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| C:\Users\Amoahgif\Desktop\Workshop\Workshop Docs\ITU logo.png | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 5 March 2024 | |
| Ref: | **TSB Circular 177** | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU Academia;  - Regional telecommunication organizations;  - Intergovernmental organizations operating satellite systems;  - The United Nations;  - Specialized Agencies of the United Nations and the International Atomic Energy Agency | |
| Contact: | Mr Bilel Jamoussi | |
| Tel: | +41 22 730 6311 | |
| Fax:  E-mail: | +41 22 730 5853  [wtsa@itu.int](mailto:wtsa@itu.int) | |
|  |  | | **Copy to:**  - Chairs and Vice-Chairs of ITU-T study groups/TSAG;  - Director of the Telecommunication  Development Bureau;  - Director of the Radiocommunication Bureau | |
| **Subject**: | **World Telecommunication Standardization Assembly (WTSA-24)** **New Delhi, India, 15-24 October 2024** | | | |

Dear Sir/Madam,

The Secretary-General of the International Telecommunication Union (ITU), by [invitation letters](https://www.itu.int/wtsa/2024/documents/invitation/) of 30 October 2023, has announced that the World Telecommunication Standardization Assembly (WTSA‑24) will take place in New Delhi, India, from 15 to 24 October 2024, preceded by the Global Standards Symposium (GSS-24) on 14 October 2024.

On 25 October 2024, also in New Delhi, India, a leadership meeting will take place with the newly appointed ITU-T chairs and vice-chairs.

I now have the pleasure to provide you with the relevant information concerning the Assembly.

# 1 Website

The WTSA-24 website is <https://www.itu.int/wtsa/2024/>.

# 2 Venue

The Assembly will be held at the International Exhibition-cum-Convention Centre (IECC) at the India Trade Promotion Organisation (ITPO) complex located at Pragati Maidan, New Delhi, India. Meeting rooms will be equipped to allow non-interactive remote participation of delegates. Decisions will be made by delegates physically present in the meeting.

The opening meeting will take place on Tuesday, 15 October 2024, at 1100 hours (IST) and will be preceded by a meeting of the heads of delegation at 0830 hours (IST).

# 3 Duties and functions of the Assembly

The agenda of the Assembly will be based on the functions and duties set forth in Article 18 of the ITU Constitution and Article 13 of the ITU Convention[[1]](#footnote-2).

# 4 Conditions for invitation and admission

The conditions for invitation and admission to the Assembly are specified in Article 25 of the ITU Convention1.

# 5 Draft structure of the Assembly

The Assembly shall conduct its work by setting up committees in accordance with Section 1 of WTSA [Resolution 1](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.1-2016) (Rev. Geneva, 2022). A provisional committee structure is outlined in Annex 1, this structure being subject to review by the meeting of heads of delegation prior to the opening of the Assembly.

# 6 Items for consideration by the Plenary Meeting

The following items will be included in the agenda of the Plenary Meeting:

– approval of the work programme for WTSA-24;

– appointment of the chair and vice-chairs of the Assembly;

– establishment of WTSA-24 committees;

– appointment of the chairs and vice-chairs of the committees;

– allocation of documents;

– examination of reports, including proposals submitted relating to the activities of study groups;

– reports of Committees 2 (Budget Control Committee), 3 (Committee on Working Methods of ITU-T) and 4 (Committee on the ITU-T Work Programme and Organization)\*;

– appointment of the chairs and vice-chairs of ITU-T study groups, TSAG and SCV (Standardization Committee for Vocabulary) established by WTSA‑24;

– report of the conclusions of the Global Standards Symposium.

\* Dependent on the committee structure agreed by the Plenary Meeting.

# 7 Contributions

7.1 Delegations are invited to submit contributions to WTSA-24 four weeks before the opening of WTSA-24 (Monday, 16 September 2024), noting that, as decided in Plenipotentiary Conference Resolution 165 (Dubai, 2018), there is a firm submission deadline of 21 calendar days prior to the opening of WTSA-24 (Monday, 23 September 2024 at 2359 hours Geneva time)[[2]](#footnote-3).

7.2 Delegations are requested to prepare contributions to the extent possible using the ITU [Conference Proposals Interface](https://www.itu.int/net4/proposals/CPI/WTSA24/Main) (CPI) and submit them to [wtsa-doc@itu.int](mailto:wtsa-doc@itu.int). The user interface of the CPI is designed to be intuitive; nevertheless, a User Guide will be available from the main page of CPI. Contributions, together with other documents, are posted on ITU’s [Document Management System](https://www.itu.int/md/T22-WTSA.24-C) (DMS). Proposals can be tracked before and during the Assembly using the [Proposals Management System](https://www.itu.int/net4/proposals/WTSA24) (PMS).

