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| **Title:** | | RG-WTSA deliverable: Draft A.SupWTSAGL "WTSA preparation guideline on Resolutions" for agreement | |
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| **Abstract:** | TSB suggests to add more explicit references to WTSA Action Plan and WTSA Resolution 2 in draft A.SupWTSAGL “WTSA preparation guideline on Resolutions”. |
| **Action required**: | Discussion. |

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| Supplement X to ITU-T A-series Recommendations  WTSA Preparation Guideline on Resolutions |

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| Summary |

This supplement provide guideline for ITU-T members on the principles on streamlining Resolutions, and how to propose draft new and revised in-force WTSA Resolutions in the preparation for WTSA .

The review of WTSA Resolutions include editorial updates, identify overlap, identify candidates for merging or suppression, how to simplify/shortening Resolutions, prepare consolidated draft texts, active involvement of the regional telecommunication organizations in pre-WTSA deliberations.

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| History   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Edition | Recommendation | Approval | Study Group | Unique ID[[1]](#footnote-1)\* | | 0.1 | ITU-T A.SupWTSAGL | Agreement | TSAG |  | |

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| Supplement X to ITU-T A-series Recommendations  WTSA preparation guideline on Resolutions |

# 1 Scope

This supplement provide guideline for ITU-T members on the principles on streamlining Resolutions, and how to propose draft new and revised in-force WTSA Resolutions in the preparation for WTSA.

The review of WTSA Resolutions include editorial updates, identify overlap, identify candidates for merging or suppression, how to simplify/shortening Resolutions, prepare consolidated draft texts, active involvement of the regional telecommunication organizations in pre-WTSA deliberations.

# 2 References

# 3 Definitions

## 3.1 Terms defined elsewhere

None.

## 3.2 Terms defined in this Supplement

# 4 Abbreviations and acronyms

This Supplement uses the following abbreviations and acronyms:

|  |  |
| --- | --- |
| ADD | Addition |
| MOD | Modification |
| MS | Member State |
| NOC | No Change |
| PP | Plenipotentiary Conference |
| RA | Radiocommunication Assembly |
| SDG | Sustainable Development Goal |
| SG | Study Group |
| SM | Sector Member |
| SUP | Suppression |
| TSB | Telecommunication Standardization Bureaux |
| WRC | World Radiocommunication Conference |
| WTDC | World Telecommunication Development Conference |
| WTSA | World Telecommunication Standardization Assembly |

# 5 Conventions

None.

# 6 Guidelines for Streamlining of Resolutions

## Mechanisms and reasoning of streamlining of Resolutions

This clause provides the potential streamlining action of Resolutions for

**• MOD (Modification):**

* + 1. **Modified** (to bring them up-to-date, or for improvement, or for house-keeping ); or
    2. **Merged** (for Resolutions thematically related to a particular actor entity, or Resolutions of the same category/subject) so as to reduce redundancy or overlap, including ‘**restructured’** (grouping together scattered information found in various Resolutions into one Resolution); or
    3. **Simplified** where possible or reasonable while adequate essential information kept, so that the texts become more concise, simpler, easier to understand, and would require less efforts for regular updating and maintenance; or
    4. **Aligned** with other Resolutions (for Resolutions on generic subjects e.g., gender perspective, accessibility, etc.) with PP and Council Resolutions or Resolutions of the other ITU sectors to focus on ITU-T specific actions and avoid duplication or repetition; or

• **SUP (Suppression)**:

6.1.5 **Suppressed** (for Resolutions that have obsolete timing/milestones, are completed or have no action reported)

## Approach for streamlining of Resolutions

This clause provides approaches to prepare Resolutions for streamlining.

