

ITU-T Study Group, TSAG and Other Groups Leadership Tutorial

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Secretariat support to the Study Groups

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Outline

- ITU-T and TSB
- Secretariat Responsibilities
- TSB Teams
- SG secretariat
- Other secretariat tasks

ITU-T and TSB

- ITU-T – Telecommunication Standardization Sector of International Telecommunication Union
 - SG Chairman and Vice-Chairmen
 - Rapporteurs, Editors, Liaison Officers, EWM coordinators
 - Delegates

- TSB - Telecommunication Standardization Bureau
 - Secretariat to SG, WP, Regional Group, JCA, GSI, FG, CT
 - ITU employers as opposed to the meeting delegates

Secretariat responsibilities

- Entry point for delegates and participants
 - Gatekeeper responsibility
 - Proper process
 - Balances and checks
 - Quality, consistency, history
 - Solution finding
 - Advisor on procedures, best practices, history of the SG
- Need to provide value added
 - Compared to competition posed by other SDOs

Variety of Secretariat

- **Engineer (supported by Assistant)**
 - Detached to small size groups
 - Usually new staff to the service
 - Need to be supervised
- **Advisor (supported by Assistant)**
- **Counsellor (supported by Assistant)**
 - Has responsibility for large SG, WTSA Committee
 - Experienced person in terms of years of services and solutions provided
 - Works independently
 - Often called to provide expert's view to TSB management

