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STANDARDIZATION SECTOR
OF ITU

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SERIES A: ORGANIZATION OF THE WORK OF ITU-T

Working methods for study groups of the ITU Telecommunication Standardization Sector

Recommendation ITU-T A.1

ITU-T

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Working methods for study groups of the ITU Telecommunication Standardization Sector

Summary

Recommendation ITU-T A.1 describes general work methods for ITU-T study groups. It provides guidelines related to work methods, such as the conduct of meetings, preparation of studies, management of study groups, joint coordination groups, the role of rapporteurs and the processing of ITU-T contributions and TDs.

History

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FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications, information and communication technologies (ICTs). The ITU Telecommunication Standardization Sector (ITU-T) is a permanent organ of ITU. ITU-T is responsible for studying technical, operating and tariff questions and issuing Recommendations on them with a view to standardizing telecommunications on a worldwide basis.

The World Telecommunication Standardization Assembly (WTSA), which meets every four years, establishes the topics for study by the ITU-T study groups which, in turn, produce Recommendations on these topics.

The approval of ITU-T Recommendations is covered by the procedure laid down in WTSA Resolution 1.

In some areas of information technology which fall within ITU-T's purview, the necessary standards are prepared on a collaborative basis with ISO and IEC.

NOTE

In this Recommendation, the expression "Administration" is used for conciseness to indicate both a telecommunication administration and a recognized operating agency.

Compliance with this Recommendation is voluntary. However, the Recommendation may contain certain mandatory provisions (to ensure, e.g., interoperability or applicability) and compliance with the Recommendation is achieved when all of these mandatory provisions are met. The words "shall" or some other obligatory language such as "must" and the negative equivalents are used to express requirements. The use of such words does not suggest that compliance with the Recommendation is required of any party.

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As of the date of approval of this Recommendation, ITU had not received notice of intellectual property, protected by patents, which may be required to implement this Recommendation. However, implementers are cautioned that this may not represent the latest information and are therefore strongly urged to consult the TSB patent database at <http://www.itu.int/ITU-T/ipr/>.

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Recommendation ITU-T A.1

Working methods for study groups of the ITU Telecommunication Standardization Sector

1 Study groups and their relevant groups

1.1 Frequency of meetings

1.1.1 Study groups meet to facilitate the approval of Recommendations. Such meetings shall only be held with the approval of the Director of the Telecommunication Standardization Bureau (TSB), and with due consideration of the physical and budgetary capabilities of the ITU Telecommunication Standardization Sector (ITU-T). To minimize the number of meetings required, every effort should be made to resolve questions by correspondence (No. 245 of the ITU Convention).

1.1.2 In the establishment of the work programme, the timetable of meetings must take into account the time required for participating bodies (administrations of Member States and other duly authorized entities) to react and prepare contributions. 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.

1.1.3 Meetings of study groups having common interests or dealing with problems possessing affinities should, if possible, be arranged so as to enable participating bodies to send one delegate or representative to cover several meetings. As far as possible, the arrangement chosen should enable the study groups meeting during the period to exchange any information they may require without delay. Furthermore, it should enable specialists from all over the world in the same or related subjects to have direct contacts with each other of benefit to their organizations. It should likewise enable the specialists concerned to avoid leaving their home countries too often.

1.1.4 The timetable of meetings shall be prepared and communicated to participating bodies well in advance (one year), to give them time to study problems and submit contributions within the prescribed time-limits and to give TSB time to distribute the contributions. In this way, study group chairmen and delegates will be given the opportunity to consider the contributions in advance, thus helping to make meetings more efficient and reduce their length. A study group chairman, in conjunction with the Director, may schedule short additional study group or working party meetings for the purpose of making the consent, determination or decision, as appropriate, on a draft new or revised Recommendation.

1.1.5 Subject to physical and budgetary limitations and in consultation with the Director, the work of the study groups should be on a continuous basis and dissociated from the interval between world telecommunication standardization assemblies (WTSA).

1.2 Coordination of work

1.2.1 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 (see clause 5).

