



**ITU-T Study Groups:
Leadership team training programme**

**ITU-T Study Group 16
Geneva, 10-21 July 2023**

Session overview

Part 1: General principles

Work item development

Approval procedures

Consensus building

Roles and responsibilities

Part 2: Practical aspects, a journey

Pre-meeting preparation

During the meeting

Reporting and follow-up

Part 3: Hints and tips

TSB tools and services

Editing team support

Search and databases

Document access and analysis

Document preparation and submission

**General principles:
Work item
development**

Shared responsibility for quality

Useful resources:

1. **Rapporteurs/Editors manual.**
2. **Author's guide for drafting ITU-T Recommendations:**
 - a) Core material.
 - b) Normative vs non-normative.
 - c) Referencing, formatting, numbering, spelling, etc.
3. **Revised texts:** Use the latest published text as the baseline.
4. **New work items:** A.1/A.13 justification; use correct template.
5. **Quality review:** Seek language and technical support from fellow delegates; or seek advice from TSB Editing team.

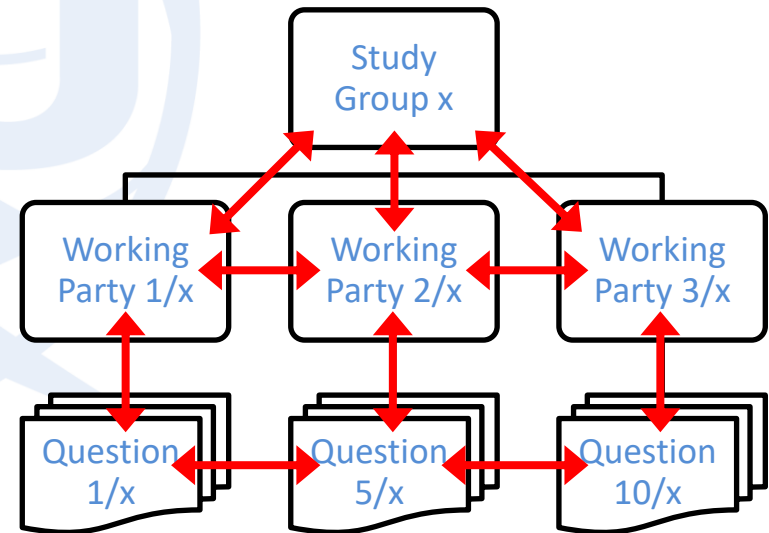


Coordination within a study group

Overall coordination is led by the SG and WP Chairmen.

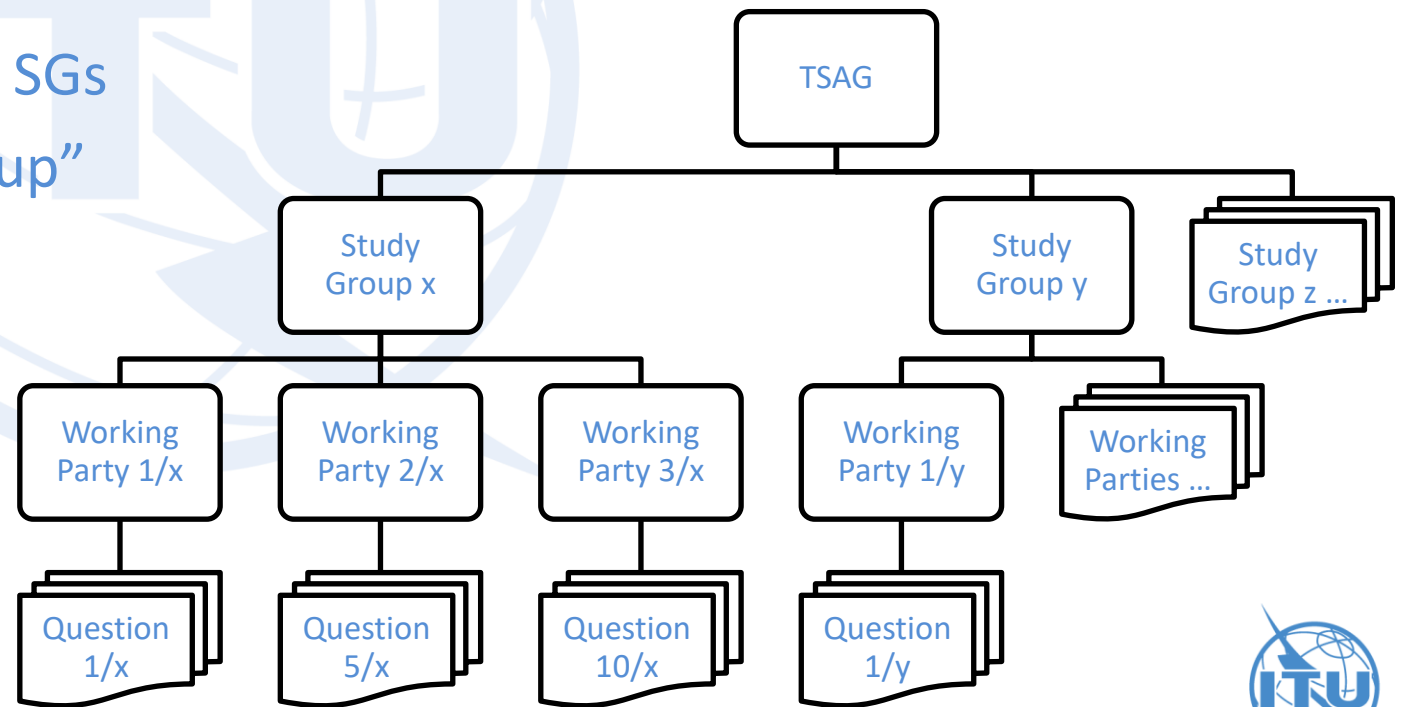
Technical coordination is led by Rapporteurs:

- Upwards to WP/SG management
- Across/between the Questions
- Directly with the technical experts



Coordination among study groups

- Liaison statements
- Liaison Rapporteurs
- Joint Coordination Activities:
 - Subjects of interest to multiple SGs
 - Established by “Lead study group” or by TSAG
 - Manage gaps/overlaps
 - Coordination of deliverables
 - Very broad participation



Coordination with external groups

- Liaison Statements
- Participation at ITU-T and external meetings (Rapporteur / Liaison Rapporteur)
- Invited experts (clause 2.3.1 of WTSA Resolution 1)
- Cooperation and exchange of information with other forums and standards organizations (Recommendations ITU-T A.4 and ITU-T A.6)
- See also:
 - WTSA Resolutions 1, 7, 11, 18, 38, 44, 45, 54, 57;
 - Recommendations ITU-T A.1, A.2, A.4, A.5, A.6, A.7. A.23

**General principles:
Decision making
and approval procedures**

Decision-making in ITU-T

1. Consensus-building ensures win-win decisions
2. Avoid voting (limited to Member States)
3. Soft decisions (Consent, Determination, Agreement, etc.)
 - Nevertheless, some decisions are quantifiable (e.g., 70% affirmation of Member State consultation, etc.)
4. Approval processes:
 - a) Traditional Approval Process (**TAP**): Policy or regulatory standards
 - b) Alternative Approval Process (**AAP**): Technical standards
 - c) World Telecommunication Standardization Assembly (**WTSA**): Sensitive or difficult standards
 - d) Study group **Agreement** of other (non-normative) texts
5. The General Rules (**GR**) of ITU apply

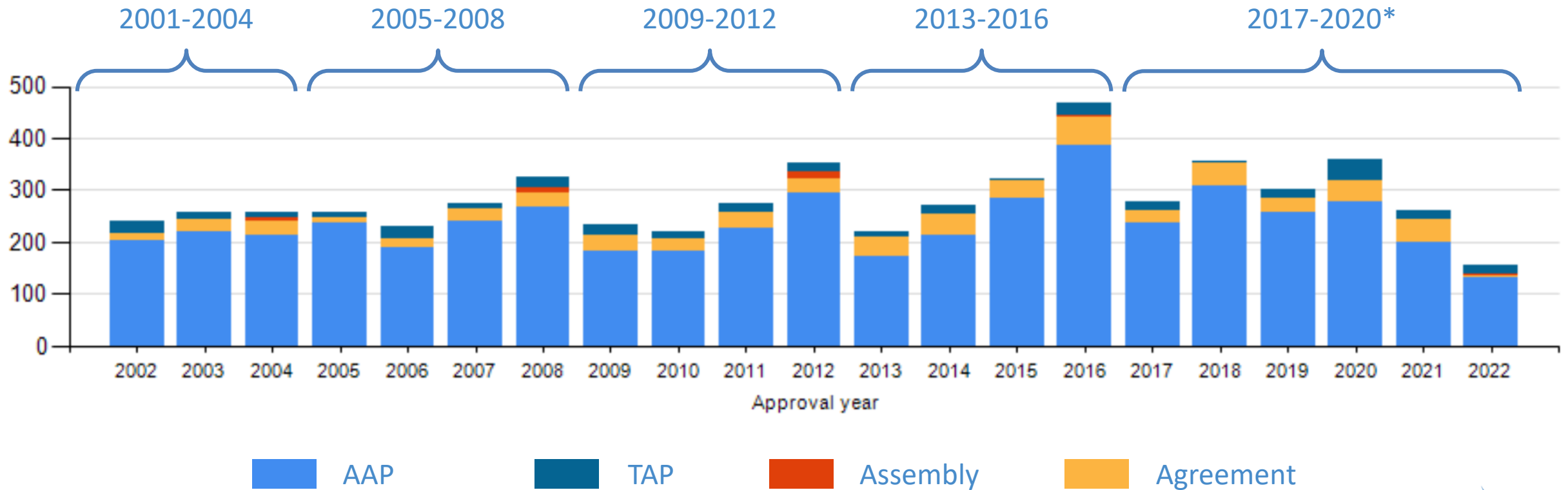


Not all decisions are made by consensus

Some decisions require:

