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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | | TSAG-TD516R2 |
| TSAG |
| Original: English |
| **Question(s):** | | | RG-WM | | Geneva, 29 July – 2 August 2024 |
| **TD** | | | | | |
| **Source:** | | | Rapporteur, TSAG Rapporteur group on working methods | | |
| **Title:** | | | Draft agenda RG-WM "Working methods", 30 and 31 July, 1 August 2024 | | |
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| **Abstract:** | This TD provides the agenda for the RG-WM sessions during the TSAG meeting. |

**Action required**:RG-WM is invited to **adopt** this agenda.

*Note: For the sake of time, unless otherwise requested, documents between parentheses are not expected to be introduced.*

| **Timing** | **#** | **Agenda item** | **Docs** | **Summary and proposal** | |
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| **Tuesday, 30 July 2024**  11:15-12:30 Geneva time |  | **TSAG Rapporteur group on working methods (RG-WM)** | | | |
| 11:15 | **1** | **Opening and welcome** | | | |
|  | 1.1 | TSB: TSAG interactive remote participation guidelines – Zoom Multilingual | ([TD492](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0492)) | To be **considered by remote participants**. | |
|  | 1.2 | Supplement 4 to the ITU-T A-series "Supplement on guidelines for remote participation" | ([A Suppl.4](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=15253)) | To be **considered by remote participants**. | |
|  | 1.3 | Introductory remarks |  | For the sake of time, unless otherwise requested, documents between parentheses are not expected to be introduced. In some cases, detailed discussion will occur during ad hoc group sessions or future (interim) rapporteur group meetings.  Introduction of documents and interventions are normally expected to be short (2 minutes). | |
| 11:20 | **2** | **Agenda** | | | |
|  | 2.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD516R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0516) | RG-WM is invited to **adopt** this agenda. | |
|  | 2.2 | TSAG management team: Agenda, document allocation and work plan | ([TD487](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0487)) | To be **noted**. Documents relevant to RG‑WM are listed in this agenda. | |
|  | **3** | **Progress report of interim rapporteur group meetings** | | | |
|  | 3.1 | Rapporteur, TSAG RG-WM: Progress report from interim TSAG RG-WM meetings | ([TD527](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0527)R1) | RG-WM is invited to **note** this report (including the RGM reports that it references) which has been approved by the WP1 opening plenary.  *Each result will be addressed under the corresponding item of this agenda.* | |
| 11:25 | **4** | [**Rec. ITU-T A.8**](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=A.8) **"Alternative approval process for new and revised ITU-T Recommendations"** | | | |
|  | 4.1 | Korea (Rep. of): Proposed modification to Rec. ITU-T A.8 | [C95](https://www.itu.int/md/T22-TSAG-C-0095/en) | This contribution proposes to facilitate the review process and Recommendation approval by emphasizing the role and responsibilities of the AAP comment submitter aligning those with the responsibilities of the editor and rapporteur.  For **discussion**. | |
|  | 4.2 | Rapporteur, RG-WM: Document to support the discussion of C95 on Rec. ITU‑T A.8 | [TD628](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0628/en) | This TD provides the rapporteur's analysis of the changes suggested in [C95](https://www.itu.int/md/T22-TSAG-C-0095/en).  For **discussion**. | |
| 11:55 | **5** | [**Rec. ITU-T A.25**](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=A.25) **"Generic procedures for incorporating text between ITU-T and other organizations"** | | | |
|  | 5.1 | Russian Federation: Further improvement to Rec. ITU-T A.25 Amd.1 proposals | [C101](https://www.itu.int/md/T22-TSAG-C-0101/en) | This contribution proposes to review the usage of marks, based on TSAG and SG meetings in the last study period, and draft an amendment to Rec. ITU-T A.25.  For **discussion**. | |
|  | 5.2 | Deletion of [Supplement 5 to the ITU-T A-series Recommendations](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=13023) "Guidelines for collaboration and exchange of information with other organizations" | ([TD317R5](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0317/en), item 5) (Jan 2024) | If, following the planned approval of ITU-T A.24, this TSAG meeting agrees to delete A Suppl.5 and if an amendment to Rec. ITU‑T A.25 is drafted, the bibliographic reference to A Suppl.5 could be replaced by ITU‑T A.24.  For **information**. | |
