|  |  |  |
| --- | --- | --- |
| A black and white logo  Description automatically generated with low confidence | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2022-2024 | TSAG-TD510 |
| TSAG |
| Original: English |
| **Question(s):** | N/A | Geneva, 29 July – 2 August 2024 |
| **TD** |
| **Source:** | Chair, WP1/TSAG |
| **Title:** | (Draft) Report of the meeting of WP1/TSAG "Working methods and related WTSA preparations" (Geneva, 29 July – 2 August 2024) |
| **Contact:** | Mr Mihail IONRomania; WP1 Chair | Tel: +40 722 859 063E-mail: mihail.ion@ancom.ro |
| **Contact:** | Ms Minah LEERep. of Korea; WP1 Vice-chair | Tel: +82-10-5111-1045E-mail: misoko@tta.or.kr |
| **Contact:** | Mr Simão CamposTSB; Secretary WP1 | E-mail: simao.campos@itu.int  |

|  |  |
| --- | --- |
| **Abstract:** | This TD contains the draft (Draft) Report of the meeting of WP1/TSAG "Working methods and related WTSA preparations" (Geneva, 29 July – 2 August 2024).The list of actions requested from TSAG are listed in clause 0.Text in yellow highlight indicate provisional language to be confirmed or updated depending on discussions at WP1.Revision 1 includes the updates after review of the draft at the closing WP1/‌TSAG plenary on 2 August 2024 0900-1015 hours CEST. |

# Actions for TSAG

WP1/TSAG requests the following actions from TSAG:

|  |
| --- |
| 1. Agree new A-Series Supplement 7 (ex A.SupWTSAGL) "WTSA preparation guideline on Resolutions" found in [TSAG-TD612-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0612) **[RG-WTSA-2]**
2. Agree new A.BN "Briefing note on how to chair WTSA Sub-committee/Ad Hoc Group meetings" in [TSAG-TD613-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0613) and include it in an Annex of the TSAG report to WTSA‑24 **[RG-WTSA-3]**
3. Send the liaison statements from RG-WTSA:
	1. to all ITU-T SGs and RTOs on A.Sup7 "WTSA preparation guideline on Resolutions" and latest WTSA Action Plan, found in [TSAG-TD678](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0678) **[RG-WTSA-4]**
	2. to ISCG, TDAG and RAG on A.Sup7 "WTSA preparation guideline on Resolutions", found in [TSAG-TD679](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0679) **[RG-WTSA-5]**
4. TSAG is invited to update the RG-WTSA work programme as found in [TSAG-TD683](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0683) **[RG-WTSA-6]**
5. Approve the following agreement in [TSAG-TD517-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517) §7 regarding the use of the term "in force" in place of an actual approval date for normative references in clause 2 of ITU-T Recommendations: [**RG-WM-3**]a) *It is agreed to use the current (date of approval) approach without updating the Author's guide for drafting ITU-T Recommendations;*b) *It is agreed that in the exceptional cases, e.g. of a common text with ISO/IEC JTC 1 (see Recommendation ITU T A.23) or an incorporation of text from another standards development organization (see Recommendation ITU-T A.25), and if there is a strong and justified need to reflect current practice in the originating SDO, the "(in force)" approach could be tolerated. In this case, the need should be documented in the meeting report of the Question for further approval by the study group or working party, as appropriate.*
6. Submit to WTSA-24 for information the current version of draft revised Recommendation ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector" found in [TSAG-TD600-R3](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en). *To simplify the document, TSB is asked to remove all comments before sending it to WTSA-24* [**RG-WM-9**]
7. Submit to WTSA-24 for information the current version of draft revised WTSA Resolution 22 "Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies" as found in [TSAG-TD630-R4](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0630/en) **[RG-WM-10**]
8. Approve (TAP) draft revised Recommendation ITU-T A.7 "Focus groups: Establishment and working procedures" as found in [TSAG-TD629-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0629/en) **[RG-WM-8**]
9. Agree the new A-Series Supplement 6 (ex A.SupplSGA) "Guidelines for the development of a standardization gap analysis" as found in [TSAG-TD541-R4](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0541/en) [**RG-WM-7**]
10. Send the following LSs from RG-WM:
11. to all study groups about the resolution of AAP comments, as found in [TSAG-TD669-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0669/en) [**RG-WM-1**]
12. to all study groups about the use of specific editions (with a date of approval) for normative references in clause 2 of ITU-T Recommendations, as found in [TSAG-TD675-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0675/en) [**RG-WM-4**]
13. to all study groups on the publication process of revisions, amendments and corrigenda to ITU-T Recommendations | ISO/IEC international standards published as common texts, as found in [TSAG-TD674-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0674/en) [**RG-WM-5**]
14. to all study groups on the use of tools to develop ITU-T Recommendations, as found in [TSAG-TD676-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0676/en) [**RG-WM-6**]
15. to all study groups on the agreement of new Supplement 6 to the ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis", as found in [TSAG-TD685](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0685) **[WP1-3]**
16. Invite TSAG to approve the updates to the RG-WM work programme found in [TSAG-TD650-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0650) [**RG-WM-11**]
17. Upon approval of A.24, **delete** A‑Series Supplement 5 "Guidelines for collaboration and exchange of information with other organizations" **[WP1-4]**
18. Authorize RG-WM to hold three interim rapporteur group meetings (all online) listed in §‎7.2 of this TD (TD510) [**RG-WM-12**]
19. Approve the WP1 report in the most recent revision of [TSAG-TD510](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0510)
 |