1. 70% majority
2. Simple majority (=50%)
3. One Member State to oppose stops TAP
4. Two Members States to oppose stops AAP
 - One Member State can change AAP to TAP
5. Unopposed agreement

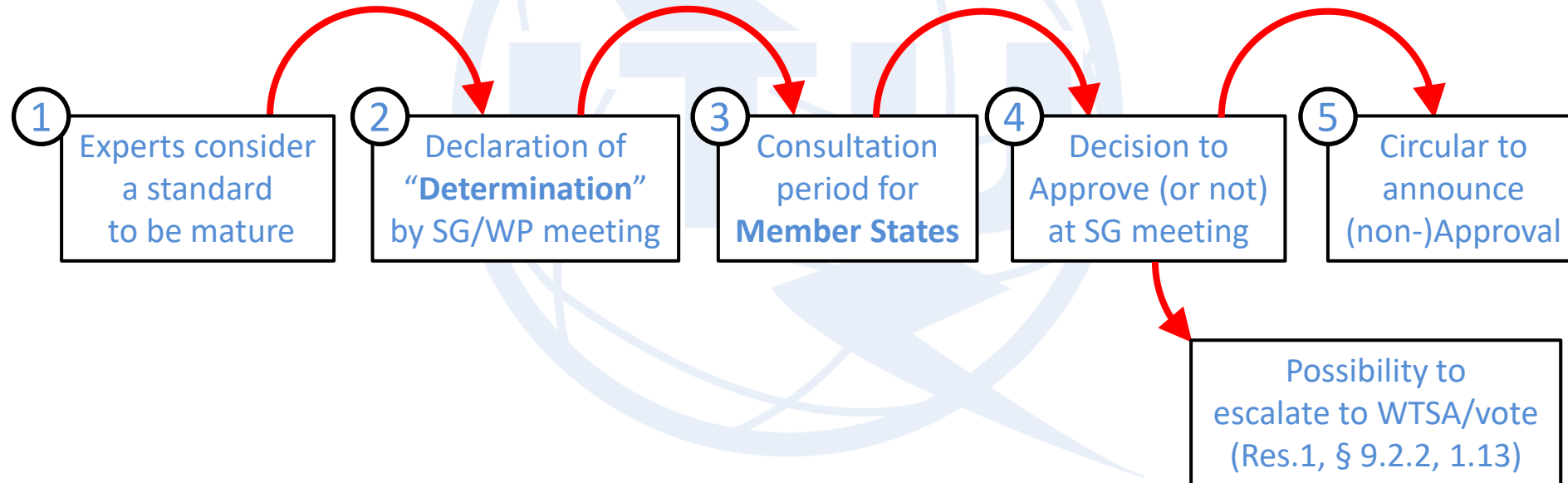
Approvals in numbers



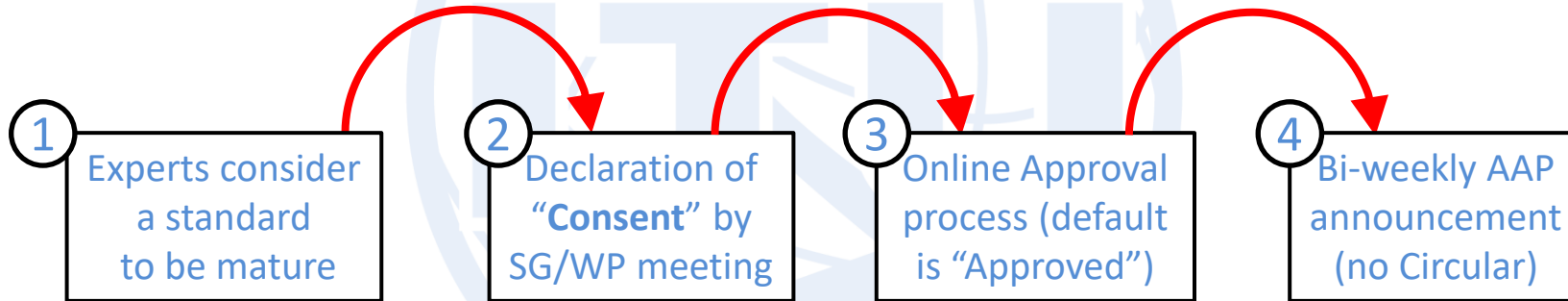
* Study period extended to 2022 due to Covid-19 response



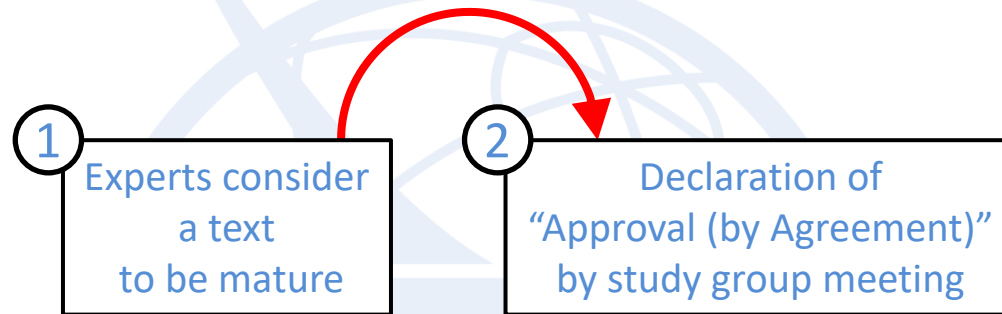
Traditional Approval Process (TAP): Regulatory and policy issues



Alternative Approval Process AAP: Quick and flexible



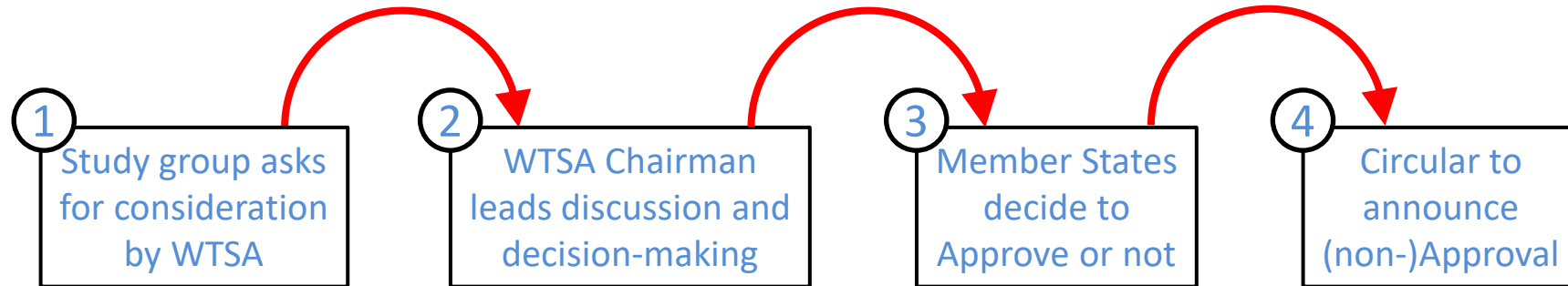
Agreement: For non-normative texts



Non-normative (or "informative") texts include:

1. Supplements
2. Implementer's guides
3. Handbooks
4. Technical reports
5. Technical papers
6. Appendices

WTSA: Full decision-making power



General principles: Consensus building

What is consensus?

