International Telecommunication Union

THIRD STUDY PERIOD 2002-2006

Guide for ITU-D Study Groups

Studies on priority telecommunication Questions for developing countries

June 2005

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This Guide is intended to help those unfamiliar with ITU-D study groups to understand how they work and, more importantly, how to get involved.

Since 2003, ITU-D study group output reports, Recommendations and publications are **free of charge** and can be downloaded from the following address:
itu.int/ITU-D/study_groups/index.asp

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Table of Contents

What is ITU? **1**

What is ITU-D? **3**

What are the ITU-D study groups? **5**
Structure 5

Joining the ITU-D study groups **9**

Key functioning texts of the ITU-D study groups **11**

Terms of reference **13**

ITU-D study group Questions **15**

How ITU-D study groups work **17**
The various groups 17
Roles within the various groups 21

What are the results of their studies? **25**

How are the results approved? **27**

Meeting documentation for study group (SG) or rapporteur's group (RG) meetings 29
Member contributions 29

Submitting contributions 31

Other topics 33

Useful contacts 35

Finally..... 37

Appendix – TIES registration 39

What is ITU?

ITU stands for International Telecommunication Union.

ITU is an impartial, international organization within which governments and the private sector can work together to coordinate the operation of telecommunication networks and services and advance the development of communications technology. ITU, headquartered in Geneva, Switzerland, is a specialized agency within the United Nations system.

The main work of ITU is shared by three Sectors, namely:

- the **R**adiocommunication Sector (ITU-R);
- the **T**elecommunication Standardization Sector (ITU-T);
- and the **D**evelopment Sector (ITU-D).

ITU-R, as its name suggests, coordinates matters to do with radiocommunications and wireless services.

ITU-T ensures the efficient and on-time production of high quality standards covering all fields of telecommunications.

ITU-D contributes to enabling and empowering developing countries to be major actors in the global strategy to boost telecommunications worldwide.

What is ITU-D?

Introduction to ITU-D

ITU-D stands for the International Telecommunication Union – Telecommunication Development Sector.

History

ITU-D was created by the 1989 Nice Plenipotentiary Conference, thus upgrading Development to the same level as the Radiocommunication and Standardization Sectors.

Functioning

The ITU-D Sector works through:

- world and regional telecommunication development conferences;
- the Telecommunication Development Advisory Group;
- the Telecommunication Development Bureau;
- **telecommunication development study groups**.

The telecommunication development study groups (ITU-D study groups) are the subject of this guide.

What are the ITU-D study groups?

Structure

History

The decision to create the ITU-D study groups was taken by the Additional Plenipotentiary Conference held in Geneva in 1992.

The first two telecommunication development study groups were created by the first World Telecommunication Development Conference (WTDC) held in 1994 in Buenos Aires, Argentina. They were upheld by the second WTDC which took place in Valetta, Malta, in 1998 and renewed for the third study period (2002-2006) by the third WTDC held in Istanbul, Turkey, 2002.

The **ITU-D study groups** are a unique neutral worldwide forum where developed and developing countries, private companies and organizations that are ITU-D Sector Members meet to study Questions and matters of priority to developing countries.

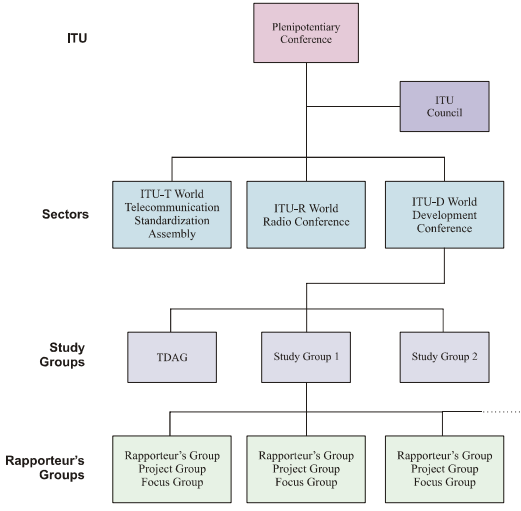
Aims and commitments

ITU-D study groups **aim** to offer a neutral and worldwide platform to find answers to the key development questions of developing countries and to formulate recommendations.