# General

This is the report of Working Party 1/TSAG that took place in Geneva, 29 July – 2 August 2024. The meeting was chaired by the WP1 Chair, Mr Mihail Ion (Romania), assisted by Vice-chair Ms Minah Lee (Rep. of Korea) and Mr Simão Campos (TSB).

The agendas for the opening and closing plenaries were approved as found in [TSAG-TD508-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0508) and [TSAG-TD509-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0509), respectively.

The WP1/TSAG management team is:

|  |  |  |
| --- | --- | --- |
| WP1 Chair | Mr Mihail IONRomania; WP1 Chair | Tel: +40 722 859 063E-mail: mihail.ion@ancom.ro |
| WP1 Vice-chair | Ms Minah LEERep. of Korea | Tel: +82-10-5111-1045E-mail: misoko@tta.or.kr |
| Rapporteur, RG on working methods (RG-WM) | Mr Olivier DUBUISSON Orange, France | Tel: +33 6 74 95 46 37E-mail: olivier.dubuisson@orange.com |
| RG-WM Associate Rapporteur on remote participation and EWM | Mr Phil RUSHTONUnited Kingdom | Tel: +44 20 3286 3085E-mail: philrushton@rcc-uk.uk |
| Rapporteur, RG on WTSA preparations (RG-WTSA)  | Fang LICAICT, MIIT, China | Tel: +86-10-62300104E-mail: lifang@caict.ac.cn  |
| RG-WTSA Associate Rapporteur on WTSA guidelines | Samuel AGYEKUMNational Communications Authority, Ghana | Tel: +233 20 8996476E-mail: samuel.agyekum@nca.org.gh |
| RG-WTSA Associate Rapporteur on streamlining resolutions | Mr Evgeny TONKIKHRussian Federation | E-mail: et@niir.ru |

# Documentation for the meeting

See [Annex A](#AnnexA) hereinafter for the documentation considered by WP1. No contributions were assigned for review by the WP1 plenary.

