ITU-R -REPORT (Organization of Work of ITUT)

(INTERNATIONAL TELECOM UNIT- RECOMMENDATION)

Group Members:

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Overview:

The following topics will be covered pertaining to the ITUT Recommendation along with the protocols and all the required necessities:

- Study groups and their relevant grouping

- The Time Management Principles

- The delegation protocols

- Conduct of meetings

- Frequency of meeting

- Study group management

- Submission and processing of contributions

- Joint coordination activities

Frequency of Meetings:-

- Study groups meet to facilitate the approval of Recommendations only approval of the Director of the Telecommunication Standardization Bureau (TSB).

- Meetings should not be held more frequently than is necessary to make effective progress and should take into account TSB's capabilities to provide the necessary documentation.

- The arrangement and timing of the meeting should enable the study groups to exchange any information they may require without delay and enable the specialists concerned to avoid leaving their home countries too often.

- The timetable of meetings shall be prepared and communicated to participating bodies well in advance (one year), thus, to make meetings more efficient and reduce their length.

- Subject to physical and budgetary limitations and in consultation with the Director, the work of the study groups should be on a continuous basis.

Coordination of Work:-

- A joint coordination activity (JCA) may be formed to coordinate work relating to more than one study group. Its primary role is to harmonize planned work effort in terms of subject matter, time-frames for meetings and publication goals

Preparation of Studies and Meetings:-

- At the beginning of each study period, an organization proposal and an action plan for the study period shall be prepared by each study group chairman with the help of TSB.

- Individuals who attend the meeting without preregistration may experience a delay in receiving their documents.

- If an insufficient number of contributions or notification of contributions has been submitted, no meeting should be held. The decision whether to cancel a meeting or not shall be taken by the Director.

Conduct of Meetings:-

- The chairman shall direct the debates during the meeting, with the assistance of TSB.

- Questions which have not elicited any contributions should not be placed on the final agenda of the meeting.

- Study groups and working parties may set up ad hoc groups to study Questions allocated to those study groups and working parties.

- For projects involving more than one study group, baseline documents may be prepared in order to provide the basis for coordinated study among the various study groups.

- Chairmen will ask, during each meeting, whether anyone has knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered.

- The decision to add a new work item to the work programme shall be documented in the report of the meeting using the template in Annex A.

Liaison statements

- List the appropriate Question numbers of the originating and destination study groups.
- Identify the study group, working party or rapporteur group meeting at which the liaison statement was prepared.
- Include a concise title appropriate to the subject matter.

Regulations:

- Liaison statements should be forwarded to the appropriate destinations as soon after the meeting as possible
- Copies of all liaison statements should also be sent to the chairmen of the study groups and working parties involved for information and to TSB for processing.

Correspondence activities:

- A correspondence activity on a particular topic may be authorized to be conducted via e-mail between meetings.

- Each correspondence activity should have specified terms of reference.

Preparation of reports:

- A report on the work done during a meeting shall be prepared by TSB.

- This report should set out the results of the meeting and the agreements reached in a condensed form and should identify the points left to the next meeting for further study.

Additional Info:

- To assist TSB in this task, the study group or working party may arrange for delegates to draft some parts of the report. TSB should coordinate this drafting work.

- If necessary, the meeting will set up an editorial group to improve the texts of draft Recommendations in the official languages of the Union

Definitions:

Terms defined elsewhere:
Describes procedures and defines terms related to non-normative publications. This Recommendation uses the following term defined elsewhere:

- **Question**: Description of an area of work to be studied
- **Terms defined in this Recommendation**
- **Amendment**: Changes or additions to an already published ITU-T Recommendation.
- **Annex**: Material that is necessary to the overall completeness and comprehensibility of a Recommendation
- **Appendix**: Material that is supplementary
- **Clause**: Single-digit or multiple-digit numbered text passages.
- **Corrigendum**: Corrections to an already published ITU-T Recommendation.
- **Erratum**: Corrections of publication and editorial errors in an already published ITU-T Recommendation. An erratum is published by TSB
- **Normative reference**: The whole or parts of another document where the referenced document contains provisions.
- **Text**: The "text" of Recommendations may contain printed or coded text and/or data.
- **Work item**: An assigned piece of work.
- **Work programme**: A list of work items that are owned by a study group.

Study group structure:

Study group chairmen shall be responsible for the establishment of an appropriate structure for the distribution of work and the selection of an appropriate team for working party .A study group may entrust a Question, a group of Questions within its general area of responsibility to a working party. Where the scope of the work is considerable, a study group may decide to further divide the tasks assigned to a working party to sub-working parties.This study group shall act as the parent study group for the joint working party and shall coordinate and have responsibility for the work concerned.

