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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | | TSAG-TD456R2 |
| TSAG |
| Original: English |
| **Question(s):** | | | RG-WM | | Geneva, 22-26 January 2024 |
| **TD** | | | | | |
| **Source:** | | | Rapporteur, TSAG Rapporteur group on working methods | | |
| **Title:** | | | Draft revised Recommendation ITU-T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | | |
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| **Abstract:** | This consolidated draft is the latest text to discuss the revision of Rec. ITU-T A.1. It is based on TD395 (resulting of RG-WM rapporteur group meetings since the last TSAG meeting) and includes proposals in contributions to this TSAG meeting. It includes results from the ad hoc group meeting held on 22 January 17:45-19:30 and from the ad hoc group, Thursday 25 Jan 2024, 0800-0930.. |

**Action**: RG-WM is invited to continue discussing this document (focussing on text which is not green-highlighted) with the goal to determine ITU-T A.1-rev (for TAP consultation) at this TSAG meeting.

Revision 1 of this TD reflects the discussion at the ad hoc session, Monday 22 Jan 2024, 1745-1930.

It was agreed that clause 5 on JCAs will be moved to a new Recommendation A.JCA and that clause 4.4 of ITU-T A.1 will reference this new Recommendation. It was further agreed that both A.1-rev and A.JCA will be processed as a bundle (i.e. determination, TAP consultation and approval together).

Revision 2 of this TD reflects the discussion at the ad hoc session, Thursday 25 Jan 2024, 0800-0930.

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| Text in yellow-highlighted boxes is a proposal from the ITU-T A.1-rev editor for a compromise text considering the different proposals in previous boxes. It is suggested to take this text as a basis for discussion. |

Green-highlighted text has already been reviewed and is considered to have been agreed by consensus.

Recommendation ITU‑T A.1

Working methods for study groups  
of the ITU Telecommunication Standardization Sector

Summary

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.

NOTE – In general, the same working methods that apply to study groups also apply to the Telecommunication Standardization Advisory Group (TSAG) and its meetings.

Keywords

Contributions, rapporteur, study group management, TD, working methods.

# 1 Study groups and their relevant groups

## 1.1 Frequency of meetings

**1.1.1** Study groups meet to facilitate the approval of Recommendations. Such meetings shall only be held with the approval of the Director of the Telecommunication Standardization Bureau (TSB), and with due consideration of the physical and budgetary capabilities of the ITU Telecommunication Standardization Sector (ITU‑T). To minimize the number of meetings required, every effort should be made to resolve questions by correspondence (No. 245 of the ITU Convention). To the extent possible, different study groups, or working parties of different study groups, should not hold an (opening or closing) plenary meeting at the same date and time.

**1.1.2** In the establishment of the work programme, the timetable of meetings must take into account the time required for participating bodies (administrations of Member States and other duly authorized entities) to react and prepare contributions. Meetings should not be held more frequently than is necessary to make effective progress and should take into account TSB's capabilities to provide the necessary documentation.

**1.1.3** Meetings of study groups having common interests or dealing with problems possessing affinities should, if possible, be arranged so as to enable participating bodies to send one delegate or representative to cover several meetings. As far as possible, the arrangement chosen should enable the study groups meeting during the period to exchange any information they may require without delay. Furthermore, it should enable specialists from all over the world in the same or related subjects to have direct contacts with each other of benefit to their organizations. It should likewise enable the specialists concerned to avoid leaving their home countries too often.

**1.1.4** The timetable of meetings shall be prepared and communicated to participating bodies well in advance (one year), to give them time to study problems and submit contributions within the prescribed time-limits and to give TSB time to distribute the contributions. In this way, study group chairs and delegates will be given the opportunity to consider the contributions in advance, thus helping to make meetings more efficient and reduce their length. A study group chair, in conjunction with the Director, may schedule short additional study group or working party meetings for the purpose of making the consent, determination or decision, as appropriate, on a draft new or revised Recommendation.

**1.1.5** Subject to physical and budgetary limitations and in consultation with the Director, the work of the study groups should be on a continuous basis and dissociated from the interval between world telecommunication standardization assemblies (WTSA).

## 1.2 (*clause intentionally left blank*)

## 1.3 Preparation of studies and meetings

**1.3.1** At the beginning of each study period, an organization proposal and an action plan for the study period shall be prepared by each study group chair with the help of TSB. The plan should take into account any priorities and coordination arrangements recommended by the Telecommunication Standardization Advisory Group (TSAG) or decided by WTSA.

How the proposed action plan is implemented will depend upon the contributions received from the members of ITU‑T and the views expressed by participants in the meetings.

**1.3.2** A collective letter with an agenda of the study group or working party meeting, a draft timetable, and a listing of the Questions or proposals under the general areas of responsibility to be examined shall be prepared by TSB with the help of the chair. The collective letter shall also indicate what modality of remote participation will be provided for the study group or working party sessions.

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| **RCC/40A19/1:**  The collective letter shall identify all documents scheduled for action under previously agreed adoption procedures, indicate the stage of approval procedures as appropriate (agreement, consent, determination or approval) and provide links to the final versions available for such documents. |
| The collective letter should identify work items scheduled for action (agreement, consent, determination or approval) at the study group or working party meeting with their latest available reference (at the time the collective letter is issued). |

This collective letter should be received by bodies participating in the activities of particular ITU‑T study groups, as far as practicable, two months before the beginning of the meeting. The collective letter shall include registration information for these bodies to indicate participation in the meeting. Each Member State administration, Sector Member, Associate, Academia member and regional or international organization should make sure its participants are registered by the deadline included in this collective letter.

If the meeting in question has not been previously planned and scheduled, a collective letter should be received at least three months before the meeting.

**1.3.3** If an insufficient number of contributions or notification of contributions has been submitted, no meeting should be held. The decision whether to cancel a meeting or not shall be taken by the Director of TSB, in agreement with the chair of the study group or working party concerned, and shall be reflected in a collective letter.

## 1.4 Conduct of meetings

**1.4.1** The chair shall direct the debates during the meeting, with the assistance of TSB.

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| **RCC/40A19/1:**  **1.4.8** Guidance on the conducting of meetings when discussing contributions for the persons presiding is given in Appendix II. |
| [Appendix II contains guidelines for chairs and rapporteurs to conduct a meeting when discussing contributions.] |

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| **RCC/40A19/1:**  **1.4.2** The chairman, where time is limited, is authorized to decide that there shall be no discussion on Questions on which only one proposal has been received. This shall only be permissible in the event of *force majeure* and shall be duly recorded in the meeting report, indicating the reason that there was no discussion of the document or the further course of action on the document. No contribution shall be dismissed from consideration entirely. Only a single deferral to the subsequent meeting shall be permitted. |
| **1.4.2** The chair is authorized to propose that discussion on Questions on which insufficient contributions have been received be postponed. |

**1.4.3** Questions which have not elicited any contributions should not be placed on the final agenda of the meeting, and according to provisions of 7.4.1 of [WTSA Res. 1], may be deleted if no contributions have been received for the previous two study group meetings.