**6.2.1**  Review and examine in-force WTSA Resolutions with a view to streamlining them, taking into account

* + - * 1. the PP Resolutions and Council Resolutions (vertically, where PP Resolution prevails),
        2. Resolutions of other Sectors, such as WTDC, WRC and RA (horizontally)
        3. the detailed report and status of its implementation as reflected in the WTSA Action Plan since it was established (ADDed to a previous WTSA) (ref. [WTSA-12 DOC28](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T09-WTSA.12-C-0028" \t "_blank), [WTSA-16 DOC35](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-WTSA.16-C-0035" \t "_blank), [WTSA-20 DOC34](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-WTSA.20-C-0034" \t "_blank), [WTSA-24 DOC34](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-WTSA.24-C-0034))

as appropriate.

**6.2.2** Examine the WTSA Resolutions with a view to avoid repetitions and duplication with the PP Resolutions.

**6.2.3** Prepare towards revision/modification/suppression/addition of Resolutions for WTSA and for PP.

## 6.3 Guiding principles for streamlining in-force WTSA Resolutions

**6.3.1** At WTSA, the in-force WTSA Resolutions should be examined with the objective to MOD or SUP completed/obsolete ones and parts thereof based on contributions from ITU-T Members.

**6.3.2** The following guiding principles might prove useful in the work on streamlining Resolutions and are be followed to the extent possible to help the ITU membership to draft proposals, so that WTSA Resolutions are concise and ITU-T focused; implementable; effective; and stay abreast with the evolution of telecommunication and information technologies and services standardization environment, taking into account WSIS Action Lines and SDGs:

Table 1 Guiding principles for streamlining in-force WTSA Resolutions

| **Principle** | **Questions** | **Possible streamlining actions** |
| --- | --- | --- |
| **Coherence  and consistency** | Is the Resolution consistent with the ITU-T mandate (vs. other ITU Sectors) and the WTSA Action Plan? | * MOD |
| **Overlap and duplication** | Is there an overlap or duplication with in-force Resolutions (esp. Resolution 2 Mandates of all ITU-T Study Groups) or with any action item already covered by the WTSA Action Plan?  Are the goals of Resolutions already reflected in the ITU-T Strategic Plan objectives, outputs and outcomes, Study Group (SG) Questions or working methods? | * MOD and/or SUP |
| **Necessity** | Is the Resolution indispensable to be stand-alone? Has the implementation of the Resolution already been completed? Is there any action instructed by the Resolution found unimplementable in WTSA Action Plan? | * MOD, and/or SUP |
| **Action-orientation and accountability** | Does the Resolution call for a specific action or outcome? Is there a clear accountability line/responsible actor in the Resolution? | * MOD |

**6.3.3** All similar/related subjects should be addressed in one single WTSA Resolution to the extent possible ("stand-alone principle"). In general, streamlining in-force Resolutions is preferable rather than adding a new WTSA Resolution. ITU-T Study Groups should analyze the related WTSA Resolutions’ implementation activities during WTSA preparation, and send a WTSA Resolution streamlining candidates list to TSAG via a liaison.

**6.3.4** When the actions or activities put forward in a Resolution have been implemented or accomplished, the Resolution can be viewed as fulfilled and can be removed.

**6.3.5** If no change is to be made to the substance of the WTSA Resolution, no editorial updates (such as date/venue of conference) will be made to the WTSA Resolution, i.e. it should remain as is (NOC).

**6.3.6** Editorial revisions of adopted Resolutions should be kept to the minimum or to what is strictly necessary for its efficient implementation.

**6.3.7** If only editorial updates are required to a WTSA Resolution, the necessary editorial amendments could be entrusted by WTSA to TSB in the publication of the Resolution.

**6.3.8** All PP and WTSA Resolutions in the same category/subject should be examined and reviewed during the preparation of WTSA in regional preparatory meetings and inter-regional coordination meetings. A WTSA Resolution streamlining candidates list should be provided by TSB based on all of the liaisons (ref to 6.3.3) for further consideration of ITU-T members.

# 7 Guidelines for drafting WTSA Resolutions

The following principles are suggested to be followed to help the ITU membership to draft proposals on new/modified Resolutions, so that Resolutions of the World Telecommunication Standardization Assembly are concise and ITU-T focused; implementable; effective; and stay abreast with the evolution of telecommunication and information technologies and the ICT standardization environment.

