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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | TSAG-TD310 |
| TSAG |
| Original: English |
| **Question(s):** | | N/A | | Geneva, 22-26 January 2024 |
| **TD** | | | | |
| **Source:** | | Chair WP1/TSAG | | |
| **Title:** | | Opening WP1 agenda (Geneva, 22-26 January 2024) | | |
| **Contact:** | | Mr Mihail ION Romania; WP1 Chair | Tel: +40 722 859 063 E-mail: [mihail.ion@ancom.ro](mailto:mihail.ion@ancom.ro) | |
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| **Abstract:** | This TD contains the agenda for the opening session of the WP1/TSAG "Working methods and related WTSA preparations" (WP-WMW) at this meeting. |

1. Opening and approval of the agenda
2. Documentation ([Annex A](#AnnexA))
3. Time management plan ([Annex B](#AnnexC))
4. Rapporteur group on working methods (RG-WM)
   1. Review & approval of interim activities:

* Progress report: [TSAG-TD326](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0326)
* Updated drafts: [TSAG-TD395](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0395) (A.1), [TSAG-TD379-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0379) (A.7), [TSAG-TD393](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0393) (A-Suppl.5), [TSAG-TD396](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0396) (A-Suppl.RA)
  1. Agenda, plans for RG-WM sessions: [TSAG-TD316-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0316)

1. Rapporteur group on WTSA Preparations (RG-WTSA)
   1. Review & approval of interim activities:
      * Progress report: [TSAG-TD327](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0327)
      * Updated drafts: [No changes](https://www.itu.int/itu-t/workprog/wp_search.aspx?isn_sp=8265&isn_sg=8276&isn_qu=9445&isn_status=-1,8,1,3,7&details=0&view=tab&field=ajlfkdc), since RG-WTSA did not meet.
   2. Agenda, plans for RG-WTSA sessions: [TSAG-TD318](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0318)
2. Contributions to be addressed at the WP1 opening plenary - *None*
3. Review of WTSA action plan items under WP1/TSAG: [TSAG-TD452](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0452/en)
4. AOB
5. Closing