| 12:25 | **7** | **Review of suggested ad hoc groups, editing sessions and interim meetings** | | | |
|  | 7.1 | Ad hoc groups and editing sessions | ([TD486](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0486/en)) | See [Annex A](#Annex_A). | |
|  | 7.2 | Suggested rapporteur group interim meetings | ([agenda item 2](#Suggested_RGMs)0) | *Please inform the rapporteur if a suggested date and time overlaps with another important meeting.* | |
| **Wednesday, 31 July 2024**  11:15-12:30 Geneva time | **8** | **Agenda** | | | |
|  | 8.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD516R2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0516) (this document) | RG-WM is invited to **adopt** the revised agenda. | |
|  | 8.2 | Rapporteur, TSAG RG-WM: Draft report of the meeting of RG-WM | ([TD517](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517)) | The latest revision of the draft report reflects the results of the first session.  For **information**. | |
|  | 8.3 | Result of ad hoc groups and informal discussions |  | The informal discussion on A.SupplSGA will be reported under agenda item 15bis on Thursday.  The ad hoc session on Rec. ITU-T A.1-rev will be reported under agenda item 16 on Thursday. | |
| 11:20 | **8bis** | [**Author's Guide**](https://www.itu.int/oth/T0A0F000004/en) **for drafting ITU-T Recommendations** | | | |
|  | 9.1 | ITU-T Study Group 2: LS/i on using the term "In force" instead of indicating the actual date of approval of the Recommendations in clause 2 references | ([TD566](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0566)) | This Liaison Statement seeks clarification from TSAG regarding the use of the term "in force" in place of an actual approval date for normative references to ITU-T Recommendations.  For **discussion** (see [TD626R1](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0626/en)). | |
|  | 9.2 | ITU-T Study Group 5: LS/r on using the term "In force" instead of indicating the actual date of approval of the Recommendations in clause 2 references | ([TD609](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0609/en)) | SG5 is of the opinion that generally it is important to maintain the publication date in the Recs in clause 2 on references, because it is important to keep track of the date of the Recommendation used when referencing it in the SG5 standards.  The document listed in references are normally used as technical references that can change during years giving problem on the application of a new Recommendation version, for example changing measurement methodology.  For **information**. *(This has been captured in* [*TD626R1*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0626/en)*.)* | |
|  | 9.3 | ITU-T Study Group 9: Discussion on using the term "In force" instead of indicating the actual date of approval of the Recommendations in clause 2 references | ([SG9-TD700](https://www.itu.int/md/T22-SG09-240509-TD-GEN-0700/en)) | SG9 has not achieved a consensus on this topic yet and would rely on TSAG's decision. While discussing this liaison statement, Q10/9 made some comments captured in their meeting report.  For **information**. | |
|  | 9.4 | ITU-T Study Group 11: LS/r on using the term "In force" instead of indicating the actual date of approval of the Recommendations in clause 2 references | ([SG11-TD1097](https://www.itu.int/md/T22-SG11-240501-TD-GEN-1097/en)) | The practice of SG11 is that when indicating references to other Recs/ Resolutions, it indicates the date (year) when the referenced Rec./Resolution was approved after the title of the Rec./Resolution.  From SG11’s perspective, for ease of reference, it is more appropriate to indicate the approval date of the version of a referenced Recommendation/Resolution.  For **information**. *(This has been captured in* [*TD626R1*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0626/en)*.)* | |
|  | 9.5 | ITU-T Study Group 15: LS/r on using the term "In force" instead of indicating the actual date of approval of the Recommendations in clause 2 references | ([TD653](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0653/en)) | ITU-T SG15 strongly rejects the use of "in force" instead of indicating the actual date of approval of the Recommendations in clause 2 references.  For **information**. *(This has been captured in* [*TD626R1*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0626/en)*.)* | |