**1.4.4** Study groups and working parties may set up ad hoc groups (which should be as small as possible, are announced, and are subject to the normal rules of the study group or working party) during their meetings, to study Questions allocated to those study groups and working parties.

**1.4.5** For projects involving more than one study group, baseline documents may be prepared in order to provide the basis for coordinated study among the various study groups. The term "baseline document" refers to a document which contains the elements of common agreement at a given point in time.

**1.4.6** Chairs of study groups or working parties will ask, during each meeting, whether anyone has knowledge of intellectual property rights issues[[1]](#footnote-1), including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered. The fact that the question was asked shall be recorded in the working party or study group meeting report, along with any affirmative responses.

**1.4.7** Study groups shall establish and maintain a work programme, which includes target dates for consenting or determining each draft Recommendation. The work programme is available in a database which is searchable from the study group website. For each work item under development, the database contains the Recommendation number (or provisional mnemonic designation), the title, scope, editor, timing, priority, identification of any liaison relationships, any editor assigned, the location of the most recent text, the approval process and the status for documents in the approval process. The database is updated to reflect progress or completion of work, re-planning of in-progress items, or addition of new work items.

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| **TSAG/25**  The decision to add a new normative work item to the work programme shall be documented in the report of the meeting using the template in Annex A. When opening a new work item, it is mandatory to have **support from at least two ITU-T members**. Note that this may not be necessary to document the continuation of existing work (e.g., an amendment or revision of an existing Recommendation). |
| **RCC/40A19/1:**  The decision to add a new work item to the work programme shall be documented in the report of the meeting using the template in Annex A. The **support of at least two ITU-T members** is required for the addition of a new work item. Note that the use of the template may not be necessary to document the continuation of existing work (e.g., an amendment or revision of an existing Recommendation) but may be highly desirable in some instances. |
| **1.4.7.1** The decision to add a new normative work item to the work programme shall be documented in the report of the meeting using the template in Annex A. Note that this may not be necessary to document the continuation of existing work (e.g. an amendment or revision of an existing Recommendation). The new work item shall be supported by Member States, Sector Members, Associates of the study group or Academia representing at least [two | three] different countries. |

The report will explain why the meeting did not accept a work item.

When there is a lead study group (see 2.1.6 of [WTSA Res. 1]) relevant to the addressed topic, the work item is sent as a liaison statement to this lead study group, for action as appropriate.

Any non-editorial changes to the scope or summary of an existing work item (see also clause 2.3.3.9) shall be reflected in a revised version of the template in Annex A, and agreed by the study group or working party. The changes shall also be reflected in the work programme.

When a normative work item is completed, initiation of the relevant approval process occurs either by "consent" per [ITU-T A.8] or by "determination" per 9 of [WTSA Res. 1], depending on the approval process in effect for the work item.

**1.4.7.2** The decision to add a non-normative work item to the work programme shall be documented in the report of the meeting using the template in Annex A of [ITU-T A.13]. Note that this may not be necessary to document the continuation of existing work (e.g. revision of an existing non-normative ITU-T publication).

When a non-normative work item is completed, it is agreed per [ITU-T A.13].

**1.4.8** Each supporting member shall nominate and commit technical experts to the development of the work item (see Annex A). Participation of experts from the industry is encouraged.

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| **EUR/38A17/1:**  (**1.4.7**) A work item shall be considered for discontinuation from the work programme if it has not given rise to any contribution in the time interval of the previous two study group meetings. |
| **1.4.9** A (normative or non-normative) work item shall normally be marked as discontinued in the work programme if it has not given rise to any contribution for 18 months. Any subsequent proposal to progress the work item shall include a revision of the template in Annex A of this Recommendation (or in Annex A of [ITU-T A.13] for a non-normative work item). |

## 1.5 Liaison statements

**1.5.1** The following information shall be included in outgoing liaison statements prepared at study group, working party, rapporteur group, focus group or joint coordination activities (JCA) meetings. When necessary, between scheduled meetings, the liaison statement may be prepared by an appropriate correspondence process and approved by the study group (or focus group or JCA) chair in consultation with the study group (or focus group or JCA) management team.

– List the appropriate Question numbers of the originating study group (or the appropriate working group of the originating focus group).

– Identify the study group, working party, rapporteur group or focus group meeting at which the liaison statement was prepared.

– Include a concise title appropriate to the subject matter. If this is in reply to a liaison statement, make this clear, e.g. "Reply to liaison statement from (*source and date*) concerning ...".

– Identify the study group(s) and working party(ies) (*if known*), focus groups, JCAs or other standards organizations to which it has been sent. *(A liaison statement can be sent to more than one organization.)*

– Indicate the level of approval, e.g. study group or working party, or state that the liaison statement has been agreed at a rapporteur group, focus group or JCA meeting.

– Indicate if the liaison statement is sent for action *or* information. *(If sent to more than one organization, indicate this for each one.)*

– If action is requested, indicate the date by which a reply is required.

– Include the name, role in the group when applicable, and contact information of the contact person.

The text of the liaison statement should be concise and clear, using a minimum of jargon.

An example of the information required in a liaison statement is shown in Figure 1-1.

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| **Question(s):** | 4 | | **Meeting, date:** | London, 2-6 October 2017 |
| **Study Group:** | 15 | **Working Party:** | 1 | |
| **Source:** | ITU‑T SG15, Rapporteur group for Q4/15 | | | |
| **Title:** | LS/o/r on Object identifier registration – Reply to liaison statement from Q11/17 (Geneva, 5-9 February 2017) | | | |
| **LIAISON STATEMENT** | | | | |
| **For action to:** | | ITU‑T Q11/17 | | |
| **For information to:** | | ITU-R SG11, ISO/IEC JTC 1/SC 6 | | |
| **Approval:** | | Q4/15 rapporteur group meeting (London, 6 October 2017) | | |
| **Deadline:** | | 22 January 2018 | | |
| **Contact:** | <Name>  <Affiliation>  <Country> | | | Tel: +<Phone number>  E-mail: <E-mail address> |

Figure 1-1 – Example of the information required in a liaison statement

**1.5.2** Liaison statements should be forwarded to the appropriate destinations as soon after the meeting as possible. Copies of all liaison statements should also be sent to TSB for processing.

## NOTE – Liaison statements sent by a focus group (see [ITU-T A.7], clause 3.4) include this disclaimer: "Working documents and deliverables from ITU-T focus groups remain subject to review and further action by the parent group (ITU-T study group or TSAG)."1.6 Correspondence activities

A correspondence activity on a particular topic may be authorized to be conducted via e‑mail between meetings. The mailing list is adopted by the study group meeting and maintained by TSB. Each correspondence activity should have specified terms of reference. A convener is appointed to moderate the e‑mail discussion and prepare a report to a subsequent meeting. A correspondence activity should normally conclude no later than the contribution deadline of the meeting to which it is expected to report (see also clause 2.3.3.5).

