

Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road, New Delhi - 110001
(International Relations Wing)

No. 6-25/2024-IR

Date: 27.01.2025

Subject: - Policy Documents for Participation of Indian Delegation ITU- Radiocommunication (ITU-R), ITU-Telecommunication Standardization (ITU-T) and ITU-Telecommunication Development (ITU-D) sector meetings

Ref: OM No. 6-21/2024-IR dated 12 December 2024

The undersigned is directed to refer to the above-mentioned OM dated 12th December 2024 vide which guidance for the nomination of officials on various categories of foreign visit delegations, documentation of visit outcomes, and follow-up on them was issued.

2. In continuation to the above-mentioned OM, please find attached the Policy Documents for Participation of Indian Delegation in ITU-T (Annexure-1), ITU-R (Annexure- 2) and ITU- D (Annexure-3) meetings.

This issues with the approval of Competent Authority.



(Sandeep Kumar Gupta)

Director (International Relations)

Encl: As above

To,

Heads of All Units/ Divisions of DOT

Copy for kind information to: -

1. PSO to Secretary (Telecom), Sanchar Bhawan, New Delhi.
2. Member (S)/Member (T)/ Member (F), Digital Communications Commission, Sanchar Bhawan, New Delhi.
3. Sr. PPS to Additional Secretary (Telecom), Sanchar Bhawan, New Delhi.

Participation of Indian delegation in various ITU-T Meetings

This document helps in identifying the types of meetings of ITU-T in which India may participate, and also in identifying the suitable officers in DoT who may attend these meetings for effective Indian contributions. It further outlines the broad criteria for deciding physical versus online attendance. This will assist in maintaining consistency in the constitution of Indian delegations and attendance protocols for the various meetings of the standards organizations.

ITU's Telecommunication Standardization Sector (ITU-T)

- a. The Study Groups (SG) of ITU's Telecommunication Standardization Sector (ITU-T) assemble experts from around the world to develop international standards known as ITU-T Recommendations, which act as defining elements in the global infrastructure of information and communication technologies (ICTs).
- b. Standards are critical to the interoperability of ICT transactions like exchanges of voice, video or data messages. They enable global communications by ensuring that countries' ICT networks and devices are speaking the same language.
- c. International ICT standards help avoid costly market battles over preferred technologies, and for companies from emerging markets, they create a level playing field which provides access to new markets.
- d. They are an essential aid to developing countries in building their infrastructure and facilitating economic development, and, through economies of scale, reduce costs for all concerned - manufacturers, operators, and consumers.

Engagements of DoT for various meetings under ITU-T could be broadly classified into eight categories, elaborated as follows:

1. ITU-T Study Group Meetings

- a. The work of the Study Groups (SGs) is at the heart of ITU-T. There are ten Study Groups in ITU-T, each headed by a Chair, and assisted by Vice-Chairs, Rapporteurs, and others.
- b. There are usually two or three meetings of each Study Group every year.
- c. An SG meeting generally continues from five to eight working days.
- d. A Management Meeting of the SG is held one day before the SG meeting. This should be physically attended by the Chairs, Vice-Chairs, and the Rapporteurs of that SG.
- e. The sessions are held Question-wise. Rapporteurs chair these sessions.
- f. Now the SG meetings are being held in hybrid mode but voting, if required, is through the members who are physically present.

1.1 Indian Delegation for the Study Group Meetings

1.1.1 India should attend meetings of the Study Groups with the aim to:

- a. Increase Indian contributions in international standards being framed through ITU.
- b. Safeguard the interests of Indian stakeholders in the international standards/reports.
- c. Bring the international best practices and experiences to India.
- d. Share Indian growth stories/ achievements with the international community.

1.1.2 The delegation may generally be chosen from amongst the following:

- a. Chair/ Vice-Chair from India of the SG
- b. Rapporteur of a Question
- c. Chair of a Working Party
- d. One or more contributors/ Associate Rapporteur/ Vice-Chair of Working Party/Liaison Officer, on case-to-case basis
- e. Chair/previous Chair of the concerned NWG based on their contributions and past involvement
- f. As Observer for learning the ITU T proceedings
- g. As Subject/Domain Expert to assist the delegation
- h. Any other official nominated by higher authority as per specific requirement.

1.1.3 Physical delegation to any ITU T SG/WP or other meeting as described in para 1.1.2 may consist of individual(s) who hold any managerial / working position such as Chair, Vice Chair, Rapporteur etc, individual(s) who have submitted contribution for the meeting, observer(s) for learning the ITU T proceedings, Subject/ Domain expert(s) to assist the delegation / Individual who held any managerial or working position in SG or Corresponding NWG in the past.

1.1.4 The physical delegation from India for each Study Group meeting should have a mix of continuity and fresh contributors.

1.1.5 The officers with demonstrated interest in terms of contributions and record of online attendance of sessions should be given preference for inclusion in the physical delegation.

1.1.6 All others should be encouraged for online participation, and the online participants in the delegation should maximize the Indian presence in such meetings.

1.1.7 While selecting the Physical delegation for a meeting other than those who have managerial / working position, preference may be given to those individuals who have contributed for the meeting/ have attended previous meeting(s) online / working as Chair / Vice Chair of the corresponding NWG / Have past experience of working as Chair/Vice Chair in ITU T SG/WP or in corresponding NWG

1.1.8 The individuals who have managerial / working position as Chair/ Vice-Chair/ Rapporteur etc from India generally be nominated to physically attend corresponding SG/WP//Rapporteur meetings as part of delegation.

1.1.9 A second officer may be groomed to replace the first member of the delegation, whenever required. Alternatively, the second officer may be an experienced member so that he/she can support the first member of the delegation. Rapporteur or Chair/Vice-Chair of a Working Party in that SG, or Chair of the NWG concerned, or any other domain expert, depending on their contributions and past involvement, could be considered for the second officer's role.

1.1.10 In case the NWG Chair has changed due to some reason, then the previous Chair of the NWG, who attended the previous meetings, may be considered to attend the SG meetings on case-to-case basis.

