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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | TSAG-TD150 |
| TSAG |
| Original: English |
| **Question(s):** | | RG-WM | Geneva, 12-16 December 2022 |
| **TD** | | | |
| **Source:** | | Rapporteur, RG-WM | |
| **Title:** | | Compilation to support the discussion on Recommendation ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector" | |
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| **Abstract:** | This TD is a consolidated revised text that compiles all WTSA-20 proposals to modify Rec. ITU-T A.1. |

**Action**: This TD is proposed for discussion to interim meetings of RG-WM.

WTSA-20 proposals to modify (or not change) Rec. ITU-T A.1:

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| Description | Proposal | Source |
| Recommendation ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector" | NOC | [ARB/36A10/1](https://www.itu.int/md/dologin_md.asp?lang=en&id=T17-WTSA.20-C-0036!A10-L1!MSW-E) |
|  | MOD | [TSAG/25](https://www.itu.int/md/T17-WTSA.20-C-0025) (Appendix I)  [AFCP/35A30/1](https://www.itu.int/md/dologin_md.asp?lang=en&id=T17-WTSA.20-C-0035!A30-L1!MSW-E)  [EUR/38A17/1](https://www.itu.int/md/dologin_md.asp?lang=en&id=T17-WTSA.20-C-0038!A17-L1!MSW-E)  [RCC/40A19/1](https://www.itu.int/md/dologin_md.asp?lang=en&id=T17-WTSA.20-C-0040!A19-L1!MSW-E) |

Recommendation ITU‑T A.1

Working methods for study groups of the ITU Telecommunication  
Standardization Sector

Summary

Recommendation ITU‑T A.1 describes general work methods for ITU‑T study groups. It provides guidelines related to work methods, such as the conduct of meetings, preparation of studies, management of study groups, joint coordination groups, the role of rapporteurs and the processing of ITU‑T contributions and TDs.

# 1 Study groups and their relevant groups

## 1.1 Frequency of meetings

**1.1.1** Study groups meet to facilitate the approval of Recommendations. Such meetings shall only be held with the approval of the Director of the Telecommunication Standardization Bureau (TSB), and with due consideration of the physical and budgetary capabilities of the ITU Telecommunication Standardization Sector (ITU‑T). To minimize the number of meetings required, every effort should be made to resolve questions by correspondence (No. 245 of the ITU Convention).

**1.1.2** In the establishment of the work programme, the timetable of meetings must take into account the time required for participating bodies (administrations of Member States and other duly authorized entities) to react and prepare contributions. Meetings should not be held more frequently than is necessary to make effective progress and should take into account TSB's capabilities to provide the necessary documentation.

**1.1.3** Meetings of study groups having common interests or dealing with problems possessing affinities should, if possible, be arranged so as to enable participating bodies to send one delegate or representative to cover several meetings. As far as possible, the arrangement chosen should enable the study groups meeting during the period to exchange any information they may require without delay. Furthermore, it should enable specialists from all over the world in the same or related subjects to have direct contacts with each other of benefit to their organizations. It should likewise enable the specialists concerned to avoid leaving their home countries too often.

**1.1.4** The timetable of meetings shall be prepared and communicated to participating bodies well in advance (one year), to give them time to study problems and submit contributions within the prescribed time-limits and to give TSB time to distribute the contributions. In this way, study group chairmen and delegates will be given the opportunity to consider the contributions in advance, thus helping to make meetings more efficient and reduce their length. A study group chairman, in conjunction with the Director, may schedule short additional study group or working party meetings for the purpose of making the consent, determination or decision, as appropriate, on a draft new or revised Recommendation.

**1.1.5** Subject to physical and budgetary limitations and in consultation with the Director, the work of the study groups should be on a continuous basis and dissociated from the interval between world telecommunication standardization assemblies (WTSA).

## 1.2 Coordination of work

**1.2.1** A joint coordination activity (JCA) may be formed to coordinate work relating to more than one study group. Its primary role is to harmonize planned work effort in terms of subject matter, time‑frames for meetings and publication goals (see clause 5).

## 1.3 Preparation of studies and meetings

**1.3.1** At the beginning of each study period, an organization proposal and an action plan for the study period shall be prepared by each study group chairman with the help of TSB. The plan should take into account any priorities and coordination arrangements recommended by the Telecommunication Standardization Advisory Group (TSAG) or decided by WTSA.

How the proposed action plan is implemented will depend upon the contributions received from the members of ITU‑T and the views expressed by participants in the meetings.

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| **EUR/38A17/1:**  **1.3.2** A collective letter with an agenda of the study group or working party meeting, a draft work plan and a listing of the Questions or proposals under the general areas of responsibility to be examined shall be prepared by TSB with the help of the chairman. |
| **AFCP/35A30/1:**  **1.3.2** A collective letter with an agenda of the meeting, a draft timetable for the meeting and a listing of the Questions or proposals under the general areas of responsibility to be examined shall be prepared by TSB with the help of the chairman. |

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| **RCC/40A19/1:**  The collective letter shall identify all documents scheduled for action under previously agreed adoption procedures, indicate the stage of approval procedures as appropriate (consent, determination, agreement or approval) and provide links to the final versions available for such documents. |

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| **AFCP/35A30/1:**  Each rapporteur should prepare a draft work plan to state which items are to be studied on each day, but it must be regarded as subject to change in the light of the rate at which work proceeds. Chairmen should try to follow it as far as possible. |

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| **TSAG/25**  **RCC/40A19/1:**  This collective letter should be received by bodies participating in the activities of particular ITU‑T study groups, as far as practicable, two months before the beginning of the meeting. The collective letter shall include registration information for these bodies to indicate participation in the meeting. Each Member State administration, Sector Member, Associate, Academia member and regional or international organization should send to TSB a list of its participants at least one month before the start of the meeting. In the event that names cannot be provided, the expected number of participants should be indicated. Such information will facilitate the registration process and the timely preparation of registration materials. |

If the meeting in question has not been previously planned and scheduled, a collective letter should be received at least three months before the meeting.

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| **EUR/38A17/1:**  **1.3.3** If an insufficient number of contributions or notification of contributions has been submitted, no meeting should be held. The decision whether to cancel a meeting or not shall be taken by the Director, in agreement with the chairman of the study group or working party concerned and shall be reflected in a collective letter. |

## 1.4 Conduct of meetings

**1.4.1** The chairman shall direct the debates during the meeting, with the assistance of TSB.

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| **RCC/40A19/1:**  **1.4.2** The chairman, where time is limited, is authorized to decide that there shall be no discussion on Questions on which only one proposal has been received. This shall only be permissible in the event of *force majeure* and shall be duly recorded in the meeting report, indicating the reason that there was no discussion of the document or the further course of action on the document. No contribution shall be dismissed from consideration entirely. Only a single deferral to the subsequent meeting shall be permitted. |

**1.4.3** Questions which have not elicited any contributions should not be placed on the final agenda of the meeting, and according to provisions of 7.4.1 of [WTSA Res. 1], may be deleted if no contributions have been received for the previous two study group meetings.

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| **EUR/38A17/1:**  **1.4.4** Study groups and working parties may set up ad hoc groups (which should be as small as possible, announced and are subject to the normal rules of the study group or working party) during their meetings, to study Questions allocated to those study groups and working parties. |

**1.4.5** For projects involving more than one study group, baseline documents may be prepared in order to provide the basis for coordinated study among the various study groups. The term "baseline document" refers to a document which contains the elements of common agreement at a given point in time.

