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| **TD** | | | |
| **Source:** | | Rapporteur, RG-IEM | |
| **Title:** | | Draft ToR for the ITU-T Industry Engagement Workshop Steering Committee | |
| **Contact:** | | Glenn PARSONS Rapporteur, TSAG RG-IEM Ericsson, Canada | Tel: +1-514 379 9037 E-mail: [glenn.parsons@ericsson.com](mailto:glenn.parsons@ericsson.com) |
| **Contact:** | | Arnaud Taddei Convener, IEWSC Drafting Session Broadcom United States | Tel: +41795061129 E-mail: [Arnaud.Taddei@broadcom.com](mailto:Arnaud.Taddei@broadcom.com) |

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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. The document shows changes in TD257 which were introduced during the drafting session held on 31 May based on TSAG-C32, and the feedback and suggestions received during the RG-IEM session held earlier on the same day. |

**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)

# Introduction

This Terms of Reference (ToR) is established in order to support the execution of the workshop aspect of the industry engagement action plan AP2:

*The Action Plan developed by TSAG should also consider implementation strategies for achieving the above through the organization of regular workshops and surveys with the industry to receive feedback on how to enhance participation in the ITU-T.*

This Objective/Thematic Priority should provide the below Key Outcome(s)

* Tangible feedback is formalised and qualified and inputs to several other action plan items.
* The industry’s awareness and its interest for standardisation increased significantly and sustainably.
* The quality feedback received by ITU-T is an essential element to improve the attractiveness of ITU-T.

With the following Key Outcome Indicator(s)

* Active and engaged number of participants in standardisation increases.
* Number of contributions in standardisation increased.
* Number of Recommendations cited (through regulatory harmonisation, through RFx business processes, etc.) increased.

In order to develop this workshop, this ToR defines the ITU-T Industry Engagement Workshop Steering Committee (IEWSC).

# Objectives of the workshop

This Workshop should:

* attract relevant industry decision makers in regard to standardization where the ITU-T can provide value,
* contribute to the dialogue between all the parties,
* provide valuable feedback on the industry engagement action plan,
* inform the WTSA-24 preparations.

# 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 volunteers among the ITU membership 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 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.

# 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 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 to TSAG.

# 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 1 - 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 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 | 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.

# 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](mailto:https://www.itu.int/rec/T-REC-A.31-200810-I/en).

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.

# Determining the Workshop Program

The IEWSC will take into account the Implementation Strategies listed in the Action Plan for AP2.

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

**Appendix**

# Questions to be addressed by the Workshop

* Why should industry care about standardization?
* What are the benefits to the industry to engage in standardization?
* How can industry make a difference by engaging in standardization?
* What are the risks for industry not to engage in standardization?
* What are the differences between SMEs and large enterprises regarding their motivation, needs and approach to standardization?

In order to determine:

* How do the answers to these questions differ from SME to large enterprises?
* How to make participation in ITU-T activities relevant again?
* What are the opportunities for ITU-T to support industry with their standards-related needs in developed and developing countries?
* How can we ensure that the questions discussed in the workshop can be translated into long-term Key Outcome Indicators (KOI)?

The IEWSC could base its work, for example, on considering the following questions:

* Why the need of a workshop with relevant industry decision makers?
* Why organising a workshop “now”?
* Why it is difficult to attract relevant industry decision makers?
* What are the conditions for success?
* What is the compelling story to attract relevant industry decision makers to a workshop?
* What is the right venue and other event to synergise with?
* What is the right timing?
* What does success look like?
* Shall a survey help support this effort before the workshop?
* What shall be the format/scale/agenda of the workshop?
* Where are the other sources of learning to prepare such a workshop (e.g., ITU-T CxO meetings, ITU-D IAP, Martigny event)?
* What are the budget and resources constraints?

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