1.1.11 Other member(s) may be proposed by IR DoT based on QRP/ justification on case-to-case basis.

1.1.12 The other member(s) may be a contributor of a Work Item, or an Editor/ Associate Rapporteur/ Working Party Vice-Chair/ Liaison Officer, observer or a domain expert.

1.1.13 The senior-most member of the Indian delegation should be the head of delegation.

1.1.14 The following may be encouraged to attend online:

- a. New participants may be encouraged to attend the first few meetings online to gain experience and understand the working methods.
- b. Editors/Contributors with limited contributions to a specific work item, not requiring engagement for the majority of the meeting, may be encouraged to attend online.
- c. Associate Rapporteurs from India for that Study Group meeting may participate online unless required physically in some other capacity also.
- d. Rapporteurs from India may attend the Study Group meetings concerned online or physically - decision may be taken on the basis of significance of the question and the contributions.
- e. In general, officials should be encouraged to attend the meeting online.

1.2 Various roles of the Indian delegates in ITU-T Study Group Meetings:

1.2.1 Study Group Chair

- a. The Chairperson of a Study Group heads the SG meeting.
- b. He/ she presides over the opening and closing plenaries and the various management meetings.
- c. The SG Chairs are appointed during the World Telecommunication Standardization Assembly (WTSA).
- d. During the Study Period 2025-2028, India chairs the ITU-T SG11.
- e. The SG Chair from India should physically attend the corresponding SG meetings as he/she is responsible for the successful conduction of the SG meeting.
- f. He chairs the plenary sessions and monitors/manages every activity of the Study Group and coordinates with TSB for resolving any issues.
- g. As the person in the role of SG Chair cannot represent his/ her own country during the meeting, Indian delegation should consist of members other than the SG Chair also.

1.2.2 Study Group Vice-Chair

- a. There are more than one Vice-Chairs in each Study Group.
- b. They are part of the management team of the SG and are invited to management meetings.
- c. The SG Vice-Chairs play an important role as they can represent the country during the Management Meetings.
- d. They can use this opportunity to facilitate the nomination of Indians as Rapporteurs and Associate Rapporteurs in the Study Groups.
- e. They may also get additional responsibilities within the SG, such as Chair/ Vice-Chair of Working Party, Liaison Officer, etc.
- f. The SG Vice-Chair from India should physically attend the corresponding SG meetings.
- g. He/she may be the ideal choice for Head of Delegation, if senior-most in the delegation.

1.2.3 Rapporteur of a Question

- a. The Study Group meeting sessions are conducted Question-wise.
- b. Each Question has one Rapporteur, who presides over the Question sessions.
- c. A Rapporteur has to generally preside over three to ten sessions during a SG Meeting.

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- d. He/she has to prepare various documents including the meeting agenda, updated baseline text of each work item in that Question, liaison statements, various temporary documents, question-wise reports, Working Party reports, etc.
- e. Rapporteurs from India may physically attend the meetings of their Study Group.

1.2.4 Associate Rapporteur of a Question

- a. There are generally more than one Associate Rapporteurs for a Question.
- b. Role of the Associate Rapporteur is to assist the corresponding Rapporteur.
- c. An Associate Rapporteur from India may be part of the Indian delegation for that Study Group meeting and may participate online unless the person is required physically in some other capacity also.

1.2.5 Liaison Officers

- a. Liaison Officers play an important role in coordinating with other Study Groups or other Standards organizations, preparing outgoing liaison statements, preparing replies to the incoming liaison statements, and so on.
- b. A Liaison Officer from India may be part of the Indian delegation for that Study Group meeting and may participate online unless the person is also required physically in some other substantive capacity.

1.2.6 Editors of Work Items

- a. The editor of a work item is required to prepare the updated baseline text for the work item based on the discussions during the SG meeting on the contributions received on that work item.
- b. An Editor from India may be part of the Indian delegation for that Study Group meeting and may participate online unless the person is also required physically in some other substantive capacity.
- c. One or more Editors may attend physically, to be proposed by IR DoT based on QRP/ justification on a case-to-case basis, so that they gain experience in ITU-T work processes and may be groomed for future management positions in the ITU-T Study Groups.

1.2.7 Contributors of Work Items

- a. The contributor of a particular work item may be interested only in that work item and may not be conversant with the other work items or agenda of the Study Group meeting.
- b. In a typical scenario, a contributor may participate only for a small duration during the entire multi-day SG meeting.
- c. New contributors may be encouraged to join the NWG and attend its meetings. They should be encouraged to attend the SG meetings online initially to gain experience.
- d. One or more contributors may attend physically, to be proposed by IR DoT based on QRP/ justification on a case-to-case basis. Factors to be considered may include the significance of that work item for India, whether the work item is a normative document, whether the work item was initiated by India, continuity of contributions, any other involvement of the contributor in the SG meeting, etc.

1.2.8 Chair of Working Party

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- a. In the interests of efficiency, ITU-R and ITU-T study groups are normally structured into working parties (WPs).
- b. Multiple Questions are clubbed into one Working Party.
- c. Each Study Group may have two to five Working Parties.
- d. The chair of the Working Party chairs the WP meetings that approve the work of each Question.
- e. Working Party Chairs from India may physically attend the concerned Study Group meetings.

1.2.9 Vice-Chair of Working Party

- a. There are generally more than one Vice-Chair of a Working Party in a Study Group.
- b. Role of the Vice-Chair of a WP is to assist the corresponding Chair of the WP.
- c. A Vice-Chair of a Working Party from India may be part of the Indian delegation for that Study Group meeting and may participate online unless the person is also required physically in some other substantive capacity.

1.2.10 Observer /Subject/Domain Expert

- a. Observers may be deputed to learn the proceedings of the ITU T meetings. with clearly recorded reasons for their nomination.
- b. Subject/Domain expert(s) may be deputed to assist the delegation.
- c. Nominations may be proposed by IR DoT based on QRP/ justification on a case-to-case basis.