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| **AFCP/35A30/1:**  **1.4.6** Chairmen of study groups or working parties will ask, during each meeting, whether anyone has knowledge of intellectual property rights issues1, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered. The fact that the question was asked shall be recorded in the working party or study group meeting report, along with any affirmative responses. |

**1.4.7** Study groups shall establish and maintain a work programme, which includes target dates for consenting or determining each draft Recommendation. The work programme is available in a database which is searchable from the study group website. For each work item under development, the database contains the Recommendation number (or provisional mnemonic designation), the title, scope, editor, timing, priority, identification of any liaison relationships, any editor assigned, the location of the most recent text, the approval process and the status for documents in the approval process. The database is updated to reflect progress or completion of work, re-planning of in-progress items, or addition of new work items.

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| **TSAG/25**  The decision to add a new normative work item to the work programme shall be documented in the report of the meeting using the template in Annex A. When opening a new work item, it is mandatory to have support from at least two ITU-T members. Note that this may not be necessary to document the continuation of existing work (e.g., an amendment or revision of an existing Recommendation).  [In Annex A, the approval process for a normative work item is selected according to clause 8 of [WTSA Res. 1].]  [When a non-normative work item is completed, it is agreed per [b-ITU-T A.13].]  When a normative work item is completed, initiation of the relevant approval process occurs either by "consent" per [ITU-T A.8], or by "determination" per [WTSA Res. 1], clause 9, depending on the approval process in effect for the work item. |
| **EUR/38A17/1:**  The creation of a new work item in a study group other than the lead study group on the issue shall be liaised to the lead study group for information.  The decision to add a new work item, including draft or revised recommendations or amendments, to the work programme shall be documented in the report of the study group meeting and included in the work programme using the template in Annex A. Any changes to a work item that impacts the purpose, nature, or scope of the work shall be discussed and agreed by consensus at the parent group level. Changes shall be reflected in a revised version of the template in Annex A and work programme. For the proper procedure and template related to new work item proposals for non-normative ITU-T publications, see [b-ITU‑T A.13].  The creation of a new work item in a study group other than the lead study group on the issue shall be liaised to the lead study group for information. |
| **RCC/40A19/1:**  The decision to add a new work item to the work programme shall be documented in the report of the meeting using the template in Annex A. The support of at least two ITU-T members is required for the addition of a new work item. Note that the use of the template may not be necessary to document the continuation of existing work (e.g., an amendment or revision of an existing Recommendation) but may be highly desirable in some instances.  The decision not to add a new or existing work item to the work programme shall also be reflected, with justification, in the meeting report. |

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| **EUR/38A17/1:**  A work item shall be considered for discontinuation from the work programme if it has not given rise to any contribution in the time interval of the previous two study group meetings. |

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| **RCC/40A19/1:**  **1.4.8** Guidance on the conducting of meetings when discussing contributions for the persons presiding is given in Appendix II. |

## 1.5 Liaison statements

**1.5.1** The following information shall be included in outgoing liaison statements prepared at study group, working party or rapporteur group meetings. When necessary, between scheduled meetings, the liaison statement may be prepared by an appropriate correspondence process and approved by the study group chairman in consultation with the study group management team.

– List the appropriate Question numbers of the originating and destination study groups.

– Identify the study group, working party or rapporteur group meeting at which the liaison statement was prepared.

– Include a concise title appropriate to the subject matter. If this is in reply to a liaison statement, make this clear, e.g., "Reply to liaison statement from (*source and date*) concerning ...".

– Identify the study group(s) and working party(ies) (*if known*) or other standards organizations to which it has been sent. *(A liaison statement can be sent to more than one organization.)*

– Indicate the level of approval, e.g., study group or working party, or state that the liaison statement has been agreed at a rapporteur group meeting.

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| **TSAG/25**  **RCC/40A19/1:**  – Indicate if the liaison statement is sent for action *or* information. *(If sent to more than one organization, indicate this for each one.)* |

– If action is requested, indicate the date by which a reply is required.

– Include the name and address of the contact person.

The text of the liaison statement should be concise and clear, using a minimum of jargon.

An example of the information required in a liaison statement is shown in Figure 1-1.

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| **Question(s):** | 4 | | **Meeting, date:** | London, 2-6 October 2017 |
| **Study Group:** | 15 | **Working Party:** | 1 | |
| **Source:** | ITU‑T SG15, Rapporteur group for Q4/15 | | | |
| **Title:** | LS/o/r on Object identifier registration – Reply to liaison statement from Q11/17 (Geneva, 5-9 February 2017) | | | |
| **LIAISON STATEMENT** | | | | |
| **For action to:** | | ITU‑T Q11/17 | | |
| **For information to:** | | ITU-R SG11, ISO/IEC JTC 1/SC 6 | | |
| **Approval:** | | Q4/15 rapporteur group meeting (London, 6 October 2017) | | |
| **Deadline:** | | 22 January 2018 | | |
| **Contact:** | John Jones, rapporteur for Q4/15  ABC Company  USA | | | Tel: +1 576 980 9987  Fax: +1 576 980 9956  E-mail: jj@abcco.com |

Figure 1-1 – Example of the information required in a liaison statement

**1.5.2** Liaison statements should be forwarded to the appropriate destinations as soon after the meeting as possible. Copies of all liaison statements should also be sent to the chairmen of the study groups and working parties involved for information and to TSB for processing.

## 1.6 Correspondence activities

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| **TSAG/25**  **RCC/40A19/1:**  A correspondence activity on a particular topic may be authorized to be conducted via e‑mail between meetings. Each correspondence activity should have specified terms of reference. A convener is appointed to moderate the e‑mail discussion and prepare a report to a subsequent meeting. A correspondence activity should normally conclude no later than the contribution deadline of the meeting to which it is expected to report (see also clause 2.3.3.5). Correspondence should be conducted through the mailing lists adopted at study group meetings and maintained by TSB. |

## 1.7 Preparation of reports of study groups, working parties or joint working parties, and Recommendations

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| **RCC/40A19/1:**  **1.7.1** A report on the work done during a meeting of a study group, working party or joint working party shall be prepared by TSB. Reports of meetings not attended by TSB should be prepared under the responsibility of the chairman of the meeting. This report should set out the results of the meeting and the agreements reached in a condensed form and should identify the points left to the next meeting for further study. The number of annexes to the report should be kept to a strict minimum by means of cross-references to contributions, reports, etc., and references to material in the documentation of a study group or working party. A concise summary of contributions (or equivalent) considered by the meeting is required. |

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| **RCC/40A19/1:**  The report should concisely present the following: organization of work; references to and summary of contributions and/or documents issued during a meeting; main results, including status of new and/or revised Recommendations consented, determined or under development and a summary/list of changes (other than editorial ones) accepted and not accepted; directive for future work; planned meetings of working parties, sub-working parties and rapporteur groups; and condensed liaison statements endorsed at the study group or working party level. The table showing the status of Recommendations from the report is used to update the work programme database (see clause 1.4.7). |

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| **AFCP/35A30/1:** |

**1.7.3** If possible, the report shall be submitted for approval before the end of the meeting; otherwise, it shall be submitted to the chairman of the meeting for approval.