|  | 9.6 | ITU-T Study Group 16: LS/r on using the term "In force" instead of indicating the actual date of approval of the Recommendations in clause 2 references | ([TD616](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0616/en)) | Most of the 38 texts using the "in force" approach were developed collaboratively with ISO/IEC (video and image compression standards) or with the Continua consortium, and reflect practice in the originating SDOs.  In many cases, the generic reference (e.g., Unicode in ISO/IEC 10646) is justified to minimize the need for text maintenance when details of its application do not impact the ITU-T Recommendation.  SG16 supports the current practice of defining a specific date of approval for a referenced text, so that specific clause references could always be resolved by readers of the Recommendation. Otherwise, SG16 suggests including the date of the reference at the time the Recommendation is issued, with an indication that future editions would be applicable.For **information**. *(This has been captured in* [*TD626R1*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0626/en)*.)* | |
|  | 9.7 | ITU-T Study Group 20: LS/r on using the term "In force" instead of indicating the actual date of approval of the Recommendations in clause 2 references | ([TD648](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0648/en)) | The practice of SG20 is to use the date of the latest version of any Rec. listed in clause 2 references.  For **information**. *(This has been captured in* [*TD626R1*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0626/en)*.)* | |
|  | 9.8 | Rapporteur, TSAG RG-WM: Document to support the discussion of TD566 on using the term "in-force" instead of a date in normative references | [TD626R1](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0626/en) | This TD gathers information to aid discussion of [TD566](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0566) (LS from SG2).  For **discussion**. | |
| 11:30 | **10** | [**Rec. ITU-T A.23**](https://www.itu.int/ITU-T/A.23) **"Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology"** | | | |
|  | 10.1 | Korea (Republic of): Need for defining criteria for selecting revision or amendment in ITU‑T | [C92](https://www.itu.int/md/T22-TSAG-C-0092/en) | This contribution requests clarification on possible issues that may arise when revising/amending a common text between ITU‑T and ISO/IEC JTC 1, and to define criteria for selecting between a revision or an amendment in ITU-T.  *Rapporteur's note: An attempt to define the term "revision" has been made in revised Rec. ITU-T A.1 (see* [*TD600R1*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en)*).*  For **discussion**. | |
|  | 10.2 | Liaison officer to ISO/IEC JTC 1: Report of the ISO/IEC JTC 1 Plenary (Darwin, Australia, May 2024) | ([TD640](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0640/en)) | See Resolution 13 "Reconstitution of Ad Hoc Group 7, Supplement Alignment": The ISO/IEC Joint Directives Maintenance Team (JDMT) is working on the alignment of Supplements to the ISO and IEC Directives. The result should be considered in the future update of Rec. ITU-T A.23 | ISO/IEC JTC 1 Standing Document 3.  For **information**. | |
| 11:50 | **11** | **Draft new Recommendation ITU-T A.RA "Appointment and operations of registration authorities"** | | | |
|  | 11.1 | Rapporteur, TSAG RG-WM: Draft new Recommendation ITU-T A.RA "Appointment and operations of registration authorities" | ([[TD571](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0571/en)R1](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0571/en)) | This is the latest draft based on discussions at the 21 Feb 2024 and 26 Apr 2024 rapporteur group meetings. It also includes changes suggested in a contribution to the RG-WM rapporteur meeting held on 2 July 2024.  For **discussion** at an interim rapporteur group meeting (see [agenda item 20](#Suggested_RGMs)). | |
|  | 11.2 | ITU-T SG2: LS/r on further review of draft Rec. ITU-T A.RA (reply to TSAG-LS37) | ([TD565](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0565/en)) | This liaison statement replies to TSAG’s request to consider further the amended text of draft Rec. ITU-T A.RA. It raises issues that **require clarification**.  *Note: Comments have been included in* [*TD571R1*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0571/en) *for further discussion.* | |
