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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | | TSAG-TD183R1 |
| TSAG |
| Original: English |
| **Question(s):** | | | RG-WM | | Geneva, 30 May – 2 June 2023 |
| **TD** | | | | | |
| **Source:** | | | Rapporteur, TSAG Rapporteur group on working methods | | |
| **Title:** | | | Draft agenda RG-WM "Working methods", 30 May, 31 May and 1 June 2023 | | |
| **Contact:** | | Olivier Dubuisson  Orange France | | E-mail: [olivier.dubuisson@orange.com](mailto:olivier.dubuisson@orange.com) | |

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| **Abstract:** | This TD provides the agenda for the RG-WM sessions during the TSAG plenary meeting. |

**Action required**:RG-WM is invited to adopt this agenda.

*Note: For the sake of time, unless otherwise requested, documents between parentheses are not expected to be introduced.*

| **Timing** | **#** | **Agenda item** | **Docs** | **Summary and proposal** |
| --- | --- | --- | --- | --- |
| **Tuesday, 30 May 2023**  16:00-17:30 Geneva time |  | **TSAG Rapporteur group on working methods (RG-WM)** | | |
| 16:00 | **1** | **Opening and welcome** | | |
|  | 1.1 | TSB: TSAG interactive remote participation guidelines – Zoom Multilingual | [[TD](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0054/en)222](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0223) | To be **considered by remote participants**. |
|  | 1.2 | Supplement 4 to the ITU-T A-series "Supplement on guidelines for remote participation" | [A Suppl.4](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=15253) | To be **considered by remote participants**. |
|  | 1.3 | Introductory remarks |  | For the sake of time, unless otherwise requested, documents between parentheses are not expected to be introduced. In some cases, detailed discussion will occur during ad hoc group sessions or future interim meetings.  Introduction of documents and interventions are normally expected to be short (2 minutes). |
| 16:05 | **2** | **Agenda** | | |
|  | 2.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD183R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0181) (this document) | RG-WM is invited to **adopt** this agenda. |
|  | 2.2 | Chairman, TSAG: Document allocation and work plan | ([[TD](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0002/en)171](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0171)R2)  ([TD170R5](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0170)) | To be **noted**. Documents relevant to RG‑WM are listed in this agenda. |
| 16:10 | **3** | **Progress report of interim rapporteur group meetings** | | |
|  | 3.1 | Rapporteur, TSAG RG-WM: Progress report from interim TSAG RG-WM meetings | ([TD233](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0233)) | RG-WM is invited to **note** this report (including the RGM reports that it references) which has been approved by the WP1 opening plenary. Each result will be addressed under the corresponding item of this agenda. |
| 16:15 | **4** | [**Rec. ITU-T A.1**](https://www.itu.int/ITU-T/A.1) **"Working methods for study groups of the ITU Telecommunication Standardization Sector"** | | |
|  | 4.1 | China Telecommunications Corp., Ministry of Industry and Information Technology (MIIT) (China): Proposal for the revised text of Rec. ITU-T A.1 | ([C034](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0034)) | RG-WM has held two interim meetings to discuss the revision of Rec. ITU-T A.1. A couple of urgent tasks were also identified. Recognizing that some key issues remain unresolved, this contribution provides **proposals** for the revision of Rec. ITU‑T A.1.  *Note: The proposals have been included in* [*TD255R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255)*.* |
|  | 4.2 | Canada, UK, USA: Resolving issues on remote participation | ([C048](https://www.itu.int/md/T22-TSAG-C-0048/en)) | This contribution seeks to **provide** clarification on aspects of remote participation that have created issues in recent meetings. A course of action is proposed for TSAG to agree and to progress.  *Note: The proposals have been included in TD255R1 (clauses 1.3.2 and 2.3.3.10).* |