2. World Telecommunication Standardization Assembly

- a. The World Telecommunication Standardization Assembly (WTSA) sets the overall direction and structure for ITU-T.
- b. It meets every four years and defines the general policy for the Sector, establishes the study groups, approves their expected work programme for the next four-year period, and appoints their Chairs and Vice-Chairs.

2.1 Indian Delegation for the WTSA

- a. As WTSA deliberates on updating the existing Resolutions and introducing new Resolutions, the existing Chair and Vice-Chairs of various SGs may attend physically.
- b. Officers nominated by APT as Leads for various Preliminary APT Common Proposals (PACPs) may attend physically.
- c. The candidates from India for the various Chair and Vice-Chair positions for the ITU-T Study Groups for the next study period may attend physically.
- d. Since WTSA also approves the work programmes of the ITU-T SGs, Chairs of the mirror NWGs may be part of the Indian delegation while participating physically or remotely/online, to be proposed on a case-to-case basis by IR DoT.
- e. Members of the various NWGs and other DoT officers, who have made substantial contributions to the ITU-T Resolutions through APT may be part of the Indian delegation while participating physically or remotely/online, to be proposed on a case-to-case basis by IR DoT.

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- f. Other delegates, if required, may be proposed by IR DoT based on QRP/ justification on a case-to-case basis.

3. Telecommunication Standardization Advisory Group Meetings

- a. The Telecommunication Standardization Advisory Group (TSAG) provides ITU-T with flexibility between WTSAs by reviewing priorities, programmes, operations, financial matters and strategies for the Sector.
- b. It also follows up on the accomplishments of the work programme, restructures and establishes ITU-T study groups, provides guidelines to the study groups, advises the Director of the Telecommunication Standardization Bureau (TSB), and produces organization and working procedures in the shape of A series Recommendations.
- c. TSAG meetings are generally held twice a year.

3.1 Indian Delegation for the TSAG

- a. Sr.DDG TEC may represent India in the TSAG meetings and may attend physically.
- b. In general, other participants may be encouraged to attend online.
- c. Other Indian delegates, if required, may be proposed by IR DoT based on QRP/ justification on case-to-case basis. The Chairs and Vice Chairs of the Study Groups may be given preference for participating in the delegation.

4. Regional Groups of ITU-T Study Groups

- a. The role of ITU-T regional groups is to help ensure that ITU standards meet the needs of their region.
- b. Only SG3, SG5, and SG20 have Regional Groups for Asia-Pacific/ Asia-Oceania.
- c. Regional groups help share information within a region.
- d. Regional groups help delegates become familiar with participating in ITU-T.

4.1 Indian Delegation for the Regional Groups of ITU-T Study Group meetings

- a. Chair from India of the Regional Group, if any, may attend physically.
- b. In general, other participants may be encouraged to attend online.
- c. Other Indian delegates, if required, may be proposed by IR DoT based on QRP/ justification on a case-to-case basis. The Chairs and Vice Chairs of the Study Groups may be given preference for participating in the delegation.

5. ITU-T Focus Groups

- a. Focus groups are flexible structures created under a particular Study Group.
- b. Operational for a short period, focus groups investigate and jump-start new directions in ITU-T standardization.
- c. Open to participation from all interested parties, ITU-T focus groups bring together as many stakeholders as possible to prepare deliverables offering a basis for subsequent standardization

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work in ITU-T study groups.

- d. The key difference between Study Groups and Focus Groups is the freedom that the latter have to organize and finance themselves.
- e. Usually, the Focus Groups have a life of one or two years, which could be extended.
- f. Focus Groups do not develop ITU Recommendations.
- g. Presently, there are two ITU-T Focus Groups: Focus Group on Artificial Intelligence Native for Telecommunication Networks (FG-AINN) and ITU-T Focus Group on cost models for affordable data services (FG-CD).

5.1 Indian Delegation for the ITU-T Focus Group meetings

- a. Chair from India of the Focus Group, if any, may attend physically.
- b. In general, other participants may be encouraged to attend online.
- c. Other Indian delegates, if required, may be proposed by IR DoT based on QRP/ justification on a case-to-case basis.

6. ITU Inter-Sector Rapporteur Groups (IRGs)

- a. Inter-Sector Rapporteur Groups are created to address matters contributing to the coordination of the standardization work of the involved ITU-T and ITU-R Study Groups. The IRGs also collaborate with other SDOs and other organizations (e.g., forums and consortia, research institutes and academia).
- b. Presently three ITU-T Focus Groups are operational, namely IRG-AVA, IRG- AVQA, and IRG-IBB.

6.1 Indian Delegation for the ITU-T IRG meetings

- a. Chair/Co-chair from India of the IRG, if any, may attend physically.
- b. In general, participants may be encouraged to attend online.
- c. Other Indian delegates, if required, may be proposed by IR DoT based on QRP/ justification on a case-to-case basis.

7. ITU-T Rapporteur Group Meetings (RGMs)

- a. ITU-T Rapporteur Group Meetings are organised Question-wise and generally held online in between two successive Study Group meetings to have a detailed examination of specific work items in that Question.
- b. Sometimes, the RGMs may be held in physical or hybrid mode alongside the meeting of the corresponding Study Group.
- c. RGM is chaired by the Rapporteur of that Question.

7.1 Indian Delegation for the ITU-T RGMs

- a. Online ITU-T RGMs may be attended by all the experts interested in that Question.

- b. Physical/hybrid RGM being held alongside the Study Group meeting may be considered as part of the Study Group meeting for the purpose of proposing the Indian delegation.

8. ITU-T Workshops and Seminars

- a. ITU-T organizes several workshops and seminars to progress existing work areas and explore new ones.
- b. The events cover a wide array of topics in the ICT field and speakers and attendees include engineering, strategy and policy experts from a range of industry sectors.
- c. Organized events are free of charge and open to the public.