Joint coordination activities:

A joint coordination activity (JCA) is a tool for management of the work programme of ITU-T .A JCA may help to coordinate the planned work effort in terms of subject matter, time-frames for meetings, collocated meetings where necessary and publication goals including, where appropriate, release planning of the resulting Recommendations. The establishment of a JCA aims mainly at improving coordination and planning.

The roles of rapporteurs:

Rapporteurs is a person who is appointed by an organization to report on the proceedings of its meetings. Rapporteurs may be appointed at any time with the agreement of the working party, or of the study group, where the Question(s) are not allocated to a working party. A rapporteur may propose the appointment of one or more associate rapporteurs, whose appointments should then be endorsed by the relevant working party (or study group).

The rapporteur's responsibilities are:

To coordinate the detailed study .To the extent authorized with other ITU-T, ITU ITU-R and ITU-D.

To adopt methods of work.

To ensure that the parent working party is kept well informed.

To submit a progress report.

To review and update the work programme.

To give adequate advance notice of the intention to hold any meetings of experts.

To establish a group of active "collaborators" .

To delegate the relevant functions.

The basic goal of each rapporteur is to assist the study group in developing new and revised Recommendations to meet changing requirements in telecommunication techniques and services.Responsible for the quality of their texts.Rapporteurs should prepare a meeting report for each rapporteur group meeting held and submit it as a TD.Rapporteur group meetings, as such, should not be held during working party or study group meetings Participants should not be charged for meeting facilities .

How to Submit a Contribution:

- **Select the meeting** for which you wish to submit a contribution
- **Source**: indicate the entity which you represent at the meeting
- **Title**: include the title of the proposal/document
- **Revision**: if suggesting a revision to previous contribution please indicate the document number. Any changes in a previous text should be indicated with revision marks (track changes)
- Indicate whether your **document is for action or for information** If you select **Action**, your contribution will be placed on the agenda, if you select **Information** your contribution will be available for reference only, and not placed on agenda or discussed
- **Action required**: if the document is submitted for action, the action expected from the meeting should be clearly indicated

- **Keywords:** insert relevant keywords
- **Questions**: click only those Questions to which the proposal relates
- **Abstract**: this field should include a short summary of the proposal
- **Lessons learned and suggested best-practices** (if appropriate): insert lessons learned and suggested best-practices which have been included in the contribution
- **Text of contribution**: This is where the text of your document is to be pasted. If you have tables, graphics, figures or other non-textual elements, they will not be suitably reformatted by the system. In order to solve this shortcoming, you are kindly requested to upload the Word version of the document in the step following the submission of the contribution (step 2).
- **Enter your contact details** for the contribution. These details will be displayed in the footer of the final document
  .
- **Click Submit**. This will display on-screen the submitted document to enable you to review or amend as required. If you wish to make changes, click the "modify request" on the bottom right-corner of the page. Make your changes and click "modify" to save whatever changes you have made.
- When finished, click the "**confirm request**" button.
- In the following step, you will be able to **upload** the original Word file by clicking "here". This will open an email message which should be used to send the Word file. The secretariat will be able to include these non-textual elements based on the Word model you uploaded, in the final formatted document to be published.

TDs

- TDs should be provided to TSB in electronic format. TSB shall post electronically those TDs submitted as electronic files as soon as they become available; those submitted as paper copies will be posted as soon as practicable.
- Extracts from reports of other study group meetings or from reports of chairmen, rapporteurs or drafting groups shall be published as TDs.
- TDs can be produced during the meeting.

Other ITU-T groups

- **Focus group (FG)**
- The objective of focus groups is to help advance the work of the ITU Telecommunication Standardization Sector (ITU-T) study groups and to encourage the participation of members of other standards organizations, including experts and individuals who may not be members of ITU.
- **Intersector Rapporteur Group (IRG)**
- Intersector Rapporteur Groups (IRGs) are established to coordinate the progress of specific topics of mutual interest between sectors of the ITU.

Joint Coordination Activity (JCA)

- A Joint Coordination Activity (JCA) is formed to coordinate activities on topics of relevance across ITU-T Study Groups. They report their progress either to TSAG or to a particular study group.
- A joint coordination activity (JCA) is a tool for management of the work programme of ITU-T when there is a need to address a broad subject covering the area of competence of more than one study group.
- A JCA may help to coordinate the planned work effort in terms of subject matter, time-frames for meetings, collocated meetings where necessary and publication goals including, where appropriate, release planning of the resulting Recommendations.
- The study groups take JCA suggestions into consideration as they carry out their work.

References:

1. **https://www.itu.int/en/ITU-T/studygroups/2017-2020/Pages/default.aspx**

2. **https://www.itu.int/pub/R-TER-DB**