

**ITU-T Rapporteur and Editor Tutorial  
(Gyeonggi, Korea, 30-31 October 2012)**

**Role of the Secretariat**

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**Pearlfisher International  
TSAG Chairman (1996-2008)**

# **ITU General Secretariat - elements related to Rapporteurs/Editors**

- **Conferences and Publications Dept**
  - **Infrastructure (and interpreters)**
  - **Documentation, including translation**
  - **Publication and Promotion, including translation**
- **Information Services**
  - **Infrastructure and services**
- **Legal Affairs Unit (under Office of the Sec-Gen)**

# Telecommunication Standardization Bureau (TSB) – elements related to Rapporteurs & Editors

- **Director** – Malcolm Johnson
- **Deputy to the Director / Telecom Standardization Policy Department** – Reinhard Scholl
  - ➔ Workshops and Promotion Division – Paolo Rosa
- **Study Groups Department** – Bilel Jamoussi
  - ➔ SG Counsellors, Engineers
- **Operations and Planning Dept.** – Alexander Ntoko
  - ➔ Editing and Publication Div. – Greg Ratta
  - ➔ Administration Div. – Raymond Chalindar
  - ➔ Meetings, Documents , Logistics Div – Richard Gonzalez
  - ➔ Database Development, Formal Languages – Sebastien Castano
  - ➔ Electronic Working Methods – Al Dayao

# **TSB support for Rapporteurs and Editors**

- TSB does not provide detailed support for Rapporteur Group meetings, however, TSB supports Rapporteurs and Editors when they lead meetings of their Questions during SG, WP and Question meetings and GSI events
- Source of information and expertise on ITU-T procedures

# Examples of TSB support - 1

- Provide “correct” version of texts
  - Rapporteurs and Editors should avoid using personal versions of draft Recs
- Informal FTP Areas, by WP, by Question
- E-Mail lists
- Provide advice for setting up meetings, including Electronic Working Methods
- Rooms, logistical support for Question meetings during SG/WP

## Examples of TSB support - 2

- Process incoming and outgoing liaison statements
- Archive meeting documentation, including contributions, TDs, reports
- Assist production of handbooks
- Maintain databases, e.g.,:
  - Work Programme
  - Vocabulary
  - Patent and software copyright statements

# Examples of TSB support - 3

- Process for TAP approval of Recs
- Process for AAP approval of Recs
- AAP notifications twice a month
- Guideline documents, such as:
  - Rapporteur and Editor manual
  - Author's Guide for drafting Recs
  - English Language Style Guide
- Tool for documentation of A.5 justification
  - Mandatory for Rec approval!!

# Examples of TSB support - 4

- Manage Rec ITU-T A.4 and ITU-T A.6 processes for communication with other bodies
- Manage Rec ITU-T A.5 process for referencing standards of other bodies, including appropriate copyright permissions
- Processing of all Patent Statement and Licensing Declaration forms



# Overall

- The Secretariat provides support for, and is a valuable member of the SG management teams
  - ▶ Setting up meetings
  - ▶ Running meetings
  - ▶ Following up after meetings
  - ▶ Processing and archiving documentation and publications



**Thank you**

**Mr. Gary Fishman**

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**Additional information →**

# Additional Information

| Doc.   | Link  |
|--|---|
| TSB organization by Departments  | <a href="http://www.itu.int/en/ITU-T/info/tsb/Pages/tel.aspx">http://www.itu.int/en/ITU-T/info/tsb/Pages/tel.aspx</a>                                 |
| Rapporteurs and Editors manual (12 February 2010)  | <a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc</a>   |
| Author's Guide for drafting ITU-T Recommendations (March, 2011)                            | <a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx</a> |
| ITU-T Recommendation Skeleton Template   | <a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000C0002MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000C0002MSWE.docx</a> |
| ITU-T Guide for Participants: Information paper for Participants, Rapporteurs and Chairmen | <a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000010001PDFE.pdf">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000010001PDFE.pdf</a>   |
| English Language Style Guide   | <a href="http://www.itu.int/SG-CP/docs/styleguide.doc">http://www.itu.int/SG-CP/docs/styleguide.doc</a>   |
| E-Meeting Guide: Procedures for Electronic Meetings  | <a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf</a>   |

# Additional Information

| Doc.   | Link   |
|--|--|
| ITU-T Basic Template for Reports, Contributions, TDs | <a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000A0002MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000A0002MSWE.docx</a>                                      |
| ITU-T Liaison Template                               | <a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000B0004MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000B0004MSWE.docx</a>                                      |
| Liaison Statement Database - Outgoing                | <a href="http://www.itu.int/net/itu-t/ls/ols.aspx?">http://www.itu.int/net/itu-t/ls/ols.aspx?</a>  |
| Liaison Statement Database - Incoming                | <a href="http://www.itu.int/net/itu-t/ls/ils.aspx">http://www.itu.int/net/itu-t/ls/ils.aspx</a>  |
| Rec ITU-T A.5 justification TD e-tool                | Bottom of page for each Recommendation found in work programme database at <a href="http://www.itu.int/ITU-T/workprog/wp_search.aspx">http://www.itu.int/ITU-T/workprog/wp_search.aspx</a> |
| ITU Terms and Definitions Database                   | <a href="http://www.itu.int/ITU-R/go/terminology-database">http://www.itu.int/ITU-R/go/terminology-database</a>  |
| Work Programme Database                              | <a href="http://www.itu.int/ITU-T/workprog/wp_search.aspx">http://www.itu.int/ITU-T/workprog/wp_search.aspx</a>  |

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| Doc.  | Link  |
|---|---|
| ITU-T Patent Information Database   | <a href="http://www.itu.int/ipr/IPRSearch.aspx?iprtype=PS">http://www.itu.int/ipr/IPRSearch.aspx?iprtype=PS</a>                                     |
| ITU-T Software Copyrights Database  | <a href="http://www.itu.int/ipr/IPRSearch.aspx?iprtype=SW">http://www.itu.int/ipr/IPRSearch.aspx?iprtype=SW</a>                                     |
| Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC (01 March 2007) | <a href="http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000010001MSWE.doc">http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000010001MSWE.doc</a> |
| ITU-T Software Copyright Guidelines   | <a href="http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000040001MSWE.doc">http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000040001MSWE.doc</a> |
| ITU-T Guidelines related to the inclusion of Marks in ITU-T Recommendations                       | <a href="http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000060001MSWE.doc">http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000060001MSWE.doc</a> |