8.1 Indian Delegation for the ITU-T Workshops and Seminars

- a. Officers invited by ITU as expert speaker may attend physically.
- b. Other participants may be encouraged to attend online.

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Participation of Indian delegation in various ITU-R Meetings

This document helps in identifying the types of meetings of ITU-R in which India may participate, and also in identifying the suitable officers in DoT who may attend these meetings for effective Indian contributions. It further outlines the broad criteria for deciding physical versus online attendance. This will assist in maintaining consistency in the constitution of Indian delegations and attendance protocols for the various meetings of the standards organizations.

ITU's Radiocommunication Sector (ITU-R)

- a. The ITU Radiocommunication Sector (ITU-R) plays a crucial role in managing the global radio-frequency spectrum and satellite orbits, which are limited resources used by various services such as telecommunications, broadcasting, GPS, meteorology, and emergency services. ITU-R's mission is to ensure the rational, equitable, and efficient use of these resources while preventing interference between systems. This is achieved through the implementation of the Radio Regulations and Regional Agreements, regularly updated at World and Regional Radiocommunication Conferences.
- b. ITU-R also develops international standards, known as Recommendations, to ensure the quality and performance of radiocommunication systems, while facilitating future technological advancements. It oversees the coordination of space systems and frequency assignments, maintaining the Master International Frequency Register. Additionally, ITU-R allocates orbital slots and supports the development of satellite services, working to launch new satellites efficiently and manage existing services.
- c. A key focus is the expansion of high-speed satellite networks and ensuring the regulatory processes for frequency assignments are timely. Ultimately, ITU-R aims to harmonize the development of communication tools globally, enhancing cooperation and ensuring safe and interference-free communication systems for all nations.

Engagements of DoT for various meetings under ITU-R could be broadly classified into eight categories, elaborated as follows:

1. ITU-R Study Group/Working Party Meetings

- a. The work of the Study Groups is at the heart of ITU-R. There are six Study Groups in ITU-R, each headed by a Chair, and assisted by Vice-Chairs, Rapporteurs, and others.
- b. There are usually two or three meetings of each Study Group/ Working Party every year.
- c. An SG/WP meeting generally continues from five to eight working days (about two weeks).
- d. The meetings may be held separately at Study Group level and Working Party levels which are chaired by respective Chairs.
- e. Sessions in Working Party meetings are also held at Working Group/ Sub-Working Group/ Drafting Group levels which are conducted by respective Chairs.
- f. Now the SG/WP meetings are being held in hybrid mode but voting, if required, is through the members who are physically present.
- g. Study Groups and their various Working Parties are supported by various Rapporteurs, Rapporteur Groups and Correspondence Groups, as well Inter-Sector Rapporteur Groups.

1.1 Indian Delegation for the Study Group/Working Party Meetings

1.1.1 India should attend meetings of the Study Groups/Working Parties with the aim to:

- a. Shape global policies on spectrum and radiocommunication.
- b. Increase Indian contributions in international standards being framed through ITU.
- c. Safeguard the interests of Indian stakeholders in the international standards/reports.
- d. Bring the international best practices and experiences to India.
- e. Share Indian growth stories/ achievements with the international community.

1.1.2 The delegation may generally be chosen from amongst the following:

- a. Chair/ Vice-Chair from India of the SG
- b. Rapporteur of a Question
- c. Chair of a Working Party
- d. One or more contributors/ Associate Rapporteur/ Vice-Chair of Working Party/Liaison Officer, on case-to-case basis
- e. Chair/previous Chair of the concerned NSG based on their contributions and past involvement
- f. As Observer for learning the ITU T proceedings
- g. As Subject/Domain Expert to assist the delegation
- h. Any other official nominated by higher authority as per specific requirement.

1.1.3 Physical delegation to any ITU R SG/WP or other meeting as described in para 1.1.2 may consist of individual(s) who hold any managerial / working position such as Chair, Vice Chair, Rapporteur etc, individual(s) who have submitted contribution for the meeting, observer(s) for learning the ITU R proceedings, Subject/ Domain expert(s) to assist the delegation / Individual who held any managerial or working position in SG or Corresponding NSG in the past

1.1.4 The physical delegation from India for each Study Group/Working Party meeting should have a mix of continuity and fresh contributors.

1.1.5 The officers with demonstrated interest in terms of contributions and online attendance of sessions should be given preference for inclusion in the physical delegation.

1.1.6 All others should be encouraged for online participation, and the online participants in the delegation should maximize the Indian presence in such meetings.

1.1.7 While selecting the Physical delegation for a meeting other than those who have managerial / working position, preference may be given to those individuals who have contributed for the meeting/ have attended previous meeting(s) online / working as Chair / Vice Chair of the corresponding NSG / Have past experience of working as Chair/Vice Chair in ITU R SG/WP or in corresponding NSG.

1.1.8 The individuals who have managerial/working position as Chair/ Vice-Chair/Rapporteur etc. from India, generally be nominated to physically attend corresponding SG/WP/Rapporteur Meetings as part of delegation.

1.1.9 A second officer may be groomed to replace the first member of the delegation whenever required. Alternatively, he/she may be the experienced member to give support to the first member of the delegation. Rapporteur or Chair/Vice-Chair of a Working Party, if any, or the Chair of the concerned NSG, or any other domain expert, depending on their contributions and past involvement, could be considered for the second officer's role.

1.1.10 In case the NSG Chair has changed due to some reason, then the previous Chair of the NSG, who attended the previous meetings may be considered to attend the SG meetings on case-to-case basis.

1.1.11 Other member(s) may be proposed by IR DoT based on QRP/ justification on case-to-case basis.

1.1.12 The other member(s) may be a contributor, or an Editor/ Vice-Rapporteur/ Working Party Vice-Chair, or Chair of Working Group/ Sub-Working Group/ Drafting Group/ Liaison Officer, observer or a domain expert.

1.1.13 The senior-most member of the Indian delegation (other than the Chair of the SG, if any) should be the head of delegation.