# Review of interim activities

The opening plenary reviewed and agreed the report of interim activities of the two Rapporteur group under WP1, as well as the updated drafts being progressed:

* Rapporteur group on working methods (RG-WM):
* Progress report: [TSAG-TD527](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0527)
* Updated drafts: [TSAG-TD600-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0600) (A.1), [TSAG-TD571-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0571) (A.RA), [TSAG-TD541‑R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0541) (A.SupplSGA)
* Rapporteur group on WTSA Preparations (RG-WTSA)
* Progress report: [TSAG-TD528-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0528)
* Updated drafts: A.SupWTSAGL ([TSAG-TD612-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0612)), A.BN ([TSAG-TD613-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0613))

Actions taken by WP1:

**WP1-1:** Approved the interim period results from the RG-WM and RG-WTSA as found in [TSAG-TD527](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0527) and [TSAG-TD528-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0528), respectively.

**WP1-2:** Approved the initial update to the RG-WM and RG-WTSA work programmes.

# WTSA Action Plan

The updated list of action items in the WTSA Action Plan applicable to WP1/TSAG listed in [TSAG-TD548](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0548) were reviewed briefly and noted at the opening WP1/TSAG plenary. No further changes were identified at the WP1 closing plenary. The information in TSAG-TD548 should be reflected into the master TSAG action plan document, see the *latest revision* of [TSAG-TD496](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0496).

# Review of outcomes from RG-WTSA

The report of the RG-WTSA sessions during this TSAG meeting is found in [TSAG-TD519-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0519) and it was presented by the Rapporteur, Ms Fang Li (China). The report was approved.

The complete list of agreed actions from RG-WTSA is found below.

Actions taken by WP1:

**RG-WTSA-1:** The meeting agreed to approve the RG-WTSA report of activities during this TSAG meeting as found in [TSAG-TD519-R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0519).

**RG-WTSA-2:** The meeting agreed to request TSAG to agree A-Series Supplement 7 (ex A.SupWTSAGL) "*WTSA preparation guideline on Resolutions*" found in [TSAG-TD612-R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0612).

**RG-WTSA-3:** The meeting agreed to request TSAG to agree A.BN "*Briefing note on how to chair WTSA Sub-committee/Ad Hoc Group meetings*" in [TSAG-TD613-R3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0613) and add it Annex of TSAG report to WTSA-24.

**RG-WTSA-4:** The meeting agreed to request TSAG to send the liaison statement in [TSAG-TD678](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0678) to all ITU-T SGs and RTOs on A.Sup7 "WTSA preparation guideline on Resolutions" and latest WTSA Action Plan.

**RG-WTSA-5:** The meeting agreed to request TSAG to send the liaison statement in [TSAG-TD679](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0679) to ISCG, TDAG and RAG on A.Sup7 "WTSA preparation guideline on Resolutions".

**RG-WTSA-6:** The meeting agreed to request TSAG to update the RG-WTSA work programme as found in [TSAG-TD683](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0683).

# Review of outcomes from RG-WM

The report of the RG-WM sessions during this TSAG meeting is found in [TSAG-TD517-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517) and it was presented by the Rapporteur, Mr Olivier Dubuisson (Orange, France). [Various clarifications and updates were requested, and the **approved report** accommodating the concerns expressed is found in its **Revision x** | The report was approved].

[After presentation of the report, the RG-WM Rapporteur noted to WP1 that it would be useful to share with all SGs the approval of new A-Suppl.6 on gap analysis. He prepared a draft oLS as found in [TSAG-TD685](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0685). WP2 agreed with the proposal and to submit it for TSAG consideration, upon approval of A-Suppl.6.]

The complete list of agreed actions from RG-WM is found below.

