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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | TSAG-TD509 |
| TSAG |
| Original: English |
| **Question(s):** | | N/A | | Geneva, 29 July – 2 August 2024 |
| **TD** | | | | |
| **Source:** | | Chair, WP1/TSAG | | |
| **Title:** | | Closing WP1 agenda (Geneva, 29 July – 2 August 2024) | | |
| **Contact:** | | Mr Mihail ION Romania; WP1 Chair | Tel: +40 722 859 063 E-mail: [mihail.ion@ancom.ro](mailto:mihail.ion@ancom.ro) | |
| **Contact:** | | Ms Minah LEE Rep. of Korea; WP1 Vice-chair | Tel: +82-10-5111-1045 E-mail: [misoko@tta.or.kr](mailto:misoko@tta.or.kr) | |
| **Contact:** | | Mr Simão Campos TSB; Secretary WP1 | E-mail: [simao.campos@itu.int](mailto:simao.campos@itu.int) | |

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| **Abstract:** | This TD contains the agenda for the closing session of the WP1/TSAG "Working methods and related WTSA preparations" at this meeting. |

1. Approval of the agenda
2. Documentation ([Annex A](#AnnexA))
3. Review the outcomes of rapporteur group on WTSA preparations (RG-WTSA)
4. Review the outcomes of rapporteur group on working methods (RG-WM)
5. Report of Working Party 1
6. Future meetings
7. AOB
8. Closing

(see next pages for detailed sequence and documentation)

