**Global Standards Collaboration (GSC)**

**Guidance for
Meeting Hosts**

**Version 2.0**

**Revision History**

**Version Date Accepted**

1. **October 2007**

**1.1 July 2009**

**1.2 February 2011**

**1.3 January 2012**

**2.0 September 2018**

TABLE OF CONTENTS

[1.0 INTRODUCTION - 1 -](#_Toc517361897)

[2.0 GSC AGENDA - 1 -](#_Toc517361898)

[3.0 LOGISTICS - 1 -](#_Toc517361899)

[Meeting Rooms - 1 -](#_Toc517361900)

[Participant Accommodations - 2 -](#_Toc517361901)

[Catering Requirements - 2 -](#_Toc517361902)

[Social Event - 2 -](#_Toc517361903)

[4.0 PREPARATION FOR GSC - 2 -](#_Toc517361904)

[Heads of Delegation Conference Calls - 2 -](#_Toc517361905)

[GSC Logo - 2 -](#_Toc517361906)

[GSC Web Site - 3 -](#_Toc517361907)

[Distribution of Meeting Information - 3 -](#_Toc517361908)

[GSC Documentation - 3 -](#_Toc517361909)

[5.0 MEETING OFFICIALS - 4 -](#_Toc517361910)

[GSC Chair - 4 -](#_Toc517361911)

[Vice Chairs - 4 -](#_Toc517361912)

[Secretary (at the discretion of the Host Organization) - 4 -](#_Toc517361913)

[Communiqué Drafting Group Chair - 5 -](#_Toc517361914)

[Session Facilitators - 5 -](#_Toc517361915)

[6.0 AT THE MEETING - 5 -](#_Toc517361951)

[Management Team Meeting - 5 -](#_Toc517361952)

[Heads of Delegation Luncheon - 6 -](#_Toc517361953)

[Communiqué Drafting Group - 6 -](#_Toc517361954)

[Following the Meeting - 6 -](#_Toc517361955)

[ANNEX A SAMPLE GSC MEETING AGENDA - 7 -](#_Toc517361956)

[ANNEX B SAMPLE MANAGEMENT MEETING AGENDA - 8 -](#_Toc517361957)

## INTRODUCTION

This document has been prepared by the members of GSC to provide guidance for GSC Members who are hosting a GSC meeting (Host Organization). Many of the items are suggestions to provide background and information on how a typical GSC meeting is structured, and other information is suggested to provide continuity

## GSC AGENDA

The subjects for discussion at a GSC are of three general types: GSC Member reports, strategic topics, and GSC Task Force Reports (if applicable). The draft agenda for GSC is proposed by the Host Organization and is agreed to by the GSC-HoDs in advance through a series of HoD conference calls (see clause 4.0) no later than three months prior to GSC, but initial preparation should begin well in advance of the meeting (e.g., one year). It is at the discretion of the Host Organization if they would like to make opening remarks or have a keynote (noting the time constraints of the agenda).

A sample agenda can be found in Annex A.

## LOGISTICS

### Meeting Rooms

It is highly recommended that the Host Organization book meeting rooms as follows (the Host Organization may wish to secure space for a secretariat office).

GSC

The meeting room for GSC should be able to accommodate at least 100 participants in a classroom style setting (at minimum, the Chair and Secretary shall be seated at the front of the room, with microphones facing the audience). There should be an LCD projector, display screen(s), microphones for the presenters, panelists and leadership;power outlets for laptops; and a wireless LAN with Internet access.

Communiqué Drafting Group

This meeting room should be able to accommodate at least 13 participants. There should be an LCD projector and display screen. The Communiqué Drafting Group normally meets during lunch both days of GSC and also during the last coffee break of GSC to finalize the Communiqué.

HoD Meetings

In recent practice, the GSC-HoD Management meetings have been held the day prior to GSC itself. This meeting room should be able to accommodate at least 28 participants. There should be an LCD projector and display screen. Depending on the size of the room, it may be preferable to have microphones available.

The GSC-HoD lunch is typically held the second day of GSC. This meeting room should be able to accommodate at least 12 participants. There should be an LCD projector and display screen available as well as lunch.

### Meeting Announcement

An announcement of the meeting location and lodging logistics should be issued as early as possible, preferably at least six months prior to the meeting to accommodate for participant travel arrangements, as well as visa processing.

### Participant Accommodations

The Host Organization may organize a block of hotel accommodations for the participants or suggest local hotels. Participants are responsible to settle their own accounts with the hotel and submit the appropriate paperwork to obtain a reservation.

### Catering Requirements

In addition to the social event on the first evening of GSC (see below), the Host Organization is typically responsible for the catering of the luncheons and the coffee breaks for the morning and afternoon sessions.

### Social Event

Typically, a social event is held the first evening of GSC, usually at an offsite location. It is at the discretion of the Host Organization as to the format of the event.

Generally, accompanying persons are invited to the social event. In addition, daytime tours and activities for accompanying persons may be organized at the discretion of the Host Organization.