|  | 4.3 | Canada: International nature of ITU-T standards | ([C028](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0028)) | This contribution **proposes** that TSAG takes into consideration the importance of active support and contribution of international experts from different member states and develop working procedures to ensure that a new work item proposal meets the ITU strategic priorities and international nature of the ITU-T activities before it is approved.  *Note: The proposals have been included in* [*TD255R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255) *(new clause 1.4.7.1).* |
|  | 4.4 | USA: Proposed improvements to handling of new work items in study groups | ([C050](https://www.itu.int/md/T22-TSAG-C-0050/en)) | The processing of new work items within ITU-T study group meetings have dominated the time consumed in the meetings. This has become a detriment to cost-effective meeting management. This contribution **proposes** revisions to the working methods to address this issue.  *Note: The proposals have been included in* [*TD255R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255) *(clause 1.4.7.1).* |
|  | 4.5 | China Telecommunications Corp.: Proposal for the terminologies and definitions in Rec. ITU-T A.1 | ([C036](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0036)) | Recognizing that some terminologies and definitions remain with a different understanding, this contribution provides **proposals** for the clarification of "Study Group Meeting" in Rec. ITU-T A.1.  *Note: The proposals have been included in* [*TD255R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255) *(in particular new clauses 1.8.2.7bis, 1.8.2.7ter, 1.8.2.8bis).* |
|  | 4.6 | Korea (Republic of): Need for guidance on implementing PP Resolution 208 for non-attendance of chairmen and vice-chairmen at meetings of their respective groups in ITU-T Sector | [C024](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0024) | This contribution suggests that TSAG **considers**:   1. reviewing if there is a need for specific guidance so that necessary actions are implemented consistently to meet the relevant provisions of PP22 Resolution 208, taking into account a relevant provision in WTSA20 Resolution 1; 2. if agreed, to provide that guidance to TSAG, SGs and the TSB Director.   *Note: The proposals have been included in* [*TD255R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255) *(new clause 2.1.7).* |
|  | 4.7 | Nokia Corp. (Finland): Proposal regarding "equal treatment" of contributions | ([C026](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0026)) | There are proposed changes to Recommendation ITU-T A.1 concerning "equal treatment" of contributions. This contribution **proposes** to delete those changes, based on there being no practical way to define what "equal treatment" would entail.  *Note: The proposals have been included in* [*TD255R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255) *(clauses 2.3.3.7 and 3.2.11).* |
|  | 4.8 | UK: Additional contribution to Rec. ITU-T A.1 | ([C045](https://www.itu.int/md/T22-TSAG-C-0045/en)) | This contribution **provides** further input on the use of e-mail, both during meetings and between meetings, based on the discussions during the RG-WM meeting on governance and management of e-meetings. It proposes clarification for new text to be inserted into Rec. ITU-T A.1.  *Note: The proposals have been included in* [*TD255R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255) *(new Annex B).* |
|  | 4.9 | UK: Further comments on TD255 | ([C044](https://www.itu.int/md/T22-TSAG-C-0044/en)) | This contribution **provides** additional comments to the content of TSAG-TD255.  The UK supports the editor's **proposal** of a new A-series Recommendation for JCAs (which would be a copy of clause 5 and a reference to this new Recommendation would be added to Rec. ITU-T A.1, clause 2.2). The rapporteur suggests that revised ITU-T A.1 and new ITU-T A.jca would be approved as a package.  *Note: The proposals have been included in* [*TD255R1*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255)*.* |
|  | 4.10 | Rapporteur, RG-WM: Compilation to support the discussion on Rec. ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector" | ([TD255R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0255)) | This TD is a consolidated revised text that compiles the all WTSA-20 proposals to modify Rec. ITU-T A.1 as well as contributions and discussions at the RG-WM meetings on 1 Feb and 4 May 2023 and contributions to this TSAG meeting.  It has been reviewed until new clause 2.3.3.6 at the 1 Feb and 4 May 2023 interim meetings of RG-WM.  *For* ***discussion*** *at the editing session (concentrating on listed open issues): Wed 31 May, 17:45-19:30.* |