7.3 The ITU Secretariat will make the contributions available [*as received*](https://extranet.itu.int/sites/itu-t/wtsa-24/As%20Received%20Documents/Forms/ViewAllDocs.aspx) on the [WTSA-24 website](https://www.itu.int/wtsa/2024/), in general by the next working day. Simultaneously, the ITU Secretariat will process the contributions and then upload them to <https://www.itu.int/md/T22-WTSA.24-C>.

7.4 The Plenipotentiary Conference (Busan, 2014) decided at its seventeenth Plenary Meeting (see <https://www.itu.int/md/S14-PP-C-0175/en>) “to provide public access to all input and output documents of all conferences and assemblies of the Union starting from the beginning of year 2015 unless where disclosure would cause potential harm to a legitimate private or public interest that outweighs the benefits of accessibility.” In accordance with this decision, all input and output documents to WTSA‑24 are being made publicly available unless the submitter of the document advises the ITU Secretariat otherwise.

# 8 Document distribution

8.1 The following documents will be published as preparatory documents for WTSA‑24:

a) reports on the work of each of the ITU-T study groups;

b) report on the activities of the Telecommunication Standardization Advisory Group (TSAG);

c) reports by the Director of TSB on:

1) activities of ITU-T since WTSA-20, including the WTSA Action Plan;

2) structure and staffing of the Telecommunication Standardization Bureau (TSB);

3) ITU-T expenditure during the study period 2022-2024;

4) estimated financial needs of ITU‑T up to WTSA‑28;

d) reports on any matters considered necessary in the light of the ITU Constitution and Convention and Council decisions;

e) Recommendations submitted by ITU-T study groups and TSAG for approval by WTSA-24.

8.2 The above documents will be posted on the WTSA-24 website as soon as they are available. There is an electronic notification service that can inform members as soon as new documents have been posted on the website, available [here](https://itu.int/go/tiessubscribenotifications).

8.3 WTSA-24 and GSS-24 will be paperless. Exceptions can be made upon request for persons with disabilities (see below).

8.4 Delegates with accessibility needs are invited to request, as soon as possible, any reasonable specific assistance needed by e-mail to [wtsa-reg@itu.int](mailto:wtsa-reg@itu.int). The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

8.5 A wireless local-area network (LAN) will be available at the venue during the WTSA-24 and GSS‑24. In order to obtain electronic access to documents of the Assembly, and also to benefit from the electronic notification service, it is necessary for delegates to have a valid ITU account with TIES access. Please see <https://www.itu.int/ties/> for details.

# 9 Proceedings of WTSA-24

9.1 A few hours after the closing of WTSA-24 on Thursday, 24 October 2024, the ITU Secretariat will publish the "Draft Proceedings of WTSA-24", containing the new set of WTSA Resolutions, Opinion(s) and ITU-T A-series Recommendations.

9.2 The Proceedings of WTSA-24 will be made available online free of charge and for public access in the six official languages of the Union (Arabic, Chinese, English, French, Russian and Spanish).

# 10 Tribute to former collaborators in ITU-T activities

10.1 In accordance with tradition, a tribute will be paid at WTSA-24 to ITU-T collaborators deceased since WTSA-20. Similarly, wishes for a long and happy retirement will be addressed to ITU-T collaborators who have retired since WTSA-20.

10.2 In order to uphold this tradition, I would be grateful if you could let me know by 15 September 2024 the names, titles and functions of any nationals of your country who you would wish to have mentioned in either tribute.

# 11 Side events

Several side events of WTSA-24 will be organized, and their details will be published on the WTSA-24 side events web page. At the time of publication of this Circular Letter, the following side events are planned:

## 11.1 Global Standards Symposium (14 October 2024)

Immediately before WTSA-24, on Monday, 14 October 2024, ITU-T will organize a one-day [Global Standards Symposium (GSS-24)](https://gss.itu.int/). Details of this event will be communicated by [Circular 178](https://www.itu.int/md/T22-TSB-CIR-0178/en) and on the [GSS‑24 web page](https://gss.itu.int/), but I would already like to invite all delegates to participate in this important symposium, which will be organized in line with Plenipotentiary Resolution 122 (Rev. Guadalajara, 2010).