The Host Organization may wish to solicit industry sponsors for some or all of the social events and give appropriate acknowledgement. Lunch or social event sponsors may wish to have a representative offer some remarks during the lunch or social event that they are sponsoring.

## PREPARATION FOR GSC

### Heads of Delegation Conference Calls

The Host Organization is responsible for scheduling, organizing and chairing the GSC-HoD conference calls (the Host Organization determines who will chair the conference calls). It is recommended that the initial HoD conference call be scheduled twelve months prior to the GSC meeting. Thereafter, it is recommended that HoD conference calls typically occur every month leading up to the GSC meeting. On these calls, the HoDs confirm the venue, the dates, the leadership positions, the agenda and the meeting logistics including instructions and deadlines for submitting documents.

From past experience, it is a good idea to initiate an email discussion of proposed dates for the upcoming GSC meeting to obtain input from the HoDs for availability, holidays, and other key industry events that could impact the event. Following the evaluation, the Host Organization may consider having the meeting space booked at the time of the initial HoD conference call.

### GSC Logo

There is no standardized GSC logo. If the Host Organization to prefers to create a unique logo for its event, it would be responsible for developing it for the GSC meeting that they are hosting. The logo would appear on all GSC documents and the GSC web site (if applicable).

### GSC Web Site

It is strongly recommended that the Host Organization create a web site for GSC. The web site shall serve as a document repository prior to and during the meeting for access by GSC delegates. The GSC documents shall be held in a private area until after GSC, when the documents can be made public. In addition, Host Organizations may wish to consider including the following information on the web site (it is at the discretion of the Host Organization if they would like to make this additional information publicly available); however, it should be noted that GSC meetings are by invitation only, so consideration should be given to keeping some of the information “private”:

* Venue
* Accommodations
* Area Attractions
* GSC Document Templates
* Information on the Social Event
* Meeting Registration

After GSC, the Host Organization may want to update the web site to include photos and the Communiqué.

### Distribution of Meeting Information

At least six months prior to GSC, the Host Organization should send out the meeting information to the HoDs. It is the responsibility of the HoDs to organize their delegations and to forward the information to their respective participants. The meeting information typically includes information about the venue, hotel reservation and registration instructions, and country-specific information (e.g., electrical outlets, weather, etc.). The Host Organization may have to assist some delegates with acquiring visas to enter the host country.

The Host Organization may invite guests (observers) to attend GSC and GSC Members may recommend guests (e.g., based upon the topics for the meeting and available meeting space). It is the responsibility of the Host Organization to advise guests of their privileges and to insure space in the meeting room is available.

### GSC Documentation

The Host Organization is responsible for developing the templates for the GSC meeting that they are hosting. Templates shall be made available in both MS Word and PowerPoint.

Authors typically submit their contributions in PowerPoint. The Host Organization is responsible for ensuring that the format of the contributions is consistent and that all submissions are correctly structured and numbered. Generally, the numbering of documents is based on a numeric sequence identifying the order in which they are received by the Host Organization. An example of the numbering convention to be used is GSC-21\_001 (R9). “21” denotes the GSC meeting number, “001” denotes the document number and “(R9)” denotes the revision number of the document. By convention, the GSC agenda is numbered 001 and the list of participants is numbered 002.

As previously mentioned, the deadline for the submittal of documents to GSC is decided during the HoD conference calls. It is suggested that the deadline be set for two weeks prior to the GSC meeting. This gives the Host Organization sufficient time to review the documents to ensure that they are in the proper template, properly formatted and structured and to contact the author should any changes need to be made. However, the host should be prepared to accept contributions any time up to and during the meeting.

It is expected that documents will be uploaded to an established website prior to the meeting. During the meeting, revised documents may need to be uploaded as well.

## MEETING OFFICIALS

### GSC Chair

The GSC Chair is typically a senior representative of the Host Organization and/or stakeholder in the host country. The GSC Chair presides over GSC and is responsible for the following:

* Manage the timing and content of the agenda;
* Ensure each presenter remains within the allotted presentation time;
* Ensure panels and agenda items remain within the allotted agenda timeframe
* Provide a report of the Opening Session during the closing session, which includes the following:
	+ Summary of the GSC Programme
	+ Number of Attendees, broken down by Member and by Guests
	+ Summary of presentations from the Opening Session
	+ Information on obtaining the documents from the meeting (prior to them being housed in the ITU repository)

The incoming Host Organization should identify the GSC Chair well in advance of the GSC meeting.

### Vice Chairs

GSC Vice Chairs are identified by the preceding and upcoming GSC meeting host(s). The Vice Chairs are responsible for assisting the GSC Chair. In the event that the GSC Chair is unable to perform his or her functions, the Vice Chair from the preceding meeting host is able to step in and maintain a smooth flow.

The Vice Chair from the preceding meeting host, or a senior representative from the preceding meeting host, is responsible for providing a summary from the previous GSC meeting during the opening session.

The Vice Chair from the upcoming GSC meeting host is responsible for providing information on the next GSC meeting during the closing session.