**1.7.4** When existing and already translated ITU‑T texts have been used for some parts of the report, a copy of the report annotated with references to the original sources should also be sent to TSB. If the report contains ITU‑T figures, the ITU‑T reference number should not be deleted even if the figure has been modified.

**1.7.5** Individual reports of meetings should be accessible online to appropriate users as soon as electronic versions of these documents are available to TSB.

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| **RCC/40A19/1:**  **1.7.6** Delegates and representatives participating in the work of ITU‑T are authorized to transmit study group or working party reports and documents to any experts they consider it expedient to consult, except where the study group or working party concerned has specifically decided that its report, or a document, is to be treated as confidential. |

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| **AFCP/35A30/1:**  **1.7.7** The report of a study group's first meeting in the study period shall include a list of all the working party chairmen and rapporteurs appointed. This list shall be updated, as required, in subsequent reports.  **1.7.8** Draft Recommendations should be prepared under the responsibility of the rapporteurs. Rapporteurs may propose the appointment of one or more editors to assist the rapporteur in the preparation of the text of draft Recommendations or other publications. If necessary, the meeting may set up an editorial group to improve the text of draft Recommendations in the official languages of the Union. |

## 1.8 Definitions

### 1.8.1 Terms defined elsewhere

NOTE – [b-ITU‑T A.13] describes procedures and defines terms related to non-normative publications in addition to those defined in clause 1.8.2.

This Recommendation uses the following term defined elsewhere:

**1.8.1.1** **Question** ([WTSA Res. 1]): Description of an area of work to be studied, normally leading to the production of one or more new or revised Recommendations.

### 1.8.2 Terms defined in this Recommendation

This Recommendation defines the following terms:

**1.8.2.1 amendment**: Changes or additions to an already published ITU‑T Recommendation.

NOTE – If an amendment forms an integral part of the Recommendation, approval of the amendment follows the same approval procedure as the Recommendation; otherwise (e.g., when all changes are in appendices), it is agreed by the study group.

**1.8.2.2 annex**: Material (e.g., technical detail or explanation) that is necessary to the overall completeness and comprehensibility of a Recommendation, and is therefore considered an integral part of the Recommendation.

NOTE 1 – As an annex is an integral part of the Recommendation, approval of an annex follows the same approval procedure as the Recommendation.

NOTE 2 – In common ITU‑T | ISO/IEC texts, this element is called an "integral annex".

**1.8.2.3 appendix**: Material that is supplementary to and associated with the subject matter of a Recommendation but is not essential to its completeness or comprehensibility.

NOTE 1 – An appendix is not considered to be an integral part of the Recommendation and thus it does not require the same approval procedure as the Recommendation; agreement by the study group is sufficient. See [b-ITU‑T A.13] for the case of an appendix agreed separately from its base Recommendation.

NOTE 2 – In common ITU‑T | ISO/IEC texts, this element is called a "non-integral annex".

**1.8.2.4 clause**: Single-digit or multiple-digit numbered text passages.

**1.8.2.5 corrigendum**: Corrections to an already published ITU‑T Recommendation.

NOTE 1 – Approval of a corrigendum follows the same approval procedure as an amendment.

NOTE 2 – In common ITU‑T | ISO/IEC texts, this element is called a "technical corrigendum".

**1.8.2.6 erratum**: Corrections of publication and editorial errors in an already published ITU‑T Recommendation. An erratum is published by TSB with the concurrence of the study group Chairman, in consultation with other relevant parties.

**1.8.2.7 normative reference**: The whole or parts of another document where the referenced document contains provisions which, through reference to it, constitute provisions to the referring document.

**1.8.2.8 text**: The "text" of Recommendations is understood in a broad sense. It may contain printed or coded text and/or data (such as test images, graphics, software, etc.).

**1.8.2.9 work item**: An assigned piece of work, which is identifiable with a Question and which has specific or general objectives, which will result in a product, such as a Recommendation, for publication by ITU‑T.

**1.8.2.10 work programme**: A list of work items that are owned by a study group.

## 1.9 References

The following ITU‑T Recommendations and other references contain provisions which, through reference in this text, constitute provisions of this Recommendation. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of this Recommendation are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and other references listed below. A list of the currently valid ITU‑T Recommendations is regularly published. The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation.

[ITU‑T A.2] Recommendation ITU‑T A.2 (2012), *Presentation of contributions to the ITU Telecommunication Standardization Sector*.

[ITU‑T A.5] Recommendation ITU‑T A.5 (2019), *Generic procedures for including references to documents of other organizations in ITU‑T Recommendations.*

[ITU‑T A.7] Recommendation ITU‑T A.7 (2016), *Focus groups: Establishment and working procedures*.

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| **TSAG/25**  [ITU-T A.8] Recommendation ITU-T A.8 (2008), *Alternative approval process for new and revised ITU-T Recommendations*. |

[ITU‑T A.11] Recommendation ITU‑T A.11 (2012), *Publication of ITU‑T Recommendations and World Telecommunication Standardization Assembly proceedings*.

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| **TSAG/25**  [ITU-T A.13] Recommendation ITU-T A.13 (2019), *Non-normative ITU-T publications, including Supplements to ITU-T Recommendations*. |

[ITU‑T A.25] Recommendation ITU‑T A.25 (2019), *Generic procedures for incorporating text between ITU‑T and other organizations.*

[PP Res. 66] Plenipotentiary Conference Resolution 66 (Rev. Dubai, 2018), *Documents and publication of the Union*.

[WTSA Res. 1] WTSA Resolution 1 (Rev. Hammamet, 2016), *Rules of procedure of the ITU Telecommunication Standardization Sector*.

[WTSA Res. 2] WTSA Resolution 2 (Rev. Hammamet, 2016), *ITU Telecommunication Standardization Sector study group responsibility and mandates*.

[WTSA Res. 18] WTSA Resolution 18 (Rev. Hammamet, 2016), *Principles and procedures for the allocation of work to, and strengthening coordination and cooperation among, the ITU Radiocommunication, ITU Telecommunication Standardization and ITU Telecommunication Development Sectors*.

[WTSA Res. 22] WTSA Resolution 22 (Rev. Hammamet, 2016), *Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies*.

[WTSA Res. 45] WTSA Resolution 45 (Rev. Hammamet, 2016), *Effective coordination of standardization work across study groups in the ITU Telecommunication Standardization Sector and the role of the ITU Telecommunication Standardization Advisory Group*.

[WTSA Res. 54] WTSA Resolution 54 (Rev. Hammamet, 2016), *Creation of, and assistance to, regional groups*.

# 2 Study group management

## 2.1 Study group structure and distribution of work

**2.1.1** Study group chairmen shall be responsible for the establishment of an appropriate structure for the distribution of work and the selection of an appropriate team of working party chairmen and shall take into account the advice provided by the members of the study group as well as the proven competence, both technical and managerial, of the candidates.

**2.1.2** A study group may entrust a Question, a group of Questions or the maintenance of some existing Recommendations within its general area of responsibility to a working party.

**2.1.3** Where the scope of the work is considerable, a study group may decide to further divide the tasks assigned to a working party to sub-working parties.

**2.1.4** Working parties and sub-working parties should be set up only after thorough consideration of the Questions. Proliferation of working parties, sub-working parties or any other subgroups should be avoided.