| 16:30 | **5** | **Drafting ITU-T Recommendations** | | |
|  | 5.1 | ITU-T Study Group 2: LS/i on SCV activity in SG2 | ([TD243](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0243)) | This liaison statement informs about current terms and definition activities within SG2.  Items 1, 3 and 4 are for **action** by RG-WM. |
|  | 5.2 | Chairman, Standardization Committee for Vocabulary: Status report of SCV activities | ([TD218](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0218/en)) | "Considering the convenience of using definitions developed by other standards developing organizations (SDOs), and that such practice would help harmonize definitions across all SDOs, the meeting considered suggesting that memoranda of understanding be established with other SDOs to facilitate the inclusion, in ITU-T Recommendations, of definitions developed by the other organizations without the need of requesting explicit copyright clearance for each." |
|  | 5.3 | TSB: Author's guide for drafting ITU-T Recommendations | ([Author's](https://www.itu.int/oth/T0A0F000004/en) guide) | For **information**. |
|  | 5.4 | Rapporteur, RG-WM: Working document to support the discussion on TD243 (LS/i on SCV activity in SG2) | ([TD245R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0245)) | *For* ***discussion*** *in the ad hoc group: Thu 1 June, 08:30-09:15.* |
| 16:40 | **6** | [**Rec. ITU-T A.4**](https://www.itu.int/ITU-T/A.4) **"Communication process between the ITU Telecommunication Standardization Sector and forums and consortia"**  [**Rec. ITU-T A.5**](https://www.itu.int/ITU-T/A.5) **"Generic procedures for including references to documents of other organizations in ITU-T Recommendations"**  [**Rec. ITU-T A.6**](https://www.itu.int/ITU-T/A.6) **"Cooperation and exchange of information between the ITU Telecommunication Standardization Sector and national and regional standards development organizations"** | | |
|  | 6.1 | Canada, InterDigital Canada Ltee: Proposed way forward for Recs ITU-T A.4, A.5 and A.6 and related qualified organizations | [C029](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0029) | It **is proposed** to update the list of ITU-T A.4 and A.6-qualified organizations, and to verify the needs for them to be ITU-T A.5-qualified. It is **further proposed** to address the overlap between Recs ITU-T A.4 and A.6 in view of the newly created Rec. ITU-T A.25 either by simply suppressing A.4 and A.6, or by merging their information in a new A-series Recommendation complementing Recs ITU-T A.5 and A.25. |
|  | 6.2 | TSB: Organizations newly qualified for ITU-T A.4, A.5 and A.6 since the last TSAG meeting | ([TD219](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0219/en)) | This TD contains **information** on the decisions taken by ITU-T study groups since the last TSAG (Dec 2022) of the qualifications under ITU-T A.4, A.5 and A.6. |
|  | 6.3 | Rapporteur, RG-WM: Working document to discuss a possible way forward for Recs ITU-T A.4 and A.6 | ([TD275](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0275/en)) | This TD is a working document to support the discussion on contribution C29.  *For* ***discussion*** *in the ad hoc group:* *Thu 1 June, 13:30-14:15* |
| 17:05 | **7** | [**Rec. ITU-T A.7**](https://www.itu.int/ITU-T/A.7) **"Focus groups: Establishment and working procedures"** | | |
|  | 7.1 | China Telecommunications Corp., Ministry of Industry and Information Technology (MIIT) (China): Proposal for the revised text of Rec. ITU-T A.7 | ([C035](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0035)) | RG-WM has held two interim meetings to discuss the revision of Rec. ITU-T A.7. A couple of urgent tasks were also identified. Recognizing that some key issues remain unresolved, this contribution provides **proposals** for the revision of Rec. ITU‑T A.7. |
