new Chairperson, ITU(-T) offers training for its leadership (e.g., [TSAG-TD120](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0120) *TSAG leadership team training*), which might be more effective than the proposed primer guideline. Also ITU secretary staff provides counsellor’s advice to chairpersons.
3. ITU secretary staff usually prepare briefing notes on the specified subjects for every WTSA Chairperson to get prepared prior to the session.
4. A comprehensive list of pointers to ITU basic texts, general rules and procedures, and sector-specific working methods might well beyond one page.
5. PP-20 [TD8](https://www.itu.int/md/S22-PP-220926-TD-0008/en) *Terms of Reference and Working Methods of Committee 5*, [TD9](https://www.itu.int/md/S22-PP-220926-TD-0009/en) *Terms of reference and working methods of Committee 6* and [TD10](https://www.itu.int/md/S22-PP-220926-TD-0010/en) *Terms of reference and working methods of the Working Group of the Plenary (WG-PL)* are good examples for the possible guidelines proposed.

The contributor responded with confirmation to submit more inputs to clarify its scope and to further develop this proposal, taken into consideration of this meeting discussion.

The meeting agreed to invite more contributions to interim RG-WTSA virtual meetings.

**6 Streamlining WTSA and PP Resolutions**

[**TSAG-C017**](https://www.itu.int/md/T22-TSAG-C-0017)**: Russian Federation**

**Title: Streamlining WTSA and PP resolutions**

Mr Minkin from Russian Federation introduced this contribution which proposed:

1. To continue TSAG’s work on streamlining WTSA and PP Resolutions.
2. To identify specific instructions from PP-22 to ITU-T and to simplify/suppress WTSA Resolutions accordingly, referencing PP Resolutions where needed.

The meeting appreciated continued effort and leadership from Russian Federation on this subject in the previous years and agreed that mapping table and streamlining analysis on WTSA-20 Res. with PP-22 Res. are very useful. The initial package in C17 could be a starting baseline of the table.

It was acknowledged that there has been unsatisfactory proliferation of lengthy, repetitious texts of same subject across Resolutions of PP and other ITU Sector conferences in a vicious circle, especially in their preambles, and it has been very difficult to reverse this trend despite several attempts discussed in ITU conferences for quite some years. Similar streamlining efforts have taken place in TDAG for WTDC Resolutions, and in the ITU Inter-Sector Coordination Group (ISCG). Mapping tables and guideline documents of those initiatives should be used by this RG-WTSA.

It was noted that there were two kinds of needs for streamlining: first is editorial, especially on the repetitive preamble parts. Second is streamlining of topics. If a high-level PP resolution on a topic already exists, how WTSA should deal with the same topic, with more focus on detailed resolves to ITU-T SGs and TSB.

It was clarified that there are three different issues for this RG-WTSA to address: 1) guidelines on how to streamline multiple Resolutions on the same subject to avoid duplication; 2) guideline on how to draft a good Resolution (concise preamble, implementable operational part); and 3) to identify any particular WTSA Resolutions which are candidate for streamlining for consideration by ITU membership in preparation for WTSA-24.

Concerns were expressed that such issue should be tackled up to the highest level by PP, and continuation of previous TSAG streamlining method might not work.

It was agreed that the objective of this streamlining effort is toward a more efficient ITU (especially its conferences) for all ITU membership. Good examples such as WTSA-20 deferred/referred possible Resolutions on pandemic, AI, OTT, Industry engagement to PP-22 are cited as the benefit of such streamlining effort.

The contributor responded to some of concerns by hoping the assessment Russian Federation will develop further will show the lack of streamlining to help regional preparation process.

The possibility of using a tool to detect percentage of text repetition in proposals on ITU Resolutions was also suggested by comment.

It’s noted that further contributions are needed on how to define and identify the duplication of WTSA Resolutions with the same subject in PP Resolutions. TSB secretary was requested to consult with the General Secretariat of ITU on this aspect and collect related information/documents from TDAG and ISCG.