**2.1.5** A study group may exceptionally, by agreement with other relevant study group(s) and taking account of any advice from TSAG and the Director of TSB, entrust a joint working party with Questions or parts of Questions of common interest to the study groups concerned. This study group shall act as the parent study group for the joint working party and shall coordinate and have responsibility for the work concerned. The contributions used as a basis for discussion in the joint working party shall be sent exclusively to those registered in the joint working party. Only the reports shall be sent to all participating bodies of the study groups concerned.

NOTE – Two or more study groups may decide to progress work on topics of common interest through joint meetings of their rapporteur groups.

**2.1.6** As the promotion of study group activities is an essential element in any ITU‑T marketing plan, each study group chairman, supported by other study group leaders and subject matter experts, is encouraged to establish, maintain and participate in a promotion plan, coordinated with TSB, whose emphasis is the dissemination of study group information to the telecommunication community. Such study group information dissemination should cover, but is not limited to, new work initiatives and significant accomplishments regarding technologies and technical solutions.

## 2.2 Joint coordination activities

See clause 5.

## 2.3 The roles of rapporteurs

**2.3.1** The chairmen of study groups and working parties (including joint working parties) are encouraged to make most effective use of the limited resources available by delegating responsibility to rapporteurs for the detailed study of individual Questions or small groups of related Questions, parts of Questions, terminology, or amendment of existing Recommendations. Responsibility for review and approval of the results resides with the study group or working party.

**2.3.2** Liaison between ITU‑T study groups or with other organizations can be facilitated by rapporteurs or by the appointment of liaison rapporteurs.

**2.3.3** The following guidelines should be used as a basis within each study group or working party to define the roles of rapporteurs, associate rapporteurs and liaison rapporteurs; however, they may be adjusted following careful deliberation of the need for change and with the approval of the relevant study group or working party.

**2.3.3.1** Specific persons should be appointed as rapporteurs to be responsible for progressing the study of those Questions, or specific study topics, that are felt to be likely to benefit from such appointments. The same person may be appointed as rapporteur for more than one Question, or topic, particularly if the Questions, parts of Questions, terminology, or amendment of existing Recommendations concerned are closely related.

**2.3.3.2** Rapporteurs may be appointed (and their appointments may be terminated) at any time with the agreement of the competent working party, or of the study group, where the Question(s) are not allocated to a working party. The term of the appointment relates to the work that needs to be done rather than to the interval between WTSAs. If the related Question is modified by WTSA, for continuity purposes, the rapporteur may, at the discretion of the new study group chairman, continue to progress the relevant work until the next meeting of the study group.

**2.3.3.3** Where the work so requires, a rapporteur may propose the appointment of one or more associate rapporteurs, liaison rapporteurs or editors, whose appointments should then be endorsed by the relevant working party (or study group). Again, these appointments may be made or terminated at any time in accordance with the work requirements. An associate rapporteur assists the rapporteur, either in general or to deal with a particular point or area of study in a Question. A liaison rapporteur assists the rapporteur by ensuring there is effective liaison with other groups, by attending meetings of other designated groups to advise and assist in an official capacity, by correspondence with such groups or by any other means considered appropriate by the rapporteur. In the event that a liaison rapporteur is not appointed, the responsibility to ensure effective liaison resides with the rapporteur. The editor assists the rapporteur in the preparation of the text of draft Recommendations or other publications.

**2.3.3.4** Rapporteurs, and their associate and liaison rapporteurs as well as the editors, play an indispensable role in coordinating increasingly detailed and often highly technical study. Consequently, their appointment should be primarily based on their expertise in the subject to be studied.

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| **EUR/38A17/1:**  **2.3.3.4*bis*** A rapporteur, associate rapporteur or editor that fails to attend two consecutive study group meetings, without notifying the study group or working party chairman, shall be removed from that position. |

**2.3.3.5** As a general principle, work by correspondence (including electronic messaging and telephone communications) is preferred (see also clause 1.6) and the number of meetings should be kept to a strict minimum, consistent with the scale and milestones agreed by the parent group. Where possible, meetings in related areas of study or within a work area covered by a JCA should be coordinated. In any case, this work should proceed in a continuous fashion between meetings of the parent group.

**2.3.3.6** The rapporteur's responsibilities are:

a. to coordinate the detailed study in accordance with guidelines established at working party (or study group) level;

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| **AFCP/35A30/1:**  b. to the extent authorized by the study group, to act as a contact point and source of expertise for the allocated study topic with other ITU‑T, ITU Radiocommunication Sector (ITU‑R) and ITU Telecommunication Development Sector (ITU‑D) study groups, other rapporteurs, other international organizations, other standards organizations (where appropriate) and TSB; |

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| **AFCP/35A30/1:**  c. to adopt methods of work (correspondence, including the use of the ITU Document Management System (DMS), meetings of experts, etc.) as considered appropriate for the task; |

d. in consultation with the collaborators for the study topic, to review and update the work programme, which should be approved and reviewed periodically by the parent group (see clause 1.4.7);

e. to ensure that the parent working party (or study group) is kept well informed of the progress of the study, particularly of work proceeding by correspondence or otherwise outside of the normal study group and working party meetings;

f. in particular, to submit a progress report (e.g., of a rapporteur's meeting or editor's work) to each of the parent group's meetings (see suggested format in Appendix I), in the form of a TD to be submitted as soon as possible (see clause 3.3.3);

g. to submit, where possible, as separate TDs each draft new or revised Recommendation planned for consent or determination (or draft document planned for agreement), at least six weeks prior to the parent group's meeting;

h. to give the parent working party or study group and TSB adequate advance notice of the intention to hold any meetings of experts (see clause 2.3.3.10), particularly where such meetings are not included in the original programme of work;

i. to establish a group of active "collaborators" from the working party (or study group) where appropriate, with an updated list of those collaborators being given to TSB at each working party meeting;

j. to delegate the relevant functions from the list above to associate rapporteurs and/or liaison rapporteurs, as necessary.

**2.3.3.7** The basic goal of each rapporteur is to assist the study group or working party in developing new and revised Recommendations to meet changing requirements in telecommunication techniques and services. However, it must be clearly understood that rapporteurs should not feel under any obligation to produce such texts unless a thorough study of the Question reveals a clear need for them. If it turns out that this is not the case, the work should be concluded with a simple report to the parent group establishing that fact.

**2.3.3.8** Rapporteurs are responsible for the quality of their texts, submitted by the study group for publication. They shall be involved in the final review of that text prior to it being submitted to the publication process. This responsibility extends only to text in the original language and should take into account applicable time constraints. (See [ITU‑T A.11] on the publication of ITU‑T Recommendations, and Annex D of [b-Author's Guide].)

**2.3.3.9** Rapporteurs should normally base any draft new or substantially revised Recommendations on written contribution(s) from ITU‑T members (see also clause 1.4.7).