|  | 7.2 | Egypt, Saudi Arabia, United Arab Emirates: Compilation to support the discussion on Recommendation ITU-T A.7 | ([C037](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0037)) | This contribution **aims to** maintain the flexibility nature of the Focus Groups, as some comments during e-meetings of revising Recommendation ITU-T A.7 might cause limitations on existing working procedures of Focus Groups. |
|  | 7.3 | Editor, Rec. ITU-T A.7: Compilation to support the discussion on Recommendation ITU-T A.7 | ([TD217R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0217)) | This document is a consolidated revised text that compiles all WTSA-20 proposals to modify Rec. ITU-T A.7 and contribution [DOC1 (230214)](https://extranet.itu.int/meetings/ITU-T/T22-TSAGRGM/RGWM-230214/DOCs/T22-TSAGRGM-RGWM-230214-DOC-0001.docx) from the UK. It has been reviewed until (new) clause 8.1 at the 14 Feb and 18 Apr 2023 interim meetings of RG‑WM.  *For* ***discussion*** *at the editing session (concentrating on listed open issues): Thu 1 June, 17:45-19:30.* |
| 17:15 | **8** | [**Rec. ITU-T A.8**](https://www.itu.int/ITU-T/A.8) **"Alternative approval process for new and revised ITU-T Recommendations"** | | |
|  | 8.1 | UK: Proposed amendment to Rec. ITU-T A.8 | ([C046](https://www.itu.int/md/T22-TSAG-C-0046/en)) | This contribution **proposes** an amendment to Rec. ITU-T A.8 in order to ensure that all steps in the process are clearly documented.  *Note: The proposal has been included in* [*TD208R1*](http://www.itu.int/md/T22-TSAG-230530-TD-GEN-0208/en)*.* |
|  | 8.2 | Rapporteur, RG-WM: Working document to discuss possible changes to Rec. ITU-T A.8 | ([TD208R1](http://www.itu.int/md/T22-TSAG-230530-TD-GEN-0208/en)) | This TD is a working document to support the discussion about Rec. ITU-T A.8 based on the feedback from SG15 and TSB. It reflects the discussion at the 28 Feb 2023 interim meeting of RG-WM.  *For* ***discussion*** *at the editing session: Wed 31 May, 13:30-14:15.* |
| 17:25 | **9** | **Review of suggested ad hoc groups, editing sessions and interim meetings** | | |
|  | 9.1 | Suggested ad hoc groups and editing sessions | ([TD170R5](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0170)) | * Wed 31 May, 13:30-14:15: editing session for Rec. ITU-T A.8 ([TD208R1](http://www.itu.int/md/T22-TSAG-230530-TD-GEN-0208/en)) * Wed 31 May, 17:45-19:30: editing session on Rec. ITU-T A.1 ([TD255R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0255/en)) * Thu 1 June, 08:30-09:15: ad hoc group on the Author's guide for drafting ITU-T Recommendations ([TD245R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0245)) * Thu 1 June, 13:30-14:15: ad hoc group on a proposed way forward for Recs ITU-T A.4, A.5 and A.6 ([TD275](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0275/en)) * Thu 1 June, 17:45-19:30: editing session on Rec. ITU-T A.7 ([TD217R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0217)) |
|  | 9.2 | Suggested rapporteur group interim meetings |  | See agenda item 23 |
| **Wednesday, 31 May 2023**  09:30-10:45 Geneva time | **10** | **Agenda** | | |
|  | 10.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD183R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0181) (this document) | RG-WM is invited to **adopt** the revised agenda (if any). |
| 09:35 | **11** | **Electronic working methods** | | |
|  | 11.1 | Director, TSB: Electronic working methods services and database applications report | ([TD195](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0195)) | This document describes actions taken since the last TSAG Dec 2022 meeting to improve electronic working methods and tools for the membership. TSAG is invited to **note** this document. |
|  | 11.2 | Chairman, Inter-Sector Coordination Group (ISCG): Report of the Inter-Sector Coordination Group on issues of mutual interest | ([TD216](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0216/en)) | This TD presents a progress report on the work of ISCG on issues of mutual interest, highlighting the conclusions from its last meeting on 2 May 2023.  "From contributions received, there is the need to encourage the ITU secretariat to advance the work on the harmonization of the ITU Sectors' websites to ensure clarity, ease of navigation and an image of One ITU, including the use of the six official languages of the Union on an equal footing, and the improvement of the searching system, and to include this observation on the report to Council 2023." |
