|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A black and white logo  Description automatically generated with low confidence | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | | | SG17-TDxxx |
| **STUDY GROUP 17** |
| **Original: English** |
| **Question(s):** | | | Please indicate all Qs related to WPx/17 | [venue, date] | | |
| **TD** | | | | | | |
| **Source:** | | | Chairman WPx/17 | | | |
| **Title:** | | | Draft Report of Working Party x/17 [venue, date] | | | |
| **Contact:** | | Contact name Organization Country | | | Tel: +xx Fax: +xx Email: a@b.com | |

|  |  |
| --- | --- |
| **Abstract:** | This is a meeting report of WPx/17. |

Table of Contents

[1 Introduction 2](#_Toc98323537)

[2 IPR issues 2](#_Toc98323538)

[3 Working Party x/17 summary 2](#_Toc98323539)

[4 Deliverables from the meeting 2](#_Toc98323540)

[4.1 Draft Recommendations for TAP Approval 3](#_Toc98323541)

[4.2 Draft Recommendations for TAP Determination 3](#_Toc98323542)

[4.3 Draft Recommendations for AAP Approval 3](#_Toc98323543)

[4.4 Draft Recommendation for AAP Consent 3](#_Toc98323544)

[4.5 Other draft documents for Approval/Agreement 3](#_Toc98323545)

[4.6 Recommendations and other texts proposed for deletion 3](#_Toc98323546)

[4.7 New work items 3](#_Toc98323547)

[4.8 Deleted work items 3](#_Toc98323548)

[4.9 Outgoing Liaison Statements 4](#_Toc98323549)

[5 Summary discussions from Questions 4](#_Toc98323550)

[5.1 Highlights of Qxx/17 4](#_Toc98323551)

[5.2 Report from Liaison Rapporteurs 4](#_Toc98323552)

[6 Proposed interim WP/Rapporteur meetings 4](#_Toc98323553)

[6.1 Interim Rapporteur meetings 4](#_Toc98323554)

[6.2 Interim WP meetings 5](#_Toc98323555)

[6.2.1 WP meeting with question meetings 5](#_Toc98323556)

[6.2.2 WP meeting without question meetings 5](#_Toc98323557)

[6.3 WP/Question meeting during next SG17 meeting 5](#_Toc98323581)

[7 Work Program 5](#_Toc98323582)

[8 Other business 5](#_Toc98323583)

[9 Closure 5](#_Toc98323584)

**[[1]](#footnote-2)**

**WP \*\*/17– Title of WP**

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

# Introduction

Interim WPx/17 met from [date] and was chaired by [Name (Company, Country)] and assisted by [Name (Company, Country)]. The group adopted the agenda in SG17-TD\*\*.

The title of WPx/17 is “title”. The structure and leadership of WPx/17 for this study period are as follows:

|  |  |  |
| --- | --- | --- |
| WPx/17 | Title | Chairman: Name Company, Country  Vice-chairman: Name Company, Country |
| Qxx/17 | Title | Rapporteur: Name Company, Country  Associate rapporteur: Name Company, Country |

# IPR issues

WPx/17 Chairman 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.

Chairman 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).

Option 2: No declarations were made during the plenary.

# Working Party x/17 summary

The outcomes achieved at this meeting are reported as follows:

* Approval, determination, decision, consent and agreement \*\*;
* Approved oLSs: \*\*;
* Approved new work items: \*\*;
* Made progress on work items: \*\*;

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

*Note: please provide the detailed results of the meeting.*

*Part II – This part is the issues for approvals at the SG meeting.*

# Deliverables from the meeting

## Draft Recommendations for TAP Approval

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

## Draft Recommendations for TAP Determination

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

## Draft Recommendations for AAP Approval

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

## Draft Recommendation for AAP Consent

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

## Other draft documents for Approval/Agreement

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

## Recommendations and other texts proposed for deletion

| **Q** | **Document designation** | **Title** | **New/ Revised** | **Reference** | **Equivalent e.g., ISO/IEC** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

## New work items

| **Q** | **Acronym** | **Title** | **New/ Revised** | **Editors** | **Timing** | **Base text** | **Equivalent e.g., ISO/IEC** | **Discussion** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | Reference section of the report in clause 5 |

## Deleted work items

| **Q** | **Acronym** | **Title** | **New/ Revised** | **Editors** | **Timing** | **TD number** | **Equivalent e.g., ISO/IEC** | **Discussion** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | Reference section of the report in clause 5 |

## Outgoing Liaison Statements

All draft outgoing liaison statements, which have been presented by Rapporteurs of the Questions of the WPx/17, were examined during the WPx/17 plenary session.

**Annex A** lists the outgoing liaison statements proposed for approval by SG17.

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

# Summary discussions from Questions

## Highlights of Qxx/17

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\*\*.

The report of Qxx/17 meeting is contained in SG17-TDxxx/WPx.

*Note: please provide a brief summary of discussions for every Questions related to WPx/17.*

*….* The outcomes achieved at 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

-

## Report from Liaison Rapporteurs

*Note: please indicate if needed*

# Proposed interim WP/Rapporteur meetings

## Interim Rapporteur meetings

| **Question** | **Date** | **Place / Host** | **Terms of reference** | **Contact** | **Email reflector** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | t22sg17qxx@lists.itu.int |
|  |  |  |  |  |  |

*Note: details will be posted on the ITU-T SG17 Rapporteur Group meetings website at* [*Rapporteur Group Meetings*](https://www.itu.int/net/ITU-T/lists/rgm.aspx?Group=11&type=interim)*.*

## Interim WP meetings

## WP meeting with question meetings

| **Question/WP** | **Objectives** | **Contact** |
| --- | --- | --- |
| WPx/17 |  | [tsbsg17@itu.int](mailto:tsbsg17@itu.int) |
| Qxx/17 |  |
|  |  |

## WP meeting without question meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP** | **Date** | **Place / Host** | **Terms of reference** | **Contact** | **Email reflector** |
|  |  |  |  |  | [t22sg17all@lists.itu.int](mailto:t22sg17all@lists.itu.int) |

## WP/Question meeting during next SG17 meeting

WPx/17 and its Questions meetings are planned to take place on [Date of the next SG17 meeting]. The objectives for the meeting are highlighted below:

| **Question/WP** | **Objectives** | **Contact** |
| --- | --- | --- |
| WPx/17 |  | [tsbsg17@itu.int](mailto:tsbsg17@itu.int) |
| Qxx/17 |  |
|  |  |

# Work Program

**Annex B** includes the updated WPx/17 work programme.

# Other business

# Closure

Annex A

**List of WPx/17 outgoing liaison statements**

The text of these liaison statements proposed for approval by SG17 can be found in relevant TDs.

| **#** | **TD number** | **Questions** | **WP** | **To** | **For** | **Title** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | SG17-TDxxx | Qxx/17 | WPx/17 |  | For information/for action |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

Annex B

**Updated WPx/17 work programme**

* **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)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

*Note: the* work programme of SG17 *will be updated accordingly at* [*ITU-T work programme*](https://www.itu.int/ITU-T/workprog/wp_search.aspx?sg=17)*.*

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

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-2)