NOTE − Study groups may also establish correspondence groups or ad hoc groups (see clause 4.7).

## 1.7 Preparation of reports of study groups, working parties or joint working parties, and Recommendations

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| **RCC/40A19/1:**  **1.7.1** A report on the work done during a meeting of a study group, working party or joint working party shall be prepared by TSB. Reports of meetings not attended by TSB should be prepared under the responsibility of the chairman of the meeting. This report should set out the results of the meeting and the agreements reached in a condensed form, and should identify the points left to the next meeting for further study. The number of annexes to the report should be kept to a strict minimum by means of cross-references to contributions, reports, etc., and references to material in the documentation of a study group or working party. A concise summary of contributions (or equivalent) considered by the meeting is required. |

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| **RCC/40A19/1:**  The report should concisely present the following: organization of work; references to and summary of contributions and/or documents issued during a meeting; main results, including status of new and/or revised Recommendations consented, determined or under development and a summary/list of changes (other than editorial ones) accepted and not accepted; directive for future work; planned meetings of working parties, sub-working parties and rapporteur groups; and condensed liaison statements endorsed at the study group or working party level. The table showing the status of Recommendations from the report is used to update the work programme database (see clause 1.4.7). |
| The report should concisely present the following: organization of work; references to and summary of contributions and/or documents issued during a meeting; main results, including status of new and/or revised Recommendations consented, determined or under development, and a summary of accepted and rejected (non-editorial) changes; directive for future work; planned meetings of working parties, sub-working parties and rapporteur groups; and condensed liaison statements endorsed at the study group or working party level. The table showing the status of Recommendations from the report is used to update the work programme database (see clause 1.4.7). |

**1.7.2** To assist TSB in this task, the study group or working party may arrange for delegates to draft some parts of the report. TSB should coordinate this drafting work. If necessary, the meeting will set up an editorial group to improve the texts of draft Recommendations in the official languages of the Union.

**1.7.3** If possible, the report shall be submitted for approval before the end of the meeting; otherwise, it shall be submitted to the chair of the meeting for approval.

**1.7.4** When existing and already translated ITU‑T texts have been used for some parts of the report, a copy of the report annotated with references to the original sources should also be sent to TSB. If the report contains ITU‑T figures, the ITU‑T reference number should not be deleted even if the figure has been modified.

**1.7.5** Individual reports of meetings should be accessible online to appropriate users as soon as electronic versions of these documents are available to TSB.

**1.7.6** Delegates and representatives participating in the work of ITU‑T are authorized to transmit study group or working party reports and documents to any experts they consider it expedient to consult, except where the study group or working party concerned has specifically decided that its report, or a document, is to be treated as confidential.

**1.7.7** The report of a study group's first meeting in the study period shall include a list of all the working party chairs and rapporteurs appointed. This list shall be updated, as required, in subsequent reports.

## 1.8 Definitions

### 1.8.1 Terms defined elsewhere

NOTE – [b-ITU‑T A.13] describes procedures and defines terms related to non-normative publications in addition to those defined in clause 1.8.2.

This Recommendation uses the following term defined elsewhere:

**1.8.1.1** **Question** ([WTSA Res. 1]): Description of an area of work to be studied, normally leading to the production of one or more new or revised Recommendations and/or new or revised non-normative documents as defined in [b-ITU‑T A.13].

### 1.8.2 Terms defined in this Recommendation

This Recommendation defines the following terms:

**1.8.2.1 amendment**: Changes or additions to an already published ITU‑T Recommendation.

NOTE – If an amendment forms an integral part of the Recommendation, approval of the amendment follows the same approval procedure as the Recommendation; otherwise (e.g. when all changes are in appendices), it is agreed by the study group.

**1.8.2.2 annex**: Material (e.g. technical detail or explanation) that is necessary to the overall completeness and comprehensibility of a Recommendation, and is therefore considered an integral part of the Recommendation.

NOTE 1 – As an annex is an integral part of the Recommendation, approval of an annex follows the same approval procedure as the Recommendation.

NOTE 2 – In common ITU‑T | ISO/IEC texts, this element is called an "integral annex".

**1.8.2.3 appendix**: Material that is supplementary to and associated with the subject matter of a Recommendation but is not essential to its completeness or comprehensibility.

NOTE 1 – An appendix is not considered to be an integral part of the Recommendation and thus it does not require the same approval procedure as the Recommendation; agreement by the study group is sufficient. See [b-ITU‑T A.13] for the case of an appendix agreed separately from its base Recommendation.

NOTE 2 – In common ITU‑T | ISO/IEC texts, this element is called a "non-integral annex".

**1.8.2.4 clause**: Single-digit or multiple-digit numbered text passages.

**1.8.2.5 corrigendum**: Corrections to an already published ITU‑T Recommendation.

NOTE 1 – Approval of a corrigendum follows the same approval procedure as an amendment.

NOTE 2 – In common ITU‑T | ISO/IEC texts, this element is called a "technical corrigendum".

**1.8.2.6 erratum**: Corrections of publication and editorial errors in an already published ITU‑T Recommendation. An erratum is published by TSB with the concurrence of the study group chair, in consultation with other relevant parties.

**1.8.2.7 normative reference**: The whole or parts of another document where the referenced document contains provisions which, through reference to it, constitute provisions to the referring document.

**1.8.2.8 text**: The "text" of Recommendations is understood in a broad sense. It may contain printed or coded text and/or data (such as test images, graphics, software, etc.).

**1.8.2.9 work item**: An assigned piece of work, which is identifiable with a Question and which has specific or general objectives, which will result in a product, such as a Recommendation, for publication by ITU‑T.

**1.8.2.10 work programme**: A list of work items that are owned by a study group.

## 1.9 References

The following ITU‑T Recommendations and other references contain provisions which, through reference in this text, constitute provisions of this Recommendation. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of this Recommendation are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and other references listed below. A list of the currently valid ITU‑T Recommendations is regularly published. The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation.

[ITU‑T A.2] Recommendation ITU‑T A.2 (2012), *Presentation of contributions to the ITU Telecommunication Standardization Sector*.

[ITU‑T A.5] Recommendation ITU‑T A.5 (2022), *Generic procedures for including references to documents of other organizations in ITU‑T Recommendations.*

[ITU‑T A.7] Recommendation ITU‑T A.7 (20??), *Focus groups: Establishment and working procedures*.

[ITU-T A.8] Recommendation ITU-T A.8 (2024), *Alternative approval process for new and revised ITU-T Recommendations*.

[ITU‑T A.11] Recommendation ITU‑T A.11 (2012), *Publication of ITU‑T Recommendations and World Telecommunication Standardization Assembly proceedings*.