|  | 11.3 | ITU-T SG11: LS/i progress of SG11 on work item ITU-T Q.TSCA | ([TD584](mailto:https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0584/en)) | ITU-T SG11 continues close collaboration with ITU-T SG17 and ITU-T SG2 on the "Requirements for issuing end-entity and certification authority public-key certificates for enabling trustable signalling interconnection between network entities in support of existing and emerging networks".  For **information**. | |
|  | 11.4 | ITU-T SG2: LS/r on new work item ITU-T Q.TSCA (reply to SG11-LS156) | ([TD605](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0605/en)) | Building upon the exchange of liaison statements, Q1/2 has established a new work item on draft new Recommendation ITU-T E.RAA4Q.TSCA "Registration authority assignment criteria to issue digital public certificates for use by Q.TSCA".  For **information**. | |
| 11:55 | **12** | **Electronic working methods (EWM)**, co-led with the Associate Rapporteur on remote participation and electronic working methods | | | |
|  | 12.1 | Director, TSB: Electronic working methods services and database applications report | [TD498](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0498) | This TD describes actions taken since the last January 2024 TSAG meeting to improve electronic working methods and tools for the membership.  For **information**. | |
|  | 12.2 | Director, TSB: Electronic working methods (EWM): MyWorkspace improved fenefits for users | [TD658](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0658/en) | This document describes actions taken since the last TSAG January 2024 meeting to improve electronic working methods and tools for the membership.  For **information**. | |
|  | 12.3 | ISCG, Chair: Report of the Inter-Sector Coordination Group on issues of mutual interest | ([TD623](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0623/en)) | See clause 2.3.3 "Virtual meetings / Remote participation".  For **information**. | |
|  | 12.4 | Report by the Secretary-General: Remote participation in line with the implementation of Resolution 167 (Rev. Bucharest, 2022) | ([Council-C24/61](https://www.itu.int/md/S24-CL-C-0061/en)) | This document provides a report on the status and role of participants in physical meetings with remote participation and in fully virtual meetings at ITU.  For **information**. | |
|  | 12.5 | Liaison officer to ISO/IEC JTC 1: Report of the ISO/IEC JTC 1 Plenary (Darwin, Australia, May 2024) | ([TD640](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0640/en)) | See Resolution 16 "Use of AI bots and recording tools during meetings".  For **information** in relation to Supplement 4 to the A-series. | |
| 12:00 | **13** | **Development of standards that are machine applicable, readable and transferable (SMART) in ITU-T** | | | |
|  | 13.1 | ITU-T Study Group 17: LS/i on utilization of tools to produce Recommendations | [TD557](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0557/en) | SG17 is asking the following questions to RG-WM:   * What are the current requirements, limits and constraints of using of tools like metanorma, liquid and GitHub?  *Rapporteur's note: See* [*TD627*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0627)*.* * Could RG-WM discuss how to address the following questions (e.g., engage TSB, call for contributions):   + Are there other SDOs using such tools? (SG17 identified IETF, ISO and [Owaspai](https://owaspai.org/))   + In particular, what is the status of the ISO SMART standards project? *Rapporteur's note: See* [*TD602*](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0602)*.*   + Is it possible to build an inventory of such tools across a relevant amount of SDOs?   For **discussion**, *including**at an interim rapporteur group meeting (see* [*agenda item 20*](#Suggested_RGMs)*)*. | |
|  | 13.2 | Rapporteur, TSAG RG-WM: Living list | ([TD601R1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0601)) | [WTSA-20 Proceedings](https://www.itu.int/pub/T-REG-LIV.1-2022/en) (V-2.2 – Committee 3, clause 2.2.2): Draft new Resolution [ECP‑3] – Development of standards that are machine applicable, readable and transferable (SMART) in ITU-T  [EUR/38A35/1](https://www.itu.int/md/dologin_md.asp?lang=en&id=T17-WTSA.20-C-0038!A35-L1!MSW-E) proposed a new Resolution to ask ITU-T to support the development of technical SMART standards, including working with other international SDOs to develop common architectures and protocols for SMART standards.  Participants raised interests and questions on this new subject of SMART standards, and it was felt that such innovative work should be trialled out by study groups first before WTSA takes any resolution. The meeting noted that lack of WTSA Resolution does not mean lack of permission for ITU-T to consider defining new methodologies or developing machine readable standards and concluded that no need to adopt this proposed new Resolution.  For **information**. | |
