

**ITU-T SG20 and SG5 session for Newcomers**

# **Participating in ITU-T Activities: Information for Newcomers**

**SG20 and SG5 Newcomers' virtual session, 27 Sept 2021**

ITU-T SG20 Mentor

## ITU events

- ITU brings people together physically through regular meetings, conferences and seminars and electronically through the Internet.
- These events are listed in a [calendar](#) on ITU's website.
- Subscribe to stay informed:
  - [General Secretariat](#)
  - [Radiocommunication](#)
  - [Standardization](#)
  - [Development](#)



# MyMeetings

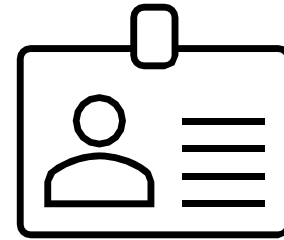
The ITU-T [MyMeetings](#) tool provides a consistent, efficient e-meetings service to participants in the work of ITU-T. Among its benefits are:

1. Hosted on ITU servers, which are accessible from all countries and regions.
2. Completely web-based; no OS limitation and no application installation.
3. Same e-meetings tool for fully electronic meetings and remote participation at physical meetings.
4. User authentication, including access control for statutory meetings (users must register beforehand).
5. Low bandwidth requirements for video and audio.
6. Self-service and on-demand meetings (coming soon).

## Newcomers – Essential information (1)

Before the meeting (or as early as possible):

- **TIES account:** Access to meeting documents and resources  
[If you do not already have one, you should [register](#) asap]
- **Website:** Useful information and contact details.
- **Collective letter:** Describes meeting arrangements.
- **Circulars:** Inform membership about important events.
- **Registration:** Done electronically via study group home page  
NEW: checking via the Designated Focal Point of the Member.

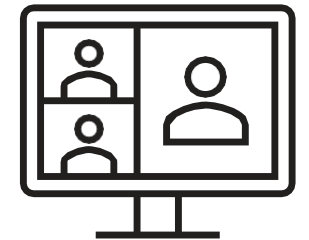
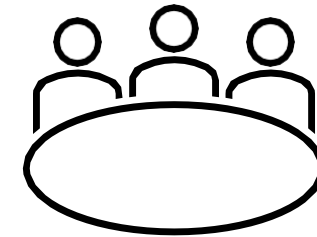


[In Geneva, receive your badge at the ITU Montbrillant building entrance. Without authorized badges, entry is not allowed into ITU buildings.]

## Newcomers – Essential information (1)

During the meeting (on-site):

- **Meeting room allocation:** Shown on monitors.
- **Seating plan:** seats at opening and closing plenaries are reserved for your delegation (nameplates). Most other sessions do not have dedicated seating.
- **Wi-Fi network in Geneva:** “ITUwifi-legacy”
- **Password:**
  - Your ITU User Account or email address registered with ITU; or
  - The username and password that is printed on your access badge, which is valid as per the date printed on your badge.
- **Loan laptops:** request at helpdesk; signed off by counsellor.
- **Developing countries:** fellowships.



During the meeting (virtual):

- Remote Participation: via [MyMeetings](#) or Webcast

# Newcomers - Essential information (2) Home page of Study Group

ITU-T's standardization work is done within technical Study Groups. The SG home page provides details about its area of responsibility, schedule of meetings and work in progress, as well as secure access to meeting documents and services.

## STUDY GROUP INFORMATION

Contact

SG20 at a glance

Mandate and lead roles

Structure

Management team

Questions under study and Rapporteurs

Editors

## MEETING IN FOCUS

- ▶ Announcement - Registration
- ▶ Draft Agenda
- ▶ Draft timetable
- ▶ Meeting room allocation | Mobile friendly version
- ▶ Remote participation
- ▶ Executive Summary
- ▶ Webcast [Archive]

## OTHER MEETINGS

- ▶ Rapporteur group meetings and Interim activities
- ▶ All SG20 meeting documents (2017-2020)

## MEETING DOCUMENTS AND SERVICES

- ▶ Recently posted - Search
- ▶ Documents [ All Docs - Cs - TDs - LS In - LS Out - Report ]
- ▶ Reports
- ▶ Informal FTP area
- ▶ Document sync tool
- ▶ Direct Document Posting
- ▶ Document Templates
- ▶ Author's Guide

## CURRENT WORK ITEMS

- ▶ Work programme
- ▶ Recommendations under AAP
- ▶ Recommendations under TAP
- ▶ A.1 justification form for proposed new Recommendations

Tools Documentation News

- ▶ Introductory presentation on SG20
- ▶ Circulars related to SG20
- ▶ Collective letters
- ▶ All contributions
- ▶ Reports

Tools Documentation News

- ▶ Apply for a TIES account (members only)
- ▶ ITU-T SG20 SharePoint collaboration site
- ▶ Informal FTP area (IFA) and mailing lists archives
- ▶ Delegate resources
- ▶ Electronic Working Methods (EWM)
- ▶ Document sync tool

## Introducing ITU & ITU-T

- The ITU Telecommunication Standardization Sector (ITU-T) is a platform for governments and the private sector to coordinate development of the telecommunication networks and services that connect the world.
- ITU T complements ITU's Radiocommunication Sector (ITU-R), Development Sector (ITU-D) and General Secretariat in fulfilling ITU's strategic goals.



*ITU (International Telecommunication Union) is a specialized agency of the United Nations*

## ITU-T strategic goals

ITU-T is driven to remain the preeminent worldwide telecommunication standards body

- To develop interoperable, nondiscriminatory international standards (ITU-T Recommendations)
- To assist in bridging the standardization gap between developed and developing countries
- To extend and facilitate international cooperation among international, regional and national standardization bodies



# Importance of global standards

Manufacturers, network operators and consumers all benefit from international standards:



Essential for international communications and trade



Driving competitiveness, efficiency and innovation



Providing interoperability and economies of scale



Lower prices and increased availability

# Participation

**Member States:**  
Governments and regulatory bodies

**Sector Members:**  
Private sector and regional / international organizations

**Associates (including SMEs):**  
Private sector (focus on one study group)

**Academia:**  
Universities and research establishments

**Invited experts:**  
Very limited role – on exceptional basis, by invitation from the Director of TSB in consultation with the chairman of the SG

ITU-T Membership and Services:  
[www.itu.int/en/ITU-T/membership](http://www.itu.int/en/ITU-T/membership)

## ITU elected officials 2019-2022



**Houlin Zhao** of China:  
Secretary-General of ITU



**Malcolm Johnson** of UK:  
Deputy Secretary-General

### Directors of the three Bureaux



**Mario Maniewicz**  
of Uruguay:  
Radiocommunication  
(ITU-R)



**Chaesub Lee**  
of Korea:  
Standardization  
(ITU-T)



**Doreen Bogdan-Martin**  
of United States:  
Development  
(ITU-D)

# ITU sectors

## Three Sectors

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### **Standardization (ITU-T):**

promotes enabling technical, policy and regulatory frameworks to boost ICT development. It is a platform for governments and private sector to coordinate development of telecommunication networks and services that connect the world.

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### **Radiocommunication (ITU R):**

coordinates the shared global use of radio spectrum and geostationary satellite orbit