ITU-D study groups are committed to:

- **Timely** delivery of results (preferably, at least on an annual basis)
- **Relevant** output delivered to countries
- **Flexibility** to tackle emerging topics
- Enhanced **participation** of developing countries

ITU-D study groups in ITU's structure



Joining the ITU-D study groups

To participate in the work of ITU-D study groups, and contribute to solving the telecommunication problems encountered by the developing world, it is necessary to be a member of ITU-D.

ITU-D has three types of members:

Member States: Any State which is a Member State of ITU.

These can participate at no specific cost other than their yearly contributions to ITU.

Sector Members:

- Any operating agency, scientific or industrial organization, financial or development institution or other entity dealing with telecommunication matters approved by the Member State concerned.
- Regional or other international telecommunication organizations.

Unlike the other Sectors, ITU-D Sector Members[1] can participate in the activities of the ITU-D study groups at a class of contribution lower than a 1/2 unit. ITU-D Sector Members have the possibility of selecting the 1/4 or 1/8 unit classes. The minimum class of 1/16 of the contributory unit is reserved for Sector Members from developing countries.

The annual contributory unit for a Sector Member is CHF 63,000. The annual minimum amount to be paid by a Sector Member from a developing country is therefore CHF 4,000.

Associates[2]: typically, these are smaller companies, who are only entitled to participate in the work of a single selected study group and its subordinate groups. The minimum annual contributory unit for an Associate is CHF 4,000, which becomes CHF 2,000 for Associates coming from a developing country.

More information on membership of ITU-D can be found at:

itu.int/ITU-D/membership

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1 Article 33 of the Convention.

2 Resolution 27, Istanbul 2002.

Key functioning texts of the ITU-D study groups

The key functioning texts of the ITU-D study groups are:

- The Constitution and the Convention of the ITU (Articles 17 and 20)
- Resolution 3 (Rev. Istanbul, 2002)
- and Resolution 4 (Rev. Istanbul, 2002) itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=D02-SG01-C&PageLB=100

Resolution 3 (Rev. Istanbul, 2002) deals with:

- the terms of reference and the list of questions to be studied
- the list of chairmen and vice-chairmen of the ITU-D study groups

Resolution 4 (Rev. Istanbul, 2002) deals with:

- the procedures to be applied by the ITU-D study groups.

Terms of reference

Study Group 1 covers telecommunication development strategies and policy issues and deals with 7 Questions.

Study Group 2 covers development and management of telecommunication services and networks and deals with 9 Questions.

ITU-D study group Questions

The study groups conduct their work primarily in the form of study **Questions**. Currently there are 16 Questions being studied across both ITU-D study groups. The Question is the basic driving "work programme" within the ITU-D study groups. The Question is the study of a particular subject and defines the work to be carried out. Each Question addresses the topics to be studied in a particular telecommunication area of concern of developing countries, e.g. the study of migration of mobile networks to IMT-2000 and beyond is addressed under Question 18 of Study Group 2, abbreviated to Q18/2.

The area of study is defined by a text called the definition of the Question. This text is set either by the WTDC or by the ITU-D study group itself. It is a text which contains generally the statement of the situation or problem to be solved, the question or issue for study, the expected output, the timing, the proposers/sponsors, the sources of input, the target audience, the proposed methods of handling the question or issue and, as necessary, the coordination with others.

The definition of the Questions can be found at itu.int/ITU-D/study_groups/SGP_2002-2006/SG1/StudyQuestions/SG1Quest.html for Study Group 1 and itu.int/ITU-D/study_groups/SGP_2002-2006/SG2/StudyQuestions/SG2Quest.html for Study Group 2.

The study of a Question should be terminated within the time frame defined. If the work has not been completed, the Question can be revised in the light of new developments or deleted according to a procedure defined in Resolution 4 (Rev. Istanbul, 2002). Each Question is given a number or character which, together with the study group number, gives a unique identifier.

How ITU-D study groups work

The various groups

There are two study groups and their subjects are summarized at:
itu.int/ITU-D/study_groups/

To facilitate their work, study groups may set up groups to deal with specific Questions or a part thereof. There are several mechanisms for dealing with Questions:

Rapporteur's groups: For each Question the study group will appoint a **rapporteur** to manage the work. The Rapporteur will be supported by a collection of voluntary experts on the subject, known as the **rapporteur's group**. This is the traditional way of dealing with Questions and resembles working parties in ITU's Standardization and Radiocommunication Sectors. The budget is drawn from the BDT study group budget.