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| **TSAG/25**  **2.3.3.10** In conjunction with their work planning, rapporteurs must give advance notice of any meetings they arrange, not only to the collaborators on their Question or project, but also to the study group and working party (see clause 2.3.3.11) and to TSB. TSB is not required to circulate collective letters for meetings below working party level. The intention to hold rapporteur group meetings, along with details of the issues to be studied (terms of reference for the meeting), should be agreed in principle and publicized with as much notice as possible. Physical meetings are normally confirmed at least two months in advance, normally planned at study group or working party meetings. E-meetings, also called virtual meetings, are normally confirmed at least two weeks in advance, normally planned at study group or working party meetings, or proposed by the Rapporteur and approved by the management team. All physical and e-meetings are announced via the study group web page. |

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| **TSAG/25**  **2.3.3.11***bis* If an insufficient number of input documents has been submitted, the rapporteur group meeting should not be held. The decision whether to cancel a rapporteur group meeting shall be taken by the rapporteur, in agreement with the study group management team, and shall be reflected in the convening letter. |
| **EUR/38A17/1:**  **2.3.3.11***bis* If an insufficient number of contributions or notification of contributions has been submitted, the rapporteur group meeting should not be held. The decision whether to cancel a rapporteur group meeting shall be taken by the chairman of the working party, in agreement with the chairman of the study group, and shall be reflected in a convening letter. |

**2.3.3.12** Rapporteurs should prepare a meeting report for each rapporteur group meeting held and submit it as a TD to the next study group or working party meeting. See clause 3.3 for submission and processing of TDs, and in particular clause 3.3.3.

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| **RCC/40A19/1:**  This report should include the date, venue and chairman, an attendance list with affiliations, the agenda of the meeting, a summary of technical inputs, a summary of results and the liaison statements sent to other organizations. Contributions submitted to meetings shall receive equal treatment in their consideration, including in the setting of the agenda, their presentation and available time for discussion. When concluding the discussion of each matter at the meeting, the rapporteur should clearly and concisely state the action taken, which will be reflected in the meeting report. The outcomes of discussions shall be reflected in the meeting report with a clear conclusion on each proposal. |

Rapporteurs will ask, during each meeting, whether anyone has knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered. The fact that the question was asked shall be recorded in the meeting report, along with any affirmative responses.

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| **EUR/38A17/1:**  **2.3.3.13** Outputs from rapporteur group meetings that are intended to progress work shall be submitted as a TD (see clause 3.3.3). Such outputs shall be reviewed at a working party or study group meeting before further contributions related to the work item are taken, and members shall be given the opportunity to comment on and contribute to the work item. |

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| **AFCP/35A30/1:**  Rapporteurs or one of the associate rapporteurs should attend the study group and working party meeting plenaries to present their reports. |

**2.3.3.13** Rapporteur group meetings, as such, should not be held during working party or study group meetings. However, rapporteurs may be called upon to chair those portions of working party or study group meetings that deal with their particular area of expertise. In these cases, rapporteurs must recognize that the rules of the working party and study group meetings then apply and the more relaxed rules described above, particularly those that relate to document approvals and submission deadlines, would not apply.

**2.3.3.14** The parent working party (or study group) must define clear terms of reference for each rapporteur. The general direction to be followed in the study should be discussed, reviewed as necessary and agreed periodically by the parent group.

**2.3.3.15** When meetings are arranged to be held outside ITU premises, participants should not be charged for meeting facilities, unless agreed in advance by the study group. Meeting charges should be an exceptional case and only done if, for example, the study group is of the opinion that a meeting charge is necessary for the work to proceed properly. However, no participant should be excluded from participation if he or she is unwilling to pay the charge. Additional services offered by the host shall be voluntary, and there shall be no obligation on any of the participants resulting from these additional services.

# 3 Submission and processing of contributions

## 3.1 Submission of contributions

**3.1.1** Member States and other duly authorized entities registered with a study group or its relevant group should submit their contributions to current studies via electronic means, in accordance with guidance from the Director of TSB (see clause 3.2.6).

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| **EUR/38A17/1:**  **3.1.2** All contributions to the ITU-T study groups will be treated equally and be dealt following appropriate rules of procedure. |

**3.1.3** These contributions shall contain comments or results of experiments and proposals designed to further the studies to which they relate.

**3.1.4** Contributors are reminded, when submitting contributions, that early disclosure of patent information is desired, as contained in the statement on Common Patent Policy for ITU‑T/ITU‑R/ISO/IEC (available at the ITU‑T website). Patent declarations are to be made using the "Patent Statement and Licensing Declaration Form for ITU‑T/ITU‑R Recommendation | ISO/IEC Deliverable" available at the ITU‑T website. See also clause 3.1.5.

**3.1.5** A general patent statement and licensing declaration may be submitted using the form available at the ITU‑T website. The purpose of this form is to give patent holders the voluntary option of making a general licensing declaration relative to patented material contained in any of their contributions. Specifically, the submitter of the licensing declaration declares its willingness to license, in case part(s) or all of any proposals contained in contributions submitted by the organization are included in ITU‑T Recommendation(s) and the included part(s) contain items that have been patented or for which patent applications have been filed and whose use would be required to implement ITU‑T Recommendation(s).

The general patent statement and licensing declaration is not a replacement for the individual (per Recommendation) patent statement and licensing declaration but is expected to improve responsiveness and early disclosure of the patent holder's compliance with the Common Patent Policy for ITU‑T/ITU‑R/ISO/IEC.

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| **RCC/40A19/1:**  **3.1.6** By making a contribution, contributors acknowledge, to the best of their knowledge, that material such as text, diagrams, protected designations, proper nouns, etc., submitted as their contribution to the work of ITU‑T has no restriction2 in order to permit the normal distribution of this material for discussions within the appropriate ITU‑T study groups and other groups and possible use, in whole or in part, with or without modification, in any resulting ITU‑T Recommendations that are published (see [PP Res. 66]). |

**3.1.7** If a contribution proposes to make normative reference to, or to incorporate text, diagrams, etc. from a document from a source qualified according to [ITU‑T A.5], the source document should be clearly identified in the contribution, allowing [ITU‑T A.5] or [ITU‑T A.25] to be followed in the case the study group reaches consensus on such a proposal.

**3.1.8** A contributor submitting copyrighted software for incorporation in the draft Recommendation is required to submit a software copyright statement and licensing declaration form available at the ITU‑T website. The form must be provided to TSB at the same time that the contributor submits the copyrighted software3.

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| **EUR/38A17/1:**  **3.1.9** The full text of contributions that are to be considered at a study group, working party, rapporteur group meeting or joint coordination activity, whether physical or virtual, shall reach TSB at least 12 calendar days before the meeting. |

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| **RCC/40A19/1:**  **3.1.10** Contributors submitting contributions using protected designations should follow the ITU‑T guidelines related to the inclusion of marks in ITU-T Recommendations, available at http://itu.int/ITU-T/ipr/. If such a use imposes restrictions on the use of the texts of the submitted contributions, contributors shall clearly indicate this in the proposal4.  Footnote4 To further explore the following considerations: how and where should information about these restrictions be kept (in a special section on the ITU website, as for software patents and copyrights)?; should a special IPR notice be used on the second page? |

## 3.2 Processing of contributions

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| **TSAG/25**  **3.2.1** Contributions received at least two months before a study group or working party meeting may be translated (see clause 3.2.2) and will be posted in the original and, if applicable, in translated languages, on the web as soon as practicable after they are received. They will be printed and distributed at the beginning of the meeting only to the participants present who request paper copies. |

**3.2.2** If a chairman, in agreement with the participants of his or her study group (or working party), states that the study group (or working party) is willing to use documents in the original language, no translations will be made.

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| **TSAG/25**  **3.2.3** Contributions to study group or working party meetings received by the Director less than two months but not less than 12 calendar days before the date set for the opening of a meeting cannot be translated. |

**3.2.4** Contributions should be posted on the web no more than three working days after they are received by the secretariat.