[ITU-T A.13] Recommendation ITU-T A.13 (2019), *Non-normative ITU-T publications, including Supplements to ITU-T Recommendations*.

[ITU‑T A.25] Recommendation ITU‑T A.25 (2022), *Generic procedures for incorporating text between ITU‑T and other organizations.*

[ITU‑T A.jca] Recommendation ITU‑T A.jca (???), *Joint coordination activities: Establishment and working procedures.*

[PP Res. 66] Plenipotentiary Conference Resolution 66 (Rev. Bucharest, 2022), *Documents and publication of the Union*.

[WTSA Res. 1] WTSA Resolution 1 (Rev. Geneva, 20226), *Rules of procedure of the ITU Telecommunication Standardization Sector*.

[WTSA Res. 2] WTSA Resolution 2 (Rev. Geneva, 2022), *ITU Telecommunication Standardization Sector study group responsibility and mandates*.

[WTSA Res. 18] WTSA Resolution 18 (Rev. Geneva, 2022), *Principles and procedures for the allocation of work to, and strengthening coordination and cooperation among, the ITU Radiocommunication, ITU Telecommunication Standardization and ITU Telecommunication Development Sectors*.

[WTSA Res. 22] WTSA Resolution 22 (Rev. Geneva, 2022), *Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies*.

[WTSA Res. 54] WTSA Resolution 54 (Rev. Geneva, 2022), *Creation of, and assistance to, regional groups*.

# 2 Study group management

## 2.1 Study group structure and distribution of work

**2.1.1** Study group chairs shall be responsible for the establishment of an appropriate structure for the distribution of work and the selection of an appropriate team of working party chairs and shall take into account the advice provided by the members of the study group as well as the proven competence, both technical and managerial, of the candidates. It is mandatory for study group and working party chairs and vice-chairs to attend a training session provided by TSB.

**2.1.2** A study group may entrust a Question, a group of Questions or the maintenance of some existing Recommendations within its general area of responsibility to a working party.

**2.1.3** Where the scope of the work is considerable, a study group may decide to further divide the tasks assigned to a working party to sub-working parties.

**2.1.4** Working parties and sub-working parties should be set up only after thorough consideration of the Questions. Proliferation of working parties, sub-working parties or any other subgroups should be avoided.

**2.1.5** A study group may exceptionally, by agreement with other relevant study group(s) and taking account of any advice from TSAG and the Director of TSB, entrust a joint working party with Questions or parts of Questions of common interest to the study groups concerned. This study group shall act as the parent study group for the joint working party and shall coordinate and have responsibility for the work concerned. The contributions used as a basis for discussion in the joint working party shall be sent exclusively to those registered in the joint working party. Only the reports shall be sent to all participating bodies of the study groups concerned.

NOTE – Two or more study groups may decide to progress work on topics of common interest through joint meetings of their rapporteur groups.

**2.1.6** As the promotion of study group activities is an essential element in any ITU‑T marketing plan, each study group chair, supported by other study group leaders and subject matter experts, is encouraged to establish, maintain and participate in a promotion plan, coordinated with TSB, whose emphasis is the dissemination of study group information to the telecommunication community. Such study group information dissemination should cover, but is not limited to, new work initiatives and significant accomplishments regarding technologies and technical solutions.

## 2.2 (*clause intentionally left blank*)

## 2.3 The roles of rapporteurs

**2.3.1** The chairs of study groups and working parties (including joint working parties) are encouraged to make most effective use of the limited resources available by delegating responsibility to rapporteurs for the detailed study of individual Questions or small groups of related Questions, parts of Questions, terminology, or amendment of existing Recommendations. Responsibility for review and approval of the results resides with the study group or working party.

**2.3.2** Liaison between ITU‑T study groups or with other organizations can be facilitated by rapporteurs or by the appointment of liaison rapporteurs.

**2.3.3** The following guidelines should be used as a basis within each study group or working party to define the roles of rapporteurs, associate rapporteurs and liaison rapporteurs; however, they may be adjusted following careful deliberation of the need for change and with the approval of the relevant study group or working party.

**2.3.3.1** Specific persons should be appointed as rapporteurs to be responsible for progressing the study of those Questions, or specific study topics, that are felt to be likely to benefit from such appointments. The same person may be appointed as rapporteur for more than one Question, or topic, particularly if the Questions, parts of Questions, terminology, or amendment of existing Recommendations concerned are closely related.

**2.3.3.2** Rapporteurs may be appointed (and their appointments may be terminated) at any time with the agreement of the competent working party, or of the study group, where the Question(s) are not allocated to a working party. The term of the appointment relates to the work that needs to be done rather than to the interval between WTSAs. If the related Question is modified by WTSA, for continuity purposes, the rapporteur may, at the discretion of the new study group chair, continue to progress the relevant work until the next meeting of the study group.

**2.3.3.3** Where the work so requires, a rapporteur may propose the appointment of one or more associate rapporteurs, liaison rapporteurs or editors, whose appointments should then be endorsed by the relevant working party (or study group). Again, these appointments may be made or terminated at any time in accordance with the work requirements. An associate rapporteur assists the rapporteur, either in general or to deal with a particular point or area of study in a Question. A liaison rapporteur assists the rapporteur by ensuring there is effective liaison with other groups, by attending meetings of other designated groups to advise and assist in an official capacity, by correspondence with such groups or by any other means considered appropriate by the rapporteur. In the event that a liaison rapporteur is not appointed, the responsibility to ensure effective liaison resides with the rapporteur. An editor assists the rapporteur in the preparation of the text of draft Recommendations or other publications.

**2.3.3.4** Rapporteurs, and their associate and liaison rapporteurs as well as the editors, play an indispensable role in coordinating increasingly detailed and often highly technical study. Consequently, their appointment should be primarily based on their expertise in the subject to be studied. It is mandatory for rapporteurs, associate rapporteurs and editors to attend a training session provided by TSB.

**2.3.3.5** As a general principle, work by correspondence (including electronic messaging and telephone communications) is preferred (see also clauses 1.6 and 2.3.3.10) and the number of meetings should be kept to a strict minimum, consistent with the scale and milestones agreed by the parent group. Where possible, meetings in related areas of study or within a work area covered by a JCA should be coordinated. In any case, this work should proceed in a continuous fashion between meetings of the parent group.