Project groups: Presided by a **chairman,** they are a newly created trial mechanism. They resemble the rapporteur's group. The priority is on timely delivery (within one year) of the product in response to the topic under consideration. The budget should be drawn from the Programme budget.

Focus groups: Presided by a **chairman**, the priority is on the timely delivery (within one year) of the product in response to the topics under consideration. Focus groups determine their own method of financing, whether through voluntary hosting, special funds or a combination of both.

The terms of references of these groups are in Resolution 4 (Rev. Istanbul, 2002).

Other groups, such as joint rapporteur's groups or joint groups (for example on the Resolution on spectrum management) or regional groups, as appropriate.

Telecommunication Development Bureau (BDT)

The work of the study groups is supported by a central secretariat in ITU-D known as the "Telecommunication Development Bureau" (BDT). BDT provides secretarial support for the work of the ITU-D Sector and services for the participants in ITU-D work, particularly for ITU-D study groups.

Two kinds of support are provided to the ITU-D study groups:

- the BDT Study Group Unit that facilitates, manages and supports the work of the ITU-D study groups
- the BDT "Focal points" who are knowledgeable in the study Questions and are designated by the Director of BDT to follow the work with the concerned rapporteur's group. As opposed to practice in ITU-T and ITU-R, they may submit consolidated documents or the results of case studies. Such documents will be treated as contributions.

How ITU-D study groups work

Roles within the various groups

Study group chairmen and vice-chairmen

The chairmen and vice-chairmen of study groups are appointed:

- by the World Telecommunication Development Conference (WTDC)
- or, in the interval between two WTDCs, by the study group, if a study group chairman or vice-chairman is unable to carry out his duties
- or by the Telecommunication Development Advisory Group (TDAG) for newly created study groups.

Their role is to ensure the smooth and efficient running of the study group.

Rapporteurs or chairmen of project groups and focus groups

Rapporteurs

For each Question, the study group will appoint someone to lead the work by chairing the meetings of experts, leading e-mail debates and coordinating progress. This person is called the **rapporteur**. He/she is appointed by a study group based both on expertise of the subject to be studied, and the ability to coordinate the work.

The job of the rapporteur is to ensure that the group of experts makes progress towards the expected outputs in the area of study and drive the work on the text of Recommendations, guidelines and reports in accordance with the expected output and guidance from the study group concerned. It is generally up to the rapporteur's group to decide how it should move the work forward.

The terms of reference of the rapporteurs are in section 3 of Resolution 4 (Rev. Istanbul, 2002) and in Annex 6 to the Appendix to the same Resolution.

The same principles generally apply for the **project group** or **focus group chairman**.

Rapporteur's groups are encouraged to work using electronic means.

Study group management teams

Each ITU-D study group has a management team composed of the chairman, the vice-chairmen, the rapporteurs and vice-rapporteurs as well as the chairmen and the vice-chairmen of the project groups.

A joint management team of the two ITU-D study groups is chaired by the Director of BDT and is composed of both ITU-D study group management teams. The role of the joint management team of the ITU-D study groups is mainly to:

- Advise BDT management on the estimation of the budget requirements of the study groups;
- Coordinate issues common to different Questions.

What are the results of their studies?

The outputs of ITU-D study groups are:

Recommendations, guidelines and reports.

Some are available for purchase at the ITU Bookshop in Geneva or can be downloaded from the Web; others are free of charge on the Web.

For the previous study periods:
itu.int/ITU-D/study_groups/SGP_1998-2002/free-publications.html

itu.int/itudoc/itu-d/question/

For the third study period (free as from 2003):

itu.int/ITU-D/study_groups/free-publications.html

itu.int/itudoc/itu-d/question/

How are the results approved?

Approval of Recommendations

All new or revised Recommendations must be formally approved in two stages:

- **Adoption by the study group** which generated them and
- **Approval by the Member States**. After a draft new or revised Recommendation has been adopted by a study group, the text shall be submitted for approval by Member States at a WTDC or, between WTDCs, by consultation (by correspondence) of the Member States as soon as the relevant study group has adopted the text. The study group shall decide, whether to submit the draft new or revised Recommendation for approval either at the next WTDC or by consultation of the Member States. In the case of consultation, the **Sector Members** participating in the work of the relevant study group are informed (with the full text of the Recommendation) that Member States (who alone are entitled to respond) are being asked to respond to a consultation on a proposed new or revised Recommendation. Using the consultation process, the draft Recommendations will be approved within seven months of the initiating study group meeting.

