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| **TD** | | | | | |
| **Source:** | | | Rapporteur, TSAG Rapporteur group on working methods | | |
| **Title:** | | | (for agreement) Draft new Supplement to ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" | | |
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| **Abstract:** | This is the latest draft of a new Supplement to ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis", based on discussions at the RG-WM rapporteur group meetings held on 14 May 2024 and 2 July 2024. |

**Action**: TSAG is invited to agree this new Supplement.

NOTE – The analysis that led to the drafting of this draft new Supplement is contained in TSAG-[TD385](https://www.itu.int/md/T22-TSAG-240122-TD-GEN-0385/en).

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| DRAFT Supplement n to ITU-T A-series Recommendations  Guidelines for the development of a standardization gap analysis |

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| Summary  This Supplement provides guidelines to aid ITU-T study groups in developing a standardization gap analysis of work done in other study groups or other standards development organizations. A standardization gap analysis may be useful when a study group is considering new areas of work (i.e., establishing a new Question, establishing a focus group, adding a new work item to its work programme). A focus group may also develop a standardization gap analysis. |

DRAFT Supplement n to ITU-T A-series Recommendations

Guidelines for the development of a standardization gap analysis

# 1 Scope

To enhance a common understanding of work that needs to be done, and to identify potential competitive advantages and strategic standardization opportunities while optimizing the allocation of resources, conducting a standardization gap analysis might prove beneficial when a study group plans to:

– expand its scope,

– establish a new Question,

– form a focus group, or

– add a new work item to its work programme.

A focus groups may also develop a standardization gap analysis.

A standardization gap analysis is normally provided in a contribution to a meeting and further refined during the meeting.

# 2 References

[ITU-T A.1] Recommendation ITU-T A.1 (2019), *Working methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)*.

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

[ITU-T A.7] Recommendation ITU-T A.7 (2024), *Focus groups: Establishment and working procedures*.

[WTSA Res. 1] WTSA Resolution 1 (Rev. Geneva, 2022), *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*.

# 3 Terms and definitions

## 3.1 Terms defined elsewhere

None.

## 3.2 Terms defined in this supplement

This supplement defines the following terms:

**3.2.1 standardization gap analysis**: Process of identifying discrepancies or deficiencies between current standardization activities, and desired or optimal standardization activities, aiming to identify the gaps within a specific domain.

# 4 Abbreviations and acronyms

SDO Standards Development Organizations

# 5 Conventions

None.

# 6 Context of use and benefits

**6.1** A standardization gap analysis can be used to bring together information leading to effectively and efficiently scoped work. While the templates specified in clause 7 are not mandatory, they are recommended to be used to enhance a common understanding of the work that needs to be done.

**6.2** Based on discussions at a meeting, it may be agreed to conduct a standardization gap analysis:

– when a study group is considering expanding its scope (see [WTSA Res. 2]);

– when a study group is considering establishing a new Question (see [WTSA Res. 1, section 7]);

– when a focus group is being formed (see [ITU-T A.7]);

– when a study group is considering adding a new work item to its work programme (see [ITU‑T A.1], clause 1.4.7);

– as a focus group deliverable (see [ITU-T A.7]).

**6.3** When drafting a contribution addressing one of the cases listed in clause 6.2, a member may also find it beneficial to provide a standardization gap analysis (see [ITU-T A.2]). A standardization gap analysis will benefit from the knowledge of all experts attending the meeting where it is discussed. To the extent possible, the TSB may assist the member to access the references, documentation and/or summary necessary to help the member conducting such an analysis.

# 7 Templates

**7.1** A standardization gap analysis can be organized in two potential ways:

– starting from a perceived gap and then considering the standardization activities impacted (see Table 1); and/or

– starting from the perspective of the other SDOs in the standardization ecosystem, identifying their standardization activities, and then determining (compare and contrast) if there is a gap to fill (see Table 2).

**7.2** Table 1 and Table 2 are not mutually exclusive. Table 2 is good for ecosystem awareness and Table 1 is useful when easy reference to the gaps is needed.

**7.3** Table 1 is formatted as a form that will capture each gap, provide a description of the gap and point to the standardization activities that are impacted.

**Table 1 – Template to describe standardization gaps**

|  |  |
| --- | --- |
| **Gap:** *<Identifier>* | **Title:** *<Short descriptive title>* |
| **Gap description:** | *<Description of the gap, including area(s) where the gap exists>* |
| **Future work:** | *<Description of the future work/study needed to fill the gap (as [ITU-T A.1] or [ITU-T A.13] justifications, when applicable)>* |
| **Related work:** | <*Existing and draft standards which are relevant to the future work; SDOs impacted>* |

**7.4** Table 2 is formatted so that each organization has multiple rows in the table, providing a way to list all the standardization activities that need to be considered as part of the standardization gap analysis.

**Table 2 – Template to describe existing standards**

|  |  |  |
| --- | --- | --- |
| **SDO** | **Standards reference and title** | **Short description** |
| *<SDO name>* | *<Standards reference: "Title">* | *<Description (in relation with the specific domain being considered)>* |

**7.5** Each table is followed by a paragraph that contrasts between the intended standardization activities and the existing ones described in the table.

Appendix I  
  
Examples

This appendix provides an example of use of the templates in Table 1 and Table 2, for illustration only.

**I.1** Example of a standardization gap described using the template of Table 1:

|  |  |
| --- | --- |
| **Gap:** G1 | **Title:**Media protection modelling is missing for Transport Element Optical Media Management |
| **Gap description:** | Optical media protection as described in ITU-T G.807 "Generic functional architecture of the optical media network" is an important capability that is currently missing from the ITU‑T Q14/15 management model Recommendations. |
| **Future work:** | Enhance the optical media model described in ITU-T G.875 "Optical transport network: Protocol-neutral management information model for the network element view" adding the model for optical media protection. |
| **Related work:** | ITU-T G.875, ITU-T G.807, ITU-T G.798, Optical Internetworking Forum (OIF) FlexE IA, IEEE Std 802.3 |

**I.2** Example of an existing standard described using the template of Table 2:

|  |  |  |
| --- | --- | --- |
| **SDO** | **Standards reference and title** | **Short description** |
| Optical Internetworking Forum (OIF) | [FlexE 2.2 Implementation Agreement](https://www.oiforum.com/wp-content/uploads/OIF-FLEXE-02.2.pdf) | The Flex Ethernet (FlexE) Implementation Agreement provides a generic mechanism for supporting a variety of Ethernet MAC rates that may or may not correspond to any existing Ethernet PHY rate. |

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