The term “consensus” has multiple meanings, including:

- Unanimity, unopposed agreement, etc.
- Absence of sustained opposition (ISO/IEC)
- Substantial agreement (ANSI)
- In the end, in ITU, it is the chairman’s judgement

Keep in mind:

- *Consensus is a **process** where the chairman of a meeting accommodates the different views, which culminates with the chairman concluding that there is **general agreement** for adopting a decision **without a vote** and **without formal opposition**.*



Finding consensus

1. Phrasing matters:
 - a) “Are there any objections?” vs
 - b) “I see no objection” vs
 - c) “Is there support?” vs
 - d) “I see no support”.
2. Acknowledge previous agreements/precedence:
 - a) “...normally...”
 - b) “...as appropriate...”
3. Summarize the issues, this can help identify where parties disagree

Breaking deadlock

1. Coffee break (useful when agreement seems close)
2. Sleep on it: allows time for reflection and/or offline discussions
3. Chairman's proposal: compromise, something new...
4. Create an Ad-hoc session tasked to find a solution
5. Consensus by exhaustion
6. Consider removing controversial text
7. Voting is always an option, it is not favoured by membership but the threat of it can focus attention
8. Record dissent in the meeting report/Recommendation

Your role as leader

1. Keep the end in mind
2. Be fair and impartial, and **be seen** to be so
3. Listen with care, be sensitive to language and culture
4. Understand the issues in advance of discussions
5. Engage actively, be sociable, available and responsive
6. Give everyone the chance to talk
7. Know when & how to close debate
8. Consult with your TSB Counsellor/Advisor
9. Thank all contributors, including captioners/interpreters

**General principles:
Roles and
responsibilities**

Study group roles

Management team and membership:

- Study-group chairman (and vice-chairmen)
- Working-party chairmen (and vice-chairmen)
- Rapporteurs (and associate rapporteurs)
- Liaison rapporteurs
- Editors
- Delegates / experts / participants

Secretariat:

- Counsellor/Advisor
- Assistant

Management
team

Leadership
team



Shared for responsibility in management

Shared responsibility for **process, quality** and the “**Big five**” outputs:

- Meeting reports
- Lists of documents for major decisions
- Work Programme updates
(including leadership roles and new work items)
- Outgoing Liaison Statements
- Plans for future SG, WP and interim meetings

Study group Chairmen

Roles and responsibilities:

1. Provide **strategic leadership**
2. Facilitate **consensus-building**
3. Assert **working methods** (e.g., IPR enquiry)
4. Ensure **fairness** and **openness** are maintained
5. Make **proposals** to progress the work
6. Represent the study group at **TSAG** and other meetings

Working party Chairmen

Selection criteria:

1. Knowledge, experience, managerial skills
2. Continuity of participation
3. Availability

Expectations:

1. Report to SG plenaries
2. Chair WP plenaries
3. Manage work between meetings

Rapporteurs (1/2)

1. Possess knowledge, experience and managerial skills
2. Attend all SG, WP and interim activities
3. Assert rules and working methods
4. Ensure compliance with drafting rules
5. Coordinate with other groups
6. May seek assistance:
 - Associate Rapporteurs or Editors
 - TSB Editing team and SG Secretariat

Rapporteurs (2/2)

1. Rapporteur Group Meetings:
 - a) **Physical meetings:** planned at least **two months** ahead (sufficient attendance and contributions)
 - b) **E-meetings:** should be planned at least **two weeks** ahead
2. Manage meeting documents
3. Apply rules relating to invited expert attends
4. Submit outputs as needed (reports, LSs, etc.)

Liaison representatives

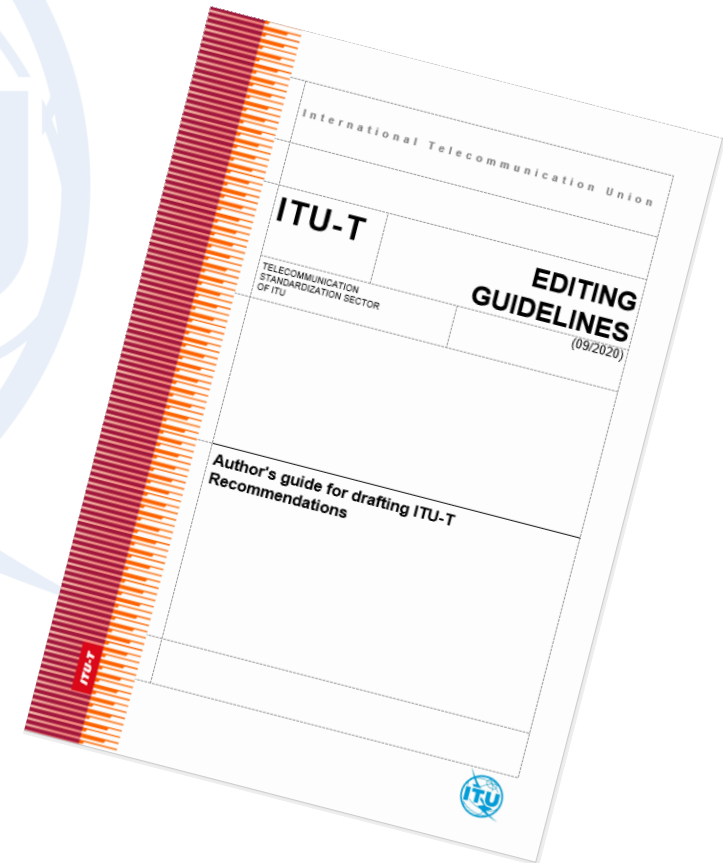
1. Represent a Member State or Sector Member
2. Assist the Rapporteur by ensuring effective liaison
3. Attend meetings of other groups
4. Participate in correspondence activities
5. Submit activity reports to SG plenaries

Editors

1. Editors assist the Rapporteur in preparing draft texts
2. Editors are **not author**, instead they incorporate changes based on documented agreements
3. May be entrusted to carry out “editorial” formatting and typographic changes
4. May contribute technical content on the same basis as all other contributors. Should announce in what capacity they are acting
5. May seek assistance of TSB Editing team or SG Secretariat

Definitions

- “Author’s guide for drafting ITU-T Recommendations”
- Contains the basis for the publication:
 - Structure
 - Description of each part (including definitions)
 - Numbering style
 - Formatting
 - Figures
 - Notes
 - Revisions
 - Guidance on the development of definitions
 - etc.



Terms defined elsewhere

- Preferred option, e.g.:
 - **3.1.2 decoupling element** [ITU-T K.44].
 - Note that the definition is (normatively) referenced, it is not copied in this Recommendation.
- Alternative option, e.g.:
 - **3.1.2 decoupling element** [b-ITU-T K.44]: A component with a suitable impedance to reduce the surge amplitude into auxiliary equipment or terminations.
 - Note that the definition is repeated in this Recommendation, so the reference becomes bibliographic “b-” (unless the standard is referenced normatively elsewhere).
 - **IMPORTANT** – Copyright clearance must be obtained by the Editor from the Copyright holder if a definition is to be copied from an external document (i.e. outside ITU). TSB can assist if needed.

Terms defined in this Recommendation

Example:

decoupling element: A component with a suitable impedance to reduce the surge amplitude into auxiliary equipment or terminations.

- “**Decoupling element**”: This is the term being defined.
- “**A component**”: This is the class of object.
- “**with a suitable impedance to reduce the surge amplitude into auxiliary equipment or terminations**”: This is the distinguishing characteristics that define the term.

Development of definitions: Quick checks

- Does the definition follow the format “*class of object or concept*” + “*distinguishing characteristics*”?
- Is the term given in singular?
- Is the definition the same part of speech as the term? (e.g. a noun, an adjective)
- Does the definition stand-alone? e.g. abbreviations expanded, independent
- Is the definition concise? (additional information may be included in a note)
- Is the definition given in a single sentence?
- The definition should not be circular (i.e. it should not include the term)

More in the Author's guide



Self-test: What is wrong with these definitions? (answers in the notes associated with this slide)

security association (SA): A logical connection created for security purposes. All traffic traversing a security association is provided the same security protection. The security association specifies protection levels, algorithms to be used, lifetimes of the connection etc.

blockchain peer: A functional entity or physical entity (e.g. device, gateway or system) that utilizes blockchain-related functionalities (e.g. executing transactions, and maintaining blockchain data) in peer-to-peer communications.

entity disambiguation: An entity item may correspond to multiple entities, to determine the entity in the real world pointed to by a certain entity item, which is entity disambiguation.

DLT-based digital collection: Digital collection generated and issued by private DLT system, which is non-fungible and has unique identifier.



