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| **Source:** | | | Rapporteur, RG-WTSA | | |
| **Title:** | | | First baseline text for draft A.SupWTSAGL “WTSA preparation guideline on Resolutions” | | |
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| **Abstract:** | This document is the first baseline text for draft A.SupWTSAGL “WTSA preparation guideline on Resolutions” as the outcome of RG-WTSA interim meeting on 11 May 2023. |
| **Action** | For further discussion and progress at an RG-WTSA session during this TSAG meeting as well as future RG-WTSA interim/TSAG meetings. |

At the last TSAG meeting in December 2022, RG-WTSA was authorized (ref. TSAG-[R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-R-0001)) to develop A.SupWTSAGL, a new supplement to the ITU-T A-series Recommendations “WTSA preparation guideline on Resolutions”, as copied down as following.

*17.1.15 TSAG agreed that RG-WTSA develop*

*a) ITU-T A.SupWTSAGL, a new supplement to the ITU-T A-series Recommendations “WTSA preparation guideline on Resolutions” (see Annex B1 for ITU-T A.13 justification) (ref. action RG-WTSA-1a), and*

*b) ITU-T A.BN: Draft new briefing note “How to chair WTSA Sub-Committee/Ad Hoc Group meetings” (see Annex B2 for ITU-T A.13 justification) (ref. action RG-WTSA-1b).*

According to the agreement in last interim meeting of RG-WTSA on 11 May 2023, [DOC1-R1 (230511)](https://extranet.itu.int/meetings/ITU-T/T22-TSAGRGM/RGWTSA-230511/DOCs/T22-TSAGRGM-RGWTSA-230511-DOC-0001.docx) (based on TSAG-[TD751](https://www.itu.int/md/T17-TSAG-200210-TD-GEN-0751) (2017-2020) “Principles, Guidelines on streamlining Resolutions, and for drafting Resolutions”) was adopted as the first baseline text for draft A.SupWTSAGL.

This draft was revised based on the meeting agreement on adopting the proposed text in [TSAG-C27](https://www.itu.int/md/T22-TSAG-C-0027) and [TSAG-C39](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-C-0039), see below.

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| Supplement X to ITU-T A-series Recommendations  WTSA Preparation Guideline on Resolutions |

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| Summary |

This supplement provide guideline for ITU-T members on the principles on streamlining Resolutions, and how to propose draft new and revised existing WTSA Resolutions in the preparation for WTSA .

The review of WTSA Resolutions include editorial updates, identify overlap, identify candidates for merging or suppression, how to simplify/shortening Resolutions, prepare consolidated draft texts, active involvement of the regional telecommunication organizations in pre-WTSA deliberations.

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| History   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Edition | Recommendation | Approval | Study Group | Unique ID[[1]](#footnote-1)\* | | 0.1 | ITU-T A.SupWTSAGL | Agreement | TSAG |  | |

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| Supplement X to ITU-T A-series Recommendations  WTSA preparation guideline on Resolutions |

# 1 Scope

This supplement provide guideline for ITU-T members on the principles on streamlining Resolutions, and how to propose draft new and revised existing WTSA Resolutions in the preparation for WTSA .

The review of WTSA Resolutions include editorial updates, identify overlap, identify candidates for merging or suppression, how to simplify/shortening Resolutions, prepare consolidated draft texts, active involvement of the regional telecommunication organizations in pre-WTSA deliberations.

# 2 References

*[To be developed]*

# 3 Definitions

## 3.1 Terms defined elsewhere

None.

## 3.2 Terms defined in this Supplement

This Supplement defines the following terms:

*[To be developed]*

# 4 Abbreviations and acronyms

This Supplement uses the following abbreviations and acronyms:

*[To be developed]*

|  |  |
| --- | --- |
| MOD | Modification |
| MS | Member State |
| PP | Plenipotentiary Conference |
| RA | Radiocommunication Assembly |
| SDG | Sustainable Development Goal |
| SG | Study Group |
| SM | Sector Member |
| SUP | Suppression |
| TSB | Telecommunication Standardization Bureaux |
| WTDC | World Telecommunication Development Conference |
| WTSA | World Telecommunication Standardization Assembly |

# 5 Conventions

None.