TSB secretary was requested to collect guidelines developed for PP on how to prepare Resolutions.

The meeting agreed to invite contributions to the first interim RG-WTSA virtual meeting to continue this work.

[**TSAG-TD121R1**](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0121)**: TSAG management team**

**Title: Guidance on principles for reviewing WTSA resolutions**

TSAG Vice-Chair Ms Gaelle Martin-Cocher introduced this TD which acknowledged the extensive work on principle and guideline for reviewing WTSA resolutions in previous study period, and proposed to consider [TSAG-TD751](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-200210-TD-GEN-0751) as a baseline for enhancing this important work during the current study period in TSAG RG-WTSA.

This proposal was agreed.

[**TSAG-TD108**](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0108)**: ITU-T SG5**

**Title: LS/i on PP Resolution 176 on Measurement and assessment concerns related to human exposure to electromagnetic fields [from ITU-T SG5]**

In the absence of representative from SG5, the Rapporteur introduced this liaison statement with clarification of the role of ISO/IEC regarding limits of exposure to EMF in PP Resolution 176 (Rev. Bucharest, 2022) and note for TSAG on revisions to PP Resolution 176.

This TD was noted.

**7 Organization and planning of RG-WTSA work**

[**TSAG-C005**](https://www.itu.int/md/T22-TSAG-C-0005/en)**: MIIT (China), China Mobile, China Telecom, China Unicom, Huawei, ZTE.**

**Title: Propose to start a new work item on developing WTSA preparation guideline on Resolutions**

At the end of the RG-WTSA session on 13 Dec 2022, Mr Isaac Boateng, associate Rapporteur, chaired the discussion of this agenda item so that the Rapporteur could introduce C5 as its contributor. This Contribution proposed to:

1. Start work on either one or two guideline documents per the attached A.13 justification.

2. Convene regular (monthly) e-meetings to develop draft text.

3. Target date for approval by Agreement is the third TSAG meeting

The meeting agreed to develop two supporting (guideline/handbook) documents, noting their scope and type to be further discussed along with their content, as covered in Sections 5 and 6 above.

**8 Any Other Business**

None.

**9** **Interim RG-WTSA virtual meeting(s)**

The 2nd session of RG-WTSA meeting started on 11:15 on 14 December with discussion on the interim meeting plan.

The meeting agreed to plan three interim virtual meetings to progress this RG-WTSA work based on contributions received:

1. 9 Mar, 13:00-15:00 Geneva time (contribution deadline: 1 March 2023)
2. 13 Apr., 13:00-15:00 Geneva time (contribution deadline: 5 April 2023)
3. 11 May, 13:00-15:00 Geneva time (contribution deadline: 3 May 2023)

The meeting agreed to invite Contributions on the following:

1. Resolutions mapping analysis on WTSA-20 Res. with PP-22 Res. , WTDC-21 Res. and ITU-R Res.
2. Resolution streamlining and review principles;
3. guidelines on how to draft a good Resolution; and
4. Guidelines/handbook on how to chair WTSA meeting in a more effective and rules-based way.

Draft texts from editors (who are also the two RG-WTSA associate rapporteurs) should be ready for consideration by TSAG meeting in June 2023.

**10 Report of this TSAG RG-WTSA meeting**

The meeting reviewed [TSAG-TD019](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0019/en) draft report of the TSAG RG-WTSA meeting with further discussion on streamlining Resolutions as captured in revision to Section 6 above.

**11 Closure**

The Rapporteur closed the 2nd session of RG-WTSA meeting at 12:20 on 14 Dec 2022, promised a revised report of RG-WTSA meeting will be posted as [TSAG-TD019R1](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0019/en) soon and before TSAG-WP1 closing plenary. She thanked contributors and meeting participants for their active involvement and fruitful discussions, and for the captioners who were able to continue to the end of the RG-WTSA session.

