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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | TSAG-TD276 |
| TSAG |
| Original: English |
| **Question(s):** | | RG-WM | Geneva, 30 May – 2 June 2023 |
| **TD** | | | |
| **Source:** | | Rapporteur, RG-WM | |
| **Title:** | | Initial updates to the RG-WM work programme | |
| **Contact:** | | Olivier Dubuisson Orange France | Tel: +33 6 74 95 46 37 E-mail: [olivier.dubuisson@orange.com](mailto:olivier.dubuisson@orange.com) |

**Abstract:** This TD provides an initial update of the RG-WM work programme. This document is expected to be discussed and further updated during TSAG RG-WM meetings.

**Action**: RG-WM is asked to confirm these updates.

*Note1: Mentions highlighted in yellow will be further discussed during the RG-WM meeting.*

*Note2: TSB will be requested to keep updated the online WP of TSAG RG-WM, taking into account the final agreed version of this document.*

Work programme for the TSAG Rapporteur Group on Work Methods (RG-WM)

| **RG** | **Work item** | **Type of text** | **New/Rev** | **Status** | **Approval process** | **Timing** | **Subject / Title** | **Base text(s)** | **Editor(s)** | **Summary** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RG-WM | [A.SupplRA](https://www.itu.int/ITU-T/workprog/wp_item.aspx?isn=18704) | Supplement (*Supplement to the ITU-T A-series Recommendations*) | New | Under study | Agreement | 2024-08  (medium priority) | Guidelines on the appointment and operations of registration authorities | [TD251](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0251)R1 | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com), | This Supplement provides guidance to aid ITU-T study groups in developing Recommendations with a registration function and in selecting a registration authority to provide this function. |
| RG-WM | A.1-rev | Recommendation | Revised | Under study | TAP | 2024-08[[1]](#footnote-1) | Working methods for study groups of the ITU Telecommunication Standardization Sector | [TD255R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0255) | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com), | Recommendation ITU-T A.1 describes general work methods for ITU T study groups. It provides guidelines related to work methods, such as the conduct of meetings, preparation of studies, management of study groups, joint coordination groups, the role of rapporteurs and the processing of ITU T contributions and TDs. |
| RG-WM | A.jca | Recommendation | New | Under study | TAP | 2024-08[[2]](#footnote-2) | Joint coordination activities: Establishment and working procedures | TBD | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com), | This Recommendation describes working methods and procedures for joint coordination activity (JCA) as a tool for management of the work programme of ITU-T when there is a need to address a broad subject covering the area of competence of more than one study group. A JCA may help to coordinate the planned work effort in terms of subject matter, time-frames for meetings, collocated meetings where necessary and publication goals including, where appropriate, release planning of the resulting Recommendations. |
| RG-WM | A.7-rev | Recommendation | Revised | Under study | TAP | 2024-08[[3]](#footnote-3) | Focus groups: Establishment and working procedures | [TD217R1](https://www.itu.int/md/T22-TSAG-230530-TD-GEN-0217) | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com);    [Ena Dekanic](mailto:ena.dekanic@fcc.gov), | Recommendation ITU-T A.7 describes working methods and procedures of a focus group such as its establishment, terms of reference, leadership, participation, financing, support, deliverables, etc.  ITU-T focus groups are a flexible tool for progressing new work. Such flexibility may allow for groups developing a wide range of deliverables. Since there have been many instances in which the membership of a focus group does not have experience in the development of technical specifications, it has been common that focus group deliverables, although useful, needed to be reworked by the parent study groups.  The creation of focus group guidelines for their working, including continued coordination with their parent group, could facilitate the swift development of deliverables by the parent group.  Appendix I provides a set of guidelines to guide study groups and focus groups when implementing ITU-T A.7 focus groups that aim at producing specifications that can be efficiently streamlined from focus group deliverables to ITU-T Recommendations or Supplements, or otherwise. |
| RG-WM | A.8-rev | Recommendation | Revised | Under study | TAP[[4]](#footnote-4)? | 2024-08[[5]](#footnote-5) | Alternative approval process for new and revised ITU T Recommendations | [TD208](http://www.itu.int/md/T22-TSAG-230530-TD-GEN-0208/en) | [Olivier Dubuisson](mailto:olivier.dubuisson@orange.com) | Recommendation ITU-T A.8 provides working methods and procedures for approving draft new and revised ITU-T Recommendations using the alternative approval process. |

**RG**: Designation of the Rapporteur Group responsible for the development of a work item  
**Work item**: Short name identifying a (draft or approved) Recommendation or other text. For revised documents it is suggested to use the publication designation followed by “-rev” (e.g. A.7-rev)  
**Type of text**: One of: Recommendation (including amendment/corrigenda); Supplement; Implementer's Guide; Technical papers, Technical reports; or Other  
**Equiv. Num.**: If any, designation of the equivalent document as published by another standards development organization (e.g., for Common texts with ISO/IEC JTC1)  
**New/Rev**: Indication of whether a work item is new or revised  
**Status**: Current Approval state of a work item  
**Approval process**: One of: Traditional Approval Process (TAP); Alternative Approval Process (AAP); or Agreement  
**Priority**: One of: Low; Medium; or High (NOTE: not consistently used in ITU-T but available to be used if need be)  
**Timing**: Best current estimate of the expected year and month of Determination (TAP), Consent (AAP), or Agreement (non-normative materials) of a work item  
**Liaison relationship**: List of groups/organizations working on a similar topic that is important to coordinate with  
**Subject / Title**: Best current expectation of the full name of a work item  
**Baseline text(s)**: Previous published version of a work item and/or its latest draft. It may also include reference to A.5 justification documentation.  
**Editor(s)**: Person(s) responsible for providing to the Rapporteur the agreed updated baseline text of a work item after each relevant meeting  
**Summary**: Summary of a work item as described in its latest baseline text

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1. TAP determination at the Feb 2024 meeting of TSAG. [↑](#footnote-ref-1)
2. TAP determination at the Feb 2024 meeting of TSAG. To be approved as a package with ITU-T A.1. [↑](#footnote-ref-2)
3. TAP determination at the Feb 2024 meeting of TSAG. [↑](#footnote-ref-3)
4. If the revised text does not contain any sensitive issue, we could change the approval process to AAP (as per WTSA Resolution 1, §8.3.1, a written request explaining the reason to change the selection from a Member State or Sector Member has to be seconded before it can be addressed by the meeting). We could then consent at the Feb 2024 meeting of TSAG and delay AAP Last Call by 1 month to give time to members to review the document. [↑](#footnote-ref-4)
5. TAP determination at the Feb 2024 meeting of TSAG. [↑](#footnote-ref-5)