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|  | **Addendum 7 to  Document 45-E** |
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|  | REVISION TO RECOMMENDATION ITU-T A.7 |

# Introduction

This text proposes a course of action, should WTSA-12 consider maintaining 10 ITU-T study groups. CEPT, in proposing the options for restructuring the ITU-T study groups, believes that such restructuring also needs to take account of the existence and impact of focus groups. To this end, CEPT has applied the same criteria to the review of the existence of focus groups as it has to the restructuring of the ITU-T study groups.

# Principles

The following principles were developed for use in considering the viability and appropriateness of the current ITU-T study group structure (see WTSA12-C 45 Add.1) and are re-produced here for consistency.

1. Optimise the use of technical expertise:

ITU-T needs to have the best possible structure for the development of technical standards. The resources that are provided by the members are on a voluntary basis. It is therefore a must for ITU-T to facilitate their participation and contributions to the work and make best use of the expertise available to it from its members. This should also allow Members to maximise the benefit that ITU-T offers, e.g., in the reduction in Capital Expenditure and Operational Expenditure costs for future new generation of networks. It is noted that some Questions have no Rapporteur and/or no (or a very limited number of) work items to the detriment of the work and setting the expectations of the Members. Aiming at simplification of the structure should be a guiding principle.

1. Avoid any duplication of work between study groups or with other standards bodies:

ITU-T study groups need to concentrate on the key areas of work where they have the competence, recognised expertise (lead study group status) and responsibility and stop trying to duplicate work already underway in ITU‑T study groups and/or other SDOs.

1. Avoid any duplication of work within an ITU-T study group:

The work of an ITU-T study group should be structured so that not too many Questions are settled, and that the Questions are well limited and should not overlap neither with Question in the same ITU-T study group nor in any other ITU-T study group. Possible insurgence of different standard platforms in at present converging services (e.g., SG 9 and 16) shall also be avoided.

1. Improve the efficiency and expertise of study groups:

The commercial pressures on sector members are similar to the constraints mentioned below. The structure of the ITU–T is critical to the focusing of key experts into areas of direct concern.

1. Minimise overall costs for ITU-T:

The need for cost savings for the TSB in support of standards development has been identified as one of the key budgetary issues by the ITU Plenipotentiary Conference.

# Analysis

CEPT has reviewed the impact of focus groups (FGs) on the work undertaken by ITU-T study groups. While the possibility of having FGs has been defined as an exceptional basis for (limited) particular issues, CEPT observes the increase in the creation of FGs and the speedy manner in which FGs are created.

The process for the creation of FGs was conceived in order to avoid undue administrative burden, yet provide minimum preparation time to allow for a considered decision to create a new FG. This minimum burden forsaw the exchange of document-based proposals and a determined amount of time to allow for reflexion and consultation betwen the chairmen but also within the whole membership.

CEPT regrets to observe that several of these provisions were by-passed in the past, and in particular during the January 2012 meeting of TSAG. As a consequence of that and similar recent decisions, the number of focus groups is almost equal to the number of study groups. This is of concern, and has a negative impact upon the work and status of the ITU-T in the light of the principles outlined above.

The use of FGs gives no guarantee of transparency in a manner which is not neutral towards the need of limited resources in the current global economic climate. This is in CEPT’s opinion a source of potentially significant consequences.

First, FGs can divert resources from the study groups. Their existence increases demand of attendees that in turn require further commitment from members and is not of benefit to smaller delegations to participate. Such diversion of resources can also delays work occurring in the SGs, as input received from FGs into SGs will need to follow an approvals process, and be open to further comment and discussion that was not necessarily held in the FG. Second, FGs dilute the role of the study groups by duplicating effort that otherwise would utilise Rapporteur meetings within SGs. It could be considered that FGs undermine the value that many Member States believe that the SG structure gives to the role of the ITU-T in global standards.

Whilst one benefit of the FGs is the transparency that comes from their openness, it is important to note that not all non-members involved in FGs convert to membership. In such cases these participants therefore gain benefit without the cost incurred by all members.

It is important to remember that the role of the ITU-T is to develop standards required by its members based on their contributions. This is sometimes undermined by the existence and nature of focus groups. Whilst it might be argued that FGs perform a useful task in pre-standards discussions, it can also be argued that this is outside the remit and responsibility of the International Telecommunications Union, responsible for the development of, amongst others, global standards. There is a risk of creating too many FGs that will impact members. If members see that the work is being done in FGs (for which there is no cost) then it can be envisaged that members will seek to participate directly in FGs (and not pay) and potentially participate through national delegations in SGs to achieve the same benefit.