|  | 13.3 | ITU-T Study Group 2: LS/r on utilisation of tools to produce Recommendations (reply to SG17-LS108) | ([[TD](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0577/en)606](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0606/en)) | SG2 does not currently use tools such as Metanorma, Liquid and GitHub/GitLab.  But when developing management interface Recs, Q7/2 uses some tools to check the syntax to ensure that the interface definitions are implementable (e.g., Axis to check web services interfaces; Swagger to check YAML/JSON-based RESTful interfaces).  SG2 is open to exploring the use of these collaborative tools for developing Recommendations.  SG2 suggests that TSAG may provide guidance for using such tools for all study groups, including possible IPR issues, and may also provide some facilities for all relevant study groups to use in the future.  For example, providing a database of implementable interface definition source codes associated with specific Recs. (*Rapporteur's note: This is* [*already available*](https://www.itu.int/ITU-T/recommendations/fl.aspx)*.)*  For **information**. | |
|  | 13.4 | ITU-T Study Group 11: LS/r on utilisation of tools to produce Recommendations (reply to SG17-LS108) | ([TD577](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0577/en)) | SG11 doesn’t use tools such as Metanorma, Liquid and GitHub/GitLab. However, collaborative tools for developing Recommendations will be very helpful for SG11 work on implementation, especially on the signalling and protocol related Recommendations.  For **information**. | |
|  | 13.5 | ITU-T Study Group 12: LS/r on utilisation of tools to produce Recommendations (reply to SG17-LS108) | ([TD567](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0567/en)) | The Microsoft Word-centric nature of the ITU‑T standards development process and strong reliance on track changes features appear to be incompatible with the Metanorma tool.  For **information**. | |
|  | 13.6 | ITU-T Study Group 16: LS/r on utilisation of tools to produce Recommendations (reply to SG17-LS108) | ([TD573](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0573/en)) | SG16 does not currently use tools such as Metanorma, Liquid and GitHub to aid in the development of Recommendations on video coding.  For **information**. | |
|  | 13.7 | ITU-T Study Group 20: LS/r on utilisation of tools to produce Recommendations (reply to SG17-LS108) | ([TD647](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0647/en)) | Currently, SG20 does not use tools such as relevant open-source platforms to support the development of Recommendations.  For **information**. | |
|  | 13.8 | Rapporteur, TSAG RG-WM: Update on the ISO/IEC joint SMART project (in relation to TD557) | ([TD602](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0602)) | This TD provides information about the ISO/IEC joint SMART project. SMART refers to the formats, processes, and tools necessary for a user (human and technology-based) to interact with standards.  For **information**. | |
|  | 13.9 | Rapporteur, TSAG RG-WM: Additional information to support the discussion of TD557 | ([TD627](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0627/en)) | This TD provides information gathered by the RG-WM Rapporteur to support the discussion of TD557.  For **information**. | |
| 12:25 | **14** | **Review of suggested ad hoc groups, editing sessions and interim meetings** | | | |
|  | 14.1 | Reminder about the ad hoc groups and editing sessions | ([TD486](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0486/en)) | See [Annex A](#Annex_A). | |
|  | 14.2 | Suggested rapporteur group interim meetings | ([agenda item 20](#Suggested_RGMs)) | *Please inform the rapporteur if a suggested date and time overlaps with another important meeting.* | |
| **Thursday, 1 August 2024**  11:15-12:30 Geneva time | **15** | **Agenda** | | | |
|  | 15.1 | Rapporteur, TSAG RG-WM: Draft agenda | [TD516R2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240122-TD-GEN-0516) (this document) | RG-WM is invited to **adopt** the revised agenda (if any). | |
|  | 15.2 | Rapporteur, TSAG RG-WM: Draft report of the meeting of RG-WM | ([TD517](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517)) | The latest revision of the draft report reflects the results of the first and second sessions.  For **information**. | |