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| **RCC/40A19/1:**  **3.2.5** Contributions received by the Director less than 12 calendar days before the meeting will not appear on the agenda of the meeting, will not be distributed and will be held for the next meeting. Contributions judged to be of extreme importance may be admitted by the Director at shorter notice. The final decision as to their consideration by the meeting shall be taken by the study group (or working party). The decision taken shall be reflected in the meeting report. |
| **TSAG/25**  **3.2.5** Contributions to study group or working party meetings received by the Director less than 12 calendar days before the meeting will not appear on the agenda of the meeting, will not be distributed and will be held for the next meeting. Contributions judged to be of extreme importance may be admitted by the Director at shorter notice. The final decision as to their consideration by the meeting shall be taken by the study group (or working party). The decision taken should be reflected in the report of the meeting. |

**3.2.6** The Director should insist that contributors follow the rules established for the presentation and form of documents set out in clause 2 of [ITU‑T A.2], and the timing given in clause 3.1.9. A reminder should be sent out by the Director whenever appropriate.

**3.2.7** The Director, with the agreement of the study group chairman, may return to the contributor any document that does not comply with the general directives set out in [ITU‑T A.2], so that it may be brought into line with those directives.

**3.2.8** Contributions shall not be included in reports as annexes, but should be referenced as needed.

**3.2.9** Contributions should, as far as possible, be submitted to a single study group. If, however, a member submits a contribution that it believes is of interest to several study groups, it should identify the study group primarily concerned; a single sheet giving the title of the contribution, its source and a summary of its contents will be issued to the other study groups by the member. This single sheet will be numbered in the series of contributions of each study group to which it is issued.

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| **TSAG/25**  **3.2.10** Contributions to interim rapporteur group physical meetings or e-meetings shall be posted by a deadline established by the rapporteur or following the normal practice of the study group, e.g., one week. |

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| **EUR/38A17/1:**  **3.2.11** The rules governing contributions as outlined in clauses 3.2.4 to 3.2.9 shall apply to rapporteur group meetings, whether physical or virtual. |

## 3.3 TDs

**3.3.1** TDs should be provided to TSB in electronic format. TSB shall post electronically those TDs submitted as electronic files as soon as they become available; those submitted as paper copies will be posted as soon as practicable. Printed copies may be provided upon request to persons with disabilities and specific needs.

**3.3.2** Extracts from reports of other study group meetings or from reports of chairmen, rapporteurs or drafting groups shall be published as TDs.

**3.3.3** TDs input before the start of the study group or working party meeting, including documents from the ITU secretariat, should be posted on the relevant page of the website not later than three working days from the date on which they are received by the secretariat, to ensure their availability not later than seven calendar days before the start of the meeting. This deadline shall not extend to administrative documents or reports on events that have taken place less than 21 calendar days before the start of the meeting, nor to proposals from chairmen and convenors of ad hoc groups, compilations of proposals prepared by chairmen or the secretariat, or documents specifically requested by the meeting. Reports on events that have taken place less than 21 calendar days before the start of the meeting should normally be posted on the relevant page of the website not later than two calendar days before the beginning of the discussion of the item in question at the meeting, unless otherwise agreed by the meeting.

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| **RCC/40A19/1:**  **3.3.3** TDs containing texts for new or revised Recommendations, Technical Reports, Supplements, cooperation proposals and other matters requiring action from ITU-T members shall meet the deadlines for the submission of contributions (see clauses 3.1.10, 3.2 and 3.2.5). Other TDs input before the start of the study group or working party meeting, including documents from the ITU secretariat, should be posted on the relevant page of the website not later than three working days from the date on which they are received by the secretariat, to ensure their availability not later than seven calendar days before the start of the meeting. This deadline shall not extend to administrative documents or reports on events that have taken place less than 21 calendar days before the start of the meeting, nor to proposals from chairmen and convenors of ad hoc groups, compilations of proposals prepared by chairmen or the secretariat, or documents specifically requested by the meeting. Reports on events that have taken place less than 21 calendar days before the start of the meeting should normally be posted on the relevant page of the website not later than two calendar days before the beginning of the discussion of the item in question at the meeting, unless otherwise agreed by the meeting. |

**3.3.4** TDs can be produced during the meeting.

**3.3.5** Chairmen and vice-chairmen of study groups and working parties may at any time submit inputs as TDs to their study group or working party, including, in particular, proposals likely to accelerate the debates.

## 3.4 Electronic access

**3.4.1** TSB will post electronically all documents (e.g., contributions, TDs (including liaison statements)) as soon as electronic versions of these documents are available. Appropriate search facilities for posted documents should be provided (see also clause 3.3.3).

## 3.5 Other document types

As the work of the ITU‑T and its groups progresses, various types of output materials might result, in addition to Recommendations and other texts previously described. This clause addresses the types of texts that are in use within ITU‑T, other than those defined in [WTSA Res. 1] or clause 1.8.2 of this Recommendation. Other types of ITU‑T documents include non-WTSA proceedings (e.g., Kaleidoscope), tutorials, e-learning and web-based guides. These document types do not require agreement by a study group and do not have working methods described by an A-series Recommendation.

# 4 Other ITU‑T groups

## 4.1 Overview

In addition to study groups, other groups operate to carry forward the mission of the ITU‑T. This clause documents the types of groups other than study groups that exist within ITU‑T.

## 4.2 Focus group (FG)

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| **EUR/38A17/1:**  The objective of focus groups is to help advance the work of the ITU Telecommunication Standardization Sector (ITU‑T) study groups and to encourage the participation of members of other standards organizations, including experts and individuals who may not be members of ITU.Their working methods are documented in [ITU‑T A.7]. |

## 4.3 Intersector Rapporteur Group (IRG)

Intersector Rapporteur Groups (IRGs) are established to coordinate the progress of specific topics of mutual interest between sectors of the ITU. For a given topic, IRGs encourage the collaboration between ITU‑T study groups and groups from other ITU sectors on work items unique to each study group. See [WTSA Res. 18] for more details.

## 4.4 Joint Coordination Activity (JCA)

A Joint Coordination Activity (JCA) is formed to coordinate activities on topics of relevance across ITU‑T Study Groups. They report their progress either to TSAG or to a particular study group. Where FGs are typically formed to study forward-looking topics, report results, and dissolve, JCAs are envisioned as tools for coordination between study groups. Like FGs, JCAs do not write Recommendations. Their working methods are documented in clause 5.

## 4.5 Regional Group (RG)

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| **RCC/40A19/1:**  For information on regional groups see [WTSA Res. 54] and [WTSA Res. 1]. |

## 4.6 ITU‑T group types for collaborating with other SDOs

Several groups within ITU‑T have been formed to support joint efforts between ITU‑T and other standards development organizations (SDOs) on the development of common or aligned specifications or standards. The working methods of these groups vary, as does the documentation regarding how new instances of such groups are formed. In some cases, such groups seek to align the timing by which standards development progresses through two processes, such as ITU‑T and another SDO. In other cases, participation in the collaborative effort is not limited to a specific SDO. See [b‑ITU‑T A.sup5] for more information.

## 4.7 Additional ITU‑T groups

In addition to the group types documented above, additional groups exist that operate with working methods distinct from those documented above. [WTSA Res. 22] *resolves* 1 *e)* provides more information. TSAG and study groups should terminate inactive groups.