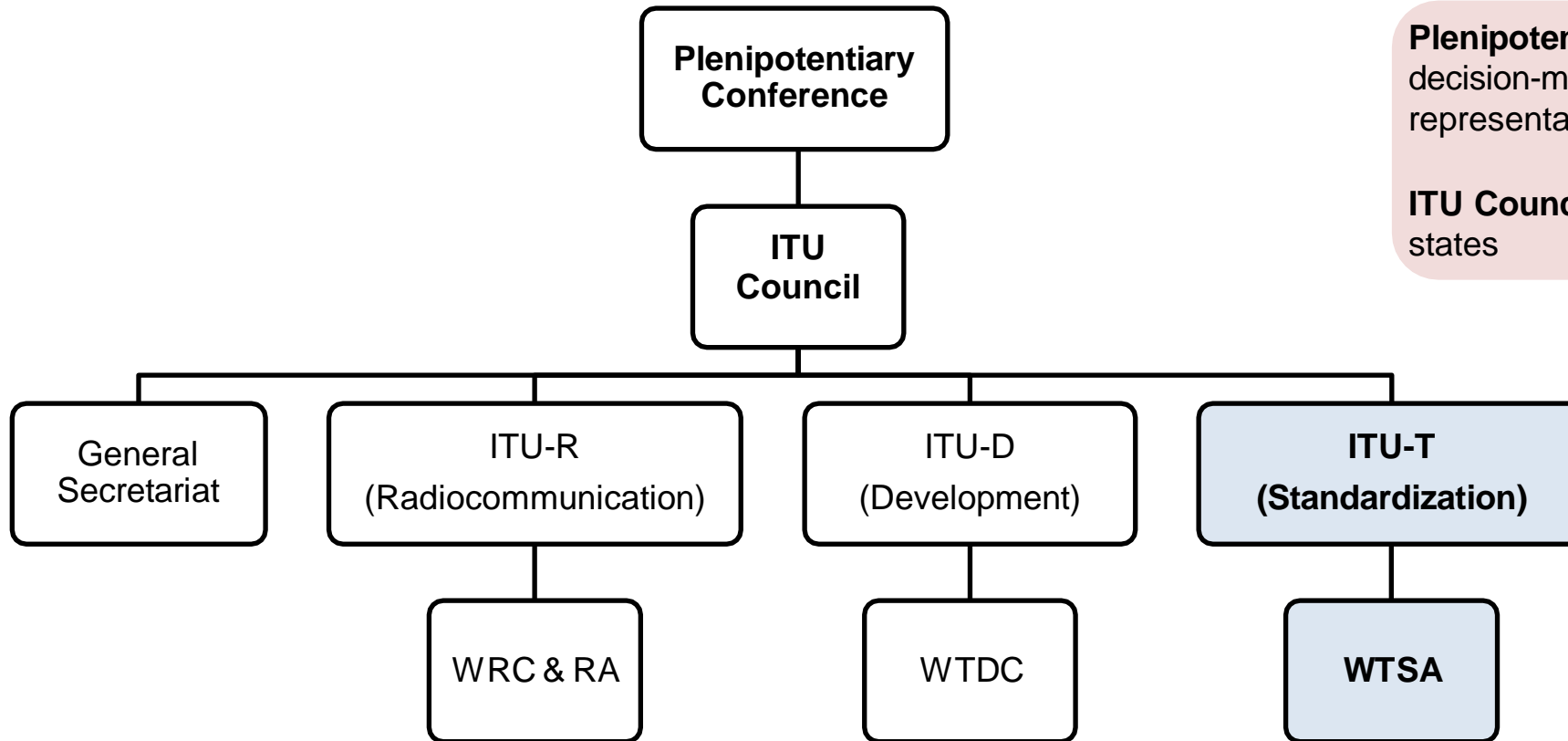
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### **Development (ITU-D):**

works to improve telecommunication infrastructure in the developing world

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# Structure and organization of ITU



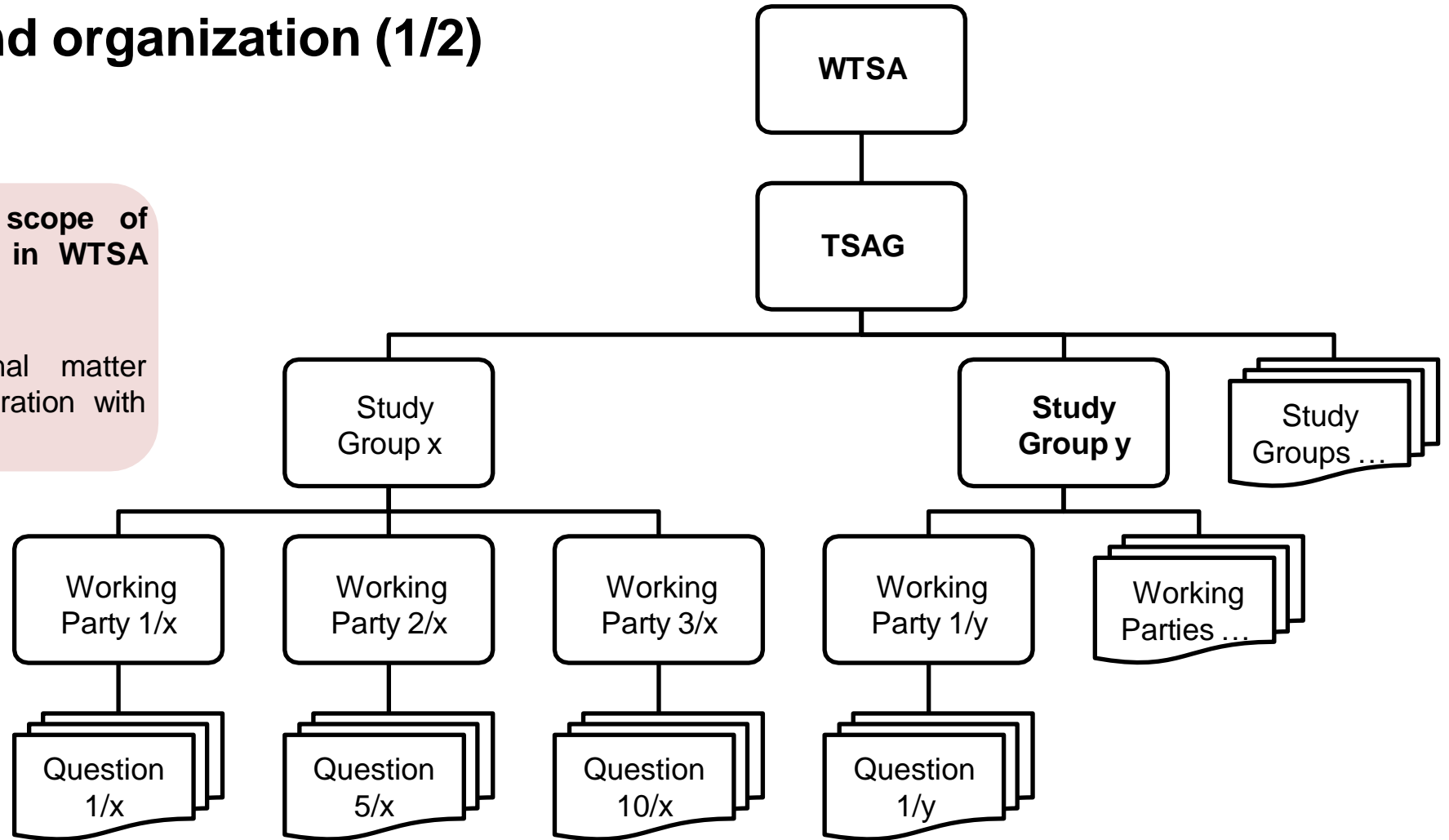
**Plenipotentiary Conference:** the highest decision-making body consisting of representatives from each member state

**ITU Council:** constituted by 48 council member states

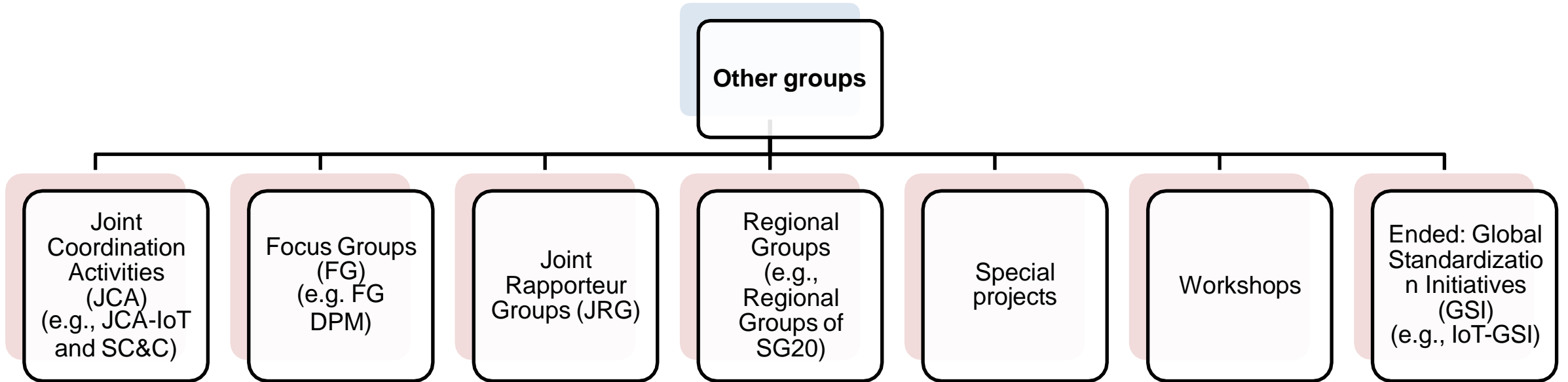
# ITU-T: Structure and organization (1/2)

Study Group structure and scope of SGs' activities is determined in WTSA every 4 years