1.3 Preparation of studies and meetings

1.3.1 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. The plan should take into account any priorities and coordination arrangements recommended by the Telecommunication Standardization Advisory Group (TSAG) or decided by WTSA.

How the proposed action plan is implemented will depend upon the contributions received from the members of ITU-T and the views expressed by participants in the meetings.

1.3.2 A collective letter with an agenda of the meeting, a draft work plan and a listing of the Questions or proposals under the general areas of responsibility to be examined shall be prepared by TSB with the help of the chairman.

The work plan should state which items are to be studied on each day, but it must be regarded as subject to change in the light of the rate at which work proceeds. Chairmen should try to follow it as far as possible.

This collective letter should be received by bodies participating in the activities of particular ITU-T study groups, as far as practicable, two months before the beginning of the meeting. The collective letter shall include registration information for these bodies to indicate participation in the meeting. Each Member State administration, Sector Member, Associate, Academia member and regional or international organization should send to TSB a list of its participants at least one month before the start of the meeting. In the event that names cannot be provided, the expected number of participants should be indicated. Such information will facilitate the registration process and the timely preparation of registration materials. Individuals who attend the meeting without pre-registration may experience a delay in receiving their documents.

If the meeting in question has not been previously planned and scheduled, a collective letter should be received at least three months before the meeting.

1.3.3 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, in agreement with the chairman of the study group or working party concerned.

1.4 Conduct of meetings

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

1.4.2 The chairman is authorized to decide that there shall be no discussion on Questions on which insufficient contributions have been received.

1.4.3 Questions which have not elicited any contributions should not be placed on the final agenda of the meeting, and according to provisions of 7.4.1 of [WTS Res. 1], may be deleted if no contributions have been received for the previous two study group meetings.

1.4.4 Study groups and working parties may set up ad hoc groups (which should be as small as possible and are subject to the normal rules of the study group or working party) during their meetings, to study Questions allocated to those study groups and working parties.

1.4.5 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. The term "baseline document" refers to a document which contains the elements of common agreement at a given point in time.

1.4.6 Chairmen will ask, during each meeting, whether anyone has knowledge of intellectual property rights issues¹, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered. The fact that the question was asked shall be recorded in the working party or study group meeting report, along with any affirmative responses.

1.4.7 Study groups shall establish and maintain a work programme, which includes target dates for consenting or determining each draft Recommendation. The work programme is available in a

¹ See <https://www.itu.int/ipr>

database which is searchable from the study group website. For each work item under development, the database contains the Recommendation number (or provisional mnemonic designation), the title, scope, editor, timing, priority, identification of any liaison relationships, any editor assigned, the location of the most recent text, the approval process and the status for documents in the approval process. The database is updated to reflect progress or completion of work, re-planning of in-progress items, or addition of new work items.

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. Note that this may not be necessary to document the continuation of existing work (e.g., an amendment or revision of an existing Recommendation).

A work item may be considered for discontinuation from the work programme if it has not given rise to any contribution in the time interval of the previous two study group meetings.

1.5 Liaison statements

1.5.1 The following information shall be included in outgoing liaison statements prepared at study group, working party or rapporteur group meetings. When necessary, between scheduled meetings, the liaison statement may be prepared by an appropriate correspondence process and approved by the study group chairman in consultation with the study group management team.

- 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. If this is in reply to a liaison statement, make this clear, e.g., "Reply to liaison statement from (*source and date*) concerning ...".
- Identify the study group(s) and working party(ies) (*if known*) or other standards organizations to which it has been sent. (*A liaison statement can be sent to more than one organization.*)
- Indicate the level of approval, e.g., study group or working party, or state that the liaison statement has been agreed at a rapporteur group meeting.
- Indicate if the liaison statement is sent for action or comment or information. (*If sent to more than one organization, indicate this for each one.*)
- If action is requested, indicate the date by which a reply is required.
- Include the name and address of the contact person.

The text of the liaison statement should be concise and clear, using a minimum of jargon.

An example of the information required in a liaison statement is shown in Figure 1-1.