# 6 Guidelines for Streamlining of Resolutions

## Mechanisms and reasoning of streamlining of Resolutions

This clause provides the potential streamlining action of Resolutions for

• MOD (Modification):

* + 1. Modified (to bring them up-to-date, or for house-keeping), or
    2. Merged (for thematically related Resolutions, or Resolution of the same category/subject) so as to reduce redundancy or overlap, or
    3. Shortened (for lengthy Resolutions, in preamble and/or in operational parts), or be simplified (for complex Resolutions) which attempts to reduce the length of the Resolution overall (where possible or reasonable); such that the texts become more concise, simpler, easier to understand, and would require less efforts for regular updating and maintenance; side benefits are also reduced financial resources for translation, and less paper printing, or
    4. Aligned with other Resolutions (at vertical (e.g. PP) or horizontal (e.g. WTSA) levels), and to avoid duplication or repetition, or
    5. Restructured (grouping together scattered aspects found in various Resolutions into one Resolution).

• SUP (Suppression):

**6.1.6**  Supressed (for obsolete Resolutions)

*[Editor’s note: Clause 6.1 needs to be further modified with clarification and definitions to reduce overlaps between options]*

## Approach for streamlining of Resolutions

**6.2.1**  To review existing WTSA Resolutions with a view to streamlining them, taking into account

* + - * 1. the PP Resolutions and Council Resolutions,
        2. Resolutions of other Sectors (WTDC/RA)

as appropriate.

**6.2.2** To examine the WTSA Resolutions with a view

* + to avoid repetitions and duplication

with the PP Resolutions. (Ref. TSAG RG-ResReview ToR).

**6.2.3** To prepare towards revision/modification/suppression/addition of Resolutions for WTSA and for PP.

## 6.3 Guiding principles for streamlining existing WTSA resolutions

**6.3.1** At WTSA, the in-force WTSA resolutions should be examined with the objective to suppress completed/obsolete ones and parts thereof based on contributions from MS (Member State) and ITU-T SM (Sector Member).

**6.3.2** The following guiding principles might prove useful in the work on streamlining resolutions and are be followed to the extent possible to help the ITU membership to draft proposals, so that WTSA Resolutions are concise and ITU-T focused; implementable; effective; and stay abreast with the evolution of telecommunication and information technologies and the ICT standardization environment, taking into account WSIS Action Lines and SDGs:

Table 1 Guiding principles for streamlining existing WTSA resolutions

| **Principle** | **Questions** | **Possible streamlining actions** |
| --- | --- | --- |
| **Coherence  and consistency** | Is the resolution consistent with the ITU-T mandate and the WTSA Action Plan? | * MOD |
| **Overlap and duplication** | Is there an overlap or duplication with existing WTSA resolutions or with the WTSA Action Plan?  Are the goals of resolutions already reflected in the ITU-T Strategic Plan objectives, outputs and outcomes, Study Group (SG) Questions or working methods? | * MOD and/or SUP |
| **Necessity** | Is the resolution indispensable? Is there already another WTSA/Council/PP resolution or resolutions which address the same topic or action? Has the resolution already been implemented? | * MOD, and/or SUP |
| **Action-orientation and accountability** | Does the resolution call for a specific action or outcome? Is there a clear accountability line in the resolution? What are the cost implications of the resolution for ITU and especially for ITU-T, in terms of implementation budget and related costs? | * MOD |

**6.3.3** All similar/related subjects should be addressed in one single WTSA Resolution to the extent possible ("stand-alone principle"). In general, streamlining existing Resolutions is preferable rather than adding a new WTSA Resolution. ITU-T Study Groups should analyze the related WTSA Resolutions’ implementation activities during WTSA preparation, and send a WTSA Resolution streamlining candidates list to TSAG via a liaison.

**6.3.4** When the actions or activities put forward in a resolution have been implemented or accomplished, the resolution can be viewed as fulfilled and can be removed.

**6.3.5** If no change is to be made to the substance of the WTSA resolution, no editorial updates (such as date/venue of conference) will be made to the WTSA resolution, i.e. it should remain as is (unchanged).

**6.3.6** Editorial revisions of adopted resolutions should be kept to the minimum or to what is strictly necessary for its efficient implementation.