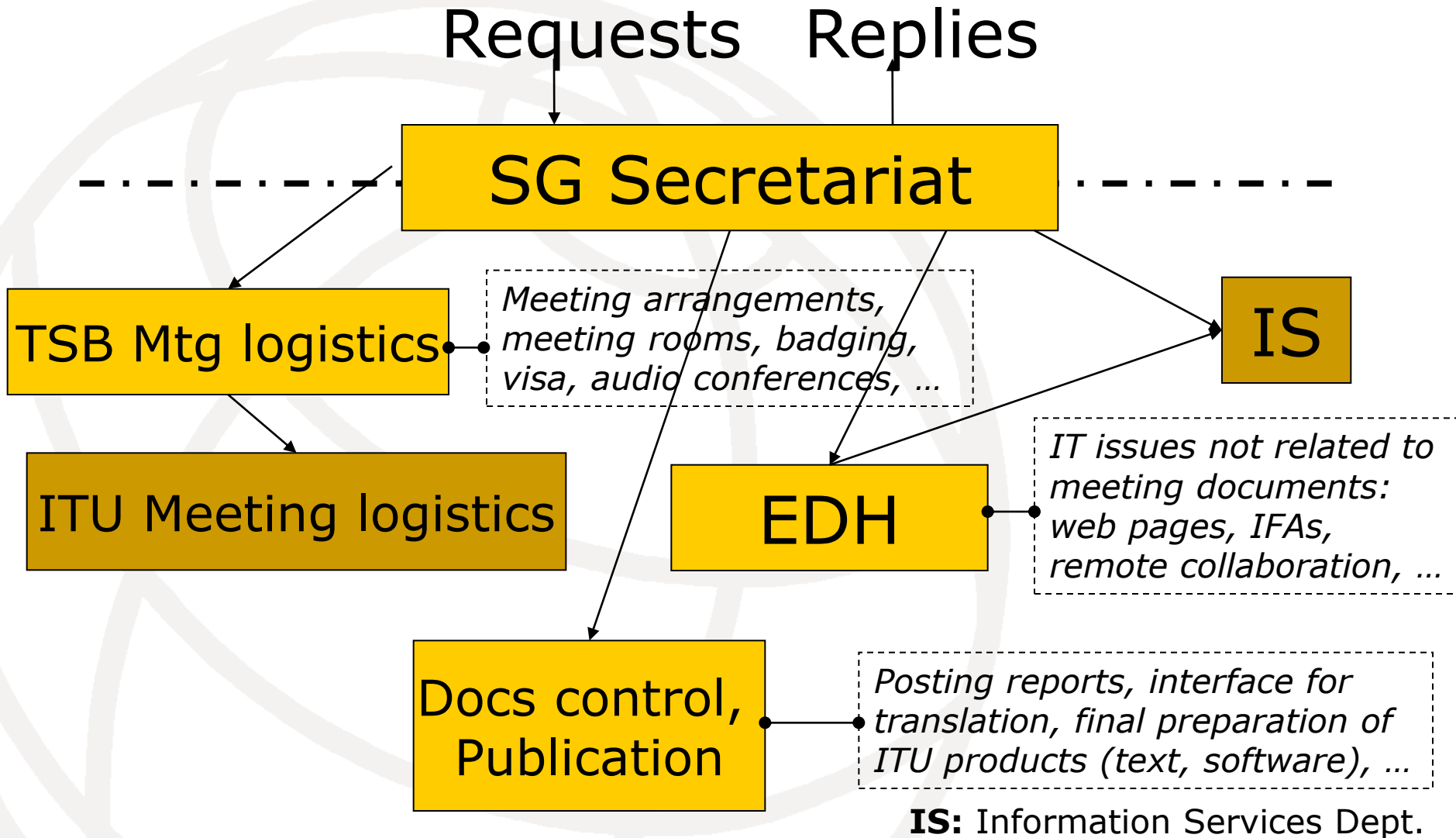
Teams in TSB

- SG secretariat
- EWM (IT infrastructure for TSB) → EDH
- Meeting logistics
- Documents control
- Publication services
- Operational bulletin
- WTSA Resolutions implementation
- Promotion/Workshop
- Member relations
- Policy and Technology Watch

Focus in this presentation:

- ➔ SG secretariat support for SGs

Delegate's view: tip of iceberg



SG secretariat



SG secretariat support for SG management team (1)

- Drafting (agendas, SG/WP reports)
- Advising:
 - overall vision of situation in a SG
 - on working methods, best practices, procedures
- Assisting Chairman at the meeting, taking notes
- Tracking TAP/AAP Recs approval process, registering/dispatching LSs
- Chairman/Vice-Chairmen offices preparation

SG secretariat support for SG management team (2)

- SG Chairman and Vice-Chairman has permanent badges
- Providing list of pre-registered participants with photos
- Drafting and managing time plan
- Printing/posting documents for management team meeting
- Booking rooms for management team meeting
- Arranging for remote access facilities for the above meeting

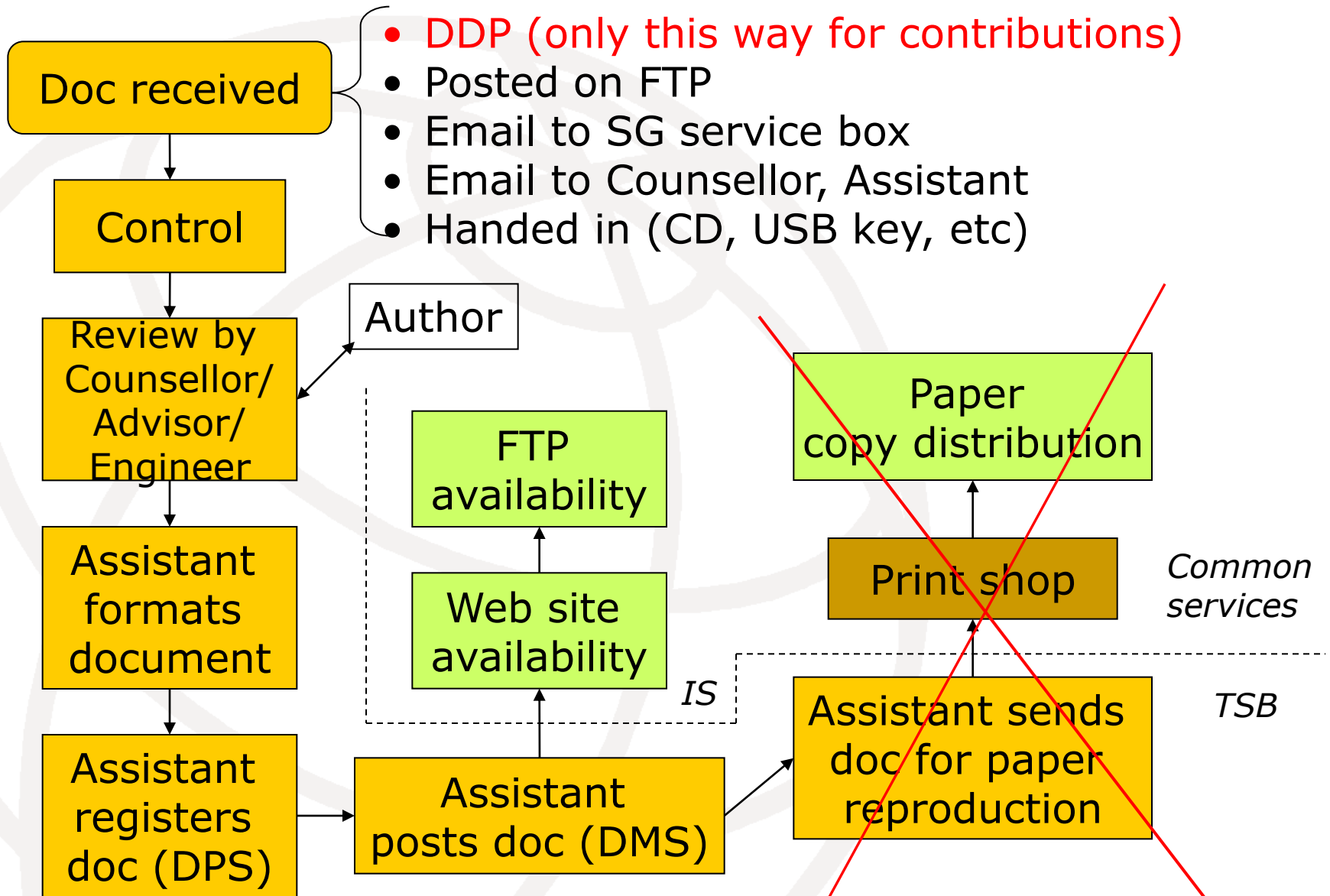
SG secretariat support for delegates (1)