|  | 11.3 | ITU-T Study Group 9: LS/r on smart TV Operating System (SG16-LS23) | ([TD274](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0274)) | This liaison statement for **information** replies to the LS from ITU-T SG16 (SG16-LS23).  *Note: The 12-16 Dec 2022 meeting of TSAG (*[*TD15R1*](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0015/en)*) "requested TSB to discuss further with ITU IS Department to make the Recommendation-series title also available in their set of Recommendation download pages."*  *According to* [*TD195*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0195)*, section 2.3.5: "Detailed ITU-T Recommendation information – including series titles – is available on pages (*[*example*](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=J.1204)*). IS are looking into adding recommendation series titles to final publication distribution pages (*[*example*](https://www.itu.int/rec/T-REC-J.1204)*) as well."* |
|  | 11.4 | Electronic working methods (EWM) liaisons appointed by ITU-T study groups | ([TD250R2](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0250)) | WTSA Resolution 32, *resolves* 2, instructs TSAG to request study group chairmen to identify EWM liaisons.  **Consider** sending a liaison statement to study groups to appoint EWM liaisons. |
| 09:45 | **12** | **Governance and management of e-meetings**, led by the Associate Rapporteur on remote participation | | |
|  | 12.1 | Russian Federation: Scheduling dates and times for ITU-T physical and virtual meetings | ([C043](https://www.itu.int/md/T22-TSAG-C-0043/en)) | The Russian Federation **proposes** to discuss inclusion of meetings planning in existing or forthcoming documents, e.g. in the document "Governance and management of meetings with remote participation". |
|  | 12.2 | Chairman, Inter-Sector Coordination Group (ISCG): Report of the Inter-Sector Coordination Group on issues of mutual interest | ([TD216](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0216/en)) | This TD presents a progress report on the work of ISCG on issues of mutual interest, highlighting the conclusions from its last meeting on 2 May 2023.  "• The ISCG highlighted the necessity for ITU to use the standards being developed by ITU-T Study Group 16 on accessible meetings and remote participation, as well as to establish standard procedures for ITU meetings.  • The ISCG also agreed to send out a Liaison Statement to the Radiocommunication Advisory Group (RAG) and the Telecommunication Development Advisory Group (TDAG) inviting them to share their rules on governance and management of virtual meetings so as to identify best practices to be implemented." |
|  | 12.3 | Changing the title of the Associate Rapporteur to "Associate Rapporteur on remote participation and electronic working methods" |  | For **approval** |
| 09:55 | **13** | [**Rec. ITU-T A.25**](https://www.itu.int/ITU-T/A.25) **"Generic procedures for incorporating text between ITU-T and other organizations"** | | |
|  | 13.1 | Russian Federation: Changing Rec. ITU-T A.25 | [C041](https://www.itu.int/md/T22-TSAG-C-0041/en) | It is **proposed** to include Appendix III (non-normative) with a letter template to be sent by an organization to ITU-T in order to resolve a number of issues related to intellectual property rights that arise during the development of an ITU-T Recommendation based on this organization's text. It is **proposed** to include a new sub-clause in clause II.4 to control the trademarks or proper names mention in the proposed text.  *Note: If needed, it will be further discussed at an interim rapporteur group meeting (see agenda item 23).* |
| 10:20 | **14** | **Draft new Supplement A.SupRA to the ITU-T A-series Recommendations "Guidelines on the appointment and operations of registration authorities"** | | |
|  | 14.1 | UK: Comments on [TD251](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0251) | ([C047](https://www.itu.int/md/T22-TSAG-C-0047/en)) | This contribution identifies three elements within TD251 that are of immediate concern and **proposes** a way forward for resolving those concerns.  *Note: The proposals have been included in* [*TD251R1*](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0251)*.* |