**2.3.3.6** The rapporteur's responsibilities are:

a. to coordinate the detailed study in accordance with guidelines established at working party (or study group) level;

a *bis*. to prepare a draft agenda for the meeting stating which items are to be studied on each day and to try to follow it as far as possible, but it must be regarded as subject to change in the light of the rate at which work proceeds;

b. to the extent authorized by the study group, to act as a contact point and source of expertise for the allocated study topic with other ITU‑T, ITU Radiocommunication Sector (ITU‑R) and ITU Telecommunication Development Sector (ITU‑D) study groups, other rapporteurs, other international organizations, other standards organizations (where appropriate) and TSB;

c. to adopt methods of work (correspondence, including the use of the TSB electronic document handling (EDH) facilities, meetings of experts, etc.) as considered appropriate for the task;

d. in consultation with the collaborators for the study topic, to review and update the work programme, which should be approved and reviewed periodically by the parent group (see clause 1.4.7);

e. to ensure that the parent working party (or study group) is kept well informed of the progress of the study, particularly of work proceeding by correspondence or otherwise outside of the normal study group and working party meetings;

f. in particular, to submit a progress report (e.g. of rapporteur group meetings or editor's work), including references to meeting reports (see clause 2.3.3.12) and to baseline documents, to each of the parent group's meetings (see suggested format in Appendix I), in the form of a TD to be submitted as soon as possible (see clause 3.3.3);

g. to submit, where possible, as separate TDs each draft new or revised Recommendation planned for consent or determination (or draft document planned for agreement), at least six weeks prior to the parent group's meeting;

h. to give the parent working party or study group and TSB adequate advance notice of the intention to hold any meetings of experts (see clause 2.3.3.10), particularly where such meetings are not included in the original programme of work;

i. to establish a group of active "collaborators" from the working party (or study group) where appropriate, with an updated list of those collaborators being given to TSB at each working party meeting;

j. to delegate the relevant functions from the list above to associate rapporteurs and/or liaison rapporteurs, as necessary.

**2.3.3.7** The basic goal of each rapporteur is to assist the study group or working party in developing new and revised Recommendations to meet changing requirements in telecommunication techniques and services. However, it must be clearly understood that rapporteurs should not feel under any obligation to produce such texts unless a thorough study of the Question reveals a clear need for them. If it turns out that this is not the case, the work should be concluded with a simple report to the parent group establishing that fact.

**2.3.3.8** Rapporteurs are responsible for the quality of their texts, submitted by the study group for publication. They shall be involved in the final review of that text prior to it being submitted to the publication process. This responsibility extends only to text in the original language and should take into account applicable time constraints. (See [ITU‑T A.11] on the publication of ITU‑T Recommendations, and Annex D of [b-Author's Guide].)

**2.3.3.9** Rapporteurs should normally base any draft new or substantially revised Recommendations on written contribution(s) from ITU‑T members (see also clause 1.4.7). Contributions submitted to the meeting shall be handled equally (see also 3.9 of [WTSA Res. 1]). When concluding the discussion on each matter, the rapporteur should announce the decisions adopted, which will be reflected in the meeting report.

**2.3.3.10** In conjunction with their work planning, rapporteurs must give advance notice of any (interim) rapporteur group meetings they arrange, not only to the collaborators on their Question or project, but also to the study group and working party and to TSB. TSB is not required to circulate collective letters for meetings below working party level. The intention to hold rapporteur group meetings, along with details of the issues to be studied (i.e. terms of reference for the meeting, including the deadline for contributions), should be agreed in principle at study group or working party meetings and publicized with as much notice as possible. TSB will post a convening letter (using a TSB-defined template), normally at least two weeks prior to the meeting, on the study group webpage. Contributions to rapporteur group (physical or virtual) meetings should be made available to meeting participants by a deadline of at least seven calendar days.

For physical rapporteur group meetings, the convening letter includes logistic details. Visa support should be provided by the meeting host. The convening letter shall indicate whether remote participation is provided, allowing remote participants to actively take part in discussions.

In exceptional cases, a rapporteur group meeting can be approved by the study group management team.

**2.3.3.11** If an insufficient number of input documents has been submitted, the rapporteur group meeting should not be held. The decision whether to cancel a rapporteur group meeting shall be taken by the rapporteur, in agreement with the study group management team, and shall be reflected in a convening letter.

**2.3.3.12** Rapporteurs should prepare a meeting report for each rapporteur group meeting held and submit it as a TD to the next study group or working party meeting (see also clause 2.3.3.6 f). See clause 3.3 for submission and processing of TDs, and in particular clause 3.3.3.

This report should include the date, venue and chair, an attendance list with affiliations, the agenda of the meeting, a summary of technical inputs, a summary of conclusions and the liaison statements sent to other organizations.

Rapporteurs will ask, during each meeting, whether anyone has knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered. The fact that the question was asked shall be recorded in the meeting report, along with any affirmative responses.

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| **AFCP/35A30/1:**  Rapporteurs or one of the associate rapporteurs should attend the study group and working party meeting plenaries to present their reports. |
| Rapporteurs or one of the associate rapporteurs should attend the working party and study group meetings to present their report. |

**2.3.3.13** Rapporteur group meetings, as such, should not be held during working party or study group meetings (they are rather called meetings of a Question). However, rapporteurs may be called upon to chair those portions of working party or study group meetings that deal with their particular area of expertise. In these cases, rapporteurs must recognize that the rules of the working party and study group meetings then apply, and the more relaxed rules described above, particularly those that relate to document approvals and submission deadlines, would not apply.

**2.3.3.14** The parent working party (or study group) must define clear terms of reference for each rapporteur. The general direction to be followed in the study should be discussed, reviewed as necessary and agreed periodically by the parent group.

**2.3.3.15** When meetings are arranged to be held outside ITU premises, participants should not be charged for meeting facilities, unless agreed in advance by the study group. Meeting charges should be an exceptional case and only done if, for example, the study group is of the opinion that a meeting charge is necessary for the work to proceed properly. However, no participant should be excluded from participation if he or she is unwilling to pay the charge. Additional services offered by the host shall be voluntary, and there shall be no obligation on any of the participants resulting from these additional services. (See also 2.2.2 of [WTSA Res. 1].)

## 2.4 Attendance of chairs, vice-chairs and rapporteurs

**2.4.1** Delegates, on accepting a role of chair, vice-chair, rapporteur or associate rapporteur, are expected to have the necessary support of their Member State, Sector Member, Associate or Academia to fulfil this commitment throughout the study period. Similarly, editors are expected to have the necessary support throughout the lifetime of their tasks. Their attendance (or remote participation when applicable) is critical to the effective functioning of their respective groups.

**2.4.2** After each study group meeting, TSAG (see 4.10 of [WTSA Res. 1]) and the Director of TSB shall be [informed | advised] of the non-attendance (or remote participation when applicable) of chairs and vice-chairs appointed by WTSA, together with the reason, if known. Study groups shall take prompt action to raise the issue with the Director to discuss with the members concerned in an attempt to encourage and facilitate participation of these delegates (or nomination of a replacement).

**2.4.3** The Director shall report to the next WTSA the non-attendance (or remote participation when applicable) of chairs and vice-chairs of study groups (appointed by WTSA or by the study group), so that this information is considered when appointing or re-appointing chairs and vice-chairs for the next study period.