Harmonization – The process

- Before defining a term: Verify if a suitable definition exists in the official terminology database (itu.int/go/terms).
- If no suitable definition exists, it is suggested that:
 - All draft definitions agreed at the WP or SG level be shared with the study group vocabulary rapporteur for advice, even if the definitions could still be modified in a future meeting
 - The vocabulary rapporteur sends the agreed draft definitions to Standardization Committee for Vocabulary/Coordination Committee for Terminology (SCV/CCT), and copies other relevant study groups
- The SG may receive comments from SCV/CCT and the relevant study groups

– Remember –

TSB is there to give a hand Just drop an email



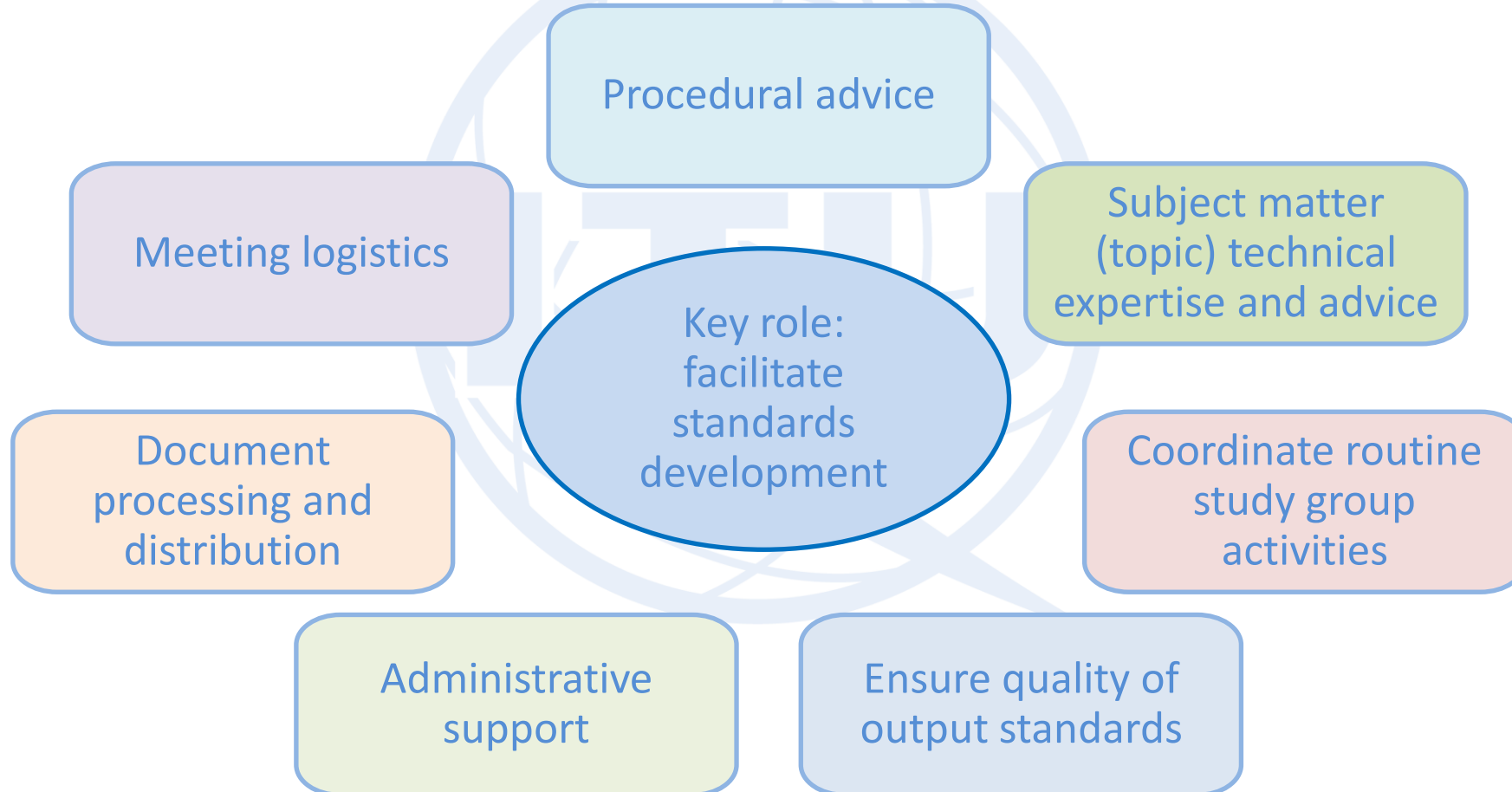
TSB Secretariat

1. TSB Director and deputy Director
2. Chief of Study Groups Department
 - **Counsellors/Advisors**
 - **Assistants**

} Your entry point for all requests; they know who to ask for faster service
3. Chief of Operations and Publications Department
 1. Logistics
 2. Registration
 3. EWM / IT Dev / E-meetings
 4. Editing team