* 1. At WTSA, the in-force WTSA Resolutions should be examined with the objective to suppress completed/obsolete ones and parts thereof based on contribution from ITU MS and ITU-T SM, taking into consideration the detailed report and status of its implementation as reflected in the WTSA Action Plan since it was established (ADDed to a previous WTSA) (ref. [WTSA-12 DOC28](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T09-WTSA.12-C-0028" \t "_blank), [WTSA-16 DOC35](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-WTSA.16-C-0035" \t "_blank), [WTSA-20 DOC34](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-WTSA.20-C-0034" \t "_blank), [WTSA-24 DOC34](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-WTSA.24-C-0034)).
  2. If no change is to be made to the substance of the WTSA Resolution, no editorial updates (such as date/venue of conference) should be proposed to the WTSA Resolution, i.e. it should remain as is (i.e., NOC).
  3. All similar/related subjects should be addressed in one single WTSA Resolution to the extent possible ("stand-alone principle"). Thus, in general, revising an in-force WTSA Resolution is preferable to adding a new WTSA Resolution.
  4. It is preferable for a WTSA Resolution not to exceed **four** A4-pages (except Resolutions 1 and 2).
  5. The "preamble" part of a WTSA Resolution should be as concise as possible, summarizing key rationales for justification. It is undesirable to repeat the "preamble" part of the relevant PP Resolution, it is enough to include reference to this Resolution. **It is preferably that the ‘preamble’ part not to exceed one A4-page**. While any additional explanation and justification such as a detailed chronicle of events, bibliography, historical activities and achievements could be submitted as background material in a contribution, their inclusion shall be avoided in the adopted final WTSA Resolution text.
  6. Cross-reference to other ITU Resolutions should be kept to the minimum as necessary ("minimum cross-reference principle"), at the same time striking a balance not to insert material copied from other instruments.
  7. Once an ITU Resolution on the same/relevant subject is referenced, any identical justification/rational text should be minimized whereas additional ITU-T specific justification/rational could be added to this WTSA Resolution ("no repetition principle").
  8. Reference to the ITU Constitution, Convention and the General Rules should prevail a reference to a Resolution of a Plenipotentiary conference when applicable, and where it is strongly required, could exist together with a duplication of the referred text to make the WTSA Resolution stand on its own (exception to "stand-alone principle").
  9. When reference to the conclusion or output of an event is deemed necessary, the reference should be meaningful and in substance to specify its relevance, avoiding only listing the event per se ("no chronicle of events principle").
  10. Any reference to documents should be meaningful and in substance to specify its relevance to the purpose of the Resolution ("no bibliography principle").
  11. When drafting the "operational" part of a WTSA Resolution, it should be borne in mind that:
  12. an instruction given to the ITU membership is non-binding;
  13. an instruction given to ITU-T SGs/TSAG will serve its purpose only if followed by a contribution to the ITU-T study group to drive the work to progress. SG/TSAG management may also encourage members to support the implementation of the instruction.
  14. The "operational" part of a WTSA Resolution should:

1. include instructions and tasks from the relevant PP Resolutions;
2. include instructions and tasks assigned by other ITU conferences and assemblies to ITU-T on the relevant thematic;
3. use an appropriate verb to specify an implementable action by a respective entity according to its proper mandate ("identified entity and specific action principle");
4. specify an expected result(s) so that the achievement in implementing this action can be measurable as much as possible using objective measurement methodologies ("measurable result principle");
5. plan or recommend a course of actions with milestones/check-points as appropriate ("planning principle"); and
6. specify a reporting and expiration mechanism as appropriate ("report/expire principle")
7. specify concrete instructions for relevant SGs and TSAG for the implementation of the Resolution, if required.

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1. \* To access the Recommendation, type the URL http://handle.itu.int/ in the address field of your web browser, followed by the Recommendation's unique ID. For example, [http://handle.itu.int/11.1002/1000/  
   11830-en](http://handle.itu.int/11.1002/1000/11830-en). [↑](#footnote-ref-1)