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| A black and white logo  Description automatically generated with low confidence | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2022-2024 | SG17-TD\*\*\* |
| **STUDY GROUP 17** |
| **Original: English** |
| **Question(s):** | \*\*/17 | Venue, Date |
| **TD** |
| **Source:** | Rapporteur Q\*\*/17  |
| **Title:** | Draft Report of Q\*\*/17 meeting [venue, date] |
| **Purpose:** | Information |
| **Contact:** | Click here to enter text. | E-mail:  |

|  |  |
| --- | --- |
| **Keywords:** | Meeting report; Q\*\*/17; |
| **Abstract:** | This is a meeting report of Q\*\*/17. |

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Question \*\*/17 – Title of question

*Part I – This part is the executive summary of the meeting.*

*Editor’s note – This template is prepared for each question to be used commonly, but in some case it can modified by Rapporteur.*

# Introduction

Question xx/17 was addressed in # sessions [during the SG17 meetings] from \*\*-\*\*, under the chairmanship of Name (Company, Country). The group adopted the agenda in SG17-TD\*\*.

# IPR Call

The Rapporteur, Name (Company, Country) reminded the meeting participants of the ITU-T IPR Policy (see <http://www.itu.int/en/ITU-T/ipr/Pages/default.aspx>) and asked those present whether anyone has knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered.

The Rapporteur reminded the participants that any ITU-T member organization putting forward a standardization proposal should draw the attention of the TSB Director to any known or pending patent and any other applicable IPR issues.

Option 1: There was a declaration received by TSB. It relates to implementation of the work item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (see details in SG17-TDxxx/WPx).

Option 2: No declarations were made during the meeting.

# Meeting outcomes

The achievements from this meeting are reported as follows:

Results of the meeting

* Finalized for approval, determination, consent and agreement \*\*;
* Approved oLSs: \*\*;
* Approved new work items: \*\*;
* Made progress on work items: \*\*;

Outstanding issues which are requested to be discussed at the WP meeting

-

*Part II – This part is the items for approvals at the WP meeting.*

# Deliverables from the meeting

# Draft Recommendations for TAP Approval

| **Q** | **Acronym** | **Title** | **New/ Revised** | **Base text** | **Equivalente.g., ISO/IEC** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

# Draft Recommendations for TAP Determination

| **Q** | **Acronym** | **Title** | **New/ Revised** | **Base text** | **A.5 justification** | **Equivalente.g., ISO/IEC** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

# Draft Recommendations for AAP Consent

| **Q** | **Acronym** | **Title** | **New/ Revised** | **Base text** | **A.5 justification** | **Equivalente.g., ISO/IEC** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

# Other draft documents for Approval/Agreement

| **Q** | **Acronym** | **Title** | **New/ Revised** | **Base text** | **Equivalente.g., ISO/IEC** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

# New work items

| **Q** | **Acronym** | **Title** | **New/ Revised** | **Editors** | **Timing** | **Base text** | **Equivalente.g., ISO/IEC** | **Discussion** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | Reference section of the report in clause 6 |

# Deleted work items

| **Q** | **Acronym** | **Title** | **New/ Revised** | **Editors** | **Timing** | **Base text** | **Equivalente.g., ISO/IEC** | **Discussion** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | Reference section of the report in clause 6 |

# Outgoing liaison statements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Q** | **Title** | **To** | **Base text** | **Related to iLS** |
|  |  |  |  | TD\*\* |

# Issues requeued for decisions

*Editor’s NOTE – please identified issues to request decisions at the WP meeting if any.*

*Part III – This part is the items for endorsements at the WP meeting.*

# Work programme

The current work items for Qxx/17 are included in Annex E (the requested changes are shown in red).

# Results of discussions

*Editor’s NOTE – please provide a summary of the overall discussion and progress made, and identified issues to request decisions at the WP meeting if any.*

# Future meetings

# Rapporteur meetings (interim meetings)

*Editor’s NOTE –Future plan of the Q\*\*/17 rapporteur meetings need to be approved at the WP meeting.*

Q\*\*/17 proposes to organize the following interim Rapporteurs’ groups meetings for approval by WP\*\*/17.

| **Q** | **Date** | **Place / Host** | **Terms of reference** | **Contact** |
| --- | --- | --- | --- | --- |
| \*\*/17 |  |  |  |  |

Details will be circulated through e-mail reflector t22sg17q\*\*@lists.itu.int and will be posted on the ITU-T SG17 Rapporteur Group meetings website: [Rapporteur Group Meetings](https://www.itu.int/net/ITU-T/lists/rgm.aspx?Group=17).

# Question meetings at the next SG17 meeting

*Editor’s NOTE – Candidates for approval, consent and determination at the next meeting should be indicated in the objectives in this clause.*

Q\*\*/17 is planning to meet again during the next ITU-T SG17 meeting (Date).

