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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | 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 |

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| --- | --- |
| **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.] |

Introduction

*Provide a 10-line (max) summary of the text of the Question, highlighting the main points.*

The wording of this question can be found in SG12-C.1. The address for communication on QX/12 matters is t22sg12qX@lists.itu.int.

# 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

## Documentation

### 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.*

### TDs

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

## Report of interim activities

*Add summary of interim activities, if any*

## Summary of technical discussions

### IPR statements

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

### Topic 1

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

### 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]

## Key achievements and meeting outputs

*Please state/describe/summarize the most important topics which were discussed/handled in your ad-hoc meeting(s). Ideally, in less than one page*.

### 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/Appendices 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

*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.*

### 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 t22sg12qX@lists.itu.int

## B.2 Key achievements during this meeting

Selected topics and key achievements

*Please re-use text from 1.4 above*.

Text for consent/determination

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

Text for agreement

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

New work items for approval

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

Outgoing liaison statements for approval

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

Interim activities

*If any interim activities (meetings/workshops) are planned, please list them and state their date, format (physical or virtual), location (for physical meetings) and a one-sentence objective for the meeting.*

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

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| --- | --- | --- | --- | --- | --- |
| **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)**:** | | | | | |
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| **Liaisons with other study groups or with other standards bodies:** | | | | | |
|  | | | | | |
| **Supporting members that are committing to contributing actively to the work item:** | | | | | |
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Annex D:  
A.13 justification for proposed draft new ITU-T B.xyz "Title"

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| --- | --- | --- | --- | --- |
| **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):** | | | | |
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| **Liaisons with other study groups or with other standards bodies:** | | | | |
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| **Supporting members that are committing to contributing actively to the work item:** | | | | |
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