**2.4.4** At each study group (or working party) meeting, the study group management team shall be informed of the non-attendance (or remote participation when applicable) of chairs and vice-chairs of working parties and other groups (see clause 4), and of rapporteurs, appointed during the study period, together with the reason, if known. TSAG shall also be made aware of the non-attendance (or remote participation when applicable) of chairs and vice-chairs of working parties (see 4.10 of [WTSA Res. 1]). The study group management team shall take prompt action to raise this issue with the members concerned in an attempt to encourage and facilitate participation of these delegates (or nomination of a replacement). Chairs and vice-chairs of working parties, and rapporteurs who fail to attend two consecutive study group (or working party) meetings where they have a role to play (or to participate remotely when applicable), without notifying the study group management team, shall be removed from their position.

**2.4.5** At each Question or rapporteur group meeting, rapporteurs and the study group management team shall be informed of the non-attendance (or remote participation when applicable) of associate rapporteurs and editors of their group, if those delegates have a role to play at the given meeting, together with the reason, if known. Rapporteurs shall take prompt action to raise this issue through the study group management team shall advise the Director to discuss with the members concerned in an attempt to encourage and facilitate participation of these delegates (or nomination of a replacement). Associate rapporteurs and editors who fail to attend two consecutive meetings where they have a role to play (or to participate remotely when applicable), without notifying the rapporteur, shall be removed from their position.

# 3 Submission and processing of contributions

## 3.1 Submission of contributions

**3.1.1** Member States and other duly authorized entities registered with a study group or its relevant group should submit their contributions to current studies via electronic means, in accordance with guidance from the Director of TSB (see clause 3.2.6).

**3.1.2** (*clause intentionally left blank*)

**3.1.3** These contributions shall contain comments or results of experiments and proposals designed to further the studies to which they relate.

**3.1.4** Contributors are reminded, when submitting contributions, that early disclosure of patent information is desired, as contained in the statement on Common Patent Policy for ITU‑T/ITU‑R/ISO/IEC (available at the ITU‑T website). Patent declarations are to be made using the "Patent Statement and Licensing Declaration Form for ITU‑T/ITU‑R Recommendation | ISO/IEC Deliverable" available at the ITU‑T website. See also clause 3.1.5.

**3.1.5** A general patent statement and licensing declaration may be submitted using the form available at the ITU‑T website. The purpose of this form is to give patent holders the voluntary option of making a general licensing declaration relative to patented material contained in any of their contributions. Specifically, the submitter of the licensing declaration declares its willingness to license, in case part(s) or all of any proposals contained in contributions submitted by the organization are included in ITU‑T Recommendation(s) and the included part(s) contain items that have been patented or for which patent applications have been filed and whose use would be required to implement ITU‑T Recommendation(s).

The general patent statement and licensing declaration is not a replacement for the individual (per Recommendation) patent statement and licensing declaration but is expected to improve responsiveness and early disclosure of the patent holder's compliance with the Common Patent Policy for ITU‑T/ITU‑R/ISO/IEC.

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| **RCC/40A19/1:**  **3.1.9** Contributors submitting contributions using protected designations should follow the ITU‑T guidelines related to the inclusion of marks in ITU-T Recommendations, available at http://itu.int/ITU-T/ipr/. If such a use imposes restrictions on the use of the texts of the submitted contributions, contributors shall clearly indicate this in the proposal\*.  Footnote\* To further explore the following considerations: how and where should information about these restrictions be kept (in a special section on the ITU website, as for software patents and copyrights)?; should a special IPR notice be used on the second page? |

**3.1.6** By making a contribution, contributors acknowledge, to the best of their knowledge, that material such as text, diagrams, etc., submitted as their contribution to the work of ITU‑T has no restriction[[2]](#footnote-2) in order to permit the normal distribution of this material for discussions within the appropriate ITU‑T study groups and other groups and possible use, in whole or in part, with or without modification, in any resulting ITU‑T Recommendations that are published (see [PP Res. 66]). A contributor submitting a contribution containing proper names, trademarks, service marks or certification marks should be aware of the "ITU‑T Guidelines related to the inclusion of Marks in ITU-T Recommendations3" and shall mention any restriction that may apply if the text of the contribution is intended to be included in an ITU-T Recommendation.

**3.1.7** If a contribution proposes to make normative reference to, or to incorporate text, diagrams, etc. from a document from a source qualified according to [ITU‑T A.5], the source document should be clearly identified in the contribution, allowing [ITU‑T A.5] or [ITU‑T A.25] to be followed in the case the study group reaches consensus on such a proposal.

**3.1.8** A contributor submitting copyrighted software for incorporation in the draft Recommendation is required to submit a software copyright statement and licensing declaration form available at the ITU‑T website. The form must be provided to TSB at the same time that the contributor submits the copyrighted software[[3]](#footnote-3).

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| **EUR/38A17/1:**  **3.1.9** The full text of contributions that are to be considered at a study group, working party, rapporteur group or joint coordination activity meeting, whether physical or virtual, shall reach TSB at least 12 calendar days before the meeting. |

## 3.2 Processing of contributions

**3.2.1** Contributions received at least two months before a study group or working party meeting may be translated (see clause 3.2.2) and will be posted in the original and, if applicable, in translated languages, on the web as soon as practicable after they are received.

**3.2.2** If a chair, in agreement with the participants of his or her study group (or working party), states that the study group (or working party) is willing to use documents in the original language, no translations will be made.

**3.2.3** Contributions to study group or working party meetings received by the Director of TSB less than two months but not less than 12 calendar days before the date set for the opening of a meeting cannot be translated.

**3.2.4** Contributions should be posted on the web no more than three working days after they are received by the secretariat.

**3.2.5** Contributions to study group or working party meetings received by the Director less than 12 calendar days before the meeting will not appear on the agenda of the meeting, will not be distributed and will be held for the next meeting. Contributions judged to be of extreme importance may be admitted by the Director at shorter notice. The final decision as to their consideration by the meeting shall be taken by the study group (or working party) and reflected in the report of the meeting.

**3.2.6** The Director should insist that contributors follow the rules established for the presentation and form of documents set out in clause 2 of [ITU‑T A.2], and the timing given in clause 3.1.9. A reminder should be sent out by the Director whenever appropriate.

**3.2.7** The Director, with the agreement of the study group chair, may return to the contributor any document that does not comply with the general directives set out in [ITU‑T A.2], so that it may be brought into line with those directives.

**3.2.8** Contributions shall not be included in reports as annexes, but should be referenced as needed.

**3.2.9** Contributions should, as far as possible, be submitted to a single study group. If, however, a member submits a contribution that it believes is of interest to several study groups, it should identify the study group primarily concerned; a single sheet giving the title of the contribution, its source and a summary of its contents will be issued to the other study groups by the member. This single sheet will be numbered in the series of contributions of each study group to which it is issued.