## 11.2 AI for Good Impact India

ITU-T will organize a one-day “AI for Good Impact India event” at the India Mobile Congress (IMC). Details of this event will be communicated by a separate circular letter and on the WTSA-24 web page.

## 11.3 Network of Women for WTSA-24 (17 October 2024)

The Network of Women for WTSA-24 (NOW4WTSA24) encourages ITU Member States to embrace gender inclusivity at WTSA-24. Details of this event will be communicated by [Circular 182](https://www.itu.int/md/T22-TSB-CIR-0182/en) and on the [NOW4WTSA-24 web page](https://www.itu.int/wtsa/2024/now/).

## 11.4 ITU Kaleidoscope (21-23 October 2024)

ITU Kaleidoscope 2024 - Innovation and digital transformation for a sustainable world is the fifteenth in a series of peer-reviewed academic conferences organized by ITU to bring together a wide range of views from universities, industry and research institutions. The aim of the Kaleidoscope conferences is to foster collaboration and discussion on emerging trends in technologies for a digital and sustainable transformation that can benefit humanity. Details of this event are available in Circular [CL-24/6](https://www.itu.int/md/S24-SG-CIR-0006/) and on the [Kaleidoscope 2024 web page](https://www.itu.int/en/ITU-T/academia/kaleidoscope/2024/Pages/default.aspx).

## 11.5 UN Day (24 October 2024)

Details of this event will be communicated by a separate circular letter and on the [WTSA-24 web page](https://www.itu.int/wtsa/2024/).

## 11.6 ITU Expo (14-24 October 2024)

ITU Expo takes place throughout WTSA-24 and it will feature the AI for Good Innovation Factory, Tech & Academia booths, UN SDG Zone, ITU Pavilion, etc. Details will be communicated by a separate circular letter and on the [WTSA-24 web page](https://www.itu.int/wtsa/2024/).

# 12 Hotels and practical information

Information on hotels is available at [https://www.itu.int/wtsa/2024/participation/practical-information/‌accommodations](https://www.itu.int/wtsa/2024/participation/practical-information/accommodations/).

# 13 Participant registration for WTSA-24 and GSS-24

13.1 Registration is required for all WTSA-24 and GSS-24 participants (either physically present or remote). Registration for WTSA-24 will be carried out exclusively online on the WTSA-24 website at <https://www.itu.int/wtsa/2024/participation/registration/> by each participant.

13.2 After submitting the online registration request, it will be automatically sent for approval by the designated focal point (DFP). For this purpose, DFPs will receive an e-mail notification to approve/reject each registration request. Please see list of available [DFPs](https://www.itu.int/online/mm/scripts/s/gensel21?_event=C-00013544&). Should administrations or entities wish to modify the contact details of a focal point, kindly provide updated details to [wtsa-reg@itu.int](mailto:wtsa-reg@itu.int). Participants and DFPs need to have an ITU user account with TIES access to enter the online registration system.

13.3 A confirmation e-mail of registration will be sent to participants as soon as their DFP have approved the requests for registration.

13.4 Participants who wish to participate remotely may select this option when registering, noting that only *non-interactive* remote participation will be provided.

13.5 Badges for WTSA-24 and GSS-24 will be photo badges and can be collected at the General Reception of the Bharat Mandapam Building on the ground floor in the Pragati Maidan Center.

13.6 Visa related information is available at <https://www.itu.int/wtsa/2024/participation/practical-information/visa/>.

13.7 Up-to-date information on badge collection and opening hours of badging desks will be available on the WTSA-24 website.

# 14 Fellowships

14.1 To encourage participation of [developing countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf) and subject to availability of funds, one full, or two partial fellowships may be granted per eligible Member State. A partial fellowship will cover either a) the air ticket (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate daily subsistence allowance (intended to cover accommodation, meals and incidental expenses). In case of two partial fellowships, at least one should be the air ticket. The applicant's organization shall cover the remainder of the cost of the participation. Full fellowship will cover both the **air ticket** and an appropriate **daily subsistence allowance**.

14.2 The duly validated [fellowship request form](https://www.itu.int/wtsa/2024/wp-content/uploads/sites/2/2024/02/Fellowship-form-WTSA-24.docx) and its annexes must be returned to the ITU Fellowship Service by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax: + 41 22 730 57 78, by **2 September 2024 at the latest.** Applicants **must** register for the meetingprior to submitting the fellowship request, see §13.