1.1.14 The following may be encouraged to attend online:

- a. New participants may be encouraged to attend the first few meetings online to gain experience and understand the working methods.
- b. Editors/Contributors with limited contributions to a specific work item, not requiring engagement for the majority of the meeting, may be encouraged to attend online.
- c. Vice-Rapporteurs/Members of Correspondence Groups from India for that Study Group/Working Party meeting may participate online unless required physically in some other capacity also.
- d. Rapporteurs from India may attend the concerned Study Group/Working Party meetings online or physically - decision may be taken on the basis of significance of the question and the contributions.
- e. In general, officials should be encouraged attend the meeting online.

1.2 Various roles of the Indian delegates in ITU-R Study Group/Working Party Meetings:

1.2.1 Study Group Chair

- a. The Chairperson of a Study Group heads the SG meeting.
- b. He/ she presides over the opening and closing plenaries and the various management meetings.
- c. The SG Chairs are appointed during the World Radiocommunication Conference (WRC)/ Radiocommunication Assemblies (RA).
- d. The SG Chair from India should physically attend the corresponding SG meetings as he/she is responsible for the successful conduction of the SG meeting.
- e. He chairs the plenary sessions and monitors/manages every activity of the Study Group and coordinates with BR for resolving any issues.
- f. As the person in the role of SG Chair cannot represent his/ her own country during the meeting, Indian delegation should consist of members other than the SG Chair also.

1.2.2 Study Group Vice-Chair

- a. There are more than one Vice-Chairs in each Study Group.
- b. They are part of the management team of the SG and are invited to management meetings.
- c. The SG Vice-Chairs play an important role as they can represent the country during the Management Meetings.
- d. They can use this opportunity to facilitate the nomination of Indians as Rapporteurs and Vice-Rapporteurs in the Study Groups.
- e. They may also get additional responsibilities within the SG, such as Liaison Officer, etc.
- f. The SG Vice-Chair from India should physically attend the corresponding SG meetings.
- g. He/she may be the ideal choice for Head of Delegation, if senior-most in the delegation.

1.2.3 Working Party Chair

- a. In the interests of efficiency, ITU-R and ITU-T study groups are normally structured into working parties (WPs).
- b. Each Study Group may have two to five Working Parties.
- c. The Study Group meetings are conducted Working Party wise.
- d. Each Working Party has one chair, who presides over the session.
- e. He/she has to prepare various documents including the meeting agenda, updated baseline text of each report in that Working Party, liaison statements, meeting reports, etc.
- f. Working Party Chairs from India may physically attend the meeting of their Study Group.

1.2.4 Working Party Vice Chair

- a. There are generally more than one Vice-Chair of a Working Party in a Study Group.
- b. Role of the Vice-Chair of a WP is to assist the corresponding Chair of the WP.
- c. A Vice-Chair of a Working Party from India may be part of the Indian delegation for that Study Group /Working Party meeting and may participate online unless the person is also required physically in some other substantive capacity.

1.2.5 Working Groups, Sub-Working Groups, Drafting Groups of a Working Party

- a. Chairs of Working Groups/ Sub-Working Groups/ Drafting Groups from India, if any, may physically attend the concerned SG/WP meetings depending on their contributions and past involvement.
- b. Rapporteurs from India, if any, may physically attend the concerned SG/WP meetings depending on their contributions and past involvement.

1.2.6 Correspondence Groups of a Working Party

- a. Each Study Group may have Correspondence Groups to support the workings of the Study Group.
- b. In general, participants may be encouraged to attend online.

1.2.7 Liaison Officers

- a. Liaison Officers play an important role in coordinating with other Study Groups or other Standards organizations, preparing outgoing liaison statements, preparing replies to the incoming liaison statements, and so on.
- b. A Liaison Officer from India may be part of the Indian delegation for that Study Group meeting and may participate online unless the person is also required physically in some other substantive capacity.

1.2.8 Editors of Work Items

- a. The editor of a work item is required to prepare the updated baseline text for the work item based on the discussions during the SG/WP meeting on the contributions received on that work item.
- b. An Editor from India may be part of the Indian delegation for that Study Group meeting and may participate online unless the person is also required physically in some other substantive capacity.
- c. One or more Editors may attend physically, to be proposed by IR DoT based on QRP/ justification on a case-to-case basis, so that they gain experience in ITU-R work processes and may be groomed for future management positions in the ITU- R Study Groups.

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1.2.9 Contributors

- a. The contributor of a particular work item may be interested only in that work item and may not be conversant with the other work items or agenda of the Study Group meeting.
- b. In a typical scenario, a contributor may participate only for a small duration during the entire multi-day SG/WP meeting.
- c. New contributors may be encouraged to join the NSG and attend its meetings. They should be encouraged to attend the SG/WP meetings online initially to gain experience.
- d. One or more contributors may attend physically, to be proposed by IR DoT based on QRP/ justification on a case-to-case basis. Factors to be considered may include the significance of that work item for India, whether the work item is a normative document, whether the work item was initiated by India, continuity of contributions, any other involvement of the contributor in the SG/WP meeting, etc.

1.2.10 Observer/ Subject/ Domain Expert

- a. Observers may be deputed to learn the proceedings of the ITU R meetings with clearly recorded reasons for their nomination.
- b. Subject/ Domain expert(s) may be deputed to assist the delegation.
- c. Nominations may be proposed by IR DoT based on QRP/ justification on a case-to- case basis.

2. World Radiocommunication Conference (WRC)

- a. World Radiocommunication Conferences (WRC) are held every three to four years to review and revise the Radio Regulations, the international treaty governing radio-frequency spectrum use and satellite orbits.
- b. The agenda for each WRC is set by the ITU Council, with final approval from Member States two years before the conference. The WRC's key tasks include revising the Radio Regulations and frequency assignment plans, addressing global radiocommunication issues, providing guidance to the Radio Regulations Board and Radiocommunication Bureau, and determining study topics for future conferences.
- c. The conference agenda is shaped by contributions from administrations, Radiocommunication Study Groups, and other stakeholders. A Conference Preparatory Meeting (CPM) consolidates these inputs into a report to support the conference's work. This process ensures that the WRC effectively tackles emerging radiocommunication challenges, fostering the efficient and equitable use of spectrum and satellite orbits worldwide.