## 3.3 TDs

**3.3.1** TDs should be provided to TSB in electronic format. TSB shall post electronically those TDs submitted as electronic files as soon as they become available; those submitted as paper copies will be posted as soon as practicable. Printed copies may be provided upon request to persons with disabilities and specific needs.

**3.3.2** Extracts from reports of other study group meetings or from reports of chairs, rapporteurs or drafting groups shall be published as TDs.

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| **RCC/40A19/1:**  **3.3.3** TDs containing texts for new or revised Recommendations, Technical Reports, Supplements, cooperation proposals and other matters requiring action from ITU-T members shall meet the deadlines for the submission of contributions (see clauses 3.1.10, 3.2 and 3.2.5). Other TDs input before the start of the study group or working party meeting, including documents from the ITU secretariat, should be posted on the relevant page of the website not later than three working days from the date on which they are received by the secretariat, to ensure their availability not later than seven calendar days before the start of the meeting. This deadline shall not extend to administrative documents or reports on events that have taken place less than 21 calendar days before the start of the meeting, nor to proposals from chairmen and convenors of ad hoc groups, compilations of proposals prepared by chairmen or the secretariat, or documents specifically requested by the meeting. Reports on events that have taken place less than 21 calendar days before the start of the meeting should normally be posted on the relevant page of the website not later than two calendar days before the beginning of the discussion of the item in question at the meeting, unless otherwise agreed by the meeting. |
| **3.3.3** TDs input before the start of the study group or working party meeting, including documents from the ITU secretariat, should be posted on the relevant page of the website not later than three working days from the date on which they are received by the secretariat, to ensure their availability not later than seven calendar days before the start of the meeting.  This deadline shall not extend to administrative documents or reports on events that have taken place less than 21 calendar days before the start of the meeting, nor to proposals from chairs and convenors of ad hoc groups, compilations of proposals prepared by chairs or the secretariat, or documents specifically requested by the meeting. Reports on events that have taken place less than 21 calendar days before the start of the meeting should normally be posted on the relevant page of the website not later than two calendar days before the beginning of the discussion of the item in question at the meeting, unless otherwise agreed by the meeting.  TDs containing material coming from external standards development organizations (including proposals to incorporate text according to [ITU‑T A.25]) should normally reach TSB at least 12 calendar days before the meeting. |

**3.3.4** TDs can be produced during the meeting.

**3.3.5** Chairs and vice-chairs of study groups and working parties may at any time submit inputs as TDs to their study group or working party, including, in particular, proposals likely to accelerate the debates.

## 3.4 Electronic access

**3.4.1** TSB will post electronically all documents (e.g. contributions, TDs, including liaison statements) as soon as electronic versions of these documents are available. Appropriate search facilities for posted documents should be provided (see also clause 3.3.3).

## 3.5 Other document types

As the work of the ITU‑T and its groups progresses, various types of output materials might result, in addition to Recommendations and other texts previously described. This clause addresses the types of texts that are in use within ITU‑T, other than those defined in [WTSA Res. 1] or clause 1.8.2 of this Recommendation. Other types of ITU‑T documents include non-WTSA proceedings (e.g. Kaleidoscope), tutorials, e-learning and web-based guides. These document types do not require agreement by a study group and do not have working methods described by an A-series Recommendation.

# 4 Other ITU‑T groups

## 4.1 Overview

In addition to study groups, other groups operate to carry forward the mission of the ITU‑T. This clause documents the types of groups other than study groups that exist within ITU‑T.

## 4.2 Focus group (FG)

The objective of focus groups is to help advance the work of the ITU Telecommunication Standardization Sector (ITU‑T) study groups and to encourage the participation of members of other standards organizations, including experts and individuals who may not be members of ITU. Their working methods are documented in [ITU‑T A.7].

## 4.3 Intersector Rapporteur Group (IRG)

Intersector Rapporteur Groups (IRGs) are established to coordinate the progress of specific topics of mutual interest between sectors of the ITU. For a given topic, IRGs encourage the collaboration between ITU‑T study groups and groups from other ITU sectors on work items unique to each study group. See [WTSA Res. 18] for more details.

## 4.4 Joint Coordination Activity (JCA)

A Joint Coordination Activity (JCA) is formed to coordinate activities on topics of relevance across ITU‑T study groups. They report their progress either to TSAG or to a particular study group. Where FGs are typically formed to study forward-looking topics, report results, and dissolve, JCAs are envisioned as tools for coordination between study groups. Like FGs, JCAs do not write Recommendations. Their working methods are documented in [ITU-T A.jca].

## 4.5 Regional Group (RG)

For information on regional groups see [WTSA Res. 54] and [WTSA Res. 1].

## 4.6 ITU‑T group types for collaborating with other SDOs

Several groups within ITU‑T have been formed to support joint efforts between ITU‑T and other standards development organizations (SDOs) on the development of common or aligned specifications or standards. The working methods of these groups vary, as does the documentation regarding how new instances of such groups are formed. In some cases, such groups seek to align the timing by which standards development progresses through two processes, such as ITU‑T and another SDO. In other cases, participation in the collaborative effort is not limited to a specific SDO. See [b‑ITU‑T A.sup5] for more information.

## 4.7 Additional ITU‑T groups

In addition to the group types documented above, study groups may create additional groups (e.g. correspondence groups, ad hoc groups) that operate with working methods distinct from those documented above. [WTSA Res. 22] *resolves* 1 *f)* provides more information on other groups that TSAG is authorized to create. TSAG and study groups should terminate inactive groups.

Annex A  
  
Template to describe a proposed new Recommendation  
in the work programme

(This annex forms an integral part of this Recommendation.)

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| **EUR/38A17/1:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Question: |  | / | Proposed new ITU‑T Recommendation | <Meeting date> | | | **Reference and title:** | Recommendation ITU‑T <X.xxx> "Title" | | | | | | **Base text:** | <C nnn> or <TD nnnn> | | | **Timing:** | <Month-Year> | | **Editor(s):** | <Name, membership, e‑mail address> | | | **Approval process:** | <AAP or TAP> | | **Scope** (defines the intent or object of the Recommendation and the aspects covered, thereby indicating the limits of its applicability): | | | | | | |  | | | | | | | **Summary** (provides a brief overview of the purpose and contents of the Recommendation, thus permitting readers to judge its usefulness for their work): | | | | | | |  | | | | | | | **Gap analysis of ITU‑T Recommendations or other standards** (approved or under development): | | | | | | | List of standards or <TD nnnn> | | | | | | | **Liaisons with other study groups or with other standards bodies:** | | | | | | |  | | | | | | | **Supporting members from at least four different countries that are committing to contributing actively to the work item:** | | | | | | | <Member States, Sector Members, Associates, Academia> | | | | | | |
| **TSAG/25**  **RCC/40A19/1:**   |  | | --- | | **Supporting members (at least two) that are committing to contributing actively to the work item:** | | <Member States, Sector Members, Associates, Academia> | |
| |  | | --- | | **Supporting members (from at least two different countries) that are committing to contributing actively to the work item:** | | <Member States, Sector Members, Associates, Academia (with experts' email addresses)> | |

Appendix I  
  
Rapporteur progress report format

(This appendix does not form an integral part of this Recommendation.)