14.3 Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation; equitable distribution among countries and regions; and gender balance. Please also note that, to ensure good governance in the use of fellowships, any one individual may not be awarded in a financial year more than one full fellowship or two partial fellowships. Member States are encouraged to select their candidates taking into consideration the gender balance and the inclusion of applicants with disabilities and with specific needs.

I look forward to seeing you in New Delhi, India.

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| Yours faithfully,  Seizo Onoe  Director of the Telecommunication Standardization Bureau |  |

**Annex:** 1

ANNEX 1  
(To TSB Circular 177)

Draft structure of the Assembly  
(excerpt from WTSA Resolution 1 (Rev. Geneva 2022))

SECTION 1

World Telecommunication Standardization Assembly

**1.1** The World Telecommunication Standardization Assembly (WTSA), in undertaking the duties assigned to it in Article 18 of the ITU Constitution, Article 13 of the ITU Convention and the General Rules of conferences, assemblies and meetings of the Union, shall:

a) establish and adopt working methods and procedures for the management of the activities of the Sectors (see No. 145A of the Constitution);

b) consider the reports of study groups prepared in accordance with No. 194 of the Convention (see No. 187 of the Convention);

c) approve, modify or reject draft Recommendations contained in those reports (see No. 187 of the Convention);

d) consider the reports of the Telecommunication Standardization Advisory Group (TSAG) in accordance with Nos. 197H and 197I of the Convention (see No. 187 of the Convention);

e) bearing in mind the need to keep the demands on the resources of the Union to a minimum, approve the programme of work arising from the review of existing Questions and new Questions and determine the priority, urgency, estimated financial implications and time-scale for the completion of their study (see No. 188 of the Convention);

f) decide, in the light of the approved programme of work derived from No. 188 of the Convention, on the need to maintain, terminate or establish study groups and allocate to each of them the Questions to be studied (see No. 189 of the Convention);

g) group, as far as practicable, Questions of interest to the developing countries[[3]](#footnote-4)2 to facilitate their participation in these studies (see No. 190 of the Convention);

h) consider and approve the report of the Director of the Telecommunication Standardization Bureau (TSB) on the activities of the Sector since the last conference (see No. 191 of the Convention);

i) decide on the need to maintain, terminate or establish other groups and appoint their chairmen and vice-chairmen (see No. 191A of the Convention) in accordance with provisions of Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference and taking into account the proposals of the meeting of the heads of delegation (see 1.10 below);

j) establish the terms of reference for the groups referred to in No. 191A of the Convention; such groups shall not adopt Questions or Recommendations (see No. 191B of the Convention);

k) take into account, when adopting resolutions and decisions, the foreseeable financial implications; in so doing, it should avoid adopting resolutions and decisions which might give rise to expenditure in excess of the financial limits laid down by the Plenipotentiary Conference (see No. 115 of the Constitution);

l) undertake any other duties assigned by the Plenipotentiary Conference.

**1.1bis** WTSA may assign specific matters within its competence to TSAG indicating the action required on those matters (see No. 191C of the Convention).

**1.2** WTSA shall establish a Steering Committee, presided over by the chairman of the assembly, and composed of the vice-chairman of the assembly and the chairmen and vice-chairmen of the committees and any group(s) created by the assembly.

**1.3** Prior to and during the process of developing resolutions which define working methods and identify priority issues, WTSA should take into consideration the following questions:

a) If an existing Plenipotentiary Conference resolution identifies a priority issue, the need for a similar WTSA resolution should be questioned.

b) If an existing resolution identifies a priority issue, the need to recycle this resolution at various conferences or assemblies should be questioned.

c) If only editorial updates are required to a WTSA resolution, the need to produce a revised version should be questioned.

d) If the actions proposed have been accomplished, the resolution should be viewed as fulfilled and the need for it should be questioned.

**1.4** WTSA shall establish a Budget Control Committee and an Editorial Committee, the tasks and responsibilities of which are set out in the General Rules of conferences, assemblies and meetings of the Union (General Rules, Nos. 69-74):

a) The "Budget Control Committee", *inter alia*, examines the estimated total expenditure of the assembly and estimates the financial needs of the ITU Telecommunication Standardization Sector (ITU‑T) up to the next WTSA and the costs to ITU-T and ITU as a whole entailed by the execution of the decisions of the assembly.

b) The "Editorial Committee" perfects the wording of texts arising from WTSA deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

**1.5** In addition to the steering, budget control and editorial committees, the two following committees are set up:

a) The "Committee on Working Methods of ITU‑T", which submits to the plenary meeting reports including proposals on the ITU‑T working methods for implementation of the ITU‑T work programme, on the basis of the TSAG reports submitted to the assembly and the proposals of ITU Member States and ITU‑T Sector Members.

