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| A black and white logo  Description automatically generated with medium confidence | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2022-2024 | TSAG-TD257 |
| TSAG |
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| **TD** |
| **Source:** | Rapporteur, RG-IEM |
| **Title:** | Draft ToR for the ITU-T Industry Engagement Workshop Steering Committee |
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| **Abstract:** | This document contains draft terms of reference for the ITU-T Industry Engagement Workshop Steering Committee (IEWSC), contributing to the implementation of industry engagement action plan item AP2. |

**Action:** TSAG is invited to approve the draft ToR and to establish the ITU-T Industry Engagement Workshop Steering Committee (IEWSC) at its current meeting.

Draft Terms of Reference (ToR) for the ITU-T Industry Engagement Workshop Steering Committee (IEWSC)

# 1 Participation to the IEWSC

The participation to the IEWSC is formed in order to have:

* The right representativity of various roles in TSAG and in ITU
* In a limited group of people (not open ended)
* The right balance, especially among regions and hopefully on gender

Initial Proposed persona forming the steering committee:

* TSAG RG-IEM current leadership,
* TSB Director,
	+ TSB Director may consider to invite the Deputy Secretary General,
* ITU Counsellor,
* 2 TSAG volunteers per ITU Region with a good justification to join for example elements of added value they can bring to the committee (experience in workshops, good network of relationships at C level in the industry, good network of relationships in leadership education, in key experts of this problem, etc.)
	+ if arbitrations are needed, maximise the gender balance.

# 2 Lifecycle of the IEWSC

Like any entity the SC has a lifecycle from formation to dismantling on the following key milestones, the IEWSC:

* starts and is formed upon TSAG agreement at TSAG meeting,
* executes its mission until the first workshop is delivered,
* delivers a report back to WP2/TSAG not more than one month before it or before the next TSAG meeting depending on what is scheduled first,
* is dismantled after all reports are delivered.

# 3 Potential time line

The short study period presents a limited time frame in which to hold a workshop. This limited time frame is further constrained in that periods of the year are not a good fit to run a workshop (e.g. end of calendar year). With these limitations and constraints in mind we propose the following draft timeline and plan by which the workshop identified in [TD153R2](https://www.itu.int/md/T22-TSAG-221212-TD-GEN-0153/en) can occur:

Table 2 - Proposed time line

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| **#** | **Calendar** | **Timeline Opportunity** | **Milestone** |
| TL01 | 30th of May 2023 | TSAG meeting | TSAG approves the formation of an Industry Engagement Workshop Steering Committee (IWESC) to organize the first Workshop |
| TL02 | June 2023 | IWESC first meetings | IWESC is formally started and engages its work |
| TL03 | October 2023 | WP2 meeting | IWESC reports on its activities and progress to WP2, final review to kickoff Workshop organization |
| TL04 | January 2024 TBC | TSAG meeting | TSAG reviews progress of IWESC and Workshop preparation |
| TL05 | Spring 2024 TBD | First Industry Engagement Workshop  | The workshop is delivered |
| TL06 | Summer 2024 TBD | TBD | IWESC issues its report and is dismantled |
| TL07 | Summer 2024 TBD | TBD | WP2 or TSAG reviews IWESC report and discusses learnings for potential implementation by ITU-T in view of WTSA24 |
| TL08 | Fall 2024 | WTSA24 |  |

This timeline assumes that an Industry Engagement Workshop Steering Committee (IEWSC) is formed and is responsible and accountable .

# 4 Project management tasks for the IEWSC

The IEWSC will consider the Guidelines and coordination requirements for the organization of ITU-T workshops and seminars, in Recommendation ITU-T A.31.

This could include:

* Design the workshop and defining all of its parameters:
	+ Date, duration, place, participation, target audience, agenda/program, etc.
* Determine resources needed:
	+ Budget, ITU staff needed if need be, others.
* Pre-Workshop set of communication documents:
	+ Content: program, logistics, etc.,
	+ Web page, social networks.
* Invite the participants:
	+ Requires identification mechanism and means of contacts.
* Workshop itself:
	+ Ensure good run of the workshop.
* Post-Workshop:
	+ Outside communications, pictures, etc.,
	+ Report to WP2/TSAG.

# 5 Determining the Workshop Program

The IEWSC will drive the creation of the program. It shall take into account the Implementation Strategies listed in the Action Plan for AP2, to produce among other things:

* content,
* agenda,
* format,
* target invited people,
* panel,
* etc.

This program will be co-created with TSAG members to ensure relevance.

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