|  | 15.3 | Result of ad hoc groups and informal discussions |  | Informal discussion on [C101](https://www.itu.int/md/T22-TSAG-C-0101/en) (Rec. ITU-T A.25). | |
| 11:20 | **15bis** | **New Supplement A.SupplSGA "Guidelines for the development of a standards gap analysis"** | | | |
|  | 15bis.1 | China Telecommunications Corporation, Ministry of Industry and Information Technology (MIIT) (China): Proposals on ITU-T A.SupplSGA | [C99](https://www.itu.int/md/T22-TSAG-C-0099/en) | This contribution contains proposed modifications.  For **discussion** (*in an ad hoc session on Tuesday, 30 July, 1230-1330 – see Annex A; proposed changes have been included in* [*TD541R1*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0541/en)*)*. | |
|  | 15bis.2 | ITU-T Study Group 5: LS/i on review of draft new A-series Supplement A.SupplSGA | ([TD607](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0607/en)) | SG5 intends to optionally use the Supplement in particular circumstances.  For **information**. | |
|  | 15bis.3 | ITU-T Study Group 11: LS/i on review of draft new A-series Supplement A.SupplSGA | ([TD580](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0580/en)) | SG11 has no comments to make.  For **information**. | |
|  | 15bis.4 | Rapporteur, TSAG RG-WM: (for agreement) Draft new Supplement A.SupplSGA to ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" | [TD541](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0541/en)R1 | This is the latest draft based on discussions at the RG-WM rapporteur group meetings held on 14 May 2024 and 2 July 2024, and including the proposals in [C99](https://www.itu.int/md/T22-TSAG-C-0099/en).  For **discussion** (*in an ad hoc session on Tuesday, 30 July, 1230-1330 – see Annex A*), and then **agreement**. |
| 11:30 | **15ter** | **Revised** [**Rec. ITU-T A.7**](https://www.itu.int/ITU-T/A.7) **"Focus groups: Establishment and working procedures"** | | | |
|  | 15ter.1 | Report of the third meeting of TSAG (Geneva, 22-26 January 2024) - Determined revised Rec. ITU-T A.7 | ([TSAG-R5](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-R-0005)) ([Circular 203](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSB-CIR-0203)) | At its plenary on 26 Jan 2024, TSAG determined draft revised Rec. ITU-T A.7.  At this meeting, TSAG intends to apply the Traditional Approval Procedure as described in Section 9 of WTSA Resolution 1 (Rev. Geneva, 2022).  For **information**. | |
|  | 15ter.2 | TSB: Results of consultation with Member States - TSB Circular 203 | ([TD501](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0501)) | TSAG is authorized to approve ITU-T A.7.  For **information**. | |
|  | 15ter.3 | Editors, Recommendation ITU‑T A.7-rev: Analysis of the concept of "standards gap analysis" and suggested way forward for Recommendation ITU-T A.7-rev | ([TD385R1](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0385/en)) (previous meeting) | If A.SupplSGA is agreed (see agenda item 9), clause 5 of this TD suggests to add "*(see [b-ITU-T A Suppl. n])*" at the end of the new NOTE on clause 2.2 of ITU-T A.7 that recommends "*to provide (as a separate document) a gap analysis with the work in other ITU study groups, standards organizations, forums, consortia, etc.*" and the corresponding bibliographic entry.  For **information**. |
|  | 15ter.4 | Rapporteur, RG-WM: (for approval) Revised Rec. ITU-T A.7 | [TD629](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0629/en) | The only change is the reference to A.SupplSGA at the end of the (informal) note in clause 2.2, and as a bibliographic reference.  For **approval by the WP1 plenary**. |
| 11:35 | **16** | [**Rec. ITU-T A.1**](https://www.itu.int/ITU-T/A.1) **"Working methods for study groups of the ITU Telecommunication Standardization Sector"** | | | |
|  | 16.1 | Korea (Rep. of): Proposed modifications to ITU-T A.1 regarding attendance status | [C93](https://www.itu.int/md/T22-TSAG-C-0093/en) | This contribution proposes modifications to clause 2.4 regarding attendance status.  For **discussion** *(in an ad hoc session on Wednesday, 31 July, 0830-1045*; *proposed changes have been included in* [*TD600*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en)*R1)*. | |
|  | 16.2 | Russian Federation: A.1 proposals | [C98](https://www.itu.int/md/T22-TSAG-C-0098/en) | This contribution proposes further amendments further to the discussion in RG‑WM Rapporteur group meetings.  For **discussion** *(in an ad hoc session on Wednesday, 31 July, 0830-1045*; *proposed changes have been included in* [*TD600*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en)*R1)*. | |