2.1 Indian Delegation for the WRC

- a. As WRC deliberates on updating the existing Radio Regulations/Resolutions and introducing new Regulations/Resolutions, the existing Chair and Vice-Chairs of various SGs may attend physically.
- b. Officers nominated by APT as Leads for various Preliminary APT Common Proposals (PACPs) may attend physically.
- c. The candidates from India for the various Chair and Vice-Chair positions for the ITU-R Study Groups for the next study period may attend physically.
- d. Since WRC/RA also approves the work programmes of the ITU-R SGs, Chairs of the mirror NSGs may be part of the Indian delegation while participating physically or remotely/ online, to be proposed on a case-to-case basis by IR DoT.



- e. Members of the various NSGs and other DoT officers, who have made substantial contributions to the ITU-R Regulations/Resolutions through APT may be part of the Indian delegation while participating physically or remotely/ online, to be proposed on a case-to-case basis by IR DoT.
- f. Other delegates if required, may be proposed by IR DoT based on QRP/ justification on a case- to-case basis.

3. Radiocommunication Assemblies (RA)

- a. Radiocommunication Assemblies (RA) are held every three to four years and focus on the structure, program, and approval of radiocommunication studies. They assign preparatory work to Study Groups, respond to ITU conference requests, and propose topics for future World Radiocommunication Conference (WRC) agendas.
- b. The Assemblies also approve ITU-R Recommendations and ITU-R Questions developed by the Study Groups. Additionally, they set the program for the Study Groups and decide on the creation or disbandment of Study Groups as necessary to address evolving radiocommunication needs. RA meetings may coincide with WRCs in time and location.

3.1 Indian Delegation for the RA

- a. Since the RA meetings usually coincide with WRCs in time and location, the criteria for delegation selection may remain the same as for WRC.

4. ITU Regional Radiocommunication Conferences (RRC)

- a. Regional Radiocommunication Conferences (RRC) are conferences of either an ITU Region or a group of countries with a mandate to develop an agreement concerning a particular radiocommunication service or frequency band.
- b. Such conferences cannot modify the Radio Regulations, unless approved by a WRC, and the Final Acts of the conference are only binding on those countries that are party to the agreement.

4.1 Indian Delegation for the Regional Radiocommunication Conferences (RRC)

- a. Indian delegates, if required, may be proposed by IR DoT based on QRP/ justification on a case-to-case basis.

5. ITU Radio Regulations Board

- a. The Radio Regulations Board (RRB), consisting of twelve members elected at the Plenipotentiary Conference, meets up to four times a year. The Board independently approves Rules of Procedure for the Radiocommunication Bureau, addresses unresolved issues referred by the Bureau, and considers reports on interference investigations, formulating Recommendations.
- b. It also provides advice to Radiocommunication Conferences and Assemblies, reviews appeal against Bureau decisions on frequency assignments, and undertakes additional duties assigned by a conference or the ITU Council. The Director of the Radiocommunication Bureau serves as the Executive Secretary of the RRB.

5.1 Indian Delegation for the Radio Regulations Board

- a. Indian delegation may consist of the officials elected as the members of the RRB, if any.

6. Radiocommunication Advisory Group (RAG)

- a. The Radiocommunication Advisory Group (RAG) is responsible for reviewing priorities and strategies within the Sector, guiding the work of Study Groups, and recommending measures to enhance cooperation with other organizations and ITU Sectors.
- b. It provides advice to the Director of the Radiocommunication Bureau and may be tasked by the Radiocommunication Assemblies to address specific matters within its competence. The matters assigned to RAG by RA-03 are outlined in Resolution ITU-R 52-1. The RAG Chair is elected by the Radiocommunication Assembly

6.1 Indian Delegation for the RAG

- a. The Chair/ Vice-Chair from India of the RAG, if any, may physically.
- b. Other participants may be encouraged to attend online.

7. Conference Preparatory Meeting (CPM)

- a. In accordance with Resolution ITU-R 2-8, the preparatory studies are to be carried out by a Conference Preparatory Meeting (CPM) which normally holds two sessions during the interval between WRCs.
- b. The first session of CPM-27 (CPM27-1) is for the purpose of organizing and coordinating preparatory studies for WRC-27 and for the subsequent WRC based on agenda items which will be proposed by WRC-23. The second session (CPM27-2) will prepare the Report of the CPM to WRC-27.
- c. The Chairmen and Vice-Chairmen of the Radiocommunication Study Groups are invited, in particular, to participate in this first session of CPM-27, with a view to their assisting with the organization of the conference preparatory work within their Study Groups.

7.1 Indian Delegation for the Conference Preparatory Meeting (CPM)

- a. Chairs/ Vice-chairs of ITU-R SGs may attend physically depending on their contributions and past involvement.
- b. Other participants may be encouraged to attend online.

8. ITU-R Workshops and Seminars

- a. The Radiocommunication Bureau (BR) organizes World Radiocommunication Seminars (WRS) on spectrum management, as well as Regional Radiocommunication Seminars (RRS) aiming in particular at the needs of developing countries.
- b. The main objectives of BR seminars and workshops are: to give assistance to Member States in spectrum management activities, e.g. through training, information meetings, seminars, development of handbooks and the provision of tools for automated spectrum management; to expand the assistance offered to Member States in coordinating and registering frequency assignments and in applying the Radio Regulations, with special attention to developing countries and Member States that have recently joined the Union.

8.1 Indian Delegation for the ITU-R Workshops and Seminars

- a. Officers invited by ITU as expert speaker, may attend physically.
- b. Other participants may be encouraged to attend online.

