

I n t e r n a t i o n a l T e l e c o m m u n i c a t i o n U n i o n

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

WORLD TELECOMMUNICATION STANDARDIZATION
ASSEMBLY

Johannesburg, 21-30 October 2008

Resolution 1 – Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T)

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.

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RESOLUTION 1

Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T)

(Johannesburg, 2008)¹

The World Telecommunication Standardization Assembly (Johannesburg, 2008),

considering

- a) that the functions, duties and organization of the ITU Telecommunication Standardization Sector (ITU-T) are stated in Article 17 of the ITU Constitution and Articles 13, 14, 14A, 15 and 20 of the ITU Convention;
- b) that, in accordance with the above articles of the Constitution and Convention, ITU-T shall study technical, operating and tariff questions and adopt Recommendations with a view to standardizing telecommunications on a worldwide basis;
- c) that the ITU-T Recommendations resulting from these studies must be in harmony with the International Telecommunication Regulations (Melbourne, 1988), complement the basic principles therein and assist all those concerned in the provision and operation of telecommunication services to meet the objectives set down in the Preamble and Article 1 of those Regulations;
- d) that, accordingly, the rapid developments in telecommunication technology and services require timely and reliable ITU-T Recommendations to assist all Member States in the balanced development of their telecommunications;
- e) that general working arrangements of ITU-T are stated in the Convention;
- f) that the General Rules of Conferences, Assemblies and Meetings of the Union adopted by the Plenipotentiary Conference apply to the World Telecommunication Standardization Assembly (WTSA);
- g) that, in accordance with No. 184A of the Convention, WTSA is authorized to adopt the working methods and procedures for the management of the activities of ITU-T in accordance with No. 145A of the Constitution;
- h) that careful review of the more detailed working arrangements has been made in order to adapt them to meet the increasing demand for developing Recommendations with the most effective use of the limited resources available to Member States, Sector Members and ITU headquarters,

resolves

that the provisions referred to in *considering* e), f) and g) above shall be further elaborated by the provisions of this resolution and in the resolutions to which they refer, bearing in mind that in the case of inconsistency, the Constitution, the Convention, the International Telecommunication Regulations (ITR) and the General Rules of Conferences, Assemblies and Meetings of the Union (in that order) shall prevail over this resolution.

¹ Previously published (Geneva, 1956 and 1958; New Delhi, 1960; Geneva, 1964; Mar del Plata, 1968; Geneva, 1972, 1976 and 1980, Malaga-Torremolinos, 1984; Melbourne, 1988; Helsinki, 1993; Geneva, 1996; Montreal, 2000; Florianópolis, 2004).

SECTION 1

World Telecommunication Standardization Assembly

1.1 The World Telecommunication Standardization Assembly (WTSA), in undertaking the duties assigned to it in Article 18 of the ITU Constitution, Article 13 of the ITU Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each assembly by setting up committees and group(s) to address organization, work programme, budget control, editorial matters, and to consider other specific matters if required.

1.2 It shall establish a Steering Committee, presided over by the chairman of the assembly, and composed of the vice-chairman of the assembly and the chairmen and vice-chairmen of the committees and any group(s) created by the assembly.

1.3 WTSA shall establish a Budget Control Committee and an Editorial Committee, the tasks and responsibilities of which are set out in the General Rules of Conferences, Assemblies and Meetings of the Union (General Rules, Nos. 69-74):

- a) The "Budget Control Committee", *inter alia*, examines the estimated total expenditure of the assembly and estimates the financial needs of ITU-T up to the next WTSA and the costs entailed by the execution of the decisions of the assembly.
- b) The "Editorial Committee" perfects the wording of texts arising from WTSA deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