|  | 16.3 | Korea (Republic of): Need for defining criteria for selecting revision or amendment in ITU‑T | [C92](https://www.itu.int/md/T22-TSAG-C-0092/en) | This contribution suggests defining the term "revision".  For **discussion** *(in an ad hoc session on Wednesday, 31 July, 0830-1045*; *this proposal has been included in* [*TD600*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en)*R1)*. (*See also agenda item 10.1 on ITU-T A.23.*) | |
|  | 16.4 | Rapporteur, RG-IEM: Report of the industry engagement workshop, 19 Apr 2024, Geneva | ([TD599](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0599/en)) | The following conclusion seems relevant to ITU-T A.1-rev: "There are various operating models within ITU-T for producing international standards. However, without a requirement for regional diversity or some identification of global applicability, it is often too easy to start new work."  For **information** *(it has been added as a comment in* [*TD600*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en)*R1)*. | |
|  | 16.5 | Rapporteur, RG-WM: Draft revised Recommendation ITU‑T A.1-rev "Working methods for study groups of the ITU Telecommunication Standardization Sector" | [TD600R1](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en) | Revision 1 is the latest draft of ITU-T A.1‑rev resulting from discussions at RG-WM rapporteur group meetings since the last TSAG meeting (January-July 2024).  For **discussion** *(in an ad hoc session on Wednesday, 31 July, 0830-1045)*.  It is suggested to **discuss** this draft in the following order:   * clause 1.4.2 * clause 1.8.2.7*bis* * clause 2.3.3.12 * clause 2.4 * clauses 1.4.4, 1.6 and 4.7 * clauses which are NOT green-highlighted * clauses which are green-highlighted (if there are remaining issues) | |
| 12:00 | **17** | **Review of WTSA Resolutions under the responsibility of RG-WM** | | | |
|  | 17.1 | Director, TSB: Action plan related to the Resolutions and Opinion of WTSA | ([TD496](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0496/en)) | The WTSA-20 Action Plan is a monitoring and reporting tool to keep track of the implementation of WTSA Resolutions and Opinion.  Assigned to RG-WM: Res 1, 7, 18, 22 (except *resolves* 5, 6 and 7), 31, 32, 40, 54, 80.  For **information** *(the following action items are marked ‘no action/needs attention’ for RG‑WM: 022-23, 022‑25, 080-02).* | |
|  | 17.2 | Vice Chair, WP1/TSAG: WTSA action plan: Review of action lines under WP1 | ([TD548](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0548)) | This TD contains WTSA actions related to WP1, with updated status and notes regarding the fulfilment of WTSA Resolutions.  For **information** (*it has been reviewed by the WP1 opening plenary*). | |
|  | 17.3 | Russian Federation: Draft revision of **Resolution 22** (Rev. Geneva, 2022) "Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies" | [C97](https://www.itu.int/md/T22-TSAG-C-0097/en) | This contribution contains preliminary proposals to revise Resolution 22 based on PP Resolutions 154 and 208.  For **discussion** *(in an ad hoc session on Wednesday, 31 July, 1230-1330; proposal have been included in* [*TD630*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0630/en)*)*. | |
|  | 17.4 | Rapporteur, RG-IEM: Proposed modification of Resolution 22 based on contribution C111 | ([TD668](https://www.itu.int/md/T22-TSAG-240729/sum/en)) | Modifications to *resolves* 5, 6 and 7 of WTSA Resolution 22 are in the scope of RG-IEM.  For **discussion** (*in an ad hoc session on Wednesday, 31 July, 1230-1330; the modifications have been included in [TD630](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0630/en)R1)*. | |
|  | 17.5 | Rapporteur, RG-WM: Draft revised WTSA Resolution 22 | [TD630](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0630/en)R1 | This TD provides a revised version of WTSA Resolution 22 based on contributions [C97](https://www.itu.int/md/T22-TSAG-C-0097/en) and [C111](https://www.itu.int/md/T22-TSAG-C-0111/en), with editorial modifications by the Rapporteur.  For **discussion** (*in an ad hoc session on Wednesday, 31 July, 1230-1330*). | |
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| 12:05 | **18** | **Outgoing liaison statements** | | | |
|  | 18.1 | Rapporteur, TSAG RG-WM: LS/o to all study groups about the resolution of AAP comments | [TD669](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0669/en) | This liaison statement is a result of the discussion of agenda item 4.  For **review**. | |
| 12:10 | **19** | **RG-WM work programme** | | | |