(Signature)

Participation of Indian delegation in various ITU-D Meetings

This document helps in identifying the types of meetings of ITU-D in which India may participate, and also in identifying the suitable officers in DoT who may attend these meetings for effective Indian contributions. It further outlines the broad criteria for deciding the physical versus online attendance. This will assist in maintaining consistency in the constitution of Indian delegations and attendance protocols for the various meetings of the standards organizations.

ITU's Telecommunication Development Sector (ITU-D)

- a. Priorities of ITU-D are:
 - i. Affordable connectivity
 - ii. Digital transformation
 - iii. Enabling policy and regulatory environment
 - iv. Resource mobilization and international cooperation
 - v. Inclusive and secure telecommunications/ICTs for sustainable development
- b. The Telecommunication Development Sector (ITU-D) works to close the digital divide and drive digital transformation to leverage the power of ICTs for economic prosperity, job creation, digital skills development, gender equality, diversity, a sustainable and circular economy, and for saving lives. Its work prioritizes those most vulnerable populations, from people living in the world's Least Developed Countries to marginalized communities everywhere.

Engagements of DoT for various meetings under ITU-D could be broadly classified into eight categories, elaborated as follows:

1. ITU-D Study Group Meetings

- a. The work of the Study Groups is at the heart of ITU-D. There are two Study Groups in ITU-D, each headed by a Chair, and assisted by Vice-Chairs, Rapporteurs, and others.
- b. There are usually two meetings of each Study Group every year.
- c. An SG meeting generally continues from five to eight working days (two weeks).
- d. A Management Meeting of the SG is held one day before the SG meeting. This is generally physically attended by the Chairs, Vice-Chairs, and the Rapporteurs of that SG.
- e. The sessions are held Question-wise, and Rapporteurs chair these sessions.
- f. Now the SG meetings are being held in hybrid mode but voting, if required, is through the members who are physically present.

1.1 Indian Delegation for the Study Group Meetings

1.1.1 India should attend meetings of the Study Groups with the aim to:

- a. Safeguard the interests of Indian stakeholders in the international reports.
- b. Bring the international best practices and experiences to India.
- c. Share Indian growth stories/ achievements with the international community.

1.1.2 The delegation may generally be chosen from amongst the following:

- a. Chair/ Vice-Chair from India of the SG
- b. Rapporteur of a Question
- c. Contributors/Vice-Rapporteurs, on case-to-case basis

- d. Chair/previous Chair of the concerned NWG/ domain expert, depending on their contributions and past involvement.
- e. As Observer for learning the ITU T proceedings
- f. As Subject/Domain Expert to assist the delegation
- g. Any other official nominated by higher authority as per specific requirement.

1.1.3 Physical delegation to any ITU D SG/WP or other meeting as described in para 1.2 may consist of individual(s) who hold any managerial / working position such as Chair, Vice Chair, Rapporteur etc, individual(s) who have submitted contribution for the meeting, observer(s) for learning the ITU D proceedings, Subject/ Domain expert(s) to assist the delegation / Individual who held any managerial or working position in SG or Corresponding NWG in the past

1.1.4 The physical delegation from India for each Study Group/Working Party meeting should have a mix of continuity and fresh contributors.

1.1.5 The officers with demonstrated interest in terms of contributions and online attendance of sessions should be given preference for inclusion in the physical delegation.

1.1.6 All others should be encouraged for online participation, and the online participants in the delegation should maximize the Indian presence in such meetings.

1.1.7 While selecting the physical delegation for a meeting other than those who have managerial / working position, preference may be given to those individuals who have contributed for the meeting/ have attended previous meeting(s) online / working as Chair / Vice Chair of the corresponding NWG / Have past experience of working as Chair/Vice Chair in ITU D SG/WP or in corresponding NWG.

1.1.8 The individuals who have managerial/working position as Chair/Vice-Chair/ Rapporteur etc. from India, generally be nominated to physically attend corresponding SG/WP/Rapporteur meetings as part of the delegation.

1.1.9 A second officer may be groomed to replace the first member of the delegation whenever required. Alternatively, he/she may be the experienced member to give support to the first member of the delegation. Rapporteur, if any, or the Chair of the concerned National Working Group (NWG), or any other domain expert, depending on their contributions and past involvement, could be considered for the second officer's role.

1.1.10 In case the NWG Chair has changed due to some reason, then the previous Chair of the NWG, who attended the previous meetings, may be considered to attend the SG meetings on case-to- case basis.

1.1.11 Other member(s) may be proposed by DDG(IR) in consultation with Chair of NWG on case-to- case basis. In general, these member(s) may be encouraged to attend online.

1.1.12 The other member(s) may be one of the contributors/ Vice-Rapporteur/ Liaison Officer, observer or a domain expert.

1.1.13 The senior-most member of the Indian delegation should be the head of delegation.

1.1.14 The following may be encouraged to attend online:

- a. New participants may be encouraged to attend the first few meetings online to gain experience and understand the working methods.
- b. Editors/Contributors with limited contributions to a specific work item, not requiring engagement for the majority of the meeting, may be encouraged to attend online.
- c. Vice-Rapporteurs/Members of Correspondence Groups from India for that Study Group/Working Party meeting may participate online unless required physically in some other capacity also.

- d. Rapporteurs from India may attend the concerned Study Group/Working Party meetings online or physically - decision may be taken on the basis of significance of the question and the contributions.
- e. In general, officials should be encouraged to attend the meeting online.

1.2 Various roles of the Indian delegates in ITU-D Study Group Meetings:

1.2.1 Study Group Chair

- a. The Chairperson of a Study Group heads the SG meeting.
- b. He/ she presides over the opening and closing plenaries and the various management meetings.
- c. The SG Chairs are appointed during the World Telecommunication Development Conference (WTDC).
- d. The SG Chair from India should physically attend the corresponding SG meetings.
- e. As the person in the role of SG Chair cannot represent his/ her own country during the meeting, Indian delegation should consist of members other than the SG Chair also.

