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).