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| A black and white logo  Description automatically generated with low confidence | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | TSAG-TD042 |
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| **Contact:** | | Phil Rushton UK | Tel: +44 20 3286 3085 E-mail: [philrushton@rcc-uk.uk](mailto:philrushton@rcc-uk.uk) |

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| **Abstract:** | This Chair’s report describes the work of the Ad-hoc Group on Governance and Management of e-meetings, identifies the output that was submitted to TSAG, and proposes that the output of the AHG-GME be considered by TSAG in the deliberations of its next steps for governance and management of e-meetings. |

**Action by TSAG:** TSAG to consider the AHG-GME outputs ([TSAG-TD110](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-221212-TD-GEN-0110) and [TSAG-TD42 Annex B)](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-221212-TD-GEN-0042) in its deliberations concerning the next steps for governance and management of e-meetings.

# Introduction

The TSAG Ad-hoc Group on Governance and Management of e-meetings (AHG GME) was established by TSAG in 2021. The terms of reference were renewed by TSAG (January 2022) for the AHG-GME to provide input into the next TSAG meeting (December 2022). It met five times. The notes of these meetings are listed in Annex A.

This is the Chair’s report of the activity of the Ad-hoc group on the governance of e-meetings (AHG-GME). It is a chair’s report as there was insufficient time between the last meeting of the AHG-GME and the deadline for submissions to TSAG meeting of December 2022 to prepare and obtain agreement of a report from the AHG-GME.

# Activities

## 1) AHG-GME

In establishing the AHG-GME, TSAG (December 2021) identified a number of input documents that can be viewed [here](https://www.itu.int/ifa/t/2022/tsag/exchange/AHG-GME/References/). These input documents, including management, organisation and accessibility aspects were reviewed and provided an initial list of issues that needed to be addressed. This review provided the basis of the text for the potential rules and guidance associated with the governance and management of e-meetings.

This initial list of potential rules and guidance were further reviewed in order that similar rules and guidance could be collated together. As a result, a number of potential duplicative rules and guidance that were collected from the input documents could be removed.

In addition to the input documents, guidelines from ITU-T SG15 were provided that were also discussed as potential input into the rules and guidance being developed by AHG-GME. Those elements from ITU-T SG15 which did not duplicate existing potential rules and guidance text were added to the list being reviewed by the AHG-GME.

The list of potential rules and guidance for the governance of e-meetings was further reviewed, amended and structured and the result was further revised during the last meeting of the AHG-GME. The subsequent document was submitted as input into TSAG (December 2022) by the AHG-GME Chair ([TSAG-TD110](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-221212-TD-GEN-0110)).

No decision was taken by the AHG-GME as to whether the output of the AHG-GME should be included in the A series ITU-T Recommendations or in Supplement 4 to the A series Recommendations. Instead, this was thought to a more appropriate discussion and decision at TSAG.

## 2) Parallel Activity

In parallel to the activity of the AHG-GME (which is focused on providing guidance on remote participation to the ITU-T Sector), activity was initiated at Council and submissions were made to Plenipotentiary Conference (PP-22) in the same period. A non-agreed proposed resolution at WTSA-20 on use of in-person and virtual options on an equal footing in the activities of the ITU Telecommunication Standardization Sector was shared for information with PP-22 and with the AHG-GME. Plenipotentiary Conference 22 also tasked Council to undertake activities in this area.

The AHG-GME also identified some initial definitions for the following various types of meetings:

* Physical meeting
* Virtual meeting
* Hybrid Meeting
* Physical meeting with remote participation

These definitions (see Annex B) were intended to provide a basis for a common understanding of the context of such an application. These definitions were never finalised, and potential rules and guidance for hybrid meetings were not considered.

Consideration could be given to providing information for Council to consider in its deliberations of issues that fall under its purview in this area.

# Proposal

That TSAG consider the output of the AHG GME when deciding the next activities regarding governance and management of e-meetings.

Annex A  
AHG-GME meeting reports

* 1st Meeting report [TSAG AHG-GME-DOC6](https://www.itu.int/ifa/t/2022/tsag/exchange/AHG-GME/202112/TSAG%20AHG-GME-DOC06.docx) (2021-12)
* 2nd Meeting report [TSAG AHG-GME-DOC10](https://www.itu.int/ifa/t/2022/tsag/exchange/AHG-GME/202204/TSAG%20AHG-GME-DOC10.docx) (2022-04)
* 3rd Meeting report [TSAG AHG-GME-DOC16](https://www.itu.int/ifa/t/2022/tsag/exchange/AHG-GME/202206/TSAG%20AHG-GME-DOC16.docx) (2022-06)
* 4th Meeting Report [TSAG AHG-GME-DOC21](https://www.itu.int/ifa/t/2022/tsag/exchange/AHG-GME/202208/TSAG_AHG-GME-DOC21.docx) (2022-08)
* 5th Meeting report [TSAG AHG-GME-DOC28](https://www.itu.int/ifa/t/2022/tsag/exchange/AHG-GME/202211/TSAG_AHG-GME-DOC28.docx) (2022-11)

Annex B  
Definitions of different meeting types

The following definitions were developed during the AHG-GME discussions but were not agreed. There was no discussion on the rules required for hybrid meetings.

1. **Physical meeting** - A meeting where all participants attend a location for an announced meeting with sufficient contributions to justify the travel, and where the Constitution, Convention and General Rules apply.
2. **Virtual Meeting** - A meeting where all participants attend through a conference bridge, or similar meeting software, from remote locations for an announced meeting with sufficient contributions to justify the meeting. The elements of the Constitution, Convention and General Rules that apply are those that do not require a physical presence.
3. **Hybrid Meeting** - A meeting where all participants attend a given location or participate through a conference bridge, or similar meeting software, from remote locations, for an announced meeting with sufficient contributions to justify the travel. Participants are accorded the same rights under the Constitution, Convention and General Rules irrespective of where they are located or the means by which they are participating.
4. **Physical meetings with remote participation -** A meeting where participants attend either physically at a specific location or through a conference bridge, or similar meeting software, from remote locations for an announced meeting. Participants that are physically present enjoy all of the rights defined in the ITU Constitution, Convention and General Rules and take the decisions. Remote participants have participation rights as defined in the ITU Constitution, Convention and General Rules that do not require a physical presence.

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