Working Method for the ITU Intersector Rapporteur Group on
Integrated Broadcast-Broadband systems (IRG-IBB)

The following procedures will be applied to the work of IRG-IBB.

# 1 Discussion

1.1 IRG-IBB may discuss anything within its purview defined in the Terms of Reference. In some cases, the matters which are not contributed to IRG-IBB can be discussed as far as the IRG-IBB or its meeting agrees.

1.2 When proposing IRG-IBB a matter which makes significant change(s) to the texts for either Sector, such as an addition of a new system or new technologies to be considered to the texts, such proposal(s) should be submitted to IRG-IBB as contribution(s).

1.3 When IRG-IBB receives contribution(s), the contribution(s) and their discussion results should be submitted and reported to parent Study Groups or Working Parties as appropriate.

# 2 Meeting

2.1 As stated in item h) in Annex C to WTSA Resolution 18 (Rev. Hammamet, 2016) and item h) in ANNEX 4 of Resolution ITU-R 6-2, the work in IRG-IBB shall normally be in correspondence and/or teleconference. However, IRG-IBB may occasionally hold face-to-face meetings.

2.2 When having teleconference including e-meeting, the meeting should be announced through e-mail reflectors of both Sectors at least one month prior to the meeting.

2.3 Such teleconference can be held in interim period of Study Groups or Working Parties meetings of parent Study Groups.

2.4 The purpose of such teleconference is to accelerate discussion.

2.5 Face-to-face meeting of IRG-IBB should preferably be held collocated with meetings of parent Study Groups or Working Parties but may be held on other occasions. Face-to-face meetings should be announced at least two months before the meeting.

# 3 Documentation

3.1 As stated in item e) in Annex C to WTSA Resolution 18 (Rev. Hammamet, 2016) and item e) in ANNEX 4 of Resolution ITU-R 6-2, IRG-IBB may develop draft new Recommendations or draft revision to Recommendations, as well as draft technical reports, to be submitted to parent Study Groups or Working Parties for further processing as appropriate. Technical reports may be a specific type of document in each Sector such as ITU-R Report, ITU-T Implementer’s Guide or ITU-T Technical Paper.

3.2 Output document(s) of IRG-IBB can be submitted to parent Study Groups or Working Parties as contribution(s) or liaison statement(s).

3.3 IRG-IBB can submit liaison statement(s) to relevant Study Groups in both Sectors for action, comments, or information for specific purposes.

3.4 The management team of IRG-IBB should prepare an activity report to the meeting of parent Study Groups or Working Parties.

3.5 The management team of IRG-IBB should also prepare a meeting report to parent Study Groups when a meeting of IRG-IBB is held. In case that the meeting of IRG-IBB is reasonably close to the meeting of parent Study Groups, the meeting report can take a role of an activity report by provision of well description of the background of the discussion held at the meeting.

3.6 IRG-IBB keeps meeting reports which are submitted to each parent Study Group also within IRG-IBB for reference. When the meeting reports are prepared, it is preferred that preparation of the reports is notified to the participants of the meeting.

3.7 When discussion is held for topic(s) which are not based on contribution(s) or incoming liaison statement(s) from parent Study Groups or Working Parties, in either correspondence, teleconference, or face-to-face meeting, IRG-IBB can draft document(s) related to the topic(s) which are kept within IRG-IBB for reference for future contribution(s) to IRG-IBB.

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