|  |  |  |  |
| --- | --- | --- | --- |
|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2025-2028 | | SG12-TDnnn |
| STUDY GROUP 12 |
| Original: English |
| **Question(s):** | | X/12 | [place, dates] |
| **TD** | | | |
| **Source:** | | Rapporteur QX/12 | |
| **Title:** | | Status report of Question X/12: [title of question] | |
| **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] |

**Introduction**

The work of QX /12 "[title of question]" is …

The wording of this question can be found in [SG12-C1](https://www.itu.int/md/T25-SG12-C-0001/en). The address for communication on QX/12 matters is t25sg12qX@lists.itu.int.

# 1 Question X/12 “Title of question”

Question X/12 met in Y sessions under the [co-] chairmanship of name of Rapporteur (organization, country) [with the assistance of name of associate Rapporteur (organization, country)]. The agenda in Annex A was adopted.

The objectives for this meeting were:

* Progress work on Y.xxxx, P.vvvv
* Review and finalize candidates for consent/agreement:
  + List candidate texts
* Review proposals for new work items

## 1.1 Documentation

### 1.1.1 Contributions

*Copy table of contributions. Delete “IFA”, “Local” and “Date” columns. Add column after “Title” column and insert a short summary/abstract of the contribution.*

### 1.1.2 TDs

*Copy the TD table. Delete “IFA”, “Local” and “Date” columns.*

## 1.2 Report of interim activities

*Add summary of interim activities, if any*

## 1.3 Summary of technical discussions

### 1.3.1 IPR statements

*If none, please indicate “No IPR statements were received at this meeting.”*

### 1.3.2 Topic 1

*Please summarize the discussion and its outcomes/agreed actions.*

### 1.3.3 Topic 2

*Please summarize the discussion and its outcomes/agreed actions.*

*<Please add sub-clause per topic>*

### 1.3.n-2 Joint sessions with Qs x, r, m

*Please summarize the discussion and its outcomes/agreed actions. Delete if no joint sessions are held with your Question but add a new sub-clause per joint session, in case of multiple joint sessions.*

### 1.3.n-1 Incoming liaison statements

*Please list all incoming liaison statements reviewed and the agreed action by the meeting e.g., noted for information, response to be sent back etc.*

### 1.3.n Other business

[If any]

## 1.4 Key achievements and meeting outputs

### 1.4.1 Summary

*Please state/describe/summarize the most important topics which were discussed/handled in your ad-hoc meeting(s). Ideally, in less than one page. Recommendation: Set a bookmark to the text of this content and insert a cross-reference in Annex B to reference this text*.

### 1.4.2 Texts for decision

#### Text for consent/determination

* *<New/Revised/Corrigendum to>* Recommendation *B.xyz* “*Title*” (TDnnnn) for *<consent/determination>*.

#### Text for agreement

* <*New/Revised*> <*Supplement/Technical Report/Appendix to Recommendation*> *B.xyz* “*Title*” (TDnnnn) for agreement.

#### New work items for approval

* Draft new <*Recommendation/Supplement/Technical Paper*> *B.xyz* “*Title*” (Annex C) for approval.

#### Outgoing liaison statements for approval

* Liaison statement to <*Group name*> on <*Subject*> (TDnnnn) for approval.

### 1.4.3 Interim activities

*If any interim activities (meetings/workshops) are planned, please state their date, format (physical or virtual), location (for physical meetings) and a one-sentence objective for the meeting. Recommendation: Set a bookmark to the text of this content and insert a cross-reference in Annex B to reference this text*.