The following format is recommended for the progress reports of rapporteurs to enable a maximum transfer of information to all concerned:

*a)* brief summary of contents of report;

*b)* conclusions or Recommendations sought to be endorsed;

*c) status of work with reference to work plan, including baseline document if available;*

*d)* draft new or draft revised Recommendations;

*e)* draft liaison in response to or requesting action by other study groups or organizations;

*f)* reference to contributions considered part of assigned study and summary of contributions considered at rapporteur group meetings (see Note);

*g)* reference to liaison statements from other organizations;

*h) major issues remaining for resolution and draft agenda of future approved meeting, if any;*

*i)* response to question on knowledge of intellectual property rights issues, including patents, copyright for software or text, marks;

*j)* list of attendees at all meetings held since last progress report.

A meeting report shall clearly indicate in its title the Question number, meeting venue and meeting date. In general, the title shall be of the form "Rapporteur Report Qx/x".

Any draft Recommendations produced shall be presented as separate TDs (one document per Recommendation). The title of the TD shall be of the form "Draft new Recommendation ITU‑T X.x: abc", where "abc" stands for the title of the draft Recommendation, or "Draft revised Recommendation ITU‑T X.x: abc", or "Draft Amendment 1 to Recommendation ITU‑T X.x: abc", etc.

A progress report shall not be used as a vehicle to violate the rules concerning the submission of contributions that are inappropriate to the assigned study task.

NOTE − The progress report may make reference to the meeting reports (see clause 2.3.3.12) in order to avoid duplication of information.

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| **RCC/40A19/1:**  Appendix II  Guidance on the conducting of meetings when discussing contributions for persons presiding  1 Persons presiding over meetings should distribute documents on the agenda in such a way as to ensure sufficient time is allocated for the presentation and consideration of contributions from ITU members.  2 Where time is limited, the consideration of recommendations and contributions from ITU members to be approved at the meeting shall be prioritized over all other meeting documents.  3 Persons presiding over meetings should be afforded the possibility to ensure an equal presentation of contributions, including the availability of simultaneous interpretation facilities.  4 Persons presiding over meetings should not express their own personal opinion on the topic and assessment of the contribution, e.g. whether it is necessary or not, including prior to its presentation and discussion.  5 The primary task of persons presiding over meetings is to lead the discussion from a neutral position and find compromises where there are differences of opinion.  6 Persons presiding over meetings should facilitate the discussion of contributions, giving the floor to a sufficient number of participants to ensure that action can be taken.  7 Proposals which are made to the meeting and receive no objections from ITU-T members should be considered as adopted.  8 Should persons presiding over meetings wish to take the floor on behalf of an ITU member that they are representing at the meeting or in another capacity (e.g. as chairman of another study group or rapporteur on another question), they should indicate that change of capacity in presenting such a position before beginning their intervention. |
| Appendix II  Guidelines for chairs and rapporteurs to conduct a meeting when discussing contributions  (This appendix does not form an integral part of this Recommendation.)  **II.1** [Chairs and rapporteurs should allocate contributions on the agenda in such a way as to ensure that sufficient time is allocated for the presentation and consideration of contributions.]  **II.2** When time is limited, draft Recommendations planned for consent, determination or approval at the meeting and related contributions should be prioritized.  **II.3** [Chairs and rapporteurs should be afforded the possibility to ensure an impartial handling of contributions, including the availability of simultaneous interpretation facilities.]  **II.4** Chairs and rapporteurs should not express their own personal opinion on the topic and assessment of the contribution.  **II.5** The primary task of chairs and rapporteurs should be to lead the discussion from a neutral position and find compromises where there are differences of opinion.  **II.6** Chairs and rapporteurs should facilitate the discussion of contributions, giving the floor to enough participants to ensure that a decision can be taken.  **II.7** Proposals which receive no objections from meeting participants should be considered as adopted.  **II.8** Should chairs and rapporteurs take the floor on behalf of the ITU member they are representing at the meeting or in another capacity (e.g. chair of another study group or rapporteur of another Question), they should indicate in which capacity they speak. |

Appendix III  
  
Use of electronic tools for notifying or exchanging meeting documents

(This appendix does not form an integral part of this Recommendation.)

**III.1 Use of e-mail reflectors**

**III.1.1** During a study group or working party meeting, Question e-mail reflectors are normally used for notification of posting of documents either to the informal FTP area (IFA), indicating the folder and file name, or to the document management system (DMS) as TDs.

**III.1.2** During a rapporteur group meeting, Question e-mail reflectors are used for notification of posting of documents to the TSB electronic document handling (EDH) facilities, indicating the folder and file name.

**III.1.3** For correspondence activities established at study group or working party meetings, Question e-mail reflectors are used to progress the development of texts and for administrative announcements between meetings, either formal or informal. Such activities do not meet.

**III.2 Use of the informal FTP area (IFA)**

**III.2.1** The IFA used for study group and working party meetings is based on FTP, whereas the IFA for informal meetings of rapporteur groups is based on a share point. The IFA in study group or working party meetings is used to post amendments of current text, based on discussions of contributions made to the current meeting. Such amendments should be clearly stated in the meeting, agreed and documented in the meeting report. The IFA in rapporteur group meetings and correspondence activities is used to post contributions and amendments of current text, based on discussions of contributions made to the current meeting.

**III.2.2** The IFA for study group and working party meetings is structured in a hierarchical manner that indicates the study group, the Question, the meeting, and either text that has been amended, amendments to the agenda or output of discussions. These last texts are further submitted as TDs to the study group or working party meeting.

**III.2.3** The names used for the document are marked as a revision to the names provided as originally submitted to the meeting.

**III.2.4** The IFA for rapporteur group meetings is structured for the input and output of the meetings. The naming structure of the output is marked as a revision to the names provided as originally submitted to the meeting.

**III.2.5** Amendments to agendas of meetings occurring under a study group or working party meeting (i.e. study group meeting, working party meeting, Question meeting and ad hoc session) are posted as revisions to the original TD that is posted on the document management system (DMS) area.

**III.2.6** It should be possible to synchronize the contents of the IFA using a synchronization tool.

Bibliography

[b-Author's guide] *Author's guide for drafting ITU-T Recommendations*. Available from <https://itu.int/oth/T0A0F000004/en>.

[b-ITU‑T A.sup4] ITU‑T A-series Recommendations – Supplement 4 (2022), *Guidelines for remote participation.*

[b-ITU‑T A.sup5] ITU‑T A-series Recommendations – Supplement 5 (2016), *Guidelines for collaboration and exchange of information with other organizations*.

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