### Secretary (at the discretion of the Host Organization)

It is at the discretion of the Host Organization to have a GSC Secretary. The Secretary is typically responsible for the following:

* Preparing the agendas and meeting reports from the GSC-HoD conference calls
* Chairing the GSC-HoD conference calls
* Preparing the GSC agenda
* Reviewing documents submitted to GSC and numbering them accordingly
* Other duties as assigned by the Host Organization

### Communiqué Drafting Group Chair

The Communiqué Drafting Group Chair is responsible for leading the development of the Communiqué and presiding over the meetings of the Communiqué Drafting Group. It is highly recommended that the Chair prepare a draft Communiqué and distribute this prior to GSC.

It is highly recommended that the Chair be someone other than the Secretary (if applicable).

### Session Facilitators

Each strategic topic should have a Session Facilitator, who is responsible for the following:

* Reviewing the material submitted
* Moderating the session and questions/discussions between panelists and audience
* Providing a *brief summary* (few sentences), in writing, of the major highlights and takeaways from the session, and providing this information to the Communiqué Drafting Group

## AT THE MEETING

A typical GSC meeting schedule is as follows:

|  |  |  |
| --- | --- | --- |
| Day | Activity | Duration |
| Day 0 | Heads of Delegation Management Team Meeting | Usually one hour in the late afternoon/evening |
| Day 1 | GSC  | Morning and afternoon |
| Communiqué Drafting Group | Lunch |
| Social Event | Evening |
| Day 2 | GSC  | Morning and afternoon |
| HoD Meeting | Lunch |
| Communiqué Drafting Group | Lunch and last coffee break |

Table 2 – GSC Meeting Outline

### Management Team Meeting

This meeting is usually held the day prior to GSC. It is an opportunity for the Chairs, Vice Chairs and Session Facilitators to meet with the Host Organization and HoDs to adjust and finalize the agendas for the respective sessions. A sample agenda can be found in Annex B.

### Heads of Delegation Luncheon

This is intended to focus the HoDs on strategic issues that have been raised prior to or during the main meetings and to discuss future directions and themes for upcoming GSC meetings. The HoD from the Host Organization is responsible for presenting the report to GSC during the closing session.

### Communiqué Drafting Group

During the Management Team meeting, the GSC Chair will organize a group responsible to draft/update a Communiqué. The GSC Chair invites each Member to name a representative to participate in the Drafting Group. The Drafting Group also consists of a Chair (appointed by the Host Organization) and the Session Facilitators. The Communiqué includes factual information about the GSC meeting (when, where, host, etc.) and provides a summary of the meeting. The Communiqué Drafting Group Chair will present the draft Communiqué to GSC during the closing session for approval.

### Following the Meeting

ITU-T maintains the permanent repository for GSC documentation. Once the HoDs agree that the documents are stable and free of errors, responsibility passes to ITU-T.

## ANNEX A SAMPLE GSC MEETING AGENDA

|  |
| --- |
| **Date** |
| **Time** | **Agenda Item** | **Subject** | **Official / Speaker** | **Organisation** | **Document Number** |
|  | **1** | **Welcome and Opening Remarks** |
| 1.01 | Welcome |  |  |  |
| 1.02 | Opening Remarks/Keynote  |  |  |  |
| 1.03 | Approval of Agenda |  |  |  |
| 1.04 | Summary of Previous GSC  |  |  |  |
| (for info) | List of participants |  |  |  |
| **2** | **GSC Member Presentations**  |
| **3** | **Strategic Topic #1** |
| **4** | **Strategic Topic #2** |
| **5** | **Task Force Report (if applicable)** |
| **6** | **Closing Session** |
| 6.01 | Opening Session report |  |  |  |
| 6.02 | Report from HoD meeting |  |  |  |
| 6.03 | Approval of Communiqué |  |  |  |
| 6.04 | Next Meeting  |  |  |  |
| 6.05 | Any Other business |  |  |  |
| 6.06 | Closing of Meeting |  |  |  |

##

## ANNEX B SAMPLE MANAGEMENT TEAM MEETING AGENDA

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Agenda Item** | **Subject** | **Official/Speaker** |
|  | 1 | Welcome and Opening Remarks | GSC Chair |
|  | 2 | Approval of Agenda | GSC Chair |
|  | 3 | Information on logistical arrangements | GSC Meeting Coordinator |
|  | 4 | Social Event | GSC Meeting Coordinator |
|  | 5 | HoD Lunch | GSC Meeting Coordinator |
|  | 6 | Final review of GSC Agenda | GSC Chair |
|  | 7 | Review of Strategic Topic #1  | GSC Strategic Topic #1 Facilitator  |
|  | 8 | Review of Strategic Topic #2 | GSC Strategic Topic #2 Facilitator  |
|  | 9 | Review of Task Force Report (if applicable) | GSC Task Force Chair |
|  | 10 | Creation of Communiqué Drafting Group | GSC Chair |
|  | 11 | Any Other Business | GSC Chair |
|  | 12 | Close of Meeting | GSC Chair |