The proposal made at the July 2012 meeting of TSAG to allow the TSB Director to fund anybody to attend a focus group meeting (option C for clause 4 in TSAG-TD 395 Rev.3) further undermines the role of study groups, and may attract more participants to focus groups than to study groups (notwithstanding the dramatic implications such funding would have on the ITU budget).

# Proposal

CEPT favours a review of the approach to ITU-T focus groups that leverages the role of ITU T study groups as well as the expertise available to them, provides for efficient and effective working, ensures no duplication of efforts, within the ITU or with other SDOs.

4.1 CEPT supports most of the changes to Recommendation ITU-T A.7 agreed at the July 2012 meeting of TSAG (see TSAG-TD 395 Rev.3) except for some clauses as presented in Annex A to this document.

4.2 Regarding the issue of financing (clause 4 of Rec. ITU-T A.7). CEPT is concerned of the order of magnitude of the funding requirement to cover option C (as given in TSAG-TD 395 Rev.3) and considers that such funding cannot be handled through existing budgetary appropriations without sacrificing important ongoing work. As a consequence, CEPT supports option B for clause 4 as given in TSAG-TD 395 Rev.3 (and reflected in Annex A to this document).

4.3 CEPT also requests the addition of new text in clause 2.1 to clarify the process for the establishment of focus groups.

4.4 Unless Recommendation ITU-T A.7 is amended according to this contribution, CEPT requires that it be suppressed at WTSA-12 and that current FGs not be renewed after their current mandate expires.

# Annex A: Proposed changes to Recommendation ITU-T A.7

The paragraph-by-paragraph revision of Recommendation ITU-T A.7 is provided in the following table:

1) The first column contains the text from the Recommendation ITU-T A.7 in force;

2) The second column contains the text proposed in this ECP, based on the discussions in TSAG-TD 395 Rev.3 (modifications compared to the TSAG document are yellowed);

3) The third column contains comments explaining these proposals;

4) The fourth column is the resulting proposed text.