**TSAG** discusses cross-sectional matter over SGs and promotes cooperation with organizations outside ITU-T



## ITU-T: Structure and organization (2/2)



# ITU-T Study Groups - 2017-2020

SG2 - Operational aspects

SG3 - Economic and policy issues

**SG5 - Environment and climate change**

SG9 - Broadband cable and TV

SG11 - Protocols and test specifications

SG12 - Performance, QoS and QoE

SG13 - Future networks, with focus on IMT-2020, cloud computing and trusted network infrastructures

SG15 - Transport, Access and Home

SG16 - Multimedia

SG17 - Security

**SG20 - Internet of Things and smart cities & communities**



“Study Group nn at a glance”:

<https://www.itu.int/en/ITU-T/about/groups/Pages/sgnn.aspx>



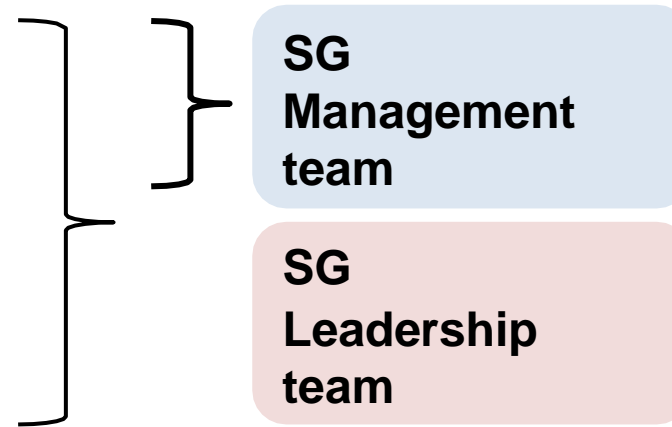
## Study Group roles

- Study Group Chairman and Vice-Chairmen
- Working Party Chairmen and Vice-Chairmen

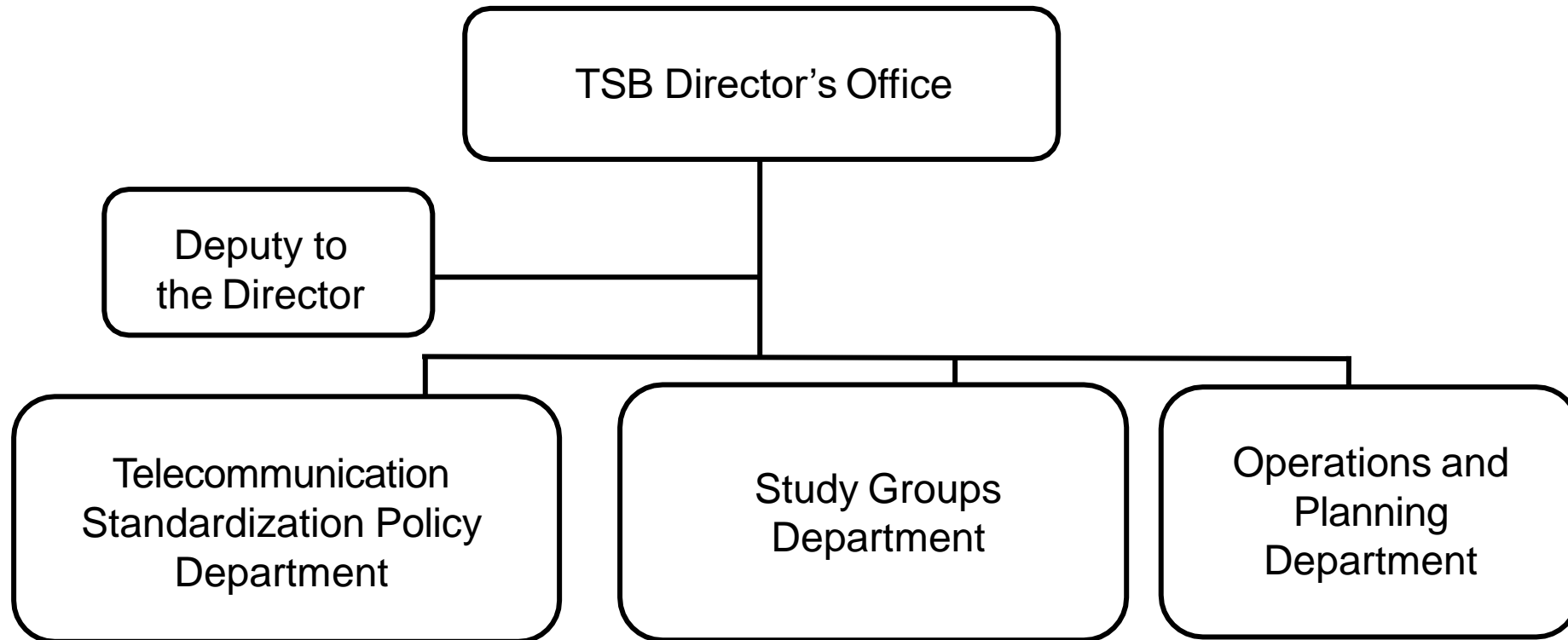
- Rapporteurs
- Associate Rapporteurs

- Editors
- Liaison Rapporteurs
- Delegates

- TSB Study Group Secretariat (ITU staff): Counsellor/Advisor/Engineer and Assistant(s)  
[tsbsg5@itu.int](mailto:tsbsg5@itu.int) or [tsbsg20@itu.int](mailto:tsbsg20@itu.int)



## TSB structure



## TSB secretariat services

Key role:  
facilitate  
standards  
development

Administrative  
support and  
technical  
knowledge

Meeting logistics

Procedural  
advice

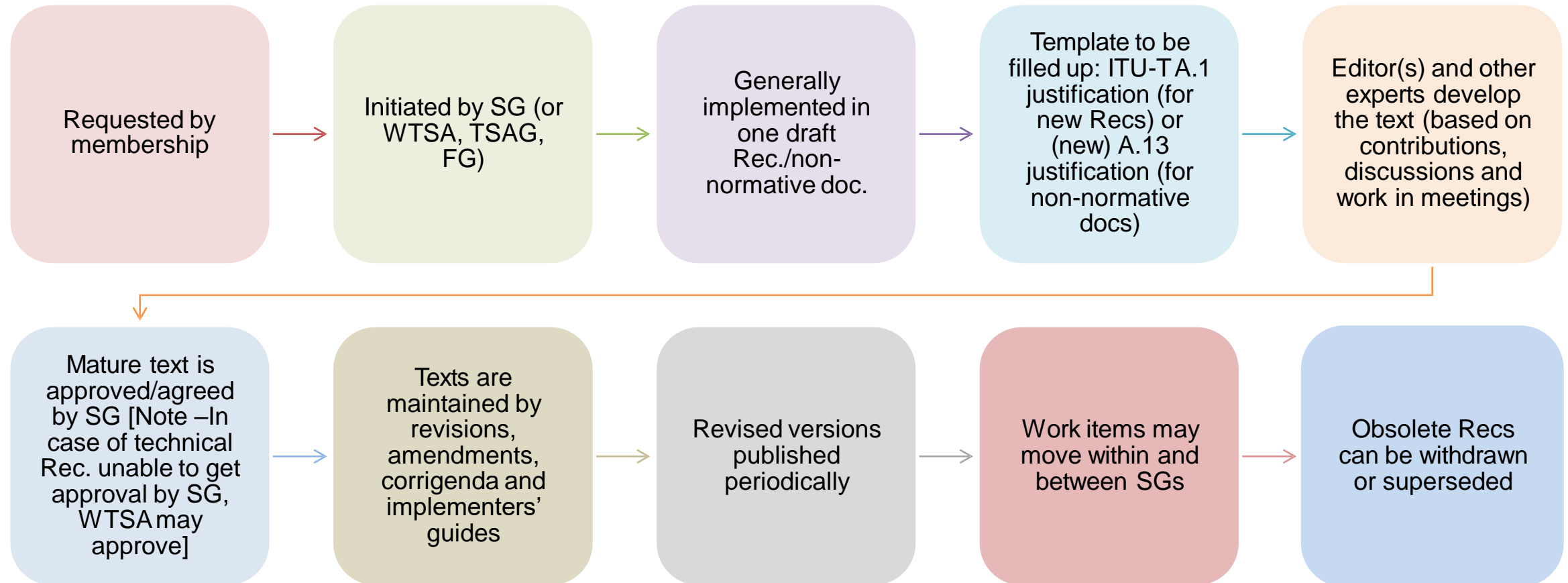
Document  
processing and  
distribution