Actions taken by WP1:

**RG-WM-1**: Invite TSAG to send an oLS to all study groups to gather information on the current way comment resolution is being addressed by the various study groups ([TSAG-TD669-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0669/en))

**RG-WM-3**: The meeting agreed to invite TSAG to approve the following agreement regarding the use of the term "in force" in place of an actual approval date for normative references in clause 2 of ITU-T Recommendations:

1. *It is agreed to use the current (date of approval) approach without updating the Author's guide for drafting ITU-T Recommendations;*
2. *It is agreed that in the exceptional cases, e.g. of a common text with ISO/IEC JTC 1 (see Recommendation ITU T A.23) or an incorporation of text from another standards development organization (see Recommendation ITU-T A.25), and if there is a strong and justified need to reflect current practice in the originating SDO, the "(in force)" approach could be tolerated. In this case, the need should be documented in the meeting report of the Question for further approval by the study group or working party, as appropriate.*

**RG-WM-4:** The meeting agreed to invite TSAG to send the oLS to inform all study groups on the decision regarding the use of the term "in force" in place of an actual approval "date" for normative references to ITU‑T Recommendations ([TSAG-TD675-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0675/en))

**RG-WM-5**: The meeting agreed to invite TSAG to send the oLSto inform all study groups on the current publication process of amendments, corrigenda and revisions to ITU-T Recommendations | ISO/IEC JTC 1 international standards in both ITU-T and ISO/IEC JTC 1 ([TSAG-TD674-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0674/en))

**RG-WM-6**: The meeting agreed to invite TSAG to send the oLS to all study groups on the use of tools to develop ITU-T Recommendations ([TSAG-TD676-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0676/en))

**RG-WM-7**: The meeting agreed to invite TSAG to agree the new Supplement 6 (ex A.SupplSGA) to the A-series of ITU-T Recommendations "Guidelines for the development of a standardization gap analysis". ([TSAG-TD541-R4](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0541/en))

**WP1-3:** The meeting agreed to invite TSAG to send the oLS to all study groups on the agreement of new Supplement 6 to the ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" ([TSAG-TD685](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0685)).

**RG-WM-8**: The meeting agreed to invite TSAG to approve (TAP) draft revised Recommendation ITU-T A.7 "Focus groups: Establishment and working procedures" ([TSAG-TD629-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0629/en))

**RG-WM-9:** The meeting agreed to invite TSAG to submit to WTSA-24 for information the current version of draft revised Recommendation ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector". To simplify the document, TSB will remove all comments before sending it to WTSA-24 ([TSAG-TD600-R3](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en))

**RG-WM-10:** The meeting agreed to invite TSAG to submit to WTSA-24 for information the current version of draft revised WTSA Resolution 22 "Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies" ([TSAG-TD630-R4](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0630/en))

**RG-WM-11**: The meeting agreed to invite TSAG to approve the updates to the RG-WM work programme ([TSAG-TD650-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0650))

**WP1-4:** In addition, WP1 agreed to remind TSAG to, upon approval of A.24, **delete A-Suppl.5** "Guidelines for collaboration and exchange of information with other organizations",

# Future meetings

No interim WP1/TSAG meetings are planned before WTSA-24.

## Future meetings of RG-WTSA

No interim activity is proposed for RG-WTSA.

## Future meetings of RG-WM

A request was made to Rapporteurs and TSB to adjust, if needed, the times of the RG meetings to avoid overlap with study group plenaries.

Actions taken by WP1:

**RG-WM-12:** The meeting agreed to request TSAG to authorize RG-WM to hold three interim rapporteur group meetings (all online), as follows:

| # | Date | Time | Format[[1]](#footnote-2) | Objectives | Deadline |
| --- | --- | --- | --- | --- | --- |
| 1 | 21 Jan 2025 | 12:00-15:00 (Geneva time) | V | Draft ITU-T A.RA ([TSAG-TD571-R1](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0571/en)) | 12 Jan 2025 |
| 2 | 18 Feb 2025 | 12:00-15:00 (Geneva time) | V | Standards that are machine applicable (*see* [*TSAG-TD516-R3*](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0516) *agenda item 13*); draft ITU-T A.RA (if remaining issues) | 09 Feb 2025 |
| 3 | 4 Mar 2025 | 12:00-15:00 (Geneva time) | V | Remote participation and Supplement 4 to the A-series; remaining issues from previous interim meetings (if any) | 23 Feb 2025 |

# Any other business

There were no other issues raised by the participants.