**Annex A  
A.13 justification for proposed new supplement ‘WTSA preparation Guideline on Resolutions’**

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| **Question:** | RG-WTSA | **Proposed new ITU-T:**  **■ Supplement**  **🞏 Implementer's guide**  **🞏 Technical paper**  **🞏 Technical report**  **🞏 Handbook**  **🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 12-16 December 2022, TSAG | |
| **Reference and title:** | <A.sup-X> "WTSA preparation guideline on Resolutions" | | | |
| **Base text:** | [TSAG-C017](https://www.itu.int/md/T22-TSAG-C-0017/en) | | **Target date:** | <11-2023> |
| **Editor(s):** | Evgeny Tonkikh (Russian Federation) | | **Approval process:** | Agreement |
| **Purpose and scope** (defines what issue this non-normative document will address, thus permitting readers to judge its usefulness for their work; also defines the intent or objective of the non-normative document and the aspects covered, thereby indicating the limits of its applicability): | | | | |
| Develop guideline for the review of WTSA Resolutions (for editorial updates to Resolutions, identify overlap, identify candidates for suppression, how to simplify/shortening Resolutions, prepare consolidated draft texts, active involvement of the regional telecommunication organizations in pre-WTSA deliberations). | | | | |
| **Summary** (provides a brief overview of the proposal): | | | | |
| This supplement provide guideline for ITU-T members on how to propose draft new and revised existing WTSA Resolutions in the preparation for WTSA .  The review of WTSA Resolutions include editorial updates, identify overlap, identify candidates for suppression, how to simplify/shortening Resolutions, prepare consolidated draft texts, active involvement of the regional telecommunication organizations in pre-WTSA deliberations. | | | | |
| **Relations to ITU-T Recommendations or other documents** (approved or under development): | | | | |
| WTSA Resolution 1, Resolution 22 | | | | |
| **Liaisons with other study groups or with other standards bodies:** | | | | |
| ITU-T SGs, ITU-T regional telecommunication organizations. | | | | |
| **Supporting members that are committing to contributing actively to the work item:** | | | | |
| China, Russia; China Telecom, China Unicom, China Mobile, Huawei, ZTE. | | | | |

**Annex B  
A.13 justification for proposed new handbook ‘How to chair WTSA Committee/Ad Hoc meetings’**

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| **Question:** | RG-WTSA | **Proposed new ITU-T:**  **🞏 Supplement**  **🞏 Implementer's guide**  **🞏 Technical paper**  **🞏 Technical report**  **■ Handbook**  **🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 12-16 December 2022, TSAG | |
| **Reference and title:** | "How to chair WTSA Committee/Ad hoc meetings" | | | |
| **Base text:** | [TSAG-C016](https://www.itu.int/md/T22-TSAG-C-0016/en) | | **Target date:** | <11-2023> |
| **Editor(s):** | Isaac Boateng (Ghana) | | **Approval process:** | Agreement |
| **Purpose and scope** (defines what issue this non-normative document will address, thus permitting readers to judge its usefulness for their work; also defines the intent or objective of the non-normative document and the aspects covered, thereby indicating the limits of its applicability): | | | | |
| Develop a handbook to guide WTSA leaders (WTSA AHGs, Chairs) as well as delegates on how to conduct WTSA meetings (no consensus/No Change, timeline/week-end AHGs). | | | | |
| **Summary** (provides a brief overview of the proposal): | | | | |
| This handbook is expected to provide guideline for WTSA leaders on how to organize the discussion and review of WTSA Resolutions during the weekend AHGs and to meet the timeline at WTSA. | | | | |
| **Relations to ITU-T Recommendations or other documents** (approved or under development): | | | | |
| WTSA Resolution 1, Resolution 22 | | | | |
| **Liaisons with other study groups or with other standards bodies:** | | | | |
| ITU-T SGs, ITU-T regional telecommunication organizations. | | | | |
| **Supporting members that are committing to contributing actively to the work item:** | | | | |
| Canada, China; China Telecom, China Unicom, China Mobile, Ericsson Canada, Huawei, InterDigital Canada, ZTE. | | | | |

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