|  | 19.1 | Rapporteur, TSAG RG-WM: Updates to the RG-WM work programme | [TD650](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0650/en) | RG-WM is asked to **confirm** the updates to the RG-WM work programme. | |
|  | 19.2 | Rapporteur, TSAG RG-WM: Living list | [TD601R2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0601) | Members are invited to use this TD for possible contributions to future TSAG meetings.  For **discussion** on the items which are not (cyan or green) highlighted. | |
| 12:20 | **20** | **Future meetings** | | | |
|  | 20.1 | Suggested rapporteur group meetings in the interregnum period |  | * 21 Jan 2025, 12:00-15:00 Geneva time: draft ITU-T A.RA ([TD571R1](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0571/en)) Contribution deadline: 12 Jan 2025 * 18 Feb 2025, 12:00-15:00 Geneva time: SMART standards (*see agenda item 13*); draft ITU-T A.RA (if remaining issues). Contribution deadline: 9 Feb 2025 * 4 Mar 2025, 12:00-15:00 Geneva time: Remote participation and Supplement 4 to the A-series; remaining issues from previous interim meetings (if any). Contribution deadline: 23 Feb 2025 | |
|  | **21** | **AOB** | | | |
|  | 21.1 | Deletion of Recs ITU-T A.4 and A.6 | [TD394R1](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0394/en) (Jan 2024) | TSB will implement the following actions which were already agreed by the last TSAG meeting:  *Regarding the history of organizations already qualified according to Recs ITU-T A.4 or ITU-T A.6, TSAG agreed that, once these Recommendations are effectively deleted:*   1. *Organizations currently A.4-qualified will be moved to the* [*archived list of qualified organizations*](https://www.itu.int/net4/ITU-T/lists/sdo_archive.aspx)*. If needed, these organizations can be proposed for A.5-qualification by a study group if there is a need to make a normative reference to, or to incorporate text from, a specification of the external organization. NOTE – In* [*TD 181 [2013-2016]*](https://www.itu.int/md/T13-TSAG-140617-TD-GEN-0181/en)*, TSB listed the reason why A.4-qualified only organizations requested their qualification and in almost all cases, the objective was to establish a formal communication process, now covered by* [*Supplement 5 to the ITU-T A-series of Recommendations*](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=13023)*.* 2. *Organizations currently A.6-qualified are also A.5-qualified, therefore they will stay on the* [*list of qualified organizations*](https://www.itu.int/net4/ITU-T/lists/sdo.aspx) *as [A-5-qualified] organizations.*   For **information**. | |
|  | **22** | **Closure of the meeting** | | Meeting report to be found in [TD517](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517). | |

**Annex A:**

**Time plan for RG-WM**

*(please rely on* [*TD486*](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0486/en) *for the latest version of the TSAG time plan)*

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| **Session #** | **Monday**  **29 July 2024** | **Tuesday**  **30 July 2024** | | **Wednesday**  **31 July 2024** | **Thursday**  **1 August 2024** | **Friday**  **2 August 2024** |
| **#0** | **0900-0930**  Newcomer guided tour of ITU premises |  | | **0830-1045**  RG-WM ad hoc on ITU-T A.1 |  |  |
| #1; am | **0930 – 1045 hours**  TSAG Plenary | **0930 – 1045 hours**  RG-IEM | | **0930 – 1045 hours**  RG- WPR | **0900 – 1015 hours**  WP1/WP2 closing plenary |
| *Coffee break* |  |  | |  |  |  |
| #2; am | **1115 – 1230 hours**  TSAG Plenary | **1115 – 1230 hours**  RG-WM | | **1115 – 1230 hours**  RG-WM | **1115 – 1230 hours**  RG- WM | **1045 – 1200 hours**  TSAG Plenary |
| *Lunch* | **1315 – 1430 hours**  Study Group/TSAG/SCV Chairs’ meeting | **1230 – 1330**  RG-WM ad hoc on A.SupplSGA | **1245 – 1345**  Newcomers session | **1230 – 1330 hours**  RG-WM ad hoc on review of WTSA Resolution 22 |  |  |
|  | |  |
| #3; pm | **1430 – 1545 hours**  WP1/WP2 opening plenary | **1430 – 1545 hours**  RG-WTSA | | **1430 – 1545 hours**  RG-IEM | **1430 – 1545 hours**  RG-SOP | **1430 – 1545 hours**  TSAG Plenary |
| *Coffee break* |  |  | |  |  |  |
| #4; pm | **1615 – 1730 hours**  WP1/WP2 opening plenary | **1615 – 1730 hours**  RG-WPR | | **1615 – 1730 hours**  RG-DT | **1615 – 1730 hours**  WP1/WP2 closing plenary | **1615 – 1730 hours**  TSAG Plenary |
| #5; pm | **1800-1930 hours**  TSAG Reception (Kingdom of Saudi Arabia) | **1800-1930 hours**  RG-IEM/IEWSC | | **1800-1930 hours**  TSAG Reception (Broadcom Europe) |  |  |

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