| **Recommendation ITU-T A.7 (WTSA-08)** | | **Proposed revised text for ECP** | **Comments** | **Resulting clean text** |
| --- | --- | --- | --- | --- |
| Recommendation ITU-T A.7  Focus groups: Working methods and procedures  (2000; 2002; 2004; 2006; 2008) | | Recommendation ITU-T A.7  Focus groups: Establishment and working procedures  (2000; 2002; 2004; 2006; 2008; 2012) | Compromise proposal taken from TSAG-TD 395 Rev.3 | Recommendation ITU-T A.7  Focus groups: Establishment and working procedures  (2000; 2002; 2004; 2006; 2008; 2012) |
| 1 Scope | | 1 Scope | No change | 1 Scope |
| The objective of focus groups is to help advance the work of the ITU Telecommunication Standardization Sector (ITU-T) study groups and to encourage the participation of members of other standards organizations, including experts and individuals who may not be members of ITU. | | The objective of focus groups is to help advance the work of the ITU Telecommunication Standardization Sector (ITU-T) study groups and to encourage the participation of members of other standards organizations, including experts and individuals who may not be members of ITU. Focus Group activities can include an analysis of gaps between current Recommendations and expected Recommendations, and provide material for consideration in the development of Recommendations. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The objective of focus groups is to help advance the work of the ITU Telecommunication Standardization Sector (ITU-T) study groups and to encourage the participation of members of other standards organizations, including experts and individuals who may not be members of ITU. Focus Group activities can include an analysis of gaps between current Recommendations and expected Recommendations, and provide material for consideration in the development of Recommendations. |
| Procedures and working methods are established to facilitate the financing of focus groups, the completion of work on a well-defined topic and the documentation of the results. | | Procedures and working methods are established to facilitate the financing of focus groups, the completion of work on a well-defined topic and the documentation of the results. | No change | Procedures and working methods are established to facilitate the financing of focus groups, the completion of work on a well-defined topic and the documentation of the results. |
| The process of establishment is described in order to help identify, in a timely and collaborative manner, all study groups concerned by the scope of a potential focus group, and to validate a study group or the Telecommunication Standardization Advisory Group (TSAG) as the parent group. | | The process of establishment is described in order to help identify, in a timely and collaborative manner, all study groups concerned by the scope of a potential focus group, and to agree on a study group or the Telecommunication Standardization Advisory Group (TSAG) as the parent group. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The process of establishment is described in order to help identify, in a timely and collaborative manner, all study groups concerned by the scope of a potential focus group, and to agree on a study group or the Telecommunication Standardization Advisory Group (TSAG) as the parent group. |
| The management of a focus group is placed under the responsibility of a parent group, in association with other involved study groups in the case where the work area of the focus group overlaps with the responsibility and the mandate of those study groups. | | The management of a focus group is placed under the responsibility of a parent group (study group or TSAG), in association with other involved study groups in the case where the work area of the focus group overlaps with the responsibility and the mandate of those study groups. (see clause 2.2). | Compromise proposal taken from TSAG-TD 395 Rev.3 | The management of a focus group is placed under the responsibility of a parent group (study group or TSAG), in association with other involved study groups in the case where the work area of the focus group overlaps with the responsibility and the mandate of those study groups. (see clause 2.2) |
| 2 Establishment, terms of reference and leadership | | 2 Establishment procedures | Compromise proposal taken from TSAG-TD 395 Rev.3 | 2 Establishment procedures |
| Within the ITU-T standardization working structure, the initiation of a focus group should be led in a transparent manner. | | Within the ITU-T standardization working structure, the establishment procedures of a focus group should be progressed in a transparent manner. | Compromise proposal taken from TSAG-TD 395 Rev.3 | Within the ITU-T standardization working structure, the establishment procedures of a focus group should be progressed in a transparent manner. |
| For each step of the establishment process, the compliance of the focus group proposal with every clause of this Recommendation should be checked, and all decisions are by consensus. | | For each step of the establishment process, the compliance of the focus group proposal with all clauses of this Recommendation should be ensured, and all decisions are to be made by consensus. | Compromise proposal taken from TSAG-TD 395 Rev.3 | For each step of the establishment process, the compliance of the focus group proposal with all clauses of this Recommendation should be ensured, and all decisions are to be made by consensus. |
| 2.1 Establishment | | 2.1 Establishment | No change | 2.1 Establishment |
| A focus group may be established to help advance the work of ITU-T study groups. | | A focus group is established to help advance the work of ITU-T study groups | Compromise proposal taken from TSAG-TD 395 Rev.3 | A focus group is established to help advance the work of ITU-T study groups. |
| A proposal, including terms of reference, to set up a focus group on a specific topic should be in the form of a written document to a study group or to TSAG and supported by ITU-T members. | |  | Compromise proposal taken from TSAG-TD 395 Rev.3 |  |
|  | | To justify the establishment of a focus group the following basic criteria shall be fulfilled to their full extent:   * That there is a significant interest on the subject and a proven urgent market place need in order to help advance the work of ITU-T study groups; * The subject is not already related to the mandate of a study group or cannot currently be handled by a study group; * There are at least four members (i.e., Member States or Sector Members) from different Member States who commit to actively support the new focus group. | This clause is inserted in order to response to the principles shown in section 2 of this document. | To justify the establishment of a focus group the following basic criteria shall be fulfilled to their full extent:   * That there is a significant interest on the subject and a proven urgent market place need in order to help advance the work of ITU-T study groups; * The subject is not already related to the mandate of a study group or cannot currently be handled by a study group; * There are at least four members (i.e., Member States or Sector Members) from different Member States who commit to actively support the new focus group. |