|  | 14.2 | ITU-T A.supRA editor: Proposed new Supplement to the ITU-T A-series Recommendations "Guidelines on the appointment and operations of registration authorities" | ([TD251R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0251)) | This draft reflects the results of the discussion at the 28 Feb 2023 interim meeting of RG-WM as well as contributions to this TSAG meeting.  *Note: It will be further discussed at an interim rapporteur group meeting (see agenda item 23).* |
| 10:40 | **15** | **Review of suggested ad hoc groups, editing sessions and interim meetings** | | |
|  | 15.1 | Reminder about the ad hoc groups and editing sessions | ([TD170R5](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0170)) | * Wed 31 May, 13:30-14:15: editing session for Rec. ITU-T A.8 ([TD208R1](http://www.itu.int/md/T22-TSAG-230530-TD-GEN-0208/en)) * Wed 31 May, 17:45-19:30: editing session on Rec. ITU-T A.1 ([TD255R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0255/en)) * Thu 1 June, 08:30-09:15: ad hoc group on the Author's guide for drafting ITU-T Recommendations ([TD245R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0245)) * Thu 1 June, 13:30-14:15: ad hoc group on a proposed way forward for Recs ITU-T A.4, A.5 and A.6 ([TD275](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0275/en)) * Thu 1 June, 17:45-19:30: editing session on Rec. ITU-T A.7 ([TD217R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0217)) |
|  | 15.2 | Suggested rapporteur group interim meetings |  | See agenda item 23. |
| **Thursday, 1 June 2023**  09:30-10:45 Geneva time | **16** | **Revised agenda** | | |
|  | 16.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD183R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0181) (this document) | RG-WM is invited to **adopt** the revised agenda (if any). |
| 09:35 | **17** | **Result of informal discussions, ad hoc groups and editing sessions** | | |
|  | 17.1 | Rapporteur, RG-WM: Working document to discuss possible changes to Rec. ITU-T A.8 | [TD208R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0208/en) | This TD reflects the discussion at the ad hoc session on Wed 31 May, 13:30-14:15.  For **review**.  *Note: If necessary, it will be further discussed at an interim rapporteur group meeting (see agenda item 23).* |
|  | 17.2 | Rapporteur, RG-WM: Compilation to support the discussion on Rec. ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector" | [TD255R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0255/en) | This TD reflects the discussion at the ad hoc session on Wed 31 May, 17:45-19:30. It will be further discussed at interim rapporteur group meetings (see agenda item 23).  For **review**. |
|  | 17.3 | Rapporteur, RG-WM: Working document to support the discussion on TD243 (LS/i on SCV activity in SG2) | [TD245R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0245) | This TD reflects the discussion at the ad hoc group on Thu 1 June, 08:30-09:15.  For **review**. |
| 10:00 | **18** | [**Rec. ITU-T A.23**](https://www.itu.int/ITU-T/A.23) **"Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology"** | | |
|  | 18.1 | Liaison officer to ISO/IEC JTC 1: Report of the ISO/IEC JTC 1 Plenary (Paestum, Italy, May 2023) | ([TD212](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0212/en)) | For **information**: item 1 on ISO/IEC JTC 1 Resolution 2 "Establishment of JTC 1 Ad Hoc Group 7 on Supplement Alignment": "The results of the alignment project and the changes in the ISO and IEC Directives should be considered in a future update of ITU-T Recommendation A.23 | ISO/IEC JTC 1 Standing Document 3." |
| 10:05 | **19** | **Supplement** [**A Suppl. 5**](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=13023) **"Guidelines for collaboration and exchange of information with other organizations"** | | |
|  | 19.1 | Korea (Republic of): A need for ISO and IEC's guidelines on collaboration and exchange of information between ITU-T SGs and ISO or IEC TCs | [C023](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0023) | This contribution suggests that TSAG **invites** the ISO Technical Management Board (TMB) and IEC Standardization Management Board (SMB) to establish a collaboration process including developing a corresponding document in the form of ISO/IEC JTC 1 Standing Document 3 and ITU-T A.Suppl.5 to facilitate standardization collaboration between ITU T and ISO, and between ITU-T and IEC.  **Consider** sending ITU-T A.Suppl.5 in a liaison statement inviting ISO TMB and IEC SMB to develop a corresponding collaboration process.  *Rapporteur's note: It could be worth "taking the temperature" first through the IEC SMB/ISO TMB/ITU-T TSAG Standardization Programme Coordination Group (SPCG).* |