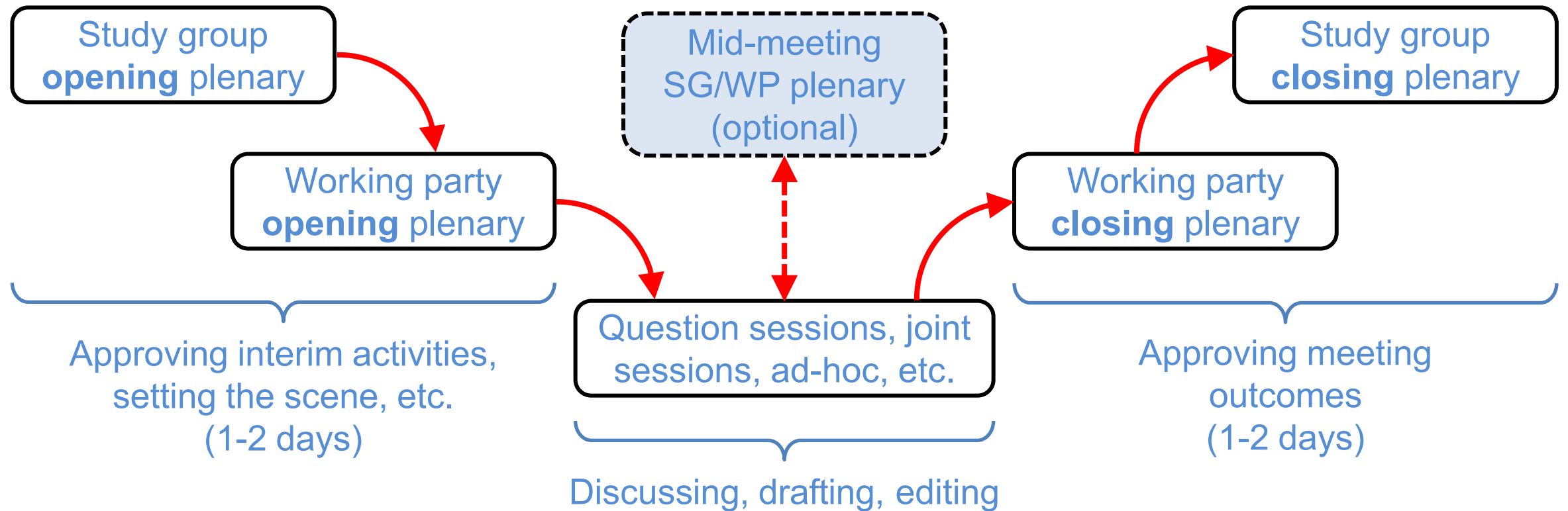


Secretariat services



Practical guidelines: Pre-meeting preparation

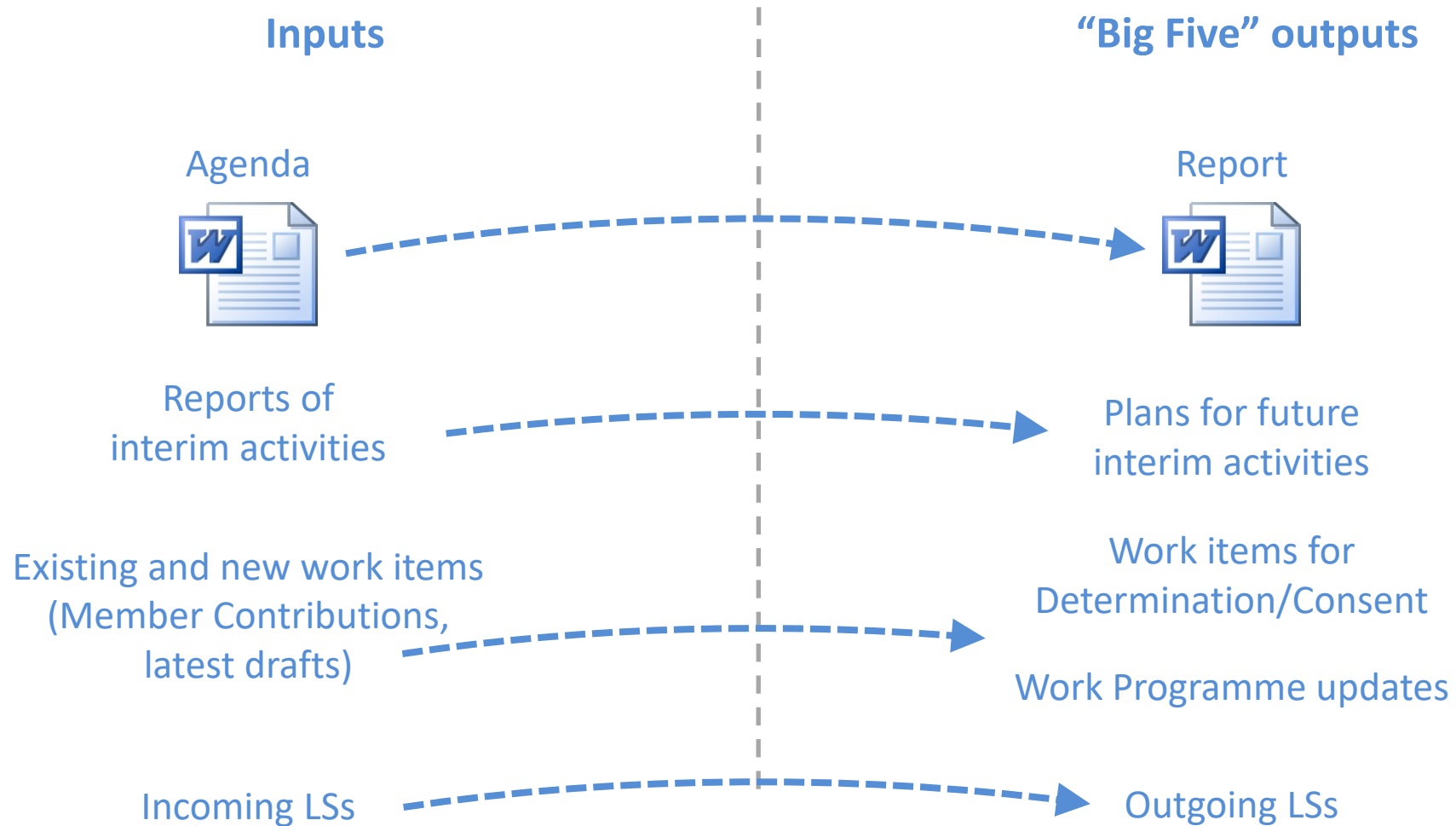
Typical study group meeting time plan



One to two weeks



Start with the end in mind: Content



Start with the end in mind: Time management

1. Collective letter contains a first draft (often based on the last meeting's schedule)
2. Anticipate session requirements*:
 - Joint / ad-hoc sessions
 - Sessions outside normal working hours
 - Remote participation
 - Social events & special requests

* Please alert the TSB Counsellor/secretariat early



Management team preparations

Before, during and after SG meetings:

1. General coordination and discussion
2. Overall time plan
3. Hot topics
4. Joint sessions / activities
5. Cooperation / liaison activities

Meeting report preparation

1. Prepare report skeleton early
(add content during the meeting)
2. Report structure should be:
 - Comprehensive and succinct
 - Clear and well organized
 - Objective
 - Results focused (decisions and follow up actions)
 - Note ITU PP-14 Decision 14 on use of hyperlinks referencing materials for adoption
3. Consider delegating tasks



Meeting report: Dos and Do Nots

1. Do:

1. Consider delegating tasks to ensure quality and timeliness
2. Prepare a report skeleton early, and add content during the meeting
3. Outline the organization of the work
4. Mention any groups set up, including terms of reference and leadership
5. Detail the future direction of the work
6. Include references to participant lists, summary of contributions, outgoing Liaison Statements, texts of documents for Approval, etc.

2. Do not:

1. Attach input documents or TDs (normally, a reference is sufficient)
2. Delete ITU-T reference numbers, e.g., to figures of publications



Practical guidelines: During the meeting

Managing meeting progress

1. Anticipate and respond
2. Monitor and coordinate progress
3. Update the chairman/management team as needed
4. Logistics*:
 1. Extra sessions
 2. Changes and cancellations
 3. Remote participation

* Please alert the TSB Counsellor/secretariat early



Chairing meetings

Legal framework:

1. ITU General Rules, Constitution and Convention
2. WTSA Resolution 1 (Rev. Geneva, 2022)
3. Embodied in ITU-T's working methods

Interventions:

1. The session chairman gives delegates permission to intervene
2. Consider non-native speakers, captioners and interpreters:
 - Speak slowly and distinctly
 - Interventions normally start with “Thank you chairman, I am speaking as [role or affiliation]” ...
 - ...and end with “This concludes my intervention.”

Practical guidelines: Reporting/follow up

After the meeting...

1. Finalize meeting reports
2. Process liaisons between meetings
3. Monitor approval processes & interim activities
4. Assist TSB in the editorial review of texts under publication
5. Manage correspondence activities
6. Promote our work outside ITU
7. Prepare for the next SG meeting (or WTSA)...

Hints and tips: TSB tools and services

ITU user accounts

An ITU user account with TIES access is needed to:

1. Download meeting documents (Cs, TDs, etc.).
2. Subscribe to mailing lists.
3. Access MyWorkspace / remote participation.
4. Register for meetings.

Please encourage new delegates to set up a user account and request TIES access well before the meeting.



Meeting registration

The current (CRM) registration system:

1. Relies on member Designated Focal Point approval
(This may take some time, please encourage delegates to start early)
2. Opt-in to automatic meeting registration approvals
3. Details are in TSB Circular 1 of the current study period

MyWorkspace

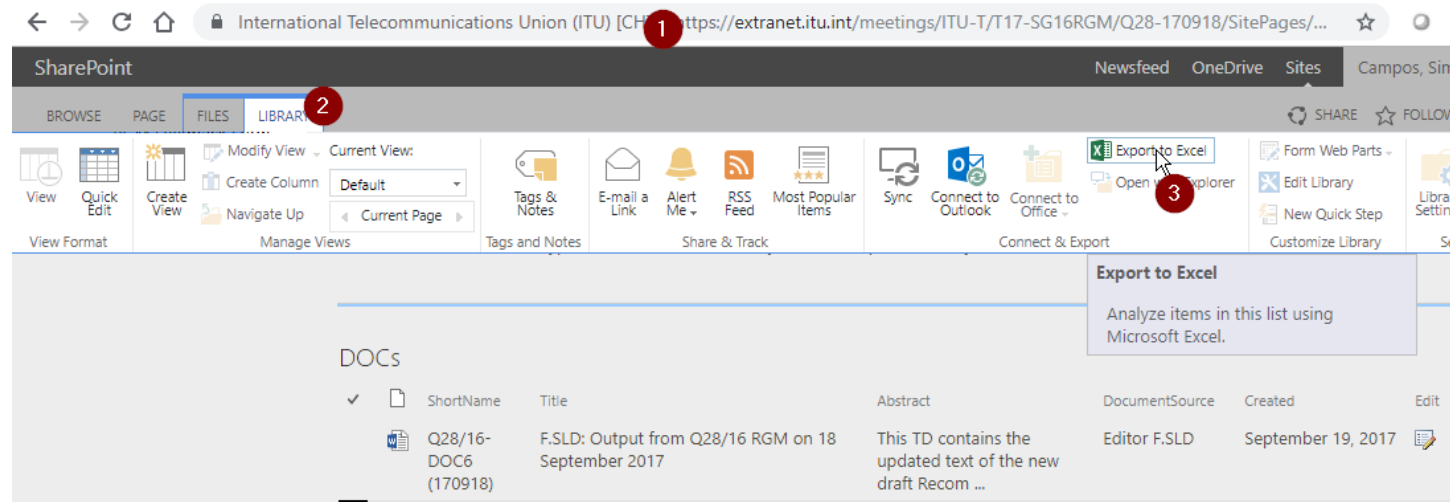
MyWorkspace provides easy access to valued information and services, including:

1. ITU-T community and chat service
2. Meeting documents
3. Mailing list subscriptions
4. Calendar of events
5. Advanced document access, with machine translation
6. ITU-T MyMeetings (remote participation tool)
7. TSB Cloud (Secure file storage and sharing)
8. Advanced search features



Rapporteur Group Meeting (RGM) SharePoint

1. Flexible, structured self-service documentation for face-to-face RGMs and e-meetings
2. Access controls
3. Standard naming and templates
4. Ease of use: web interface, bulk download (1, 2, 3), etc.



The screenshot shows a SharePoint web interface. The browser address bar contains the URL: <https://extranet.itu.int/meetings/ITU-T/T17-SG16RGM/Q28-170918/SitePages/...>. The interface includes a top navigation bar with 'SharePoint', 'Newsfeed', 'OneDrive', and 'Sites'. Below this is a secondary navigation bar with 'BROWSE', 'PAGE', 'FILES', and 'LIBRARY'. The main content area displays a list of documents under the heading 'DOCs'. The list has columns for 'ShortName', 'Title', 'Abstract', 'DocumentSource', and 'Created'. A red circle '1' is placed over the address bar, a red circle '2' is over the 'LIBRARY' tab, and a red circle '3' is over the 'Export to Excel' button. A tooltip for the 'Export to Excel' button is visible, stating: 'Export to Excel: Analyze items in this list using Microsoft Excel.'