Ensure quality of  
output standards

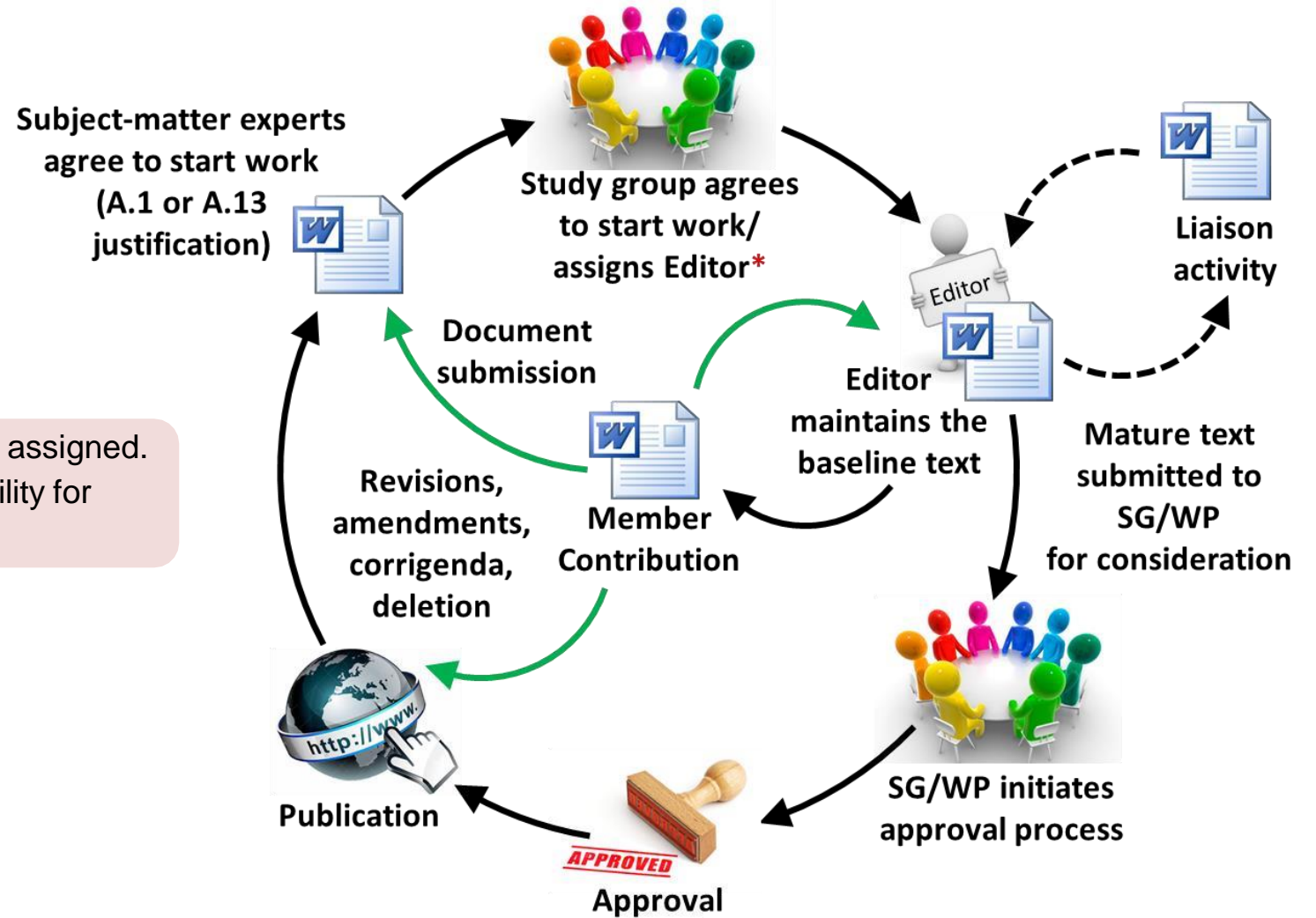
Coordinate  
routine Study  
Group activities

# Life cycle of a work item

ITU-T Work Programme: [www.itu.int/ITU-T/go/wpd](http://www.itu.int/ITU-T/go/wpd)



# Work item life cycle



\* The Rapporteur is Editor unless one is assigned. The Rapporteur always takes responsibility for quality.

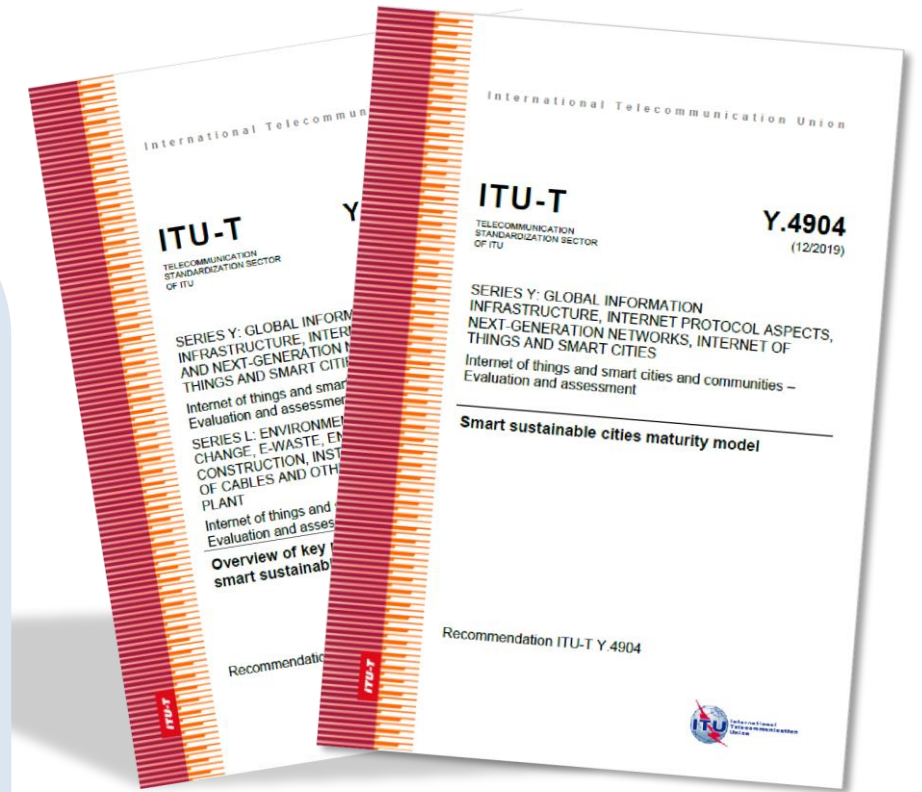
## Work item life cycle (cont.)

- ITU-T Work Programme: [www.itu.int/ITU-T/go/wpd](http://www.itu.int/ITU-T/go/wpd)
- Resolution 1 (TAP): <https://www.itu.int/pub/T-RES-T.1-2016>
- Recommendation ITU-T A.8 (AAP): [www.itu.int/rec/T-REC-A.8](http://www.itu.int/rec/T-REC-A.8)
- Author's guide: [www.itu.int/oth/T0A0F000004](http://www.itu.int/oth/T0A0F000004)
- ITU English Language Style Guide: [www.itu.int/SG-CP/docs/styleguide.doc](http://www.itu.int/SG-CP/docs/styleguide.doc)
- Considering end-user needs in developing Recommendations: [www.itu.int/oth/T0A0F000003/en](http://www.itu.int/oth/T0A0F000003/en)
- Manual for Rapporteurs/Editors: [www.itu.int/oth/T0A0F000006](http://www.itu.int/oth/T0A0F000006)

# ITU-T Publications 1/2

## Main products: ITU-T Recommendations

- Normative texts: Approved by members
- Recommendations are international standards
- Grouped into themed series
- Compliance only mandatory after adoption in law
- Developed at the request of membership
- Maintained through amendments, corrigenda and revisions



NOTE: The vast majority of all Recommendations, once the final editing process is complete, are made available in electronic (PDF) form free of charge to all

## ITU-T Publications 2/2

### Other publications

- Non-normative texts: Agreed by members
- Supplements (similar to Appendixes of a Recommendation)
- Implementers' guides
- Tutorials, technical papers, technical reports
- Focus Group deliverables
- Ad-hoc publications (handbooks, manuals, guides ...)

### GENERAL NOTE FOR ITU-T RECOMMENDATIONS AND OTHER PUBLICATIONS:

Prior to publication, approved/agreed texts undergo editorial review by the secretariat to ensure the high quality of ITU-T standards. Since this process takes time, the approved text is posted as a provisional "prepublished" version, not available to the public.