| 10:15 | **20** | **Incubation mechanism** | | |
|  | 20.1 | ITU-T SG17: LS/i on new work item: work item TP.inno-2.0 "Description of the incubation mechanism and ways to improve it" | ([TD239](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0239)) | This liaison statement **informs** that SG17 established a new work item TP.inno-2.0.  *Note: The discussion on the incubation mechanism will occur in RG-IEM and would come back to RG-WM if there is a need to develop a working method.* |
|  | 20.2 | Korea (Republic of): Proposal on incubation mechanism | ([C025](https://www.itu.int/md/T22-TSAG-C-0025/en)) | Korea **suggests** sending a liaison statement to all study groups to get their feedback on the need and usefulness of an incubation mechanism.  *Note: The discussion on the incubation mechanism will occur in RG-IEM.* |
| 10:20 | **21** | **Outgoing liaison statements** | | |
|  | 21.1 | Liaison statement to all study groups on the appointment of an electronic working methods (EWM) liaison officer | [TD250R2](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0250) | For **approval**. |
| 10:25 | **22** | **RG-WM work programme** | | |
|  | 22.1 | Rapporteur, TSAG RG-WM: Updates to the RG-WM work programme | [TD276](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0276) | RG-WM is asked to **confirm** the updates to the RG-WM work programme. |
|  | 22.2 | Rapporteur, TSAG RG-WM: Living list | ([TD220](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0220)) | For **information**. Members are invited to use this TD for possible contributions to future TSAG meetings. |
|  | 22.3 | Director, TSB: Action plan related to the Resolutions and Opinion of WTSA | ([TD191R2](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0191/en)) | The WTSA-20 Action Plan is a monitoring and reporting tool to keep track of the implementation of WTSA Resolutions and Opinion. This TD contains the updated WTSA-20 Action Plan, which was developed and that has been updated since December 2022.  *Note: In particular, the following action item may be useful for RG-WM: 022-09 "TSBDir to report to TSAG on the experience in the implementation of the A-series Recommendations for consideration by the ITU-T membership (instructs TSBDir 4)"* |
| 10:35 | **23** | **Future meetings** | | |
|  | 23.1 | Reminder about the ad hoc groups and editing sessions | ([TD170R5](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0170)) | * Thu 1 June, 13:30-14:15: ad hoc group on a proposed way forward for Recs ITU-T A.4, A.5 and A.6 ([TD275](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0275/en)) * Thu 1 June, 17:45-19:30: editing session on Rec. ITU-T A.7 ([TD217R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0217))   *Note: The resulting TDs will be reviewed by the WP1 closing plenary. In any case, they will be further revised at interim rapporteur group meetings (see agenda item 23).* |
|  | 23.2 | Suggested interim rapporteur group meetings |  | * 27 June 2023, 13:00-15:00 Geneva time (editing session for Rec. ITU-T A.1) Contribution deadline: 17 June 2023 * 4 July 2023, 13:00-15:00 Geneva time (Rec. ITU-T A.7) Contribution deadline: 24 June 2023 * 12 Sep 2023, 13:00-15:00 Geneva time (Rec. ITU-T A.8; [Rec. ITU-T A.25;] draft new Supplement A.supRA) Contribution deadline: 2 Sep 2023 * 24 Oct 2023, 13:00-15:00 Geneva time (Rec. ITU-T A.1) Contribution deadline: 14 Oct 2023 * 21 Nov 2023, 13:00-15:00 Geneva time (proposed way forward for Recs ITU-T A.4, A.5 and A.6; pending issues from previous rapporteur group meetings) Contribution deadline: 11 Nov 2023 * 5 Dec 2023, 13:00-15:00 Geneva time (pending issues from previous rapporteur group meetings) Contribution deadline: 25 Dec 2023 |
| 10:40 | **24** | **AOB** | | |
| 10:45 | **25** | **Closure of the meeting** | | Meeting report to be found in [TD184](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-230530-TD-GEN-0184). |

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