

# **ITU-T Rapporteur and Editor Tutorial (Geneva, 6 – 7 September 2012 )**

## **Organizing Meetings**

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# Organizing meetings: Outline

- General considerations
- Responsibilities of a Rapporteur as the meeting convener
- Step-by-step process to organize the meeting

With thanks to Tatiana Kurakova, TSB,  
who originally developed the  
presentation on organizing meetings

# Rapporteur Meetings in General

- Follow less-formal rules than a SG
- Interim activity to progress the work
- Has specific Terms of Reference
- Consensus-building, not decision-making
- Secretariat (TSB) is not present
- Usually works in a single language (English)

# **Rapporteur responsibilities as the convener**

- Rapporteur is responsible to plan and convene the meeting
- Arrange for the venue
- Communicate information to collaborators
- Provide appropriate documentation
- Manage the registration process
- Report to the parent Working Party or Study Group

# Physical meetings

- Find a meeting location
  - ➔ Usually hosted by some member – not necessarily the Rapporteur!
  - ➔ If no host is found, see if TSB can host the meeting at ITU premises (not the normal case)
- Host pays for the meeting room and technical equipment used (wifi, mikes and speakers, projector, coffee breaks,...)
  - ➔ TSB does NOT provide financial or personnel support, however:
    - May offer its meeting rooms
    - May provide call-back facility if conference call bridge is used

# Venue for physical meetings

## ■ Outside Geneva:

- ➔ Participants should not be charged for meeting facilities, unless agreed in advance by the SG and on an exceptional and fully justified basis
  - No participant should be excluded from participation if they are unwilling to pay
  - Additional services (i.e., with fees) offered by the host shall be voluntary, and there shall be no obligation on any of the participants resulting from those additional services

## ■ In Geneva:

- ➔ Ask TSB for room availability as soon as possible

# Electronic meetings

- Increased use of e-meeting facilities
  - Audio- and video-conferences
  - E-mail-based discussion threads
  - Web-based applications
- Points to keep in mind:
  - Have clear beginning and ending times/dates
    - One trick is to reference all times to Geneva
  - Take time zones into consideration
    - “Share the pain”
  - For live events, keep times reasonable
  - E-Meeting Guide: Procedures for E-Meetings
    - <http://www.itu.int/oth/T0A0F000007/en>

# 6 Steps to hold a Rapporteur Group Meeting

1. Pre-authorize
2. Plan
3. Authorize
4. Confirm
5. Hold
6. Report



# Rapporteur meeting:

## Step 1 - Pre-authorize (1)

- At the SG or WP meeting, obtain agreement in principle or for a particular timeframe(s) to hold RG meeting(s)
- Provide to the SG/WP for its approval of the proposed meeting(s):
  - ➔ Host, venue, dates (tentative or confirmed)
  - ➔ Terms of Reference for the meeting(s)

# Rapporteur meeting:

## Step 1 - Pre-authorization (2)

- Normal case: Provide at least 2 months notice
- Urgent case: SG management can authorize holding unplanned RG meetings
  - ➔ Notification of meeting sent as soon as possible
- TSB will post list of pre-authorized RG meetings on the SG home page

# Rapporteur meeting: Step 2 - Plan

- Rapporteur is responsible for circulating meeting notices to the concerned experts (e.g. via mailing lists) soliciting contributions and participation
- Notice, as provided by the Rapporteur, is posted on the SG web page
- TSB does not circulate convening letters for Rapporteur Group meetings

# Rapporteur meeting: Step 3 - Authorize

- Authorization is by SG management, typically the SG Chairman in consultation with concerned WP chair and TSB
- Three criteria are to be met:
  - clear terms of reference
  - sufficient documentation to be discussed
  - sufficient number of participants
- Also consider collocating with other related Questions and consider the strategic importance of holding the meeting

# Rapporteur meeting: Step 4 - Confirm

- Circulate confirmation notice of date and venue  
at least three weeks before the meeting
- Copy to TSB and to SG & WP chairmen
- Update information on the SG website from 'planned' to 'confirmed'
- Step 5: Hold the meeting

# Rapporteur meeting: Step 5 - Hold

- **NOTE!!** Discussion of a Question during a SG or WP meeting, even if chaired by a Rapporteur, is NOT a Rapporteur Group meeting. It is part of the SG/WP meeting and follows SG/WP rules.

# Rapporteur meeting: Step 6 - Report

- Rapporteur prepares a report of each RG meeting
- Rapporteur presents a progress report to each meeting of its parent group
  - ➔ If draft Recs are included, submit at least 6 weeks before the parent group meeting
- RG meeting reports should include:
  - ➔ Date, venue, chair, list of participants
  - ➔ Agenda of the meeting
  - ➔ Summary of input contributions and results
  - ➔ Record of The IPR Question and any affirmative replies
  - ➔ Outgoing Liaison Statements



**Thank you**

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