1.4 In addition to the Steering, Budget Control and Editorial committees, the two following committees are set up:

- a) The "Committee on Working Methods of ITU-T", which submits to the plenary meeting reports including proposals on the ITU-T working methods for implementation of the ITU-T work programme, on the basis of the TSAG reports submitted to the assembly and the proposals of ITU Member States and ITU-T Sector Members.
- b) The "Committee on the ITU-T Work Programme and Organization", which submits to the plenary meeting reports including proposals on the programme and organization of the work of ITU-T consistent with ITU-T strategy and priorities, on the basis of the TSAG reports submitted to the assembly and the proposals of ITU Member States and ITU-T Sector Members. It shall specifically:
 - i) propose a set of study groups;
 - ii) review the Questions set for study or further study;
 - iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;
 - iv) allocate Questions to study groups, as appropriate;
 - v) decide, when a Question or group of closely related Questions concerns several study groups, whether:
 - to accept the recommendation of TSAG;
 - to entrust the study to a single study group; or
 - to adopt an alternative arrangement;
 - vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;

vii) propose the establishment, where needed, of other groups in accordance with Nos. 191A and 191B of the Convention.

1.4.1 The chairmen of study groups and the chairman of TSAG and the chairmen of other groups set up by WTSA should make themselves available to participate in the Committee on the Work Programme and Organization.

1.5 The plenary meeting of a WTSA may set up other committees in accordance with No. 63 of the General Rules.

1.6 All committees and groups referred to in 1.2 to 1.5 above shall normally cease to exist with the closing of WTSA except, if required and subject to the approval of the assembly and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of the assembly to complete its tasks as assigned by the assembly.

1.7 Prior to the inaugural meeting of WTSA, in accordance with No. 49 of the General Rules, the heads of delegation shall meet to prepare the agenda for the first plenary meeting and make proposals for the organization of the assembly, including proposals for chairmanships and vice-chairmanships of WTSA and its committees and group(s).

1.8 During WTSA, the heads of delegation shall meet:

- a) to consider the proposals of the Committee on the ITU-T Work Programme and Organization concerning the work programme and the constitution of study groups in particular;
- b) to draw up proposals concerning the designation of chairmen and vice-chairmen of study groups, TSAG and any other groups established by WTSA (see Section 2).

1.9 The programme of work of WTSA shall be designed to provide adequate time for consideration of the important administrative and organizational aspects of ITU-T. As a general rule:

1.9.1 WTSA shall consider reports from the Director of the Telecommunication Standardization Bureau (TSB) and, pursuant to No. 187 of the Convention, from the study groups and TSAG, on the activities during the previous study period, including a report from TSAG on the fulfilment of any specific functions that were assigned to it by the previous WTSA. While WTSA is in session, study group chairmen shall make themselves available to WTSA to supply information on matters which concern their study groups.

1.9.2 In those cases as indicated in Section 9, a WTSA may be asked to consider approval of one or more Recommendations. The report of any study group(s) or TSAG proposing such action should include information on why such action is proposed.

1.9.3 WTSA shall receive and consider the reports, including proposals of the committees it has established, and take final decisions on those proposals and on reports submitted to it by those committees and groups. On the basis of the proposals by the Committee on the Work Programme and Organization of ITU-T, it shall set up study groups and, where appropriate, other groups, and, taking into account consideration by the heads of delegation, appoint the chairmen and vice-chairmen of study groups, of TSAG and of any other groups it has established, taking account of Article 20 of the Convention and Section 3 below.

1.10 In accordance with No. 191C of the Convention, WTSA may assign specific matters within its competence to TSAG indicating the action required on these matters.

1.11 Voting

Should there be a need to vote at WTSA, the vote will be conducted according to the relevant sections of the Constitution, Convention and the General Rules.

SECTION 2

Study groups and their relevant groups

2.1 Classification of study groups and their relevant groups

2.1.1 WTSA establishes study groups in order for each of them:

- a) to pursue the goals laid down in a set of Questions related to a particular area of study in a task-oriented fashion;
- b) to review and, as necessary, to recommend amendment or deletion of existing Recommendations and definitions within its general area of responsibility (as defined by WTSA), in collaboration with their relevant groups as appropriate.

2.1.2 To facilitate their work, study groups may set up working parties, joint working parties and rapporteur groups to deal with the tasks assigned to them.

2.1.3 A joint working party shall submit draft Recommendations to its lead study group.

2.1.4 A regional group may be established within a study group to deal with Questions and studies of particular interest to a group of Member States and Sector Members in an ITU region.

