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|  | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2022-2024 | TSAG-TD541R3 |
| 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. Revision 2 of this TD reflects the discussion at the RG-WM ad hoc session on Tuesday 30 July, 12:30-13:30 and also includes some cleaning done by the RG-WM rapporteur after the meeting. R3 is a result form an informal consultation led by China Telecom. |

**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)).

Revision 2 of this TD reflects the discussion at the RG-WM ad hoc session on Tuesday 30 July, 12:30-13:30, and also includes some cleaning done by the RG-WM rapporteur after the meeting.

Revision 3 of this TD reflects the results of the informal consultation led by China Telecom and also includes editorial changes by the TSB editing team (not all shown as change marks).

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 for ITU-T study groups to develop a standardization gap analysis based on standards developed by other ITU study groups or other standards development organizations. A standardization gap analysis may be beneficial for a study group when considering new areas of work (e.g., 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

Conducting a standardization gap analysis based on standards developed by other ITU study groups or other standards development organizations (ISO, IEC and relevant ITU-T A.5‑qualified organizations[[1]](#footnote-1)) can foster a common understanding of the work that needs to be done and can help identify potential competitive advantages and strategic standardization opportunities while optimizing the allocation of resources. This approach could be advantageous 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.

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

[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.sup3] Supplement 3 to ITU-T A-series Recommendations (2012), *IETF and ITU-T collaboration guidelines.*

[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

This Supplement uses the following 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 in ITU, ISO, IEC and ITU-T A.5-qualified organizations, and desired or optimal standardization activities, aiming to identify the gaps within a specific domain.

# 4 Abbreviations and acronyms

This supplement uses the following abbreviations and acronyms:

IEC International Electrotechnical Commission

IETF Internet Engineering Task Force

ISO International Organization for Standardization

SDO Standards Development Organizations

SPCG Standardization Programme Coordination Group

# 5 Conventions

None.

# 6 Context of use and benefits

**6.1** A standardization gap analysis can be used to consolidate information, which in turns leads to the effective and efficient delineation of the scope of the work. Although the templates specified in clause 7 are not mandatory, it is recommended that they be used to enhance a common understanding of the work that needs to be done.

NOTE 1 – According to *decides* 1 of [ITU-T A.23], every effort should be made by ITU-T, ISO and IEC in establishing their respective study programmes to identify overlapping studies with a view to avoiding duplication of work. One of the objectives of the IEC SMB/ISO TMB/ITU-T TSAG Standardization Programme Coordination Group (SPCG) is to review existing standardization activities in IEC, ISO and ITU-T, and identify areas where coordination is required and/or could be enhanced.

NOTE 2 – According to [ITU-T A.sup3], study groups that have identified work topics that are related to the Internet protocol (IP) should evaluate the relationship with topics defined in the IETF. An IETF working group should also evaluate and identify areas of relationship with the ITU-T and document the collaboration with the ITU-T study group in its charter.

**6.2** Based on discussions at a meeting, a study group (or a focus group) may agree to conduct a standardization gap analysis:

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

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

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

– when the study group is considering adding a new work item to its work programme (see [ITU‑T A.1], clause 1.4.7, and [ITU-T A.13], clause 8.1);

– 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.

# 7 Templates

**7.1** A standardization gap analysis can be organized in two 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 (by comparison) if there is a gap to fill (see Table 2).

**7.2** Table 1 and Table 2 are not mutually exclusive. Table 2 is valuable for gaining insight into the ecosystem, and Table 1 is beneficial for quick and convenient referencing of the gaps.

**7.3** Table 1 is formatted in 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**

|  |  |  |
| --- | --- | --- |
| **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 provides a comparative analysis 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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1. See https://itu.int/go/a5orgs. [↑](#footnote-ref-1)