Annex A  
Initial documentation

Documents addressed exclusively to WP1/TSAG and its RGs

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD310](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0310) | Chair WP1/TSAG | Opening WP1 agenda | WP1 |
| [TSAG-TD326](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0326) | Rapporteur, RG-WM | Progress report from interim TSAG RG-WM meetings | WP1 |
| [TSAG-TD327](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0327) | Rapporteur, RG-WTSA | Progress report from interim TSAG RG-WTSA meetings | WP1 |
| [TSAG-TD316-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0316) | Rapporteur, RG-WM | Agenda, RG-WM | WP1, RG‑WM |
| [TSAG-TD318](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0318) | Rapporteur, RG-WTSA | Agenda, RG-WTSA | WP1, RG‑WTSA |
| [TSAG-TD452](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0452) | Vice-chair, WP1/‌TSAG | WTSA action plan: Review of action lines under WP1/TSAG | WP1 |
| [TSAG-TD439](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0439) | Director, TSB | TSAG Vice Chair and WP1 Chair | [WP1] |
| [TSAG-TD344](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0344) | ITU-T SG5 | LS/r on request the appointment of an electronic working methods (EWM) liaison (reply to TSAG-LS19) [from ITU-T SG5] | RG-WM |
| [TSAG-TD348](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0348) | TDAG | LS/i on New edition of Supplement 4 to ITU-T A-series Recommendations "Guidelines for remote participation" [from TDAG] | RG-WM |
| [TSAG-TD364](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0364) | ITU-T SG11 | LS/r on "Guidelines on the appointment and operations of registration authorities" (reply to TSAG-LS23) [from ITU-T SG11] | RG-WM |
| [TSAG-TD373](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0373) | ITU-T SG3 | LS/i on proposals for submitting and handling contributions from new ITU-T entrants [from ITU-T SG3] | RG-WM |
| [TSAG-TD379-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0379) | Rapporteur, RG-WM | Draft revised Recommendation ITU-T A.7-rev "Focus groups: Establishment and working procedures" | RG-WM |
| [TSAG-TD385](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0385) | Editors, Recommendation ITU-T A.7-rev | Analysis of the concept of "standards gap analysis" and suggested way forward for Recommendation ITU-T A.7-rev | RG-WM |
| [TSAG-TD386](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0386) | Rapporteur, RG-WM | RG-WM living list | RG-WM |
| [TSAG-TD392](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0392) | ITU-T SG2 | LS/r on Guidelines on the appointment and operations of registration authorities (reply to TSAG-LS23) [from ITU-T SG2] | RG-WM |
| [TSAG-TD393](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0393) | Rapporteur, RG-WM | (For agreement) Proposed revision to Supplement 5 to the ITU-T A-series on "Guidelines for collaboration and exchange of information with other organizations" | RG-WM |
| [TSAG-TD394](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0394) | Rapporteur, RG-WM | Justification to propose the deletion of Recommendations ITU-T A.4 and A.6 | RG-WM |
| [TSAG-TD395](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0395) | Rapporteur, RG-WM | Draft revised Recommendation ITU-T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | RG-WM |
| [TSAG-TD396](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0396) | Rapporteur, RG-WM | Draft new Supplement A.SupplRA to the ITU-T A-series Recommendations "Guidelines on the appointment and operations of registration authorities" | RG-WM |
| [TSAG-TD397](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0397) | Rapporteur, RG-WM | Update of the RG-WM work programme | RG-WM |
| [TSAG-TD414](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0414) | Director, TSB | Electronic working methods services and database applications report | RG-WM |
| [TSAG-TD375](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0375) | ITU-T SG2 | LS/r on request of the appointment of an electronic working methods (EWM) liaison (reply to TSAG-LS19) [from ITU-T SG2] | RG-WM |
| [TSAG-TD378](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0378) | Rapporteur, RG-WM | Electronic working methods (EWM) liaison officers appointed by ITU-T study groups | RG-WM |
| [TSAG-TD430](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0430) | ITU-T SG15 | ITU-T SG15 EWM Liaison Report [from ITU-T SG15] | RG-WM |
| [TSAG-TD432](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0432) | TSB | ITU-T A.2: Proposed updates to Recommendation ITU-T A.2, Appendix I, "Detailed guidelines for the preparation of contributions relative to the study of ITU T Questions" | RG-WM |
| [TSAG-TD448](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0448) | Rapporteur, RG-WM | (For agreement) Proposed revision to Supplement 5 to the ITU-T A-series on "Guidelines for collaboration and exchange of information with other organizations" | RG-WM |
| [TSAG-TD450](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0450) | Rapporteur, RG-WM | (for TAP approval) Draft revised Recommendation ITU-T A.8 "Alternative approval process for new and revised ITU-T Recommendation" | RG-WM |
| [TSAG-TD453](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0453) | Editors, Rec. ITU-T A.7 | Draft revised Recommendation ITU T A.7-rev "Focus groups: Establishment and working procedures" | RG-WM |
| [TSAG-TD454](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0454) | Rapporteur, RG-WM | A.13 justification for a proposed new Supplement A.SupplSGA to the ITU-T A-series Recommendations "Guidelines for the development of a standards gap analysis" | RG-WM |
| [TSAG-TD455](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0455) | Rapporteur, RG-WM | Information to support the discussion on contribution C64 | RG-WM |
| [TSAG-TD456](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0456) | Rapporteur, RG-WM | Draft revised Recommendation ITU-T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | RG-WM |
| [TSAG-TD366](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0366) | ITU-T SG11 | LS/r on draft analysis of operational parts (resolves, instructs, etc) of WTSA/PP/WTDC Resolutions (reply to TSAG-LS15) [from ITU-T SG11] | RG-WTSA |
| [TSAG-TD399](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0399) | ITU-T SG13 | LS/r on draft analysis of operational parts (resolves, instructs etc) of WTSA/PP/WTDC Resolutions (TSAG-LS5) [from ITU-T SG13] | RG-WTSA |
| [TSAG-TD425](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0425) | ITU-T SG9 | LS/r on draft analysis of operational parts (resolves, instructs etc) of WTSA/PP/WTDC Resolutions (TSAG-LS15) [from ITU-T SG9] | RG-WTSA |
| [TSAG-TD428](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0428) | ITU-T SG15 | LS/r on draft analysis of operational parts (resolves, instructs etc) of WTSA/PP/WTDC Resolutions (reply to TSAG-LS15) [from ITU-T SG15] | RG-WTSA |

Reserved docs:

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD311](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0311) | Chair WP1/TSAG | Closing WP1 agenda | WP1 |
| [TSAG-TD312](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0312) | Chair WP1/TSAG | (Draft) WP1 meeting report | WP1, PLEN |
| [TSAG-TD317](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0317) | Rapporteur, RG-WM | Report, RG-WM | WP1 |
| [TSAG-TD319](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0319) | Rapporteur, RG-WTSA | Report, RG-WTSA | WP1 |

Documents addressed in general to TSAG groups

| Doc # | Source | Title | Destination |
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| [TSAG-TD303](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0303) | TSAG Management Team | Draft time plan (Geneva, 22-26 January 2024) | All |
| [TSAG-TD304](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0304) | TSAG Management Team | Agenda, document allocation and work plan (Geneva, 22-26 January 2024) | All |
| [TSAG-TD416](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0416) | TSB | List of incoming liaison statements (TSAG, Geneva, 22-26 January 2024) | All |
| [TSAG-TD307](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0307) | TSB | Overview of draft agendas and reports (Geneva, 22-26 January 2024) | All |
| [TSAG-TD413](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0413) | Director, TSB | Schedule of ITU-T meetings in 2024 | All |
| [TSAG-TD308](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0308) | Chair, TSAG | Note to be read at the start of the meeting | All |
| [TSAG-TD309](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0309) | TSB | Summary of contributions of the third TSAG meeting | All |
| [TSAG-TD387](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0387) | TSB | TSAG Interactive Remote Participation Guidelines - Zoom | All |
| [TSAG-TD388](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0388) | Director, TSB | IRM: WTSA-24 Inter-regional coordination | All |
| [TSAG-TD389](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0389) | Director, TSB | IRM: WTSA-24 update for regional preparatory meetings | All |
| [TSAG-TD410](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0410) | Director, TSB | Action plan related to the Resolutions and Opinion of WTSA | All |
| [TSAG-TD463](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0463) | TSB | Proposed mapping of WTSA Resolutions to TSAG Rapporteur groups | All |