**6.3.7** If only editorial updates are required to a WTSA resolution, the necessary editorial amendments could be entrusted by WTSA to TSB in the publication of the Resolution.

**6.3.8** All PP and WTSA Resolutions in the same category/subject should be examined and reviewed during the preparation of WTSA in regional preparatory meetings and inter-regional coordination meetings. A WTSA Resolution streamlining candidates list should be provided by TSB based on all of the liaisons (ref to 6.3.3) for further consideration of ITU-T members.

# 7 Guidelines for drafting WTSA Resolutions

The following principles are be followed to the extent possible to help the ITU membership to draft proposals, so that resolutions of the World Telecommunication Standardization Assembly are concise and ITU-T focused; implementable; effective; and stay abreast with the evolution of telecommunication and information technologies and the ICT standardization environment.

* 1. At WTSA, the in-force WTSA resolutions should be examined with the objective to suppress completed/obsolete ones and parts thereof based on contribution from ITU MS and ITU-T SM.
  2. If no change is to be made to the substance of the WTSA resolution, no editorial updates (such as date/venue of conference) will be made to the WTSA resolution, i.e. it should remain as is (unchanged).
  3. All similar/related subjects should be addressed in one single WTSA resolution to the extent possible ("stand-alone principle"). Thus, in general, revising an existing WTSA resolution is preferable to adding a new WTSA resolution.
  4. Normally a WTSA resolution should not exceed **four** A4-pages (except Resolutions 1 and 2).
  5. The "preamble" part of a WTSA resolution should be as concise as possible, summarizing key rationales for justification. It is undesirable to repeat the "preamble" part of the relevant PP resolution, it is enough to include reference to this resolution. **Normally it should not exceed one A4-page**. While any additional explanation and justification such as a detailed chronicle of events, bibliography, historical activities and achievements could be submitted as background material in a contribution, their inclusion shall be avoided in the adopted final WTSA resolution text.
  6. Cross-reference to other ITU resolutions should be kept to the minimum as necessary ("minimum cross-reference principle"), at the same time striking a balance not to insert material copied from other instruments.
  7. Once an ITU resolution on the same/relevant subject is referenced, any duplicated justification/rational text should be avoided whereas additional ITU-T specific justification/rational could be added to this WTSA resolution ("no repetition principle").
  8. Reference to the ITU Constitution, Convention and the General rules should prevail a reference to a resolution of a Plenipotentiary conference when applicable, and where it is strongly required, could exist together with a duplication of the referred text to make the WTSA resolution stand on its own (exception to "stand-alone principle").
  9. When reference to the conclusion or output of an event is deemed necessary, the reference should be meaningful and in substance to specify its relevance, avoiding only listing the event per se ("no chronicle of events principle").
  10. Any reference to documents should be meaningful and in substance to specify its relevance to the purpose of the Resolution ("no bibliography principle").
  11. When drafting the "operational" part of a WTSA resolution, it should be borne in mind that:
  12. an instruction given to the ITU membership is non-binding;
  13. an instruction given to ITU-T SG will serve little purpose unless followed up by a contribution to the ITU-T study group to drive the work to progress.
  14. The "operational" part of a WTSA resolution should:

1. include instructions and tasks from the relevant PP resolutions;
2. include instructions and tasks assigned by other ITU conferences and assemblies to ITU-T on the relevant thematic;
3. use an appropriate verb to specify an implementable action by a respective entity according to its proper mandate ("identified entity and specific action principle");
4. specify an expected result(s) so that the achievement in implementing this action can be measurable as much as possible using objective measurement methodologies ("measurable result principle");
5. plan or recommend a course of actions with milestones/check-points as appropriate ("planning principle"); and
6. specify a reporting and expiration mechanism as appropriate ("report/expire principle")
7. specify concrete instructions for relevant SGs and TSAG for the implementation of the resolution, if required.

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1. \* To access the Recommendation, type the URL http://handle.itu.int/ in the address field of your web browser, followed by the Recommendation's unique ID. For example, [http://handle.itu.int/11.1002/1000/  
   11830-en](http://handle.itu.int/11.1002/1000/11830-en). [↑](#footnote-ref-1)