- Preparing and posting of Collective-letters, Circulars
- Recipient of meeting documents
- Posting of meeting documents
- Meeting rooms booking/advertizing on notice boards
- Provides visa support for the meetings taken place at ITU headquarters

SG secretariat support for delegates (2)

- Meeting participants registrations and badging (with support of TSB registration team)
- Up-dating of work programme
- Up-dating SG webpage
- Preparing and sending approved SG outputs for publication
- Interacts with Editors on refining approved texts (before final publication)

Workflow for meeting documents



Support for the meetings outside Geneva

- Interaction with the host on logistic (via TSB logistics team)
- Invitation letter preparation with Annexes on meeting and travel/stay logistics (incl visa support contact)
- Your main interface for any issues on the spot

Other secretariat tasks

- Appropriate support SG short life time subgroups (FG, JCA, RG, CT)
- Make presentations on SG or topics under study at different events
- Gathering statistics
- Issuing questionnaires
- Serve as part of workshop steering committee
- Process SG promo materials (flyers,...)



Conclusion

Points to retain



SG secretariat

- is your first contact point on any issue
- is advisor on working methods, best practices and history of the group (traditions keeper)
- is part of SG management team
- invokes interaction with the numerous services within and outside TSB

Counsellor is the TSB Director's representative at the SG meeting

Delegates only see the tip of the iceberg

Thank you for your attention!

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Acronyms (1)

- **AAP** Alternative Approval Process
- **CT** Collaborative Team
- **DDP** Direct Document Posting System
- **DMS** Document Management System
- **DPS** Document Posting System
- **EDH** Electronic Document Handling
- **EWM** Electronic Working Methods
- **FG** Focus Group
- **GSI** Global Standards Initiative
- **IFA** Informal FTP Area
- **IS** Information Services Department at ITU
- **ITU-T** International Telecommunication Union – standardization sector (delegates)
- **JCA** Joint Coordination Activity
- **LS** Liaison Statement

Acronyms (2)

- **Rec** Recommendation
- **RG** Regional Group
- **SDO** Standards Development Organization
- **SG** Study Group
- **TAP** Traditional Approval Process
- **TD** TD ☺ or meeting document other than ITU-T members input
- **TSAG** Telecommunication Standardization Advisory Group
- **TSB** Telecommunication Standardization Bureau of ITU (secretariat to ITU-T)
- **WP** Working Party
- **WTSA** World Telecommunication Standardization Assembly