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|  | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2022-2024 | TSAG-TD541R1 |
| TSAG |
| Original: English |
| **Question(s):** | RG-WM | Geneva, 29 July – 2 August 2024 |
| **TD** |
| **Source:** | Rapporteur, TSAG Rapporteur group on working methods |
| **Title:** | (for agreement) Draft new Supplement A.SupplSGA 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 A.SupplSGA 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, and including proposals in contribution to this TSAG meeting. |

**Action**: TSAG is invited to discuss the suggested changes and agree this new Supplement.

Revision 1 of this TD also includes proposals in:

* [C99](https://www.itu.int/md/T22-TSAG-C-0099/en) (China Telecommunications Corporation, Ministry of Industry and Information Technology (MIIT) (China)).

NOTE – The analysis that led to the drafting of this 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 RecommendationsGuidelines for the development of a standardization gap analysis |

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| SummaryThis 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 which established a cooperation mechanism with ITU-T such as ISO and IEC. 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 group 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.23] Recommendation ITU-T A.23 (2000), *Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology*.

[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*.

[WTSA Res. 7] WTSA Resolution 7 (Rev. Geneva, 2022), *Collaboration with the International Organization for Standardization and the International Electrotechnical Commission*.

# 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 within ITU-T, ISO and IEC, and desired or optimal standardization activities, aiming to identify the gaps within a specific domain.

# 4 Abbreviations and acronyms

IEC International Electrotechnical Commission

ISO International Organization for Standardization

SDO Standards Development Organizations

SPCG Standardization Programme Coordination Group

WSC World Standards Cooperation

# 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 members to access the references, documentation and/or summary necessary to help the member conducting such an analysis.

NOTE – To maximize the effectiveness of resources and minimize duplication of effort, ITU-T study groups and ISO/IEC JTC 1 subcommittees should identify areas for collaborative work as early as possible in the development process (see [ITU-T A.23]).

**6.4** Study groups shall report to TSAG on work programmes that potentially overlap with ISO and IEC. TSAG shall, in turn, collaborate with ISO and IEC on similar standardization studies through the World Standards Cooperation (WSC) and the Standardization Programme Coordination Group (SPCG).

NOTE – [WTSA Res. 7] resolves to continue inviting ISO and IEC to examine, through TSAG, the ITU‑T study programme, in the early stages of its studies, and vice versa, and to further examine such programmes to take into account ongoing changes, in order to identify subjects where coordination seems desirable for common and complementary work, and which would benefit the membership, and to inform the Director of TSB.

# 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 study groups and 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 (i.e., approved standards or ongoing work items) that need to be considered as part of the standardization gap analysis.

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

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| **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:

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| **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:

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| **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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