b) The "Committee on the ITU‑T Work Programme and Organization", which submits to the plenary meeting reports including proposals on the programme and organization of the work of ITU‑T consistent with ITU‑T strategy and priorities. It shall specifically:

i) propose the maintenance, establishment or termination of study groups;

ii) review the general structure of study groups and Questions set for study or further study;

iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;

iv) propose the allocation of Questions to study groups, as appropriate;

v) recommend, when a Question or group of closely related Questions concerns several study groups, whether:

a) to accept proposals of ITU Member States or the recommendation of TSAG (where they differ);

b) to entrust the study to a single study group; or

c) to adopt an alternative arrangement;

vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;

vii) propose the maintenance, establishment or termination of other groups in accordance with Nos. 191A and 191B of the Convention.

**1.6** The chairmen of study groups, the chairman of TSAG and the chairmen of other groups set up by the preceding WTSA should make themselves available to participate in the Committee on the Work Programme and Organization.

**1.7** The plenary meeting of a WTSA may set up other committees in accordance with No. 63 of the General Rules of conferences, assemblies and meetings of the Union. The terms of reference should be contained in a document of the plenary meeting, taking into account the appropriate distribution of workload between the committees.

**1.8** All committees and groups referred to in 1.2 to 1.7 above shall normally cease to exist with the closing of WTSA except, if required and subject to the approval of the assembly and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of the assembly to complete its tasks as assigned by the assembly.

**1.9** Prior to the inaugural meeting of WTSA, in accordance with No. 49 of the General Rules of conferences, assemblies and meetings of the Union, the heads of delegation shall meet to prepare the agenda for the first plenary meeting and make proposals for the organization of the assembly, including proposals for chairs and vice‑chairs of WTSA and its committees and group(s).

**1.10** During WTSA, the heads of delegation shall meet:

a) to consider the proposals of the Committee on the ITU‑T Work Programme and Organization concerning the work programme and the constitution of study groups in particular;

b) to draw up proposals concerning the designation of chairmen and vice‑chairmen of study groups, TSAG and any other groups established by WTSA (see Section 2).

**1.10bis** The heads of delegation can also meet if the need arises and at the invitation of the chairman of the assembly to consider any pending issues, with the aim of consulting and coordinating to reach consensus.

**1.11** The programme of work of WTSA shall be designed to provide adequate time for consideration of the important administrative and organizational aspects of ITU‑T. As a general rule:

**1.11.1** While WTSA is in session, study group chairmen shall make themselves available to WTSA to supply information on matters which concern their study groups.

**1.11.2** In those cases as indicated in Section 9, a WTSA may be asked to consider approval of one or more Recommendations. The report of any study group(s) or TSAG proposing such action should include information on why such action is proposed.

**1.11.3** WTSA shall receive and consider the reports, including proposals, of the committees it has established, and take final decisions on those proposals and on the reports submitted to it by those committees and groups. On the basis of the proposals by the Committee on the Work Programme and Organization of ITU‑T, it shall set up study groups and, where appropriate, other groups, and, taking into account consideration by the heads of delegation, appoint the chairmen and vice‑chairmen of study groups, of TSAG and of any other groups it has established, taking account of Article 20 of the Convention, Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference and Section 3 below.

**1.11.4** In accordance with Resolution 191 (Rev. Dubai, 2018) of the Plenipotentiary Conference, WTSA identifies areas it has in common with other Sectors where work is to be done and that require internal coordination within ITU.

**1.12** In accordance with No. 191C of the Convention, WTSA may assign specific matters within its competence to TSAG indicating the action required on these matters.

## 1.13 Voting

Should there be a need for a vote by Member States at WTSA, the vote shall be conducted according to the relevant sections of the Constitution, the Convention and the General Rules of conferences, assemblies and meetings of the Union.

Section 1*BIS*

Documentation of ITU‑T

1*bis*.1 General principles

In 1*bis*.1.1 and 1*bis*.1.2 below, the term "texts" is used for resolutions, Questions, opinions, Recommendations, and non-normative documents defined in Recommendation ITU-T A.13.

1*bis*.1.1 Presentation of texts

**1*bis*.1.1.1** Texts should be as brief as possible, taking account of the necessary content, and should relate directly to the Question/topic or part of the Question/topic being studied.

**1*bis*.1.1.2** Each text should include a reference to related texts and, where appropriate, to relevant provisions of the International Telecommunication Regulations (ITRs), without any interpretation or qualification of the ITRs or suggesting any change to them.