| **No.** | **Topic** | **Reference** | **Comment** |
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| **1** | **Opening and approval of the agenda** |  |  |
| **2** | **Documentation** |  |  |
| **3** | **Review outcomes of rapporteur group on WTSA-24 preparation (RG-WTSA)** |  |  |
| **3.1** | Report of RG-WTSA | [TSAG-TD519-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0519) | For **agreement** by WP1. |
|  | **Actions to be taken by WP1** |  |  |
| **3.2** | Agree A.SupWTSAGL as A-Series Supplement 7 | [TSAG-TD612-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0612) | For **agreement** by WP1, and then by TSAG. |
| **3.3** | Agree A.BN to be provided as an Annex to TSAG report to WTSA-24 | [TSAG-TD613-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0613) | For **agreement** by WP1, and then by TSAG. |
| **3.4** | Send the LS/o on A-Series Supplement 7 (ex A.SupWTSAGL) "WTSA preparation guideline on Resolutions" and latest WTSA Action Plan [to all ITU-T SGs and regional telecommunication organizations] | [TSAG-TD678](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0479) | For **agreement** by WP1, and then by TSAG. |
| **3.5** | Send the LS/o on A-Series Supplement 7 (ex A.SupWTSAGL) "WTSA preparation guideline on Resolutions" [to ISCG, RAG and TDAG] | [TSAG-TD679](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0479) | For **agreement** by WP1, and then by TSAG. |
| **3.6** | Update the work programme of RG-WTSA | [TSAG-TD683](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0683) | For **agreement** by WP1, and then by TSAG. |
| **4** | **Review outcomes of rapporteur group on working methods (RG-WM)** |  |  |
| **4.1** | Report of RG-WM | [TSAG-TD517-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517) | For **agreement** by WP1. |
|  | **Actions to be taken by WP1** |  |  |
| **4.2** | **RG-WM-3**: Invite TSAG to approve the following agreement regarding the use of the term "in force" in place of an actual approval date for normative references in clause 2 of ITU-T Recommendations: | [TSAG-TD517-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517) §7 | For **agreement** by WP1, and then by TSAG. |
|  | a) *It is agreed to use the current (date of approval) approach without updating the Author's guide for drafting ITU-T Recommendations;* |  |  |
|  | b) *It is agreed that in the exceptional cases, e.g. of a common text with ISO/IEC JTC 1 (see Recommendation ITU T A.23) or an incorporation of text from another standards development organization (see Recommendation ITU-T A.25), and if there is a strong and justified need to reflect current practice in the originating SDO, the "(in force)" approach could be tolerated. In this case, the need should be documented in the meeting report of the Question for further approval by the study group or working party, as appropriate.* |  |  |
| **4.3** | **RG-WM-9:** Invite TSAG to submit to WTSA-24 for information the current version of draft revised Recommendation ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector". *To simplify the document, TSB is asked to remove all comments before sending it to WTSA-24* | [TSAG-TD600-R3](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0600/en) | For **agreement** by WP1, and then by TSAG. |
| **4.4** | **RG-WM-10:** Invite TSAG to submit to WTSA-24 for information the current version of draft revised WTSA Resolution 22 "Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies" | [TSAG-TD630-R4](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0630/en) | For **agreement** by WP1, and then by TSAG. |
| **4.5** | **RG-WM-8**: Invite TSAG to approve (TAP) draft revised Recommendation ITU-T A.7 "Focus groups: Establishment and working procedures" | [TSAG-TD629-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0629/en) | For **agreement** by WP1, and then by TSAG. |
| **4.6** | **RG-WM-7**: Invite TSAG to agree the new A-Series Supplement 6 (ex A.SupplSGA) "Guidelines for the development of a standardization gap analysis" | [TSAG-TD541-R4](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0541/en) | For **agreement** by WP1, and then by TSAG. |
|  | a) LS/o on the agreement of new Supplement 6 to the ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" [to all study groups] | [TSAG-TD685](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0685) | Not discussed at RG-WM, suggested as WP1 action to submit to TSAG |
| **4.7** | **RG-WM-1**: Invite TSAG to send the oLS to all study groups about the resolution of AAP comments | [TSAG-TD669-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0669/en) | For **agreement** by WP1, and then by TSAG. |
| **4.8** | **RG-WM-4:** Invite TSAG to send the oLS to all study groups about the use of specific editions (with a date of approval) for normative references in clause 2 of ITU-T Recommendations | [TSAG-TD675-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0675/en) | For **agreement** by WP1, and then by TSAG. |
| **4.9** | **RG-WM-5**: Invite TSAG to send the oLSto all study groups on the publication process of revisions, amendments and corrigenda to ITU-T Recommendations | ISO/IEC international standards published as common texts | [TSAG-TD674-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0674/en) | For **agreement** by WP1, and then by TSAG. |
| **4.10** | **RG-WM-6**: Invite TSAG to send the oLS to all study groups on the use of tools to develop ITU-T Recommendations | [TSAG-TD676-R0](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0676/en) | For **agreement** by WP1, and then by TSAG. |
| **4.11** | **RG-WM-11**: Invite TSAG to approve the updates to the RG-WM work programme | [TSAG-TD650-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0650) | For **agreement** by WP1, and then by TSAG. |
| **4.12** | Remind TSAG to, upon approval of A.24, to **delete** A‑Suppl.5 "Guidelines for collaboration and exchange of information with other organizations" | N/A | *Reminder to TSAG, pending action from Jan 2024 TSAG meeting not mentioned in the TSAG agenda* |
| **4.13** | **RG-WM-12:** Authorize RG-WM to hold three interim rapporteur group meetings (all online) | See 6.2 | For **agreement** by WP1, and then by TSAG. |
| **5** | **Report of Working Party 1** |  |  |
|  | Draft report of WP1 | [TSAG-TD510-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0510) | For **adoption** by WP1, and then by TSAG. |
| **6** | **Future meetings** |  |  |
| **6.1** | **Proposed future meetings of RG-WTSA** (ref: [TSAG-TD519-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0519)) | |  |
|  | None is proposed | | For **noting** by WP1, and then by TSAG. |
| **6.2** | **Proposed future meetings of RG-WM** (from [TSAG-TD517-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517) §19) | |  |
|  | 1. 21 Jan 2025, 12:00-15:00 Geneva time: draft ITU-T A.RA ([TD571-R1](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0571/en)) Contribution deadline: 12 Jan 2025 2. 18 Feb 2025, 12:00-15:00 Geneva time: standards that are machine applicable (*see* [*TSAG-TD516-R3*](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0516) *agenda item 13*); draft ITU-T A.RA (if remaining issues). Contribution deadline: 9 Feb 2025 3. 04 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 | | For **agreement** by WP1, and then by TSAG. |
| **8** | **AOB** |  |  |
| **9** | **Closure of meeting** |  |  |