# Approval and agreement

NOTE: WTSA may approve texts when all else fails

## Traditional approval process (TAP)

- Default method for international standards (Recommendations) with regulatory or policy implications (e.g., numbering plans and tariffs)  
Note: How a SG can select between TAP and AAP is described in WTSA Res. 1 section 8

- Member States (MS) have final decision

## Alternative approval process (AAP)

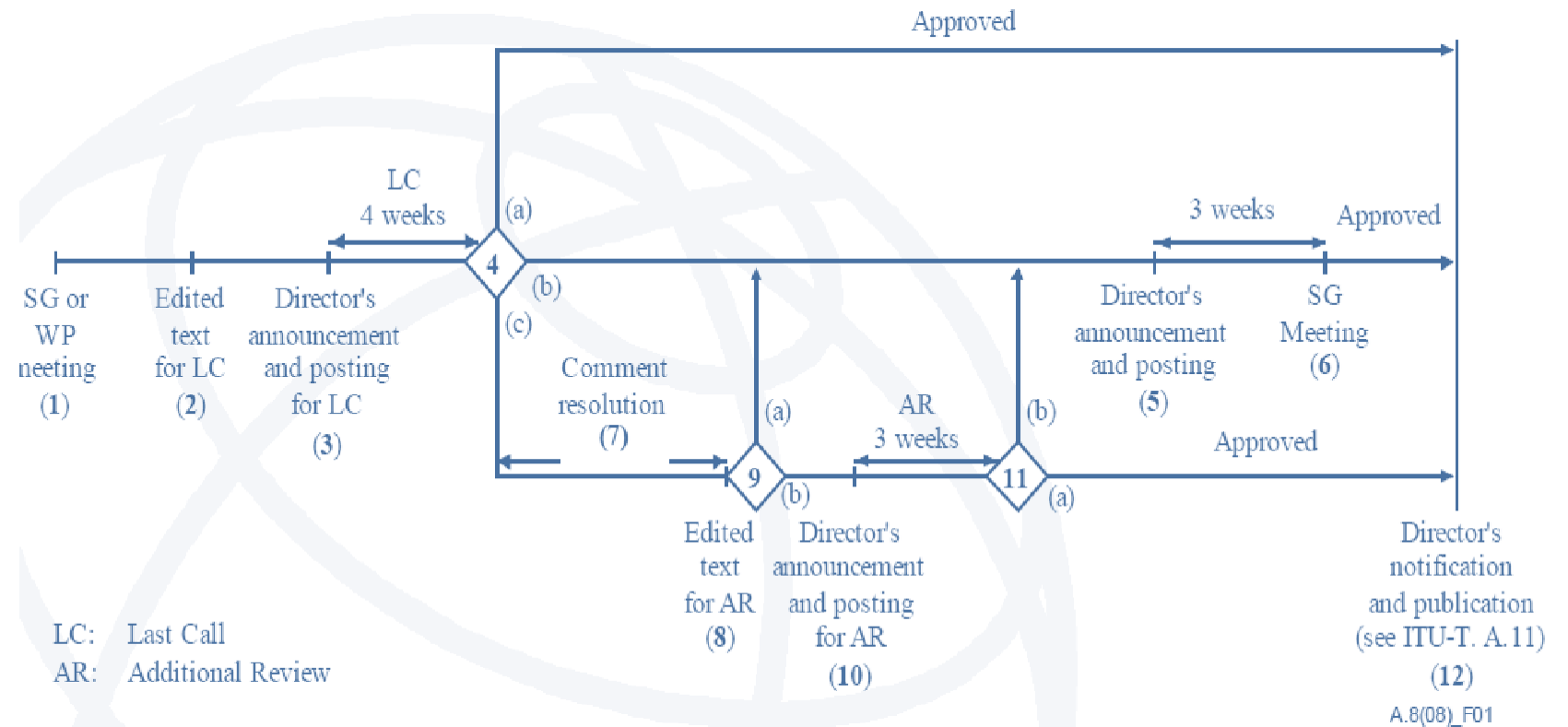
- Default method for technical Recommendations with no regulatory or policy implications
- MSs and SMs both fully participate

## Agreement

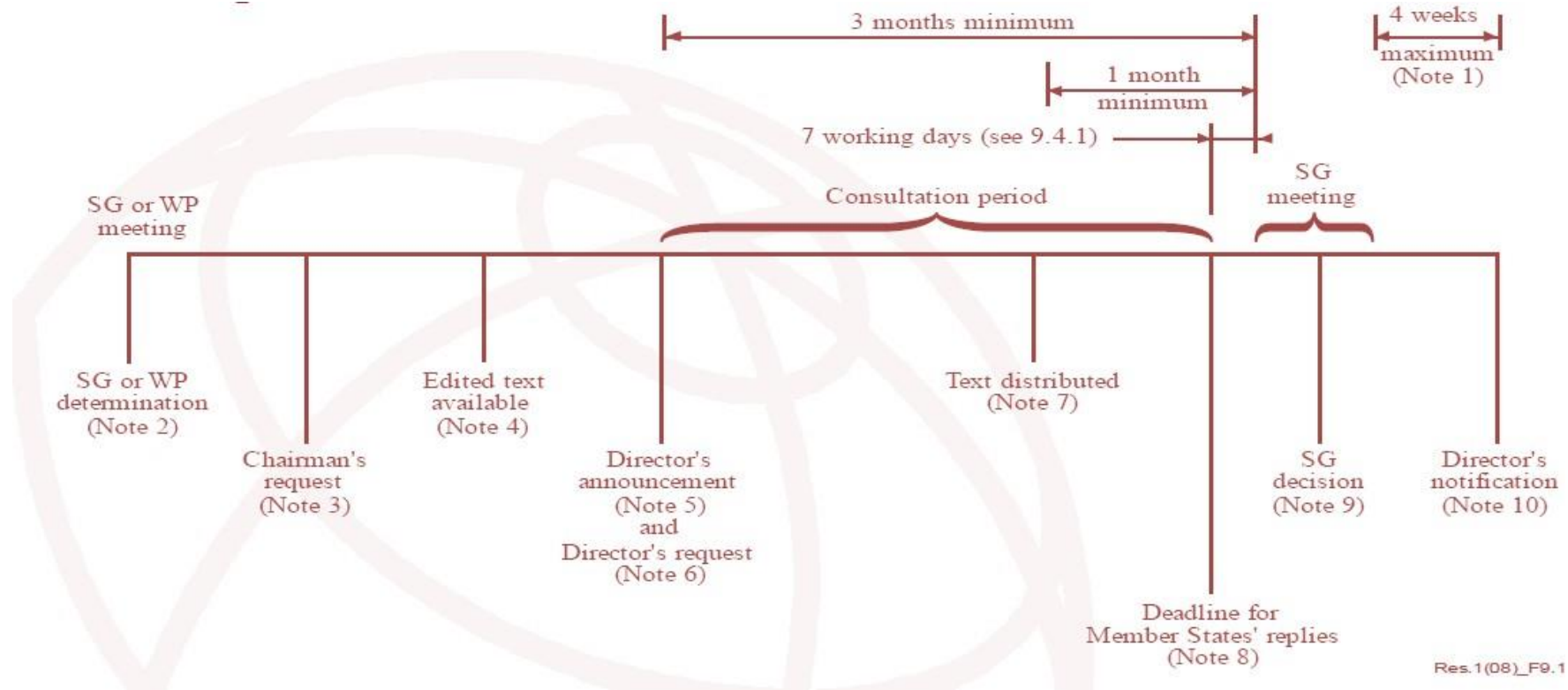
- Used for non-normative texts (supplements, handbooks, guides etc.)

# AAP process chart (ITU-T Rec. A.8)

1. SG or WP consent
2. Edited text available
3. Director's last call announcement and posting
4. Last call judgement
5. Director's study group announcement and posting
6. Study group decision meeting
7. Comment resolution
8. Edited text available
9. Next step judgement
10. Director's additional review announcement and posting
11. Additional review judgement
12. Director's notification



# TAP process chart (WTSA Res.1, section 9)



## TAP process chart (WTSA Res.1, section 9) (cont.)

1. Exceptionally, additional period of up to four weeks is granted upon member state delegation's request of extension for its decision
2. SG or WP DETERMINATION
3. CHAIRMAN'S REQUEST for Director's announcement of the intention to seek approval at next SG meeting.
4. EDITED TEXT AVAILABLE
5. DIRECTOR'S ANNOUNCEMENT
6. DIRECTOR'S REQUEST to Member States to inform him whether they approve or not the request that next SG can decide on approval
7. TEXT DISTRIBUTED
8. DEADLINE FOR MEMBER STATES' REPLIES: If 70% of replies received during the consultation period (up to 7 working days before the meeting) indicate approval, the approval process can proceed at next SG meeting (otherwise it does not take place). Disapproving Member States should advise their reasons for disapproving and indicate the possible changes that would facilitate further consideration and approval of the draft Recommendation.
9. STUDY GROUP DECISION: After debate at the SG meeting, the decision of the delegations to approve the Recommendation under the approval procedure must be unopposed. Reservations shall be noted in the report.
10. DIRECTOR'S NOTIFICATION whether the draft Recommendation is approved or not.

