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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | TSAG-TD159 |
| TSAG |
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| **Question(s):** | | RG-WM | | Geneva, 12-16 December 2022 |
| **TD** | | | | |
| **Source:** | | RG-WM Associate Rapporteur | | |
| **Title:** | | Updated AHG-GME discussion output on "Conduct of meetings with remote participation" (Jan-Dec 2022) | | |
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| **Abstract:** | This document updates TD110, which was the output of the AHG-GME, to take account of C1 (United States) and C11 (Canada, Ciena Canada, Ericsson Canada, Inc.) as well as the references made to the revisions that were made to Resolution 167 (PP2022) during the discussion of TD110 to align the terminology used in Resolution 167. |

**Action**: TSAG is invited to note this document.

**Proposed revision of the proposed text of new Clause n in Recommendation ITU-T A.1 or A.Suppl.4**

NOTE – *Italicized* texts around yellow-marked []s were provisionally agreed.

New A.1/A.Suppl.4 clause on "Conduct of meetings with remote participation"

1 General

1.1 The collective letter, or calling notice, for a meeting shall indicate the status of the meeting, whether physical meeting, physical meeting with remote participation, or virtual meeting. For physical meetings with remote participation, the notification shall indicate whether, and for which sessions, remote participation can be requested. Where the meeting is a physical meeting with remote participation, the notification shall also indicate that the decision making is with those physically present in the room. Where the meeting is a virtual meeting, the notification shall indicate that decision making is by consensus.

1.2 The guidance for the provision of accessibility capabilities is provided in [b-FSTP.ACC-RemPart].

1.3 The times of opening and closing of sessions during a meeting shall normally be adhered to. Amendments to the timings of meetings, and of sessions within meetings shall be notified to all participants as soon as practically possible after the decision to change the timings has been taken.

1.4 In a plenary meeting, the Chairman will create an agenda that prioritize the work items that are planned for consent, determination, decision or agreement during the meeting. Work on items not planned for consent, determination, decision or agreement at the meeting, including the presentation of contributions on those topics, may be deferred to subsequent interim meetings.

1.5 Where the Chairman of the meeting is participating remotely in physical meetings, then an acting Chairman shall be identified that is physically present, to ensure meeting continuity should the communication with the Chairman fail.

1.6 All remote participants shall have the default state of mute when utilising a tool to participate remotely. Remote participants shall only unmute when the Chairman recognises them. Remote participants should take all measures to ensure that their participation is without background noise, so as to be understood and participate in the meeting

1.7 The requirement for a remote moderator shall be based on the tool that is used to provide remote participation.

1.8 During a meeting with remote participants, where remote participants encounter technical problems (e.g., lost connection), their participation may be discontinued without interruption to the physical meeting) The Chairman shall mute, or request muting of, remote participants with bad connections or whose connections introduce too much noise or ask them to leave the meeting if unable to mute.

1.9 While a remote participation tool may support video, it is recommended that participants do not use the share video option and turn off their cameras to avoid creating bandwidth problems for delegates with slow connections.

1.10 At the start of every meeting, the Chairman shall state the following “that participants when taking the floor for the first time shall announce their name, that they be brief and clear in their interventions by speaking slowly so that those for whom English is not their native language can understand. Remote participants shall mute their microphone when they are not speaking”.

[*1.11 The use of question e-mail reflectors and the informal FTP area (IFA) should be limited to the ways in which the tools are used during a physical meeting. Specifically, for reporting on tasks that the Rapporteur has asked to be carried out.*]

[*1.12 In order to ensure inclusion within the debate, discussions about the substance of a document shall always occur during the actual live meeting, not on the e-mail reflector. Discussion on the e-mail reflector may exclude participants because of the variance of the time zones.*

*1.13 Participants should not make new proposals (perhaps inspired by a previous day’s discussion) via the e-mail reflector or IFA. Such inputs will be considered as late contributions, that may have bypassed required national processes, and will not be considered by the meeting.*]

2 [*Physical meeting with*] remote participation

2.1 The Chairman of a physical meeting with remote participation shall announce that there is such participation, and state the rules governing remote participation in physical meeting

2.2 Where a physical meeting has remote participation, then the timings of the meeting, including remote participation, shall follow the time zones of the location where the physical meeting is being held.

2.3 In physical meetings where remote participation is occurring, then the Chairman, or a representative, and the remote participation moderator, if required, should be in the physical room ten minutes before the scheduled start of the meeting to check that the system is working and that documents can be displayed and shared

2.4 Access to remote participation should be available 30 minutes prior to the start of a meeting to allow remote participants to ensure that they can connect. Participants participating remotely in a physical meeting or in a virtual meeting are recommended to connect at least 5 minutes prior to the start of a meeting to ensure connectivity.

2.5 For physical meetings with remote participation, when the physical presence is outside of Geneva, then remote participation shall be possible, to the greatest extent practicable through the use of the same tools as those when the meeting is based in Geneva.

3 Virtual meeting

3.1 Where the meeting is a virtual meeting, the timings of the meeting [*is recommended/should normally*] only occur between 1200 and 1500 hours, Geneva time. Times for the scheduling of meetings shall be stated in the invitations to such meetings as both UTC and in Geneva times.

3.2 In a virtual meeting that extends over two weeks, it is expected that all delegates are at home on Saturdays and Sundays, and therefore there shall be no working on Saturdays and Sundays.

3.3 A virtual meeting should normally limit itself to sessions of 1 hour 15 minutes, interspersed with breaks of a minimum of 10 minutes.

3.4 Remote participants whose quality of voice communication is such that they cannot be understood should be prepared to provide their comments and questions by text through the remote participation tool, in particular if so requested by the Chairman of the meeting. Any other comments entered in a chat window are not considered as a part of the discussion.

3.5 Where technical issues impact a number of participants, then the Chairman shall decide whether to continue the meeting, or to suspend it until a solution can be found.

Reference in Bibliography:

[b-ITU-T FSTP.ACC-RemPart] Technical Paper ITU-T FSTP.ACC-RemPart (2015), *Guidelines for supporting remote participation in meetings for all*.