2.1.5 A study group may be set up by WTSA in order to carry out joint studies with the ITU Radiocommunication Sector (ITU-R) and prepare draft Recommendations on questions of common interest. ITU-T shall be responsible for the management of this study group and approval of its Recommendations. WTSA shall appoint the chairman and vice-chairman of the study group², in consultation with the Radiocommunication Assembly as appropriate, and receive the formal report of the work of the study group. A report for information may also be prepared for the Radiocommunication Assembly.

2.1.6 A study group may be designated by WTSA or TSAG as the lead study group for ITU-T studies forming a defined programme of work involving a number of study groups. This lead study group is responsible for the study of the appropriate core Questions. In addition, in consultation with the relevant study groups and in collaboration, where appropriate, with other standards bodies, the lead study group has the responsibility to define and maintain the overall framework and to coordinate, assign (recognizing the mandates of the study groups) and prioritize the studies to be carried out by the study groups, and to ensure the preparation of consistent, complete and timely Recommendations. The lead study group shall inform TSAG on the progress of the work as defined in the scope of the lead study group activity. Issues which cannot be resolved by the study group should be raised for TSAG to offer advice and proposals for the direction of the work.

2.2 Meetings outside Geneva

2.2.1 Study groups or working parties may meet outside Geneva if invited to do so by Member States, an ITU-T Sector Member or by entities authorized in this respect by a Member State of the Union and if the holding of a meeting outside Geneva is desirable (e.g. in association with symposiums or seminars). Such invitations shall be considered only if they are submitted to a WTSA or to an ITU-T study group meeting and they shall be finally planned and organized after consultation with the Director of TSB and if they are within the credits allocated to ITU-T by the Council.

² In special cases, WTSA may appoint the chairman and request the Radiocommunication Assembly to appoint a vice-chairman.

2.2.2 For meetings held outside Geneva, the provisions of Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference as well as of ITU Council Decision 304 shall apply. Invitations to hold meetings of the study groups or their working parties away from Geneva shall be accompanied by a statement indicating the host's agreement to defray the additional expenditure involved and that it will provide at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries equipment need not necessarily be provided free of charge if the government of the host so requests.

2.2.3 Should an invitation be cancelled for any reason, it shall be proposed to Member States or to other duly authorized entities that the meeting be convened in Geneva, in principle on the date originally planned.

2.3 Participation in meetings

2.3.1 Member States and other duly authorized entities shall be represented in the study groups and their relevant groups, such as working parties and rapporteur groups, in whose work they wish to take part, by participants registered by name and chosen by them as qualified to investigate satisfactory solutions to the Questions under study. Exceptionally, however, registration by Member States and other duly authorized entities³ with a study group or its relevant group may be made without specifying the name of the participants concerned. Chairmen of meetings may invite individual experts as appropriate.

2.3.2 The meetings of Study Group 3 regional groups shall, in principle, be limited to delegates and representatives of Member States and operating agencies (for the definition of these terms see the Annex to the Constitution) in the region. However, each Study Group 3 regional group may invite other participants to attend all or part of a meeting to the extent that these other participants would be eligible to attend the meetings of the full study group.

2.3.3 The meetings of regional groups of other study groups shall, in principle, be limited to delegates and representatives from Member States, Sector Members and Associates of the concerned study group in the region. However, each regional group may invite other participants to attend all or part of a meeting, to the extent that these other participants would be eligible to attend the meetings of the full study group.

2.4 Reports of study groups to WTSA

2.4.1 All study groups shall meet sufficiently in advance of WTSA for the report of each study group to WTSA to reach administrations of Member States and Sector Members at least one month before WTSA.

2.4.2 The report of each study group to WTSA is the responsibility of the study group chairman, and shall include:

- a short but comprehensive summary of the results achieved in the study period;
- reference to all Recommendations (new or revised) that have been approved by the Member States during the study period;
- reference to all Recommendations deleted during the study period;
- reference to the final text of all draft Recommendations (new or revised) that are forwarded for consideration by WTSA;
- the list of new or revised Questions proposed for study;
- review of joint coordination activities for which it is the lead study group.

³ See Article 19 of the Convention.