# Coordination and cooperation

## ITU-T work relies on coordination & cooperation

Formal  
liaison  
statements

Cooperation  
with other  
organizations  
(Recomm.  
ITU-TA.4,  
A.5 and A.6)

Joint  
Coordination  
Activities  
(JCAs)

Corresponde  
nce Groups

Special  
projects

Lead Study  
Groups

Extended SG  
management  
team:  
Chairman,  
Vice-  
chairmen,  
Rapporteurs,  
Liaison  
Rapporteurs,  
Editors,  
Secretariat

## Intellectual Property Rights (IPR)

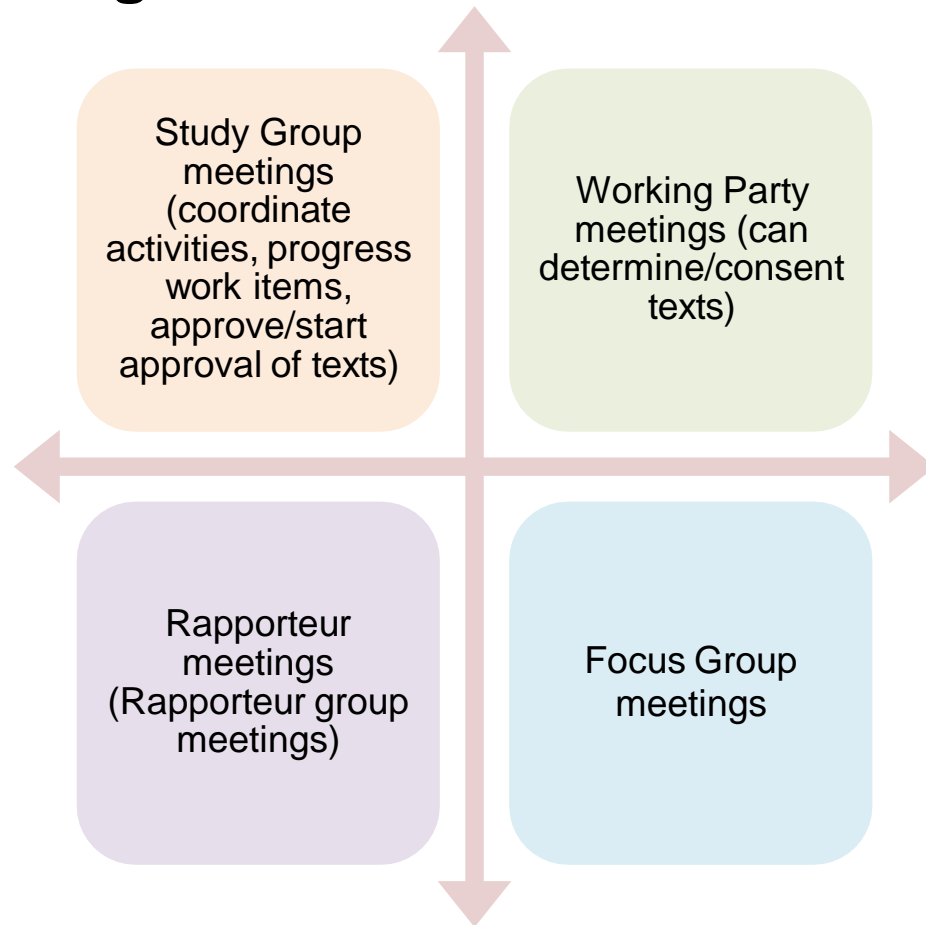
Legal rights that protect creations and inventions

Any IPR needed to implement Recommendations must be disclosed

Software Copyright Guidelines and Patent guidelines must be followed

Trademarks are not allowed in Recommendations

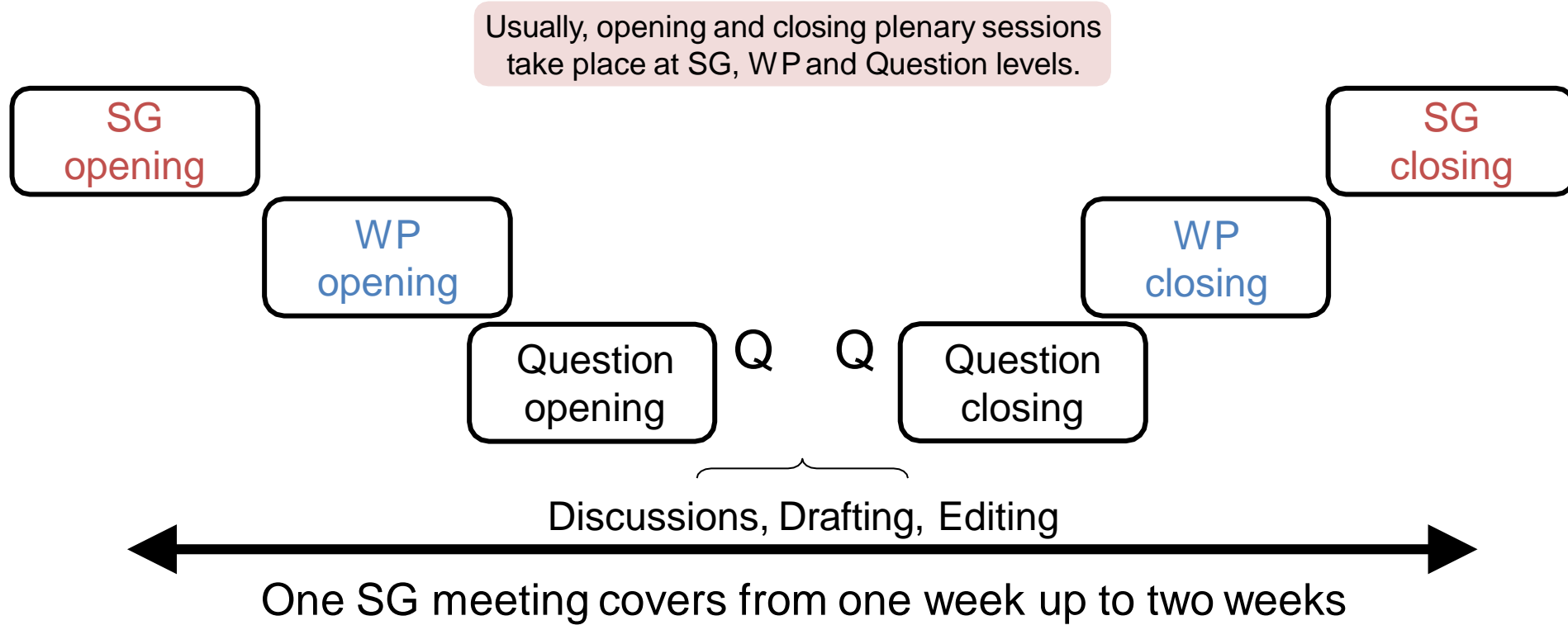
# Meetings



- Meeting location: in Geneva, outside Geneva (by invitation)
- Meeting date: varies by committee (SG/WP meetings notified by Circulars)
- Physical meetings, including with remote observation (i.e., webcast) and with (active) remote participation; virtual meetings (“e-meetings”)
- Current practice of running meetings “paperless”
- Languages (interpretation and translation)

Meeting information is listed on each SG homepage ([www.itu.int/en/ITU-T/studygroups](http://www.itu.int/en/ITU-T/studygroups))