The objectives of the next Q\*\*/17 meeting are:

* to finalize \*\* for approval, determination, consent and agreement.
* to discuss contributions addressed to improve ongoing work items.
* to discuss iLSs and prepare oLSs.
* to consider proposal to start new work items.

Details will be posted on the ITU-T SG17 website: [SG17 - Security](https://www.itu.int/en/ITU-T/studygroups/2022-2024/17/Pages/default.aspx)​.

# Other business

None.

# Appreciation

The Rapporteur of Q\*\*/17 thanks all participants for their work.

\_\_\_\_\_\_\_\_

# Annex A

**A.1 justification: Proposed new Recommendation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question:** |  | / | **Proposed new ITU‑T Recommendation** | <Meeting date> |
| **Reference and title:** | Recommendation ITU‑T <X.xxx> "Title" |
| **Base text:** | <C nnn> or <TD nnnn> | **Timing:** | <Month-Year> |
| **Editor(s):** | <Name, membership, e‑mail address> | **Approval process:** | <AAP or TAP> |
| **Scope** (defines the intent or object of the Recommendation and the aspects covered, thereby indicating the limits of its applicability): |
|  |
| **Summary** (provides a brief overview of the purpose and contents of the Recommendation, thus permitting readers to judge its usefulness for their work): |
|  |
| **Relations to ITU‑T Recommendations or to other standards** (approved or under development): |
|  |
| **Liaisons with other study groups or with other standards bodies:** |
|  |
| **Supporting members that are committing to contributing actively to the work item:** |
| <Member States, Sector Members, Associates, Academia> |

Annex B

**A.13 justification: Proposed new ITU-T Supplement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question: |  | / | Proposed new ITU‑T Supplement | <Meeting date> |
| **Reference and title:** | Supplement ITU‑T <X.xxx> "Title" |
| **Base text:** | <C nnn> or <TD nnnn> | **Timing:** | <Month-Year> |
| **Editor(s):** | <Name, membership, e‑mail address> | **Approval process:** | Agreement |
| **Scope** (defines the intent or object of the Supplement and the aspects covered, thereby indicating the limits of its applicability):  |
|  |
| **Summary** (provides a brief overview of the purpose and contents of the Supplement, thus permitting readers to judge its usefulness for their work): |
|  |
| **Relations to ITU‑T Recommendations or to other standards** (approved or under development): |
|  |
| **Liaisons with other study groups or with other standards bodies:** |
|  |
| **Supporting members that are committing to contributing actively to the work item:** |
| <Member States, Sector Members, Associates, Academia> |

# Annex C

**List of input documents addressed to Q\*\*/17**

1. Contributions

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Source** |
|  |  |  |

1. Temporary documents

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Source** |
|  |  |  |

# Annex D (for rapporteur meeting)

**List of participants to Q\*\*/17**

|  |  |  |
| --- | --- | --- |
| **Name** | **Affiliation** | **Contact** |
|  |  |  |

# Annex E

**Work Programme of Question \*\*/17**

* **Question**: Number of the Question responsible for the development of a work item
* **Work item**: Short name identifying a (draft or approved) Recommendation or other text. It may be a provisional name or the final publication designation (e.g. H.264)
* **Type of text**: One of: Recommendation (including amendment/corrigenda); Supplement; Resolution; Handbook; Implementer's Guide; Directives; Technical papers and tutorials; or Other
* **Equiv. Num.**: If any, designation of the equivalent document as published by another standards development organization (e.g., for Common texts with ISO/IEC JTC1)
* **Version**: Indication of whether a work item is new or revised
* **Status**: Current Approval state of a work item. One of: Under Study, Consented, Determined…
* **Approval process**: One of: Traditional Approval Process (TAP); Alternative Approval Process (AAP); or Agreement
* **Priority**: One of: Low; Medium; or High
* **Timing**: Best current estimate of the expected year and month of Determination (TAP), Consent (AAP), or Agreement (non-normative materials) of a work item
* **Liaison relationship**: List of groups/organizations coordinating work on a topic
* **Subject / Title**: Best current expectation of the full name of a work item
* **Base text(s)**: Previous published version of a work item and/or its latest draft. It may also include reference to A.5 justification documentation.
* **Editor(s)**: Person(s) responsible for coordinating development of a work item

| **Q** |  | **Work item** | **Type of text** | **Equiv. Num.** | **Version** | **Status** | **Approval process** | **Timing** | **Liaison relationship** | **Subject / Title** | **Base text(s)** | **Editor(s)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. TDs referred in this report might be updated. Reference to a “TD number” refers to the “latest version” (or revision) of the TD, unless otherwise noted. To access the updated TDs, type the URL https://www.itu.int/md/T22-SG17 in the address field of your web browser, followed by the meeting date and TD number. For example, [https://www.itu.int/md/T22-SG17-220510-TD-PLEN-0001/en.](https://www.itu.int/md/T22-SG17-220510-TD-PLEN-0001/en) [↑](#footnote-ref-1)