1.2.2 Study Group Vice-Chair

- a. There are more than one Vice-Chairs in each Study Group.
- b. They are part of the management team of the SG and are invited to management meetings.
- c. The SG Vice-Chairs play an important role as they can represent the country during the Management Meetings.
- d. They can use this opportunity to facilitate the nominations of Indians as Rapporteurs and Vice-Rapporteurs in the Study Groups.
- e. The SG Vice-Chair from India should physically attend the corresponding SG meetings.
- f. He/she may be the ideal choice for Head of Delegation, if senior-most in the delegation.

1.2.3 Rapporteur of a Question

- a. The Study Group meeting sessions are conducted Question-wise.
- b. Each Question has one Rapporteur, who presides over the Question sessions.
- c. He/she has to prepare various documents including the meeting agenda, updated baseline text of each report in that Question, liaison statements, meeting reports, etc.
- d. Rapporteurs from India may attend online or physically the meetings of their study group - decision may be taken in consultation of DDG(IR) and Chair of NWG on the basis of significance of the question and the contributions.

1.2.4 Vice Rapporteur of a Question

- a. There are generally more than one Vice Rapporteurs for a Question.
- b. Role of the Vice Rapporteur is to assist the corresponding Rapporteur.
- c. A Vice Rapporteur from India may be part of the Indian delegation for that Study Group meeting and may participate online unless the person is required physically in some other capacity also.

1.2.5 Observer/ Subject/Domain Expert

- a. Observers may be deputed to learn the proceedings of the ITU D meetings with clearly recorded reasons for their nomination.
- b. Subject/Domain Experts may be deputed to assist the delegation.
- c. Nominations may be proposed by IR DoT based on QRP/ justification on a case-to- case basis.

2. World Telecommunication Development Conference (WTDC)

- a. WTDCs set the strategies and objectives for the development of telecommunication/ICT,

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providing future direction and guidance to the ITU Telecommunication Development Sector (ITU-D).

b. It meets every four years and defines the general policy for the Sector, establishes the study groups, approves their expected work programme for the next four-year period, and appoints their Chairs and Vice-Chairs.

2.1 Indian Delegation for the WTDC

- a. As WTDC deliberates on updating the existing Resolutions and introducing new Resolutions, the existing Chair and Vice-Chairs of various SGs may attend physically.
- b. Officers nominated by APT as Leads for various APT Common Proposals (ACPs) may attend physically.
- c. The candidates from India for the various Chair and Vice-Chair positions for the ITU-D Study Groups for the next study period may attend physically.
- d. Since WTDC also approves the work programmes of the ITU-D SGs, Chairs of the mirror National Working Groups (NWGs) may be part of the Indian delegation while participating physically or remotely/ online, to be decided on case-to-case basis by IR DoT.
- e. Members of the various NWGs and other DoT officers, who have made substantial contributions to the ITU-D Resolutions through APT may be part of the Indian delegation while participating physically or remotely/ online, to be decided on a case-to-case basis by IR DoT.
- f. Other delegates, if required, may be proposed by IR DoT based on QRP/ justification on a case-to-case basis.

3. Telecommunication Development Advisory Group (TDAG)

- a. The Telecommunication Development Advisory Group (TDAG), reviews priorities, strategies, operations and financial matters of the ITU Telecommunication Development Sector (ITU-D).
- b. It meets in the interval between World Telecommunication Development Conferences (WTDCs) to advise the Director of the Telecommunication Development Bureau (BDT) on the implementation of the WTDC Action Plan, including issues relating to the budget and the operational plan of the Sector.
- c. TDAG meets once every year.

3.1 Indian Delegation for the TDAG meetings

- a. DDG IR may represent India in the TDAG meetings and may attend physically.
- b. Other participants may be encouraged to attend online.

4. ITU Regional Development Forums (RDF)

- a. The ITU Regional Development Forums (RDFs) promote multi-stakeholder partnerships among Member States, industry, academia, civil society, the UN system as well as regional and international development agencies and organizations, on specific regional telecommunication and ICT matters.

4.1 Indian Delegation for the Regional Development Forums

- a. Indian delegation, if required, may be proposed by IR DoT based on QRP/ justification on a case- to-case basis.

5. ITU Regional Preparatory Meetings (RPM)

- a. The Regional Preparatory Meetings (RPMs) aim at engaging the membership in the preparations of the World Telecommunication Development Conference (WTDC) in order to achieve regional coordination before the conference itself.
- b. They also seek to identify issues at the regional level that need to be addressed to foster the

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development of telecommunications and ICTs, taking into account the most pressing needs faced by the Member States and Sector Members of the region.

5.1 Indian Delegation for the Radio Regulations Board

- a. Indian delegation if required, may be proposed by IR DoT based on QRP/ justification on a case- to-case basis.

6. World Telecommunication/ICT Indicators Symposium (WTIS)

- a. The World Telecommunication/ICT Indicators Symposium (WTIS) is organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU).
- b. It includes high-level debates addressing key questions related to ICT policy and data.

6.1 Indian Delegation for the WTIS

- a. Officers invited by ITU as an expert speaker, if any, may attend physically.
- b. Other participants may be encouraged to attend online.

7. Global Symposium for Regulators (GSR)

- a. GSR fosters a dynamic global industry regulators dialogue, between regulators, policy makers, industry leaders and other key ICT stakeholders. GSR's Global Dialogue provides a neutral platform for ITU-D Sector Members to share their views on major issues facing the ICT sector.

7.1 Indian Delegation for the Global Symposium for Regulators (GSR)

- a. Officers invited by ITU as an expert speaker, if any, may attend physically.
- b. Other participants may be encouraged to attend online.

8. ITU-D Workshops and Seminars

- a. ITU-D organizes several workshops and seminars to progress existing work areas and explore new ones.
- b. The events cover a wide array of topics in the ICT field and speakers and attendees include engineering, strategy and policy experts from a range of industry sectors.
- c. Organized events are free of charge and open to the public.

8.1 Indian Delegation for the ITU-D Workshops and Seminars

- a. Officers invited by ITU as expert speaker, may attend physically.
- b. Other participants may be encouraged to attend online.

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