ShortName	Title	Abstract	DocumentSource	Created
Q28/16-DOC6 (170918)	F.SLD: Output from Q28/16 RGM on 18 September 2017	This TD contains the updated text of the new draft Recom ...	Editor F.SLD	September 19, 2017



Informal FTP Area (IFA)

The informal FTP area (IFA) is a TIES-protected document repository available via the study group home page, or via an FTP client, structured as follows:

- **Docs** (read-only): A mirror of the official documents for each meeting, including Contributions, TDs, Reports and meeting announcements (Collective letters).
- **Exchange**: An informal area used by experts for sharing working documents for use during face-to-face/virtual meetings and electronic collaboration.
- **Temp**: An informal area used by experts to share files on a temporary basis, e.g., large files; as its name suggests, this area is liable to clean up without notice.
- **Translations** (read-only): storage of machine-translated version of SG/WP meeting documents (in 5 languages), used by the MyWorkspace Meeting documents search.



Notification systems

1. Service announcements:

- a) Via the web
- b) Via email subscription

2. TIES notifications:

- a) Publication of Recommendations and Supplements
- b) SG meeting documents posted
- c) TSB Circulars

The screenshot displays a web interface for TSB Tech. At the top, it shows the date 'JANUARY 2019 24'. A main notification post is titled 'New feature in MyWorkspace: Automatic translation', posted by 'Tsbtech'. The post text states: 'A new translation application has been added to MyWorkspace, which supports translation from English into the other official languages of the Union (Arabic, Chinese, French, Russian, Spanish). Two translation options are available: - Text fragments, e.g.,'. To the right of the post, there is a search bar with the text 'SEARCH ON TSB TECH' and a 'Search' button, and a 'NEWSLETTER' sign-up button. Below the post, there is a settings menu with the following items: Settings (Change Password, Personal Data, Organization Data), Requests (Request TIES access, My Requests), and TIES Settings (TIES User Profile, TIES Notifications). To the right of the settings menu, there is a 'Save' and 'Cancel' button, and a section for 'ITU-T NOTIFICATIONS' with a link 'Click here to view options'. The ITU-T notifications list includes: AAP Announcements (checked), Circulars (checked), ITU Operational Bulletin (unchecked), ITU-T Review Committee (unchecked), Pre-published Recommendations (checked), Series A (unchecked), Series B (unchecked), Series C (unchecked), and Series D (unchecked). The ITU logo is visible in the bottom right corner.

Mailing lists

1. **Public lists:** Self-subscription for those with TIES access permissions
2. **Hidden lists:** Subscription via the TSB Secretariat for authorized delegates (e.g., Chairs)
3. **Archives:** Via the study group website
4. How to subscribe?
 - a) Traditional interface (IWM)
 - b) Direct via MyWorkspace

E-meetings

1. Fully virtual meetings – greater control and flexibility:
 - a) MyMeetings
 - b) Zoom, particularly for meetings with interpretation
2. Remote participation at physical meetings:
 - a) MyMeetings
 - b) Others, if needed

Fellowships

1. The Plenipotentiary Conference defines the criteria for eligible countries
2. Fellowship requests may be submitted during/after registration
3. Selection criteria focus on sustained contribution to the group
4. Equitable allocation of support by country, region, gender balance and delegates with specific needs
5. Fellows are welcomed by the Chief of the Study Groups Department
6. Full engagement with the meeting is encouraged

Hints and tips: Editing team support

Editing team support

Provides a wide range of services to improve efficiency and effectiveness:

1. Advice on ITU publication processes
2. Guidance on referencing, ITU style and use of language
3. Pre-approval editing at various stages:
 1. Start of work: Ensures strong foundation for new work items; or
 2. During the work: Analysis, review and feedback; or
 3. Immediately before Approval: Complete review for stable texts

Editing of draft Recommendations

- 1. Pre-approval:** Stable texts, such as those expected to be Approved at the next meeting, are normally edited by the TSB Editing team before the meeting to ensure quality and accelerate publication
- 2. Post-approval:** The TSB Editing team reviews all Approved texts prior to publication, consulting with the Editor and Rapporteur when needed

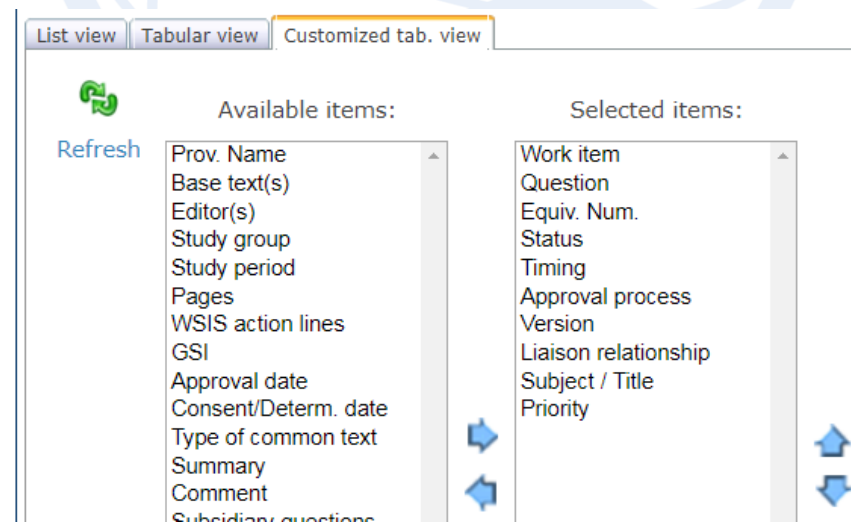
Hints and tips: Search and databases

Search tools

1. Improved ITU Global Search tool:
 - a) Available from all main webpages
 - b) Searches TIES-protected content
 - c) Advanced search
 - d) Algorithm is evolving
 - e) Thematic search
2. Hint: add “site:itu.int” in the search text when using public search tools

Work Programme database

1. When preparing a “Work Programme updates” TD:
 1. Use current database, rather than a local copy, as a baseline
 2. Provide updates in revision marks
2. To see the latest information, view the database online:
 1. Export to Word or Excel
 2. Custom views allows precise analysis (Hint: reuse the URL)



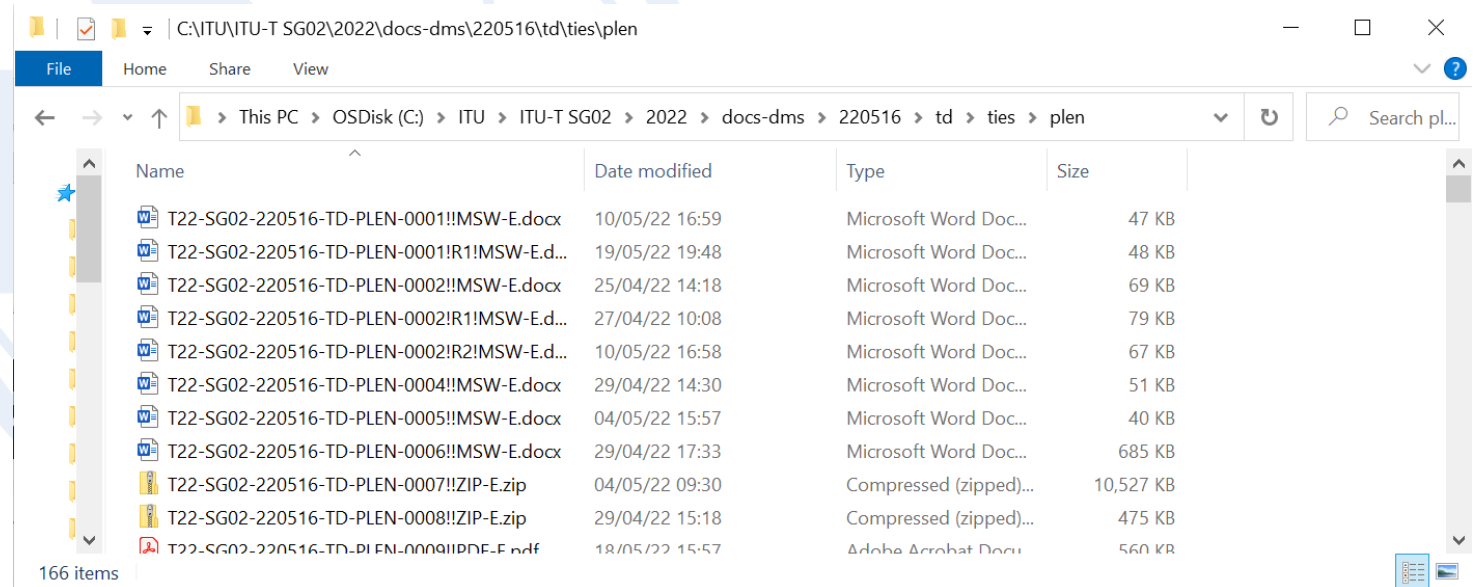
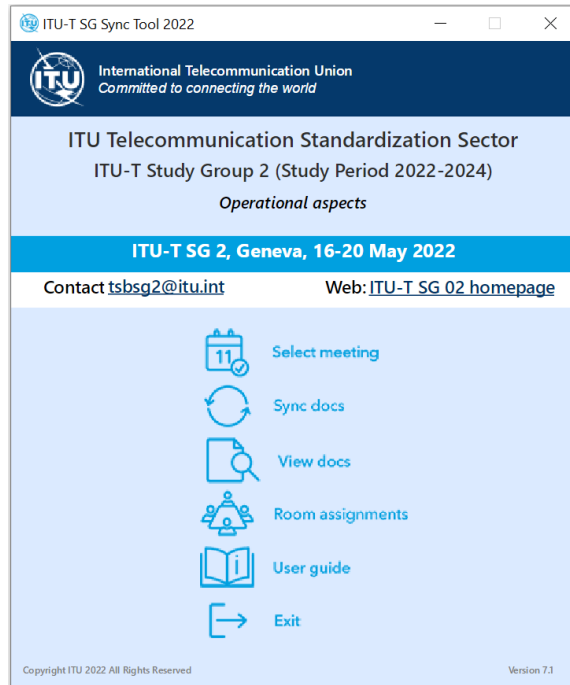
Other TSB databases