**1*bis*.1.1.3** Texts (including resolutions, Questions, opinions, Recommendations, and non-normative documents defined in Recommendation ITU-T A.13) shall be presented showing their number, their title and an indication of the year of their initial approval, and, where appropriate, the year of approval of any revisions.

**1*bis*.1.1.4** Annexes to any of these texts should be considered as having equivalent status, unless otherwise specified.

**1*bis*.1.1.5** Supplements to Recommendations do not constitute an integral part of the Recommendations and shall not be considered as having equivalent status to Recommendations or annexes to Recommendations.

1*bis*.1.2 Publication of texts

**1*bis*.1.2.1** All texts shall be published in electronic form as soon as possible after approval and may also be made available in paper form according to the publication policy of ITU.

**1*bis*.1.2.2** Approved new or revised resolutions, opinions, Questions and Recommendations shall be published by ITU in the official languages of the Union as soon as practicable. Non-normative documents shall be published, as soon as possible, in English only or in the six official languages of the Union, depending on the decision of the relevant group.

1*bis*.2 WTSA resolutions

1*bis*.2.1 Definition

**WTSA resolution**: A text of the World Telecommunication Standardization Assembly containing provisions on the organization, working methods and programmes of the ITU Telecommunication Standardization Sector and Questions/topics to be studied.

1*bis*.2.2 Adoption

WTSA shall examine and may adopt revised or new WTSA resolutions proposed by Member States and Sector Members or suggested by TSAG.

1*bis*.2.3 Deletion

WTSA may delete resolutions based on proposals from Member States and Sector Members and/or taking into account suggestions provided by TSAG.

1*bis*.3 Opinions

1*bis*.3.1 Definition

**Opinion**:A text containing a viewpoint, proposal or query aimed at study groups of the ITU Telecommunication Standardization Sector and the other ITU Sectors or international organizations, etc., and not necessarily related to a technical issue.

1*bis*.3.2 Adoption

WTSA shall examine and may adopt revised or new opinions based on proposals from Member States and Sector Members or suggested by TSAG.

1*bis*.3.3 Deletion

WTSA may delete an opinion based on proposals from Member States and Sector Members or suggested by TSAG.

*1bis*.4 ITU‑T Questions

1*bis*.4.1 Definition

**Question**: Description of an area of work to be studied, normally leading to the production of one or more new or revised Recommendations and/or new or revised non-normative documents as defined in Recommendation ITU-T A.13.

1*bis*.4.2 Approval

The procedure for approving Questions is set out in Section 7 of this resolution.

1*bis*.4.3 Deletion

The procedure for deleting Questions is set out in Section 7 of this resolution.

*1bis*.5 ITU‑T Recommendations

1*bis*.5.1 Definition

**Recommendation**: An answer to a Question or part of a Question, or a text developed by the Telecommunication Standardization Advisory Group for the organization of the work of the ITU Telecommunication Standardization Sector.

NOTE – This answer, which is a normative text, within the scope of existing knowledge and the research carried out by study groups and adopted in accordance with established procedures, may provide guidance on technical, organizational, tariff-related and operational matters, including working methods, may describe a preferred method or proposed solution for undertaking a specific task, or may recommend procedures for specific applications. These Recommendations should be sufficient to serve as a basis for international cooperation.

1*bis*.5.2 Approval

The traditional approval procedure is set out in Section 9 of this resolution. The alternative approval procedure is set out in Recommendation ITU-T A.8. The selection of the approval process is set out in Section 8 of this resolution.

1*bis*.5.3 Deletion

The procedure for deleting Recommendations is set out in 9.8 of this resolution.

*1bis*.6 Non-normative documents

Non-normative documents are defined in Recommendation ITU-T A.13.

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1. See <https://www.itu.int/pub/S-CONF-PLEN-2022>. [↑](#footnote-ref-2)
2. Plenipotentiary Resolution 165 (Rev. Dubai, 2018) “Deadlines for the submission of proposals and procedures for the registration of participants for conferences and assemblies of the Union” “resolves to establish a firm submission deadline for all contributions, with the exception of the deadlines outlined in recognizing a) and b) above, of no later than 21 calendar days before the opening of conferences and assemblies of the Union, including plenipotentiary conferences, so as to ensure timely translation and their thorough consideration by delegations” (emphasis added). [↑](#footnote-ref-3)
3. 2 These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition. [↑](#footnote-ref-4)