### 1.4.4 Work programme

*Enable Track Changes mode to indicate any work programme updates in revmarks*

| **Work item** | **Version** | **Subject / Title** | **Approval process** | **Priority** | **Timing** | **Editor(s)** | **Base text(s)** | **Liaison relationship** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP\_WorkItem | WP\_Version | WP\_Title | WP\_Process | WP\_Priority | WP\_Timing | WP\_Editors | WP\_BaseTexts | WP\_Relationship |

# Annex A: Draft agenda for Qx/12

| **Date** | **Item** |
| --- | --- |
| Wednesday June xx  11:00-12:00 | * Opening * Adoption of agenda * IPR call * Item 3: Cnnn * Item 4: TDnnn * Item 5: TDnnn |
| Joint session with Qs X and Y/12  Monday June xx  11:00-12:00 | * Item 6: Cxxx, Czzz * Item 7: TDnnn |
| Tuesday June xx  11:00-12:00 | * Review of work programme * Outgoing liaison statements: TDnnn (Source), TDnnn (Source) * Interim activities * AoB * Close |

# Annex B: Input to Executive summary of the Working Party y/12 Meeting

## B.1 Purpose of the Question

The work of QX/12 "Title of question" is <*reuse 10-line summary from introduction>.*

The address for communication on QX/12 matters is t25sg12qX@lists.itu.int

## B.2 Key achievements during this meeting

### Selected topics and key achievements

*Please re-use text from 1.4.1 above (or insert cross-reference to bookmark)*.

### Text for consent/determination

* *<New/Revised/Corrigendum to>* Recommendation *B.xyz* “*Title*” (TDnnnn) for *<consent/determination>*.

### Text for agreement

* <*New/Revised*> <*Supplement/Technical Report/Appendix to Recommendation*> *B.xyz* “*Title*” (TDnnnn) for agreement.

### New work items for approval

* Draft new <*Recommendation/Supplement/Technical Paper*> *B.xyz* “*Title*” (Annex C) for approval.

### Outgoing liaison statements for approval

* Liaison statement to <*Group name*> on <*Subject*> (TDnnnn) for approval.

### Interim activities

*Please re-use text from 1.4.3 above (or insert cross-reference to bookmark)*.

*.*

# Annex C: A.1 Justification for proposed draft new ITU-T B.xyz "Title"

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question:** | x/12 | **Proposed new ITU-T Recommendation** | [Place], [Dates] | | |
| **Reference and title:** | ITU-T B.xyz "Title" | | | | |
| **Base text:** |  | | | **Timing:** | YYYY-MM |
| **Editor(s):** | Name, membership, e-mail address | | | **Approval process:** | Choose one:  AAP | TAP |
| **Scope** (defines the intent or object of the Recommendation and the aspects covered, thereby indicating the limits of its applicability): | | | | | |
|  | | | | | |
| **Summary** (provides a brief overview of the purpose and contents of the Recommendation, thus permitting readers to judge its usefulness for their work): | | | | | |
|  | | | | | |
| **Relations to ITU-T Recommendations or to other standards** (approved or under development)**:** | | | | | |
|  | | | | | |
| **Liaisons with other study groups or with other standards bodies:** | | | | | |
|  | | | | | |
| **Supporting members that are committing to contributing actively to the work item:** | | | | | |
|  | | | | | |

# Annex D: A.13 Justification for proposed draft new ITU-T B.xyz "Title"

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question:** | x/12 | **Proposed new ITU-T [keep the one applicable, delete the others]: Supplement / Implementer's guide / Technical paper / Technical report / Handbook / Other** | [Place], [Dates] | |
| **Reference and title:** | ITU-T B.xyz "Title" | | | |
| **Base text:** |  | | **Timing:** | YYYY-MM |
| **Editor(s):** | Name, membership, e-mail address | | **Approval process:** | Agreement |
| **Purpose and scope** (defines the intent or object of the Recommendation and the aspects covered, thereby indicating the limits of its applicability): | | | | |
|  | | | | |
| **Summary** (provides a brief overview of the proposal): | | | | |
|  | | | | |
| **Relations to ITU-T Recommendations or to other documents (approved or under development):** | | | | |
|  | | | | |
| **Liaisons with other study groups or with other standards bodies:** | | | | |
|  | | | | |
| **Supporting members that are committing to contributing actively to the work item:** | | | | |
|  | | | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_