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| **AFCP/35A30/1:** 5 Joint Coordination Activities (JCAs) |

**5.1** A joint coordination activity is a tool for management of the work programme of ITU‑T when there is a need to address a broad subject covering the area of competence of more than one study group (see also [WTSA Res. 45]). A JCA may help to coordinate the planned work effort in terms of subject matter, time-frames for meetings, collocated meetings where necessary and publication goals including, where appropriate, release planning of the resulting Recommendations.

The establishment of a JCA aims mainly at improving coordination and planning. The work itself will continue to be conducted by the relevant study groups and the results are subject to the normal approval processes within each study group. A JCA may identify technical and strategic issues within the scope of its coordination role, but will not perform technical studies nor write Recommendations. A JCA may also address coordination of activities with recognized standards development organizations (SDOs) and forums, including periodic discussion of work plans and schedules of deliverables. The study groups take JCA suggestions into consideration as they carry out their work.

**5.2** Any group (study group or TSAG) may propose that a JCA be established. The proposal to establish a JCA should first be discussed within the proposing group's management team, then among the relevant study group chairmen and the TSAG chairman. Discussions may be held with external SDOs and forum leaders.

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| **AFCP/35A30/1:**  If the subject of the JCA is under the responsibility and mandate of the study group (as described in [WTSA Res.2]) proposing the establishment of the JCA then the study group may establish a JCA on its own authority. If a study group meeting is pending within the next two months, then an electronic notification[[1]](#footnote-1)4 proposing the JCA, including the terms of reference (including scope, objectives and anticipated lifetime) and the chairman, is published four weeks prior to the study group meeting, giving opportunity for the membership to give their position at the meeting. If this is done at least four weeks prior to the study group meeting, following the resolution of any comments, the JCA may be established by the study group by consensus at its meeting. If a study group meeting is not pending within the next two months, then an electronic notification as above is sent for the membership to give their position by electronic response. If the notification is sent less than four weeks before the study group meeting, no decision is taken at the study group meeting; the decision may be taken four weeks after the notification, excluding the meeting time. If necessary, the proposal is adjusted taking into consideration comments received and made available to the study group electronically for decision with a further four-week interval. If there are no substantive comments, the JCA is considered approved. TSAG will be informed for review, possible comment, and endorsement. TSAG may consider the terms of reference of the JCA in the context of the overall work programme of ITU‑T and may provide comments to modify the terms of reference. |

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| **AFCP/35A30/1:**  Where the subject for the JCA is a broad subject potentially falling under the responsibility and mandate of a number of study groups as described in [WTSA Res. 2], then the proposal has to be made available to the membership for consideration. If a TSAG meeting is pending within the next two months, then an electronic notification5 proposing the JCA, including the terms of reference (including scope, objectives and anticipated lifetime) and the chairman, is published four weeks prior to the TSAG meeting, giving opportunity for the membership to give their position at the meeting. If this is done at least four weeks prior to the TSAG meeting, following the resolution of any comments, the JCA may be established by TSAG by consensus at its meeting. If a TSAG meeting is not pending within the next two months, then an electronic notification as above is sent for the membership to give their position by electronic response. If the notification is sent less than four weeks before the TSAG meeting, no decision is taken at the TSAG meeting; the decision may be taken four weeks after the notification, excluding the meeting time. If necessary, the proposal is adjusted taking into consideration comments received and made available to the membership electronically for decision with a further four-week interval. If there are no substantive comments, the JCA is considered approved. The decision includes the designation of the group responsible (a study group or TSAG), the terms of reference (including scope, objectives and anticipated lifetime) and the chairman. |

Figure 5-1 provides a schematic of the alternatives in proposing and approving the creation of a JCA.

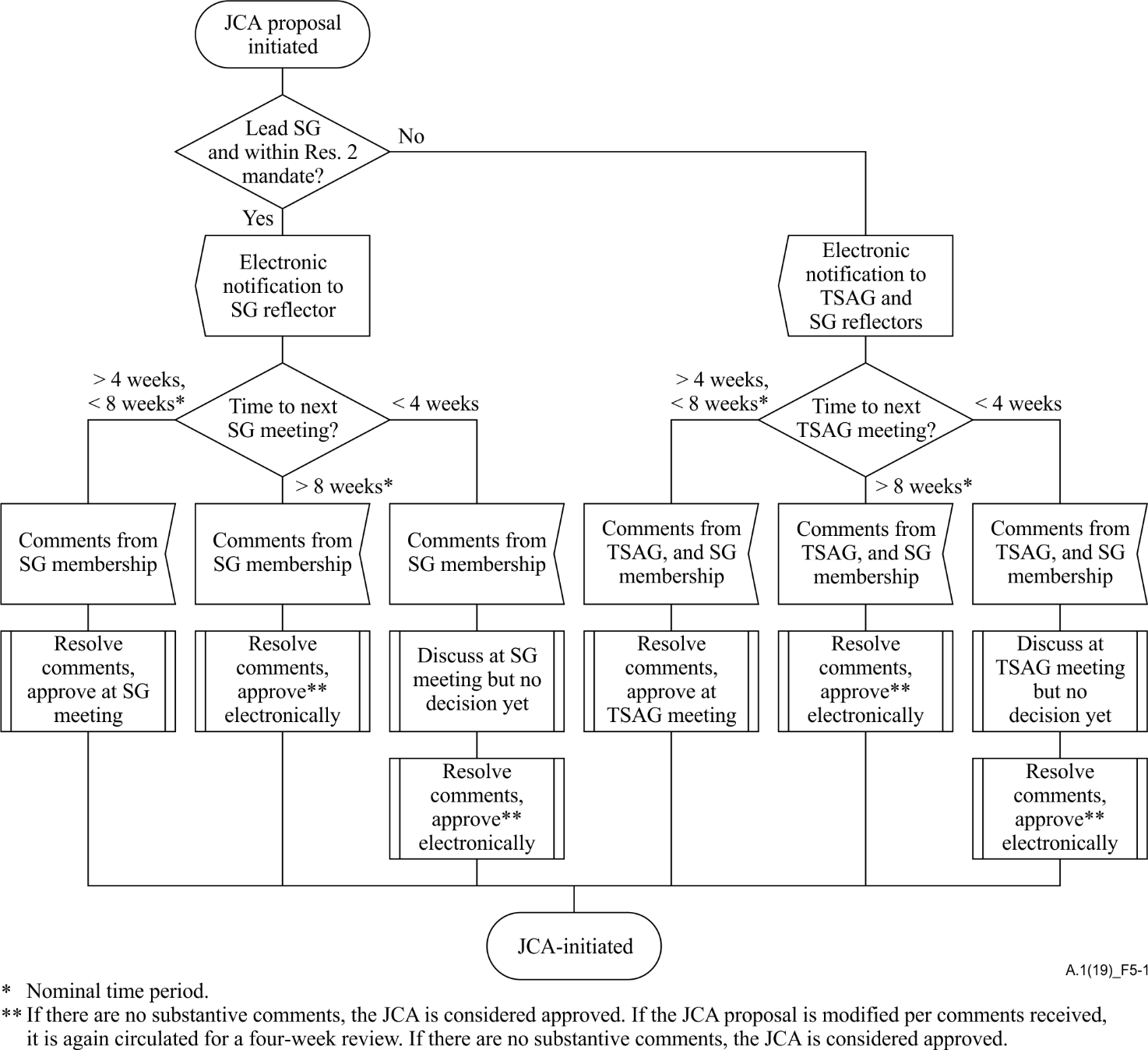


Figure 5-1 – Alternatives in proposing and approving the creation of a JCA

**5.3** JCAs are open, but (to restrict their size) should primarily be limited to official representatives from the relevant study groups that are responsible for work covered by the scope of the JCA. A JCA may also include invited experts and invited representatives of other SDOs and forums, as appropriate. All participants should confine inputs to a JCA to the purpose of the JCA.