1. Access to Recommendations, Supplements, Technical Papers, Technical Reports and other ITU-T publications
2. Support of Approval processes (AAP, TAP)
3. Liaison statements
4. Rapporteur Group meetings
5. International Numbering Resources
6. Intellectual Property Rights
7. Terminology database
8. Test signals database

**Hints and tips:
Document access/analysis**

Sync application

1. Sync when connected, access documents while travelling...
2. ...but you can also access documents directly in file explorer.



NOTE – Documentation access via the IFA continues to be available with a browser or FTP client. Details [here](#).



DMS webpage features

International Telecommunications | <https://www.itu.int/md/T17-SG02-190...>

Apps OWA - RC ITU-T TSB CIR QR_generator report 1/19

Find “recently posted” or search metadata using the links at the tops of the page

“Find on the page” using CTRL+F

Home : ITU-T : SG 2 : Meeting 2019-02-19 : Temporary Documents

Recently posted - Search Meeting Documents

ITU Sectors | Newsroom | Events | Publications | Statistics | About ITU

ITU-T SG 2 TD (2019-02-19)

Set “Max # of documents” to 900

Max # of documents displayed/page: 500 OK

Results: 128 total items.

Temporary Documents (GEN)					
	Number	Title	Source	AI/Question	Date
<input type="checkbox"/>	[626-GEN]	Progress on revenue generation from INRs	TSB	Q1/2	2019-02-12
<input type="checkbox"/>	[625-GEN]	LS/i/r on SCV activity in SG2 - Draft Recommendations E.td-dr and E.sup.fdr (Reply to SG2-LS66 and SG2-LS67) [from SCV]	SCV	QALL/2, Q3/2	2019-02-11
<input type="checkbox"/>	[624-GEN]	Report for Question 7/2 e-meeting, 6 November 2018 Not yet available	Rapporteur.		
<input type="checkbox"/>	[623-GEN]	Report for Question 7/2 e-meeting, 26 September 2018 Not yet available	Rapporteur.		
<input checked="" type="checkbox"/>	[499-GEN] (Rev.1-2)	Timetable - ITU-T Study Group 2 Meeting (Geneva, 19 - 28 February 2019)	TSB	QALL/2	2018-09-26

Results: 128 total items.

Multiple Document Download: Check the boxes of Check all Uncheck all Zip and Download

Filter by Source or by Question (modify the resultant URL if needed)

Use the “Check all” and “Zip and Download” buttons at the foot of the page




“All meetings” documents page

Specialized reports for meeting document lists and analysis:


1. All documents in **descending order**
2. All documents per **working party** or **Question**
3. All document assignments in a simplified **Consolidated list**
(see next page)

■ Meeting : [Geneva, 16 - 20 May 2022](#)

Collective Letters

[[Contributions](#) - [Reports](#)] 

[[Temporary Documents](#)] 

 Documents list: - All documents sorted by descending order , Working Party or Question. Or in consolidated list.
- Documents related to one question

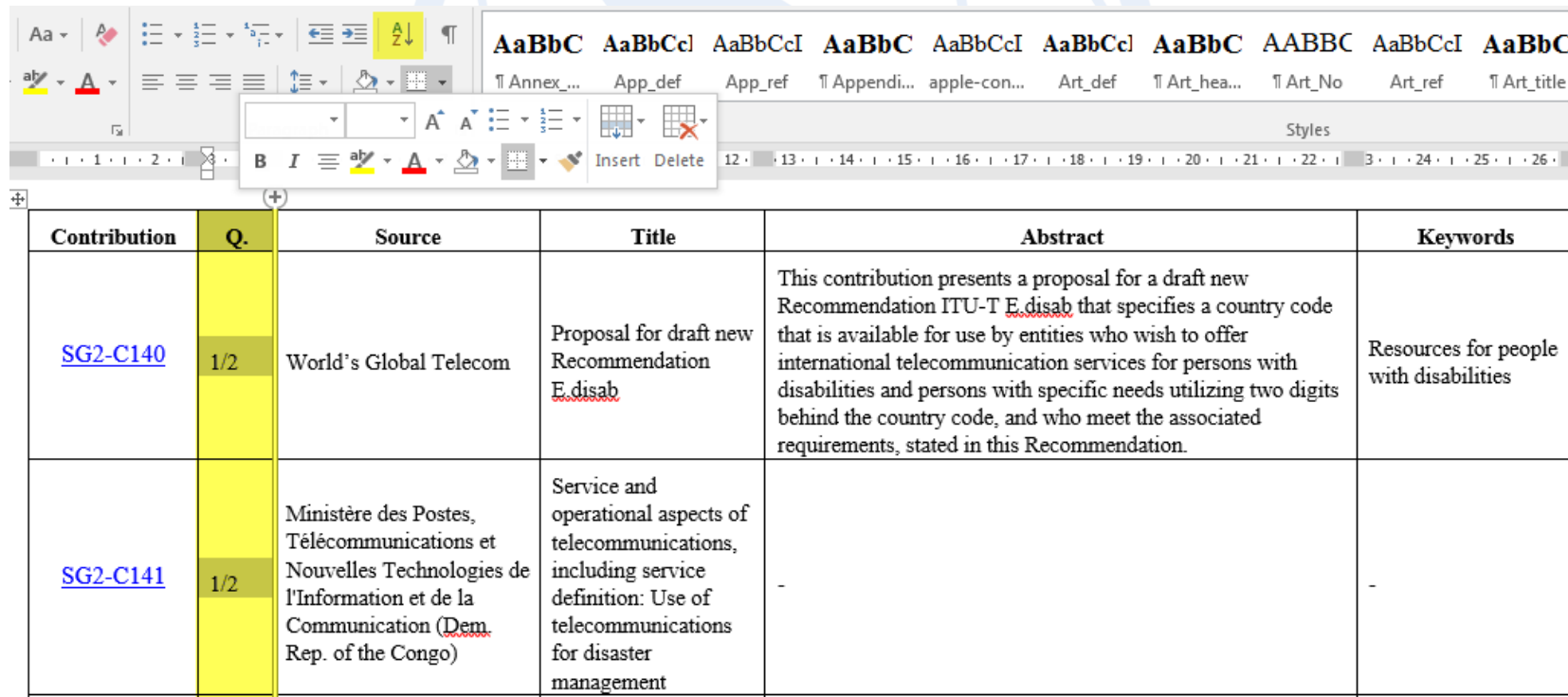


Consolidated list (example)

AI/Question	Contributions	Reports	Temporary Documents
N/A	163		
QALL/2		12	GEN - 499 , 500 , 501 , 502 , 503 , 504 , 505 , 506 , 507 , 508 , 509 , 510 , 512 , 513 , 515 , 516 , 517 , 518 , 520 , 527 , 528 , 530 , 531 , 533 , 534 , 535 , 536 , 538 , 539 , 540 , 542 , 543 , 544 , 545 , 546 , 547 , 548 , 549 , 550 , 552 , 553 , 555 , 557 , 559 , 560 , 562 , 563 , 565 , 567 , 568 , 569 , 570 , 572 , 573 , 574 , 575 , 576 , 578 , 585 , 596 , 597 , 598 , 599 , 603 , 620 , 622 , 625 , 627 , 628 , 630 , 632 , 633 , 634 , 636 , 642 , 647 , 648 , 653 , 659 , 662 , 669 , 671 , 675 , 676 , 682 , 695 , 698 , 699 , 701 , 704 , 706 , 707 , 713 , 717 , 718
Q1/2	140 , 144 , 145 , 146 , 147 , 150 , 151 , 152 , 153 , 154 , 160 , 168 , 172 , 174 , 175 , 176 , 177 , 178 , 179 , 180 , 181 , 185 , 186 , 187 , 190 , 191	13	GEN - 511 , 514 , 519 , 524 , 571 , 577 , 580 , 581 , 582 , 589 , 590 , 591 , 592 , 593 , 604 , 607 , 610 , 611 , 612 , 618 , 621 , 626 , 629 , 631 , 635 , 637 , 638 , 639 , 640 , 641 , 643 , 644 , 658 , 660 , 661 , 663 , 664 , 665 , 666 , 667 , 670 , 674 , 679 , 680 , 681 , 683 , 685 , 687 , 696 , 705 , 708 , 709 , 711 , 712 , 715
Q2/2	172 , 178 , 179 , 183	13	GEN - 524 , 605 , 608 , 610 , 611 , 613 , 618 , 640 , 666 , 667