Annex A  
Documentation

Documents addressed to WP1/TSAG *closing* plenary

| Doc # | Source | Title | Destination |
| --- | --- | --- | --- |
| [TSAG-TD509](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0509) | Chair, WP1/‌TSAG | Closing WP1 agenda | WP1 |
| [TSAG-TD510-R0](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0510) | Chair, WP1/‌TSAG | (Draft) WP1 meeting report | WP1, PLEN |
| [TSAG-TD517-R2](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0517) | Rapporteur, RG-WM | Draft Report of the meeting of RG-WM "Working methods" (Geneva, 30, 31 July and 1 August 2024) | WP1, RG-WM |
| [TSAG-TD519-R1](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0519) | Rapporteur, RG-WTSA | Draft report of the meeting of RG-WTSA "WTSA Preparations" (Geneva, 29 July - 2 August 2024) | WP1, RG-WTSA |
| [TSAG-TD541-R4](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0541) | Rapporteur, RG-WM | (for agreement) Draft new Supplement to ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" | RG-WM |
| [TSAG-TD600-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0600) | Rapporteur, RG-WM | Draft revised Recommendation ITU-T A.1 "Working methods for study groups of the ITU Telecommunication Standardization Sector" | RG-WM |
| [TSAG-TD601-R4](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0601) | Rapporteur, RG-WM | RG-WM living list | RG-WM |
| [TSAG-TD629](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0629) | Rapporteur, RG-WM | (for approval) Revised Recommendation ITU-T A.7 "Focus groups: Establishment and working procedures" | RG-WM |
| [TSAG-TD630-R4](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0630) | Rapporteur, RG-WM | Draft revised WTSA Resolution 22 "Authorization for the Telecommunication Standardization Advisory Group to act between world telecommunication standardization assemblies" | RG-WM |
| [TSAG-TD650](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0650) | Rapporteur, RG-WM | Update of the RG-WM work programme | RG-WM |
| [TSAG-TD669](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0669) | Rapporteur, RG-WM | LS/o to all study groups about the resolution of AAP comments | RG-WM |
| [TSAG-TD674](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0674) | Rapporteur, RG-WM | LS/o to all study groups on the publication process of revisions, amendments and corrigenda to ITU-T Recommendations | ISO/IEC international standards published as common texts | RG-WM |
| [TSAG-TD675](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0675) | Rapporteur, RG-WM | LS/o to all study groups about the use of specific editions (with a date of approval) for normative references in clause 2 of ITU-T Recommendations | RG-WM |
| [TSAG-TD676](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0676) | Rapporteur, RG-WM | LS/o to all study groups on the use of tools to develop ITU-T Recommendations | RG-WM |
| [TSAG-TD685](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0685) | Rapporteur, RG-WM | LS/o on the agreement of new Supplement 6 to the ITU-T A-series Recommendations "Guidelines for the development of a standardization gap analysis" [to all study groups] | RG-WM |
| [TSAG-TD612-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0612) | Rapporteur, RG-WTSA | RG-WTSA deliverable: Draft A.SupWTSAGL "WTSA preparation guideline on Resolutions" for agreement | RG-WTSA |
| [TSAG-TD613-R3](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0613) | Rapporteur, RG-WTSA | RG-WTSA deliverable: Draft A.BN "Briefing note on how to chair WTSA Sub-committee/Ad Hoc Group meetings" for agreement | RG-WTSA |
| [TSAG-TD678](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0678) | Rapporteur, RG-WTSA | LS/o on A.SupWTSAGL "WTSA preparation guideline on Resolutions" and latest WTSA Action Plan [to all ITU-T SGs and regional telecommunication organizations] | RG-WTSA |
| [TSAG-TD679](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0679) | Rapporteur, RG-WTSA | LS/o on A.SupWTSAGL "WTSA preparation guideline on Resolutions" [to ISCG, TDAG, RAG] | RG-WTSA |
| [TSAG-TD683](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0683) | Rapporteur, RG-WTSA | Updated RG-WTSA work programme | RG-WTSA |
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Last update: TD686

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