The process, together with a model Recommendation, is defined in Resolution No. 4 (Rev. Istanbul, 2002).

Guidelines and reports

The guidelines are those requested after due study of the Questions. The reports represent the expected output, i.e. the principal result of the study. The items to be covered are indicated in the expected output of the Question concerned. The guidelines and reports must be adopted first by the group concerned (rapporteur's group, project group or focus group) and secondly by the study group concerned, before being published.

Meeting documentation for study group (SG) or rapporteur's group (RG) meetings

Member contributions

There are four types of Member contribution to a study group meeting: documents for **action**, documents for **information, background** documents and **temporary** documents. All of them are available via the website.

Other documents

– **Reports**: These are the official outputs from meetings of study groups or rapporteur's groups and give an account of **the main conclusions of the meetings**.

Reports of the study group's work can be of four major types:

- Progress reports
- Meeting reports
- Output reports
- Study group reports to WTDC

More information is available at:
itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=D02-SG01-C-0002

Access to documentation

Documents for ITU-D study group meetings are available to Sector Members.

Submitting contributions

Any ITU-D Member can submit contributions, and submission by electronic means is the normal and preferred method. This can be done by:

- e-mail to devsg1@itu.int for Study Group 1
- e-mail to devsg2@itu.int for Study Group 2

Templates for documents can be found on the study group web page:
itu.int/ITU-D/study groups/index.asp

The standard ITU-D word processor is Word for Windows 2000. Further guidelines on document format are given at the above URL.

Other topics

ITU-D website

The ITU-D website (itu.int/ITU-D/) also provides useful information on topics such as:

- ITU-D mission
- ITU-D membership and benefits
- Publications
- ITU-D news
- Frequently Asked Questions
- Circulars
- Meetings, seminars and workshops
- What's new?
- ITU-D study groups
- Services and expertise
- Etc.

Useful contacts

Just about everything you ever need to know about ITU and ITU-D is available on the website: itu.int

The following pointers and e-mail addresses may help you find additional information on some of the key areas:

ITU-D general:

itu.int/ITU-D/

Study groups:

itu.int/ITU-D/study_groups/index.asp

Management teams of the ITU-D study groups:

SG 1: itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=D02-SG01-C-0110

and

SG 2: itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=D02-SG02-C-0201

Membership:

itu.int/ITU-D/membership/

Meetings:

itu.int/ITU-D/events/index.asp?lang=en&region=all&period=f

ITU-D study group meeting registration:

E-mail:
devsg1@itu.int for **ITU-D Study Group 1**

devsg2@itu.int for **ITU-D Study Group 2**

TIES Helpdesk:

E-mail: helpdesk@itu.int

Finally…

We hope you found this Guide helpful.

The ITU-D study group secretariat would welcome feedback on the content, and suggestions for improvements; please, contact: devsg1@itu.int

Appendix
TIES registration

Instructions for registering with TIES:

ITU TIES service is available free of charge to persons or companies meeting one or other of the following conditions only:

Qualification to use TIES:

1. Your company is a Sector Member of ITU (to find out, please check this URL address: itu.int/aboutitu.html).
2. You are working in a permanent mission of a country that is one of the ITU Member States.
3. You are working in a government administration in one of the ITU Member States (to find out whether your country is a Member or not, check the URL address: itu.int/aboutitu.html).

If you are working in a permanent mission of a country that is one of the ITU Member States or in a government administration in one of the ITU Member States, please send us an e-mail query (helpdesk@itu.int) indicating the area of your involvement in ITU activities and asking for a TIES registration form.

Obtaining a TIES account

If you fit the criteria, please send an e-mail to the TIES Helpdesk (helpdesk@itu.int) together with the registration information shown below. The Helpdesk will do its utmost to follow up on your request as soon as possible. However, the response may be delayed, especially around the time of a meeting or conference.

Application form

```
To: helpdesk@itu.int
Subject: TIES User Registration
Form

Please create a TIES account for
me. My information is as follows:

        Title:
   First Name:
    Last Name:
    Job Title:
 Org./Company:
 Dept/Service:
      Address:
      Country:
    Telephone:
          Fax:
        Telex:
       E-mail:
Participation:     ITU-D
                   Question 6-1/1/
                   Study Group 1
```

You will receive a response with your username and password (by postal mail).