Contribution analysis table

1. Includes the abstract and keywords for each Contribution
2. Word table can be re-ordered (e.g., Question assignment)



Contribution	Q.	Source	Title	Abstract	Keywords
SG2-C140	1/2	World's Global Telecom	Proposal for draft new Recommendation E.disab	This contribution presents a proposal for a draft new Recommendation ITU-T E.disab that specifies a country code that is available for use by entities who wish to offer international telecommunication services for persons with disabilities and persons with specific needs utilizing two digits behind the country code, and who meet the associated requirements, stated in this Recommendation.	Resources for people with disabilities
SG2-C141	1/2	Ministère des Postes, Télécommunications et Nouvelles Technologies de l'Information et de la Communication (Dem. Rep. of the Congo)	Service and operational aspects of telecommunications, including service definition: Use of telecommunications for disaster management	-	-


TSB-sourced TDs

The TSB Secretariat prepares the following inputs to facilitate smooth running of meetings:

1. Meeting facilities and logistics
2. Time plan
3. List of documents & LSs / Contribution analysis
4. Status of texts under approval processes (and TAP consultation results)
5. Work Programme updates
6. List of TSAG, WTSA and interim activities/reports
7. List of participants
8. Newcomer information
9. Tutorials, etc.

**Hints and tips:
Document preparation
& submission**

TD metadata

	INTERNATIONAL TELECOMMUNICATION UNION	SG2-TD1-R1/PLEN	
	TELECOMMUNICATION STANDARDIZATION SECTOR	STUDY GROUP 2	
	2022-2024	Original: English	
Question(s):	All/2	Gen	
TD			
Source:	Chairman, ITU-T SG2		
Title:	Draft agenda - ITU-T Study Group 2 meeting (Geneva, 16-20 May 2022)		
Contact:	Philip Rushton SG2 Chairman United Kingdom	Tel: +44 20 3286 3085 E-mail: philrushton@rcc-uk	
Abstract:	This TD contains the draft agenda for the meeting of ITU-T SG2, Geneva, 16-20 May 2022.		

Assign to one or more Questions

Title should be unique and meaningful

Examples of sources:
Editor Z.zzz;
Rapporteur Qx/y;
Chairman SGy / WPn/y;
Convener; AHG on xxx;
etc.

Add extra rows for more contacts using copy-and-paste

The use of abstracts can increase the effectiveness of meeting documents



Preparing TDs

Baseline Word file:


1. **New TDs:** Use the basic template
2. **Revised TDs or updated drafts:**
Use the latest posted version

This is because the TSB Secretariat often adds value to the document before posting, e.g., adding hyperlinks

Quickly add hyperlinks:

1. In Word, use **CTRL+K** to open the “Insert hyperlink” feature
2. URLs for meeting documents follow a recognizable pattern, making it easy to add hyperlinks to multiple related documents, e.g.:
“<https://www.itu.int/md/T22-SG02-220516-TD-PLN-0001/en>”

Question(s):		Meeting, date:	
Study Group:		Working Party:	
Source:			
Title:			
Contact:	Name Organization Country	Tel: +xx E-mail: a@b.com	
Contact:	Name Organization Country	Tel: +xx E-mail: a@b.com	
Abstract:	[Insert an abstract under 200 words that describes the content of the document, including a clear description of any proposals it may contain.] [Your text starts here]		

	INTERNATIONAL TELECOMMUNICATION UNION	SG2-TD1-R1/PLEN
	TELECOMMUNICATION STANDARDIZATION SECTOR	STUDY GROUP 2
	STUDY PERIOD 2022-2024	Original: English
Question(s):	All/2	Geneva, 16-20 May 2022
TD		
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Abstract:	This TD contains the draft agenda for the meeting of ITU-T SG2, Geneva, 16-20 May 2022.	

Draft Agenda



Timeliness of TDs

- Input TDs should be submitted at least seven days before a meeting
- Input drafts for a decision should be submitted as early as possible, ideally six weeks before the meeting
- Reports of *meetings held before 21 days* of the study group meeting will be treated with flexibility
- Administrative documents, and others produced during the meeting, cannot meet these deadlines
- TSB posts all TDs (and Contributions) within three working days after receipt

Preparing ITU-T A.5 justification TDs

1. Normative references to **non-ITU** texts must be justified in a TD per ITU-T A.5.
2. An online tool facilitates the creation of these TDs by allowing Editors/Rapporteurs to:
 - a) **Reuse existing** references; or
 - b) Create a **new reference** by *duplicating an existing one*; or
 - c) Create a **new reference** from scratch
3. Detailed guidance can be found in the Work Programme, and in the “extra slides” below.

The online tool must be used for preparing these TDs because it is linked to the Work Programme database.

If delegates create such TDs manually, they need to be redone using the online tool



Preparing Liaison Statements (LSs)

Question(s):		Meeting:	
		Working Party:	
Source:			
Title:	LS/o/r on <topic> (reply to LSxxx) [to <group>]		
LIAISON STATEMENT			
For action to:			
For information to:			
Contact:	Name Organization Country	Tel: +xx E-mail: a@b.com	
Contact:	Name Organization Country	Tel: +xx E-mail: a@b.com	
Abstract:	[Insert an abstract under 200 words that describes the content of the document, including a clear description of any proposals it may contain]		
	[Your text starts here]		

Assign to one or more Questions

LS/o/r on <topic> (reply to LSxxx) [to <group>]

Indicate which incoming LS is being replied to if needed

Liaison Statements to new recipients:
Please provide contact details

Add extra rows for more contacts using copy-and-paste

The use of abstracts can increase the effectiveness of Liaison Statements

Outgoing Liaison Statements

- Liaison Statements may be sent to any group deemed necessary by the study group experts
(it is **not** necessary to be formally recognized under ITU-T A.4 or A.6)
- Clause 1.5.1 of ITU-T A.1 specifies the required information when sending a Liaison Statement, and the template to be used:
 - Question responsible
 - Source group/destination group(s)
 - Level and date of approval
 - For action or info*
 - Contact details

* Note that “For comments” has been removed from the template.



Rights to submit documents

Study group leadership team may submit:

- TDs to study group/working party meetings
- Working documents to Rapporteur group meetings
- Contributions to study group/working party and Rapporteur group meetings **only** if documents are sourced as their organization (“change hat”)

Delegates representing ITU-T Members or Associates may submit:

- Contributions to study group/working party and Rapporteur group meetings
 - Members as such **cannot** submit a TD!

Communication with Liaison organizations:

- Liaison Statements (published as TDs)




Preparing Contributions: Tips

- ITU-T A.2 provides guidelines:
- Contents of contribution
 - As a minimum, provide a Rationale (or Discussion) and Proposal (or Conclusion)
- Clear, concise and comprehensive
- Avoid unnecessary detail, tables or statistics
- Write to be universally understood, i.e., use common terminology and avoid jargon
- Typically, do not exceed 2,500 words (approximately five printed pages)
- Avoid submitting documents of purely theoretical interest
- Proposals for new work items or transposition of standards: additional requirements in A.1 / A.13 / A.25.



Contribution template

 INTERNATIONAL TELECOMMUNICATION UNION TELECOMMUNICATION STANDARDIZATION SECTOR STUDY PERIOD 2022-2024	SG2-Cn
	STUDY GROUP 2
	Original: English
Question(s): [1/2, 2/2, etc.]	[Place, dd-dd mmm yyyy]
CONTRIBUTION	
Source:	[Insert source(s)]
Title:	[Insert title (always in ENGLISH)]
Contact:	Insert contact name Insert organization Insert country Tel: +xx E-mail: a@b.com
Contact:	Insert contact name Insert organization Insert country Tel: +xx E-mail: a@b.com
Abstract:	[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.

[Your text starts here.]

Before submitting this document:



Direct document posting (DDP): Overview

- Tool for ITU-T experts to upload Contributions (TIES access needed)
- Registration and upload must be done before the deadline
(Contributions may be withdrawn after the deadline, but not modified)
- 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



Direct document posting (DDP): A two-step process

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
- *Before the deadline*, author can add, delete or modify content after initial upload

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





Thank you