**5.4** The establishment of a JCA is to be announced in a TSB circular, which should include the terms of reference of the JCA, the chairman of the JCA, and the study group responsible for the JCA.

**5.5** JCAs should work primarily by correspondence and electronic meetings. Any physical meeting considered necessary should be convened by the chairman of the JCA. Physical meetings should be supported by conferencing capabilities where possible, and both physical and electronic meetings should be scheduled as far as practicable at times that will provide maximum opportunity for broad participation. It is anticipated that physical meetings will be in conjunction with the involved study group meetings (in which case it is reflected in the collective letter for that study group) as far as practicable, but if a separate meeting is to be held, it is to be announced at least four weeks in advance by an (electronic) collective invitation letter.

**5.6** Inputs to the work of a JCA should be sent to the JCA chairman and to the concerned TSB counsellor, and the latter will make these available to the members of the JCA.

**5.7** JCAs may submit proposals to the relevant study groups to achieve alignment in the development of related Recommendations and other deliverables by the respective study groups. A JCA may also issue liaison statements.

**5.8** JCA input and output documents and reports are made available to the ITU‑T membership. Reports are issued after each JCA meeting. TSAG may monitor JCA activities through these reports.

**5.9** TSB will provide support for a JCA, within available resource limits.

**5.10** A JCA may be terminated at any time if the involved study groups agree that the JCA is no longer required. A proposal to do so, including justification, may be submitted by any study group involved or by TSAG, and examined for decision by the study group responsible for the JCA, after consulting the involved study groups and TSAG (via electronic means, if a TSAG meeting is not pending in the near future). A JCA will be reviewed at the first TSAG meeting following the WTSA. A specific decision must be taken on the continuation of the JCA, potentially with adjusted terms of reference.

Annex A  
  
Template to describe a proposed new Recommendation  
in the work programme

(This annex forms an integral part of this Recommendation.)

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| **EUR/38A17/1:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Question: |  | / | Proposed new ITU‑T Recommendation | <Meeting date> | | | **Reference and title:** | Recommendation ITU‑T <X.xxx> "Title" | | | | | | **Base text:** | <C nnn> or <TD nnnn> | | | **Timing:** | <Month-Year> | | **Editor(s):** | <Name, membership, e‑mail address> | | | **Approval process:** | <AAP or TAP> | | **Scope** (defines the intent or object of the Recommendation and the aspects covered, thereby indicating the limits of its applicability): | | | | | | |  | | | | | | | **Summary** (provides a brief overview of the purpose and contents of the Recommendation, thus permitting readers to judge its usefulness for their work): | | | | | | |  | | | | | | | **Gap analysis of ITU‑T Recommendations or other standards** (approved or under development): | | | | | | | List of standards or <TD nnnn> | | | | | | | **Liaisons with other study groups or with other standards bodies:** | | | | | | |  | | | | | | | **Supporting members from at least four different countries that are committing to contributing actively to the work item:** | | | | | | | <Member States, Sector Members, Associates, Academia> | | | | | | |
| **sTSAG/25**  **RCC/40A19/1:**   |  | | --- | | **Supporting members (at least two) that are committing to contributing actively to the work item:** | | <Member States, Sector Members, Associates, Academia> | |

Appendix I  
  
Rapporteur progress report format

(This appendix does not form an integral part of this Recommendation.)

The following format is recommended for the progress reports of rapporteurs to enable a maximum transfer of information to all concerned:

*a)* brief summary of contents of report;

*b)* conclusions or Recommendations sought to be endorsed;

*c) status of work with reference to work plan, including baseline document if available;*

*d)* draft new or draft revised Recommendations;

*e)* draft liaison in response to or requesting action by other study groups or organizations;

*f)* reference to contributions considered part of assigned study and summary of contributions considered at rapporteur group meetings (see Note);

*g)* reference to liaison statements from other organizations;

*h) major issues remaining for resolution and draft agenda of future approved meeting, if any;*

*i)* response to question on knowledge of intellectual property rights issues, including patents, copyright for software or text, marks;

*j)* list of attendees at all meetings held since last progress report.

A meeting report shall clearly indicate in its title the Question number, meeting venue and meeting date. In general, the title shall be of the form "Rapporteur Report Qx/x".

Any draft Recommendations produced shall be presented as separate TDs (one document per Recommendation). The title of the TD shall be of the form "Draft new Recommendation ITU‑T X.x: abc", where "abc" stands for the title of the draft Recommendation, or "Draft revised Recommendation ITU‑T X.x: abc", or "Draft Amendment 1 to Recommendation ITU‑T X.x: abc", etc.

A progress report shall not be used as a vehicle to violate the rules concerning the submission of contributions that are inappropriate to the assigned study task.

NOTE − The progress report may make reference to the meeting reports (see clause 2.3.3.12) in order to avoid duplication of information.

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| **RCC/40A19/1:**  Appendix II  Guidance on the conducting of meetings when discussing contributions for persons presiding  1 Persons presiding over meetings should distribute documents on the agenda in such a way as to ensure sufficient time is allocated for the presentation and consideration of contributions from ITU members.  2 Where time is limited, the consideration of recommendations and contributions from ITU members to be approved at the meeting shall be prioritized over all other meeting documents.  3 Persons presiding over meetings should be afforded the possibility to ensure an equal presentation of contributions, including the availability of simultaneous interpretation facilities.  4 Persons presiding over meetings should not express their own personal opinion on the topic and assessment of the contribution, e.g. whether it is necessary or not, including prior to its presentation and discussion.  5 The primary task of persons presiding over meetings is to lead the discussion from a neutral position and find compromises where there are differences of opinion.  6 Persons presiding over meetings should facilitate the discussion of contributions, giving the floor to a sufficient number of participants to ensure that action can be taken.  7 Proposals which are made to the meeting and receive no objections from ITU-T members should be considered as adopted.  8 Should persons presiding over meetings wish to take the floor on behalf of an ITU member that they are representing at the meeting or in another capacity (e.g. as chairman of another study group or rapporteur on another question), they should indicate that change of capacity in presenting such a position before beginning their intervention. |

Bibliography

[b-ITU‑T A.13] Recommendation ITU‑T A.13 (2019), *Non-normative ITU‑T publications, including Supplements to ITU‑T Recommendations*.

[b-ITU‑T A.sup5] ITU‑T A-series Recommendations – Supplement 5 (2016), *Guidelines for collaboration and exchange of information with other organizations*.

[b-Author's guide] *Author's guide for drafting ITU-T Recommendations*. Available from <https://itu.int/oth/T0A0F000004/en>.

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1. 4 This electronic notification should be sent to the general e‑mail reflector for the proposing study group and should also be a TD to the next meeting of the study group. [↑](#footnote-ref-1)