# Closing

The WP1/TSAG chair thanked the delegates for their invaluable contributions to the meeting and spirit of cooperation, the Rapporteurs and Associate Rapporteurs for their effective management of the various discussions, the interpreters and captioners for their assistance for better participation, and TSB for its support of the meeting.

Annex A
Documentation for WP1/TSAG (Geneva, 29 July – 2 August 2024)

NOTE – Unless otherwise noted, in case of discrepancies, TDs indicate below should refer to the latest revision published.

Contributions addressed specifically to WP1/TSAG

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

Documents addressed exclusively to WP1/TSAG and its RGs

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD509](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0509) | Chair, WP1/‌TSAG | Closing WP1 agenda | WP1 |
| [TSAG-TD510-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0510) | Chair, WP1/‌TSAG | (Draft) WP1 meeting report | WP1, PLEN |
| [TSAG-TD517-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517) | Rapporteur, RG-WM | Draft Report of the meeting of RG-WM "Working methods" (Geneva, 30, 31 July and 1 August 2024) | WP1, RG-WM |
| [TSAG-TD519-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0519) | Rapporteur, RG-WTSA | Draft report of the meeting of RG-WTSA "WTSA Preparations" (Geneva, 29 July - 2 August 2024) | WP1, RG-WTSA |
| [TSAG-TD541-R4](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0541) | Rapporteur, RG-WM | (for agreement) Draft new Supplement to ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" | RG-WM |
| [TSAG-TD600-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0600) | Rapporteur, RG-WM | Draft revised Recommendation ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector" | RG-WM |
| [TSAG-TD601-R4](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0601) | Rapporteur, RG-WM | RG-WM living list | RG-WM |
| [TSAG-TD629](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0629) | Rapporteur, RG-WM | (for approval) Revised Recommendation ITU-T A.7 "Focus groups: Establishment and working procedures" | RG-WM |
| [TSAG-TD630-R4](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0630) | Rapporteur, RG-WM | Draft revised WTSA Resolution 22 "Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies" | RG-WM |
| [TSAG-TD650](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0650) | Rapporteur, RG-WM | Update of the RG-WM work programme | RG-WM |
| [TSAG-TD669](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0669) | Rapporteur, RG-WM | LS/o to all study groups about the resolution of AAP comments | RG-WM |
| [TSAG-TD674](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0674) | Rapporteur, RG-WM | LS/o to all study groups on the publication process of revisions, amendments and corrigenda to ITU-T Recommendations | ISO/IEC international standards published as common texts | RG-WM |
| [TSAG-TD675](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0675) | Rapporteur, RG-WM | LS/o to all study groups about the use of specific editions (with a date of approval) for normative references in clause 2 of ITU-T Recommendations | RG-WM |
| [TSAG-TD676](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0676) | Rapporteur, RG-WM | LS/o to all study groups on the use of tools to develop ITU-T Recommendations | RG-WM |
| [TSAG-TD685](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0685) | Rapporteur, RG-WM | LS/o on the agreement of new Supplement 6 to the ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" [to all study groups] | RG-WM |
| [TSAG-TD612-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0612) | Rapporteur, RG-WTSA | RG-WTSA deliverable: Draft A.SupWTSAGL "WTSA preparation guideline on Resolutions" for agreement | RG-WTSA |
| [TSAG-TD613-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0613) | Rapporteur, RG-WTSA | RG-WTSA deliverable: Draft A.BN "Briefing note on how to chair WTSA Sub-committee/Ad Hoc Group meetings" for agreement | RG-WTSA |
| [TSAG-TD678](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0678) | Rapporteur, RG-WTSA | LS/o on A.SupWTSAGL "WTSA preparation guideline on Resolutions" and latest WTSA Action Plan [to all ITU-T SGs and regional telecommunication organizations] | RG-WTSA |
| [TSAG-TD679](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0679) | Rapporteur, RG-WTSA | LS/o on A.SupWTSAGL "WTSA preparation guideline on Resolutions" [to ISCG, TDAG, RAG] | RG-WTSA |
| [TSAG-TD683](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0683) | Rapporteur, RG-WTSA | Updated RG-WTSA work programme | RG-WTSA |
|  |  |  |  |
|  |  |  |  |