# Collective Letter

| Doc.No | Source | Title |
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| [COL 3/TSAG](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-COL-0003) | TSAG | Third meeting of the Telecommunication Standardization Advisory Group (TSAG), Geneva, 22 - 26 January 2024 |

Contributions addressed specifically to WP1/TSAG

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| None |  |  | WP1 |

Annex B  
Initial time management plan

The following time plan is taken from [TSAG-TD303-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0303). See [this URL](http://www.itu.int/md/T22-TSAG-240122-TD-GEN-0303) and/or the [schedule online](https://www.itu.int/net4/Events/Meetings/TodayT) for subsequent schedule updates

NOTE – Additional ad hoc groups may be scheduled; the allocation of time slots to TSAG Rapporteur Groups is preliminary and subject to modification.

**Draft time plan for TSAG and related working party, and Rapporteur group meetings**(additional ad hoc groups may be scheduled; the allocation of time slots to TSAG Rapporteur Groups is preliminary and subject to modification)

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| --- | --- | --- | --- | --- | --- | --- |
| **Session #** | **Sunday**  **21 January 2024** | **Monday**  **22 January 2024** | **Tuesday**  **23 January 2024** | **Wednesday**  **24 January 2024** | **Thursday**  **25 January 2024** | **Friday**  **26 January 2024** |
| **#0** |  | **0900-0930**  Newcomer guided tour of ITU premises | **0730-0930 hours**  Meeting of “Network of Women (NoW)” | **0830-0930 hours**  Study Group Chairs meeting with WP2 (\*\*) | **0800 - 0915 hours**  RG-WM AHG on ITU-T A.1 |  |
| #1; am |  | **0930 – 1045 hours**  TSAG Plenary (\*\*\*) | **0930 – 1045 hours**  RG-IEM | **0930 – 1045 hours**  RG-WM | **0930 – 1045 hours**  RG-WM | **0900 – 1015 hours**  WP1/WP2 closing plenary (\*\*\*) |
| *Coffee break* |  |  |  |  |  |  |
| #2; am |  | **1115 – 1230 hours**  TSAG Plenary (\*\*\*) | **1115 – 1230 hours**  RG-WTSA | **1115 – 1230 hours**  RG-WM | **1115 – 1230 hours**  RG-WPR | **1045 – 1200 hours**  TSAG Plenary (\*\*\*) |
| *Lunch* |  | **1245 – 14:00 hours**  Newcomers’ session followed by demo on TSB applications (MyWorkspace)  **1315 – 1430 hours**  Study Group/TSAG/SCV Chairs’ meeting (\*\*) | **1400 – 1430 hours**  Information session by TSB Director: New BSG Program | **1230-1400**  ISCG meeting (room G1)  **1315-1420 hours**  WP2 AHG Discussion on metaverse | **1315 – 1420 hours**  RG-WM AHG on draft A.SupplRA/A.RA |  |
| #3; pm | **1600 – 1800**  TSAG Management Meeting (\*) | **1430 – 1545 hours**  WP1/WP2 opening plenary (\*\*\*) | **1430 – 1545 hours**  RG-WM | **1430 – 1545 hours**  RG-WTSA | **1430 – 1545 hours**  RG-WPR | **1430 – 1545 hours**  TSAG Plenary (\*\*\*) |
| *Coffee break* |  |  |  |  |  |  |
| #4; pm |  | **1615 – 1730 hours**  WP1/WP2 opening plenary (\*\*\*) | **1615 – 1730 hours**  RG-WPR | **1615 – 1730 hours**  RG-WPR | **1615 – 1730 hours**  WP2 and RG-WPR | **1615 – 1730 hours**  TSAG Plenary (\*\*\*) |
| #5; pm |  | **1745 – 1930 hours**  RG-WM AHG on ITUT A.1 | **1800-1930 hours**  TSAG Reception (Japan) | **1745 – 1930 hours**  RG-WM AHG on standards gap analysis and ITU-T A.7 |  |  |

Notes

(\*) only for TSAG Management Team, Working Party Chairs, and TSAG Rapporteurs

(\*\*) only for ITU-T Study Group Chairs, TSAG Chair and SCV Chair

(\*\*\*) session with interpretation

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