# Meeting style in ITU-T





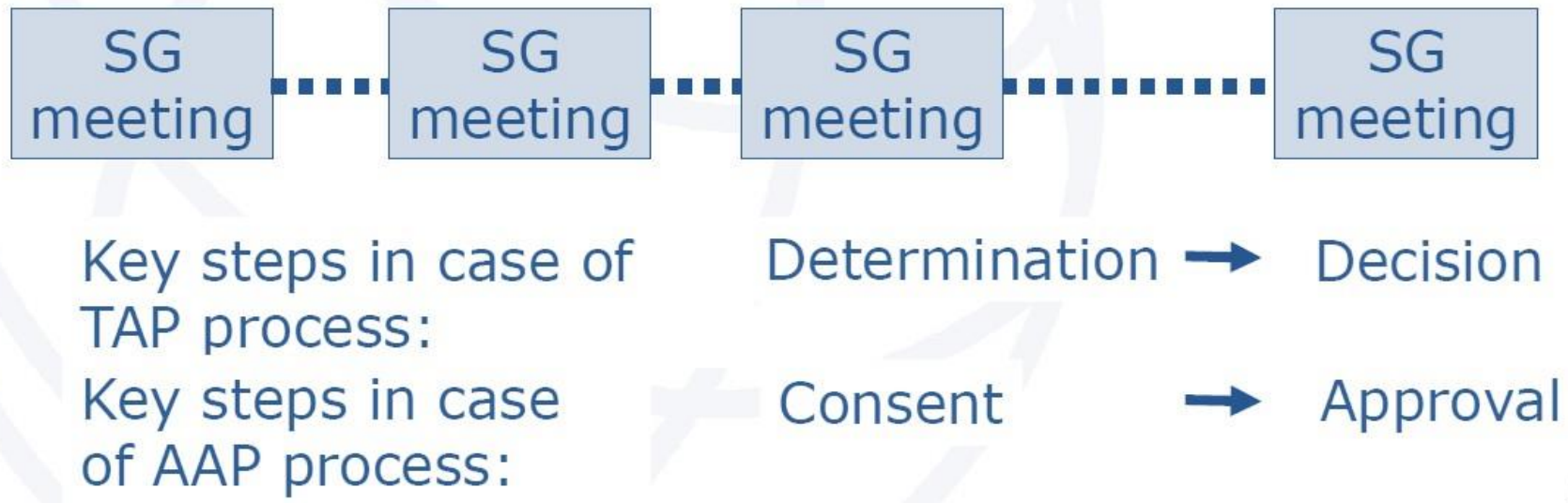
## Basic practices during a meeting

### Meeting conduct

- The meeting chairman ensures smooth running and should create an environment that allows the meeting to find consensus
- Participants are “given the floor” before speaking
- Participants are invited to speak clearly and slowly
- Reaching agreements
- Conflicting opinions may need concessions
- Resolution of disagreements is generally achieved by those directly involved
- Wherever possible, aim for “consensus”

## Process for completion of a Recommendation

- Usually, several meetings are necessary to produce one Recommendation.
- Every session and meeting has its own importance for progress and finalization of a document. As contributor, you should be well aware of the process and attentive to the progress of the work.



## ITU-T documents

- Formal meeting documents (SG home page)
  - Collective letters – meeting announcements
  - Circulars – other info to all membership (e.g. on events)
  - [Resolutions (revised every 4 years in WTSA)]
  - **Contributions** – written proposals submitted by members (sequential numbering inside a study period)

ITU-T is a contribution-driven (and consensus-based) organization .....

## ITU-T documents (cont.)

- **TDs** – produced by SG leadership team and TSB (sequential in a study period, multiple TD series possible)
- Liaison statements – communications with liaison partners
- Reports – reports created at meetings, draft texts
- Working documents (informal FTP area, collaboration site)
  - Rapporteur group meetings documents - some docs have no life outside the meeting (e.g. drafting docs), others are submitted as TD to next SG/WP meeting

## Meetings are document-oriented

- In summary, meeting results are recorded in the meeting report and implemented in draft Recommendations or Supplements (initial/updated versions).
- The report and all meeting output documents are usually available for the closing session and approved at the closing session.

NOTE: Rapporteur meetings have soft rules



## ITU-T collaboration with other orgs

- **World Standards Cooperation ISO-IEC-ITU**

- Common patent policy & Joint events
- A number of ITU-T's standards are common text with ISO/IEC JTC 1

- **Global Standards Collaboration**

- Supports ITU as preeminent global ICT standards organization

- **IEC/ISO/ITU Joint Smart City Task Force**



**Tenths of collaboration agreements**



# TIES overview


The Telecommunication Information Exchange Service (TIES) provides member access to, e.g.:

- Documentation
- Draft and pre-published texts
- Informal FTP areas, email reflectors and archives
- Self-subscription to and use of members-only services

About ITU   Media Centre   Events   Publications   Statistics

## ITU User Account: Login

YOU ARE HERE   HOME   > TIES-SERVICES   > ITU USER ACCOUNT: LOGIN



### ITU USER ACCOUNT

I have a User Account  
 I am a new user

Welcome back. Please log in.

Email or User name \*

Password \*

[Log in](#)

[Forgot your password?](#)



## ITU user accounts / TIES access

How to get TIES access:	Complete the online ITU user account application form	<input type="checkbox"/>
	Validate your user account	<input type="checkbox"/>
	Request TIES access permissions (via web interface)	<input type="checkbox"/>
	Your organization's Focal Point authorizes request	<input type="checkbox"/>
	Update preferences and subscriptions on a self-service basis	<input type="checkbox"/>
	Access rights updated by ITU as needed	<input type="checkbox"/>

## Electronic working methods (1/6)

- Wi-Fi network in Geneva: “ITUwifi-legacy”
- Password:
  - Your ITU User Account or email address registered with ITU; or
  - The username and password that is printed on your access badge, which is valid as per the date printed on your badge.
- Website: <https://itu.int/ITU-T>
- Meeting document sync tool (to synchronize documents of current meeting from ITU server to local drive) .....

- Email reflectors (mailing lists)
- Document submission
  - Direct document posting (see backup slides)
  - AAP comment submission
  - Email
- AAP tracking

EWM Services homepage at:  
<https://www.itu.int/en/ITU-T/ewm/Pages/default.aspx>

## Electronic working methods (2/6)

- Virtual meetings
  - GoToMeeting/ Zoom (web conferences)
  - MyMeetings
  - Hybrid (physical/virtual) meetings
  - Telephone conference calls
- Databases:
  - Recommendations  
<https://www.itu.int/en/ITU-T/publications/Pages/recs.aspx> .....

- Liaison statements
- Work programme  
[https://www.itu.int/itu-t/workprog/wp\\_search.aspx](https://www.itu.int/itu-t/workprog/wp_search.aspx)
- Test signals
- Formal descriptions
- IPR (patents and software copyrights)  
<https://www.itu.int/en/ITU-T/ipr/Pages/default.aspx>

## Informal FTP Areas (IFAs) (3/6)

- For participants' use as repository and exchange facility of documents and other files.
- Access is restricted to users with TIES/Guest account
- Standard folder structure
  - **/docs** – mirror of document stored on DMS, read-only access and archived
  - **/exchange** – working area for SG participants upload and download documents and other files, read + write access and also archived
  - **/temp** – a temporary exchange area that will not be archived at the end of the Study Period
- A Study Group's IFA can be accessed:
  - using a web browser:  
<https://www.itu.int/ifa/t/2017/sg#>
  - using a FTP client: Remote host: "ifa.itu.int"; Remote directory: "/t/2017/sg#"

## SharePoint extranet (4/6)

- Flexible tool also used as repository and exchange facility for documents and other files
- Access restricted to TIES users
- Used for:
  - Rapporteur group meeting documents (managed by Rapporteurs)
  - Focus Group documents (managed by TSB Secretariat)

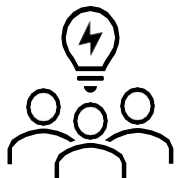
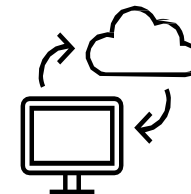
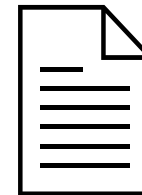
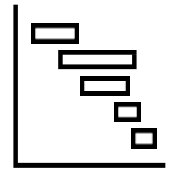
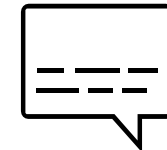
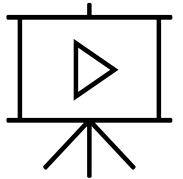
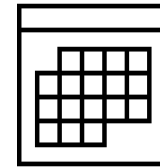


## MyWorkspace (5/6)

Mobile-friendly tools and services that provide access to valued information and services, including:

- Events calendar
- ITU-T experts community & chat
- Documents
- Mailing lists
- Translation
- Self-service e-meetings - MyMeetings
- TSB Cloud secure file storage & sharing

Collaboration site: <https://www.itu.int/myworkspace#>



## Mailing Lists (6/6)

- Restricted to ITU-T membership
  - ITU account required

- To subscribe:
  - Log on to the ITU-T Electronic Registration and Subscription Service page at: <https://itu.int/ITU-T/services>
  - Click on the subscription button
  - Choose from the list and submit

- Mailing lists default setup
  - **ITU-T Mailing list e-mail:**  
if provided, this e-mail becomes the default e-mail address, replacing TIES e-mail
  - **Contact e-mail:**  
for administrative operations (e.g., contact in case of problems, lost passwords, etc.)