Documents addressed in general to TSAG groups

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD486-R6](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0486) | TSAG Management Team | Draft time management plan (Geneva, 29 July - 2 August 2024) | PLEN |
| [TSAG-TD487-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0487) | TSAG Management Team | Agenda, document allocation and work plan (Geneva, 29 July - 2 August 2024) | PLEN |
| [TSAG-TD490](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0490) | TSB | Overview of draft agendas and reports (Geneva, 29 July - 2 August 2024) | PLEN |
| [TSAG-TD493-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0493) | Director, TSB | Updates on Preparations for WTSA-24 | PLEN |
| [TSAG-TD495-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0495) | Director, TSB | Report of activities in ITU-T (from January to July 2024) | PLEN |
| [TSAG-TD496](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0496) | Director, TSB | Action plan related to the Resolutions and Opinion of WTSA | PLEN |
| [TSAG-TD500](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0500) | Director, TSB | Schedule of ITU-T meetings 2024 and 2025 | PLEN |
| [TSAG-TD501](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0501) | TSB | Results of consultation with Member States - TSB Circular 203 | PLEN |
| [TSAG-TD502](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0502) | TSB | Summary of contributions to TSAG meeting (Geneva, 29 July - 2 August 2024) | PLEN |
| [TSAG-TD503](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0503) | TSB | List of incoming liaison statements (Geneva, 29 July - 2 August 2024) | PLEN |
| [TSAG-TD614](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0614) | TSB | Proposed mapping of WTSA Resolutions and regional proposals to TSAG RGs/WTSA-24 Committees | PLEN |
| [TSAG-TD641](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0641) | Director, TSB | Outcomes from the discussions at ITU Council 2024 on the use of "chairman" or "chair" | PLEN |
|  |  |  |  |
|  |  |  |  |

LAST TD CHECKED: 686

Annex B
Summary of actions taken by WP1 at its closing plenary (for information)

[**WP1-1:** Approved the interim period results from the RG-WM and RG-WTSA as found in TSAG-TD527 and TSAG-TD528-R1, respectively. 3](#_Toc173450076)

[**WP1-2:** Approved the initial update to the RG-WM and RG-WTSA work programmes. 3](#_Toc173450077)

[**RG-WTSA-1:** The meeting agreed to approve the RG-WTSA report of activities during this TSAG meeting as found in TSAG-TD519-R1. 4](#_Toc173450078)

[**RG-WTSA-2:** The meeting agreed to request TSAG to agree A-Series Supplement 7 (ex A.SupWTSAGL) "*WTSA preparation guideline on Resolutions*" found in TSAG-TD612-R3. 4](#_Toc173450079)

[**RG-WTSA-3:** The meeting agreed to request TSAG to agree A.BN "*Briefing note on how to chair WTSA Sub-committee/Ad Hoc Group meetings*" in TSAG-TD613-R3 and add it Annex of TSAG report to WTSA-24. 4](#_Toc173450080)

[**RG-WTSA-4:** The meeting agreed to request TSAG to send the liaison statement in TSAG-TD678 to all ITU-T SGs and RTOs on A.Sup7 "WTSA preparation guideline on Resolutions" and latest WTSA Action Plan. 4](#_Toc173450081)

[**RG-WTSA-5:** The meeting agreed to request TSAG to send the liaison statement in TSAG-TD679 to ISCG, TDAG and RAG on A.Sup7 "WTSA preparation guideline on Resolutions". 4](#_Toc173450082)