# The importance of contributions and related guidelines

## Quality contributions are essential

- Contributions provide the vital “fuel” to the work of the Study Groups
- Well-written and well-structured contributions are essential to the success of Study Groups and Working Parties
- Our collaborative work towards global ICT standards depends wholly on the timely submission of relevant and quality contributions by delegates to the ITU-T

## Where to find information about contributions submission process

- General directives on the preparation and submission of contributions are set out in the ITU-T A-series recommendations
- **ITU-T A.1** covers the submission and processing of contributions, i.e. deadlines, posting, patent/licensing declarations
- **ITU-T A.2**, including its **Appendix**, provides guidelines on content, mechanics and formatting



## Contribution format

Based on the Contribution template  
(see Supplementary information)

- Document information:
  - Source, title, purpose, relevant Questions
  - Contact information
  - Keywords, abstract
  - Introduction
  - Rationale or discussion
  - Development
  - Proposal or conclusion



## If you need further information or advice

Please consider the following support:

Delegate Resources:

<https://www.itu.int/en/ITU-T/info/Pages/resources.aspx>

ITU-T delegate guide:

<https://www.itu.int/oth/T0A0F000002/enSG20>

SG20 Mentor: Marco Carugi, [marco.carugi@gmail.com](mailto:marco.carugi@gmail.com)

Membership: [www.itu.int/en/ITU-T/membership](http://www.itu.int/en/ITU-T/membership)

Registration: [tsbreg@itu.int](mailto:tsbreg@itu.int)

Technical questions: **the specific Rapporteur** (and, in case, the ITU-T expert coordinating work in a given technical area). Contact details can be found on the SG homepage.

All other issues:

- SG5 Advisor Ms. Reyna Ubeda ([reyna.ubeda@itu.int](mailto:reyna.ubeda@itu.int)) and SG5 Secretariat ([tsbsg5@itu.int](mailto:tsbsg5@itu.int)).
- SG20 Counsellor Ms. Cristina Bueti ([cristina.bueti@itu.int](mailto:cristina.bueti@itu.int)) and SG20 Secretariat ([tsbsg20@itu.int](mailto:tsbsg20@itu.int)).
- The SG5 and SG20 Management team will be involved as appropriate.

# Thank you!

Questions? Interested in learning more?  
Let us know!



**Email**

[tsbsg5@itu.int](mailto:tsbsg5@itu.int)

[tsbsg20@itu.int](mailto:tsbsg20@itu.int)

# **SUPPLEMENTARY INFORMATION**

## **Details on contributions preparation and submission**

## Preparing contributions 1/3

- Rec. A.2, Appendix I: Guidelines for the preparation of contributions relative to the study of ITU-T Questions

### Contents of contribution

- A contribution should be clear, concise and comprehensive in itself
- The main text of the contribution should contain at least the sections on Rationale (or Discussion) and Proposal (or Conclusion)
- 
- Supplementary sections such as annexes, if necessary, should follow the main text



## Preparing contributions 2/3




### Contents of contribution – cont.

*Clear, concise and comprehensive:*

- **avoiding unnecessary details**, tables or statistics that make no direct contribution to the study of a Question
- **clearly written with a view to being universally understood**, i.e., use international terminology and avoid the technical jargon peculiar to the author's country
- as a rule, not exceeding about 2500 words (requiring no more than 5 printed pages)
- documents of purely theoretical interest that are not directly related to the Questions under study should not be submitted

## Contribution template (3/3)

	INTERNATIONAL TELECOMMUNICATION UNION	<b>SG20-Cn</b>
	<b>TELECOMMUNICATION STANDARDIZATION SECTOR</b>	<b>STUDY GROUP 20</b>
	STUDY PERIOD 2017-2020	<b>Original: English</b>
<b>Question(s):</b>	Q nos separated by commas (e.g. 1/20, 2/20) or N/A (TSAG)	Place, dd-dd mmm yyyy
<b>CONTRIBUTION</b>		
<b>Source:</b>	Insert source(s)	
<b>Title:</b>	Insert title (always in ENGLISH)	
<b>Purpose:</b>	[Purpose]	
<b>Contact:</b>	Insert contact name Insert organization Insert country	Tel: +xx Fax: +xx E-mail: a@b.com
<b>Contact:</b>	Insert contact name Insert organization Insert country	Tel: +xx Fax: +xx E-mail: a@b.com
<b>Keywords:</b>	Insert keywords separated by semicolon (;)	
<b>Abstract:</b>	Insert an abstract under 200 words that describes the content of the contribution in a form suitable for inclusion in the meeting report as a summary of the content of the document, including a clear description of any proposals it may contain. See also Rec.A.2, clause I.1.2 for guidance.	

### Before submitting a Contribution:

- Update highlighted elements, then remove highlighting.
- Add “contact” rows, if needed by, copy-pasting existing one.
- Do not use “Track Changes” when preparing the metadata.
- Make sure revision tracking is turned off before you upload the documents.



## Direct Document Posting (DDP) overview

- Tool for direct upload of documents by TIES users
  - **Only for contributions**
    - A two-stage process:
      - Register the document
      - Upload the document
  - TIES account required .....
- Requested by membership:
    - Control content and availability
    - Non-repudiation (confirmation of receipt)
    - Number allocation
    - Assists study group administration
    - Early access to documents
  - Consistent experience across study groups
  - Both registration and upload before deadline

# Direct Document Posting (DDP)

- How to use direct document posting:
  - Prepare Contribution using template
  - Register document (DDP step 1)  
(Contribution number reserved)
  - Add Contribution number in the file
  - Upload document (DDP step 2)  
(immediately available on the web)
  - TSB validation
  - Add, delete or modify content after initial upload .....

- Link to DDP is available on every Study Group page

- DDP User Guide:

<https://www.itu.int/oth/T0A0F000012/en>

Submitters should ensure that all national or organizational procedures have been followed before uploading Contributions

## Other information

# A series: Organization of the work of ITU-T

[A.1: Working methods for study groups of the ITU Telecommunication Standardization Sector](#)

[A.2: Presentation of contributions to the ITU Telecommunication Standardization Sector](#)

[A.4: Communication process between the ITU Telecommunication Standardization Sector and forums and consortia](#)

[A.5: Generic procedures for including references to documents of other organizations in ITU-T Recommendations](#)

[A.6: Cooperation and exchange of information between the ITU Telecommunication Standardization Sector and national and regional standards development organizations](#)

[A.7: Focus groups: Establishment and working procedures](#)

[A.8: Alternative approval process for new and revised ITU-T Recommendations](#)

[A.11: Publication of ITU-T Recommendations and World Telecommunication Standardization Assembly proceedings](#)

[A.12: Identification and layout of ITU-T Recommendations](#)

[A.13: Supplements to ITU-T Recommendations](#)

[A.23: Collaboration with the International Organization for Standardization \(ISO\) and the International Electrotechnical Commission \(IEC\) on information technology](#)

[A.25: Generic procedures for incorporating text between ITU-T and other organizations](#)

[A.31: Guidelines and coordination requirements for the organization of ITU-T seminars and workshops](#)

[A supplements: Supplements to the Series A Recommendations](#)

A-series Recommendations: [www.itu.int/rec/T-REC-A](http://www.itu.int/rec/T-REC-A)

## Legal framework

- WTSA Res. 1 – Rules of Procedure of the ITU Telecommunication Standardization Sector
- Rec. A.1. Work Methods for Study Groups of the ITU-T

Those legal instruments as well as those working procedures adopted by any meeting of a Sector must be compatible with:

- The ITU Constitution (CS)
- The ITU Convention (CV)
- The General Rules of Conferences, Assemblies and Meetings (GR) adopted by the Plenipotentiary Conference
- GR shall apply to meetings of the Sectors

## Guiding texts

- Basic Texts

- Constitution (CS)
- Convention (CV)
- General Rules (GR)  
(of Conferences, Assemblies and Meetings of the Union)
- Others .....

- Resolutions – Principles and instructions for:

- Finance
  - Working methods
  - Work programme
  - External cooperation
  - Other strategic and technical matters
- A-series Recommendations
    - Describe ITU-T's working procedures