[**RG-WTSA-6:** The meeting agreed to request TSAG to update the RG-WTSA work programme as found in TSAG-TD683. 4](#_Toc173450083)

[**RG-WM-1**: Invite TSAG to send an oLS to all study groups to gather information on the current way comment resolution is being addressed by the various study groups (TSAG-TD669-R0) 4](#_Toc173450084)

[**RG-WM-3**: The meeting agreed to invite TSAG to approve the following agreement regarding the use of the term "in force" in place of an actual approval date for normative references in clause 2 of ITU-T Recommendations: 4](#_Toc173450085)

[*a)* *It is agreed to use the current (date of approval) approach without updating the Author's guide for drafting ITU-T Recommendations;* 4](#_Toc173450086)

[b) *It is agreed that in the exceptional cases, e.g. of a common text with ISO/IEC JTC 1 (see Recommendation ITU T A.23) or an incorporation of text from another standards development organization (see Recommendation ITU-T A.25), and if there is a strong andjustified need to reflect current practice in the originating SDO, the "(in force)" approach could be tolerated. In this case, the need should be documented in the meeting report of the Question for further approval by the study group or working party, as appropriate.* 5](#_Toc173450087)

[**RG-WM-4:** The meeting agreed to invite TSAG to send the oLS to inform all study groups on the decision regarding the use of the term "in force" in place of an actual approval "date" for normative references to ITU‑T Recommendations (TSAG-TD675-R0) 5](#_Toc173450088)

[**RG-WM-5**: The meeting agreed to invite TSAG to send the oLSto inform all study groups on the current publication process of amendments, corrigenda and revisions to ITU-T Recommendations | ISO/IEC JTC 1 international standards in both ITU-T and ISO/IEC JTC 1 (TSAG-TD674-R0) 5](#_Toc173450089)

[**RG-WM-6**: The meeting agreed to invite TSAG to send the oLS to all study groups on the use of tools to develop ITU-T Recommendations (TSAG-TD676-R0) 5](#_Toc173450090)

[**RG-WM-7**: The meeting agreed to invite TSAG to agree the new Supplement 6 (ex A.SupplSGA) to the A-series of ITU-T Recommendations "Guidelines for the development of a standardization gap analysis". (TSAG-TD541-R4) 5](#_Toc173450091)

[**WP1-3:** The meeting agreed to invite TSAG to send the oLS to all study groups on the agreement of new Supplement 6 to the ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" (TSAG-TD685). 5](#_Toc173450092)

[**RG-WM-8**: The meeting agreed to invite TSAG to approve (TAP) draft revised Recommendation ITU-T A.7 "Focus groups: Establishment and working procedures" (TSAG-TD629-R0) 5](#_Toc173450093)

[**RG-WM-9:** The meeting agreed to invite TSAG to submit to WTSA-24 for information the current version of draft revised Recommendation ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector". To simplify the document, TSB will remove all comments before sending it to WTSA-24 (TSAG-TD600-R3) 5](#_Toc173450094)

[**RG-WM-10:** The meeting agreed to invite TSAG to submit to WTSA-24 for information the current version of draft revised WTSA Resolution 22 "Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies" (TSAG-TD630-R4) 5](#_Toc173450095)

[**RG-WM-11**: The meeting agreed to invite TSAG to approve the updates to the RG-WM work programme (TSAG-TD650-R0) 5](#_Toc173450096)

[**WP1-4:** In addition, WP1 agreed to remind TSAG to, upon approval of A.24, **delete A-Suppl.5** "Guidelines for collaboration and exchange of information with other organizations", 5](#_Toc173450097)

[**RG-WM-12:** The meeting agreed to request TSAG to authorize RG-WM to hold three interim rapporteur group meetings (all online), as follows: 6](#_Toc173450098)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Format: Physical (P), Virtual (V), Physical with Remote participation (PR) [↑](#footnote-ref-2)