| Attention should be paid to distinguishing between the following two situations: | | Attention should be paid to distinguishing between the following two situations: | No change | Attention should be paid to distinguishing between the following two situations: |
| a) Study topic is within the mandate of one study group | | a) Topic is within the mandate of one study group | Compromise proposal taken from TSAG-TD 395 Rev.3 | a) Topic is within the mandate of one study group |
| When the terms of reference of the focus group fall within the mandate of a single study group, that study group has the necessary authority to approve the formation of a focus group and become its parent study group, provided that the chairman of this study group consults with the chairmen of all possibly impacted study groups. In case of doubt, the decision of such an establishment should be referred to TSAG. | | When the terms of reference of the focus group fall within the mandate of a single study group, that study group has the necessary authority to approve the formation of a focus group and become its parent study group (see clause 2.1.1), provided that the chairman of this study group consults with the chairmen of all possibly impacted study groups. If there is any doubt that all the topics fall under the responsibility and mandate of only this study group, the decision of such an establishment should be referred to TSAG. | The yellowed text is moved from clause 2.1.1.1 in order to maintain consistency with other sub-clauses. | When the terms of reference of the focus group fall within the mandate of a single study group, that study group has the necessary authority to approve the formation of a focus group and become its parent study group (see clause 2.1.1), provided that the chairman of this study group consults with the chairmen of all possibly impacted study groups. If there is any doubt that all the topics fall under the responsibility and mandate of only this study group, the decision of such an establishment should be referred to TSAG. |
| b) Study topic is within the mandate of multiple study groups | | b) Topic is within the mandate of multiple study groups | Compromise proposal taken from TSAG-TD 395 Rev.3 | b) Topic is within the mandate of multiple study groups |
| In this case, following a consultation process, TSAG has the necessary authority to approve the formation of the focus group and designate its parent group. | | When the terms of reference of the focus group fall within the mandate of multiple study groups, TSAG has the necessary authority to approve the formation of a focus group (see clause 2.1.2) and to become its parent group or to appoint a study group as the parent. | Compromise proposal taken from TSAG-TD 395 Rev.3 | When the terms of reference of the focus group fall within the mandate of multiple study groups, TSAG has the necessary authority to approve the formation of a focus group (see clause 2.1.2) and to become its parent group or to appoint a study group as the parent. |
| The study group or TSAG, when receiving the written document, should check to see which study group could best address the proposed activity for the focus group. The study group dealing with the proposal for a focus group that contains topics felt as potentially falling under the responsibility and mandate of one or more other study groups remains responsible for the consultation with the other relevant study group chairmen and for informing TSAG and the Director of TSB. The whole procedure for consultation should be kept responsive and fast by using, as often as possible, consultation of relevant parties by e-mail and teleconferencing tools, rather than physical meetings. | | The study group or TSAG, when receiving the written contribution should check to see which study group could best address the proposed activity for the focus group. The study group dealing with the proposal for a focus group that contains topics felt as potentially falling under the responsibility and mandate of one or more other study groups remains responsible for the consultation with the other relevant study group chairmen and for informing TSAG and the Director of TSB. The whole procedure for consultation should be kept responsive and fast by using, as often as possible, consultation of relevant parties by e-mail and teleconferencing tools, rather than physical meetings. | The yellowed text clarify that this has to be based on contributions with a deadline of twelve days before a meeting. | The study group or TSAG, when receiving the written contribution should check to see which study group could best address the proposed activity for the focus group. The study group dealing with the proposal for a focus group that contains topics felt as potentially falling under the responsibility and mandate of one or more other study groups remains responsible for the consultation with the other relevant study group chairmen and for informing TSAG and the Director of TSB. The whole procedure for consultation should be kept responsive and fast by using, as often as possible, consultation of relevant parties by e-mail and teleconferencing tools, rather than physical meetings. |
| In all cases, the Director of TSB and the chairman of TSAG are to be kept duly advised during the procedure. | In all cases, the Director of TSB and the chairman of TSAG are to be kept duly advised during the establishment procedure. | Compromise proposal taken from TSAG-TD 395 Rev.3 | In all cases, the Director of TSB and the chairman of TSAG are to be kept duly advised during the establishment procedure. |
|  | The establishment of a focus group and its first meeting will be announced according to clause 12 by the Director of TSB in cooperation with the parent group. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The establishment of a focus group and its first meeting will be announced according to clause 12 by the Director of TSB in cooperation with the parent group. |
| 2.1.1 Establishment by a study group | 2.1.1 Establishment by a study group | No change | 2.1.1 Establishment by a study group |
| 2.1.1.1 Establishment at a study group meeting | 2.1.1.1 Establishment at a study group meeting | No change | 2.1.1.1 Establishment at a study group meeting |
| For establishment at a study group meeting, the submission of a proposal for a focus group should take the form of a written document submitted at least ten calendar days before that study group meeting. | For establishment at a study group meeting, the submission of a proposal, including terms of reference, to set up a focus group on a specific topic should take the form of a written contribution submitted at least twelve calendar days before that study group meeting. | Compromise proposal taken from TSAG-TD 395 Rev.3 | For establishment at a study group meeting, the submission of a proposal, including terms of reference, to set up a focus group on a specific topic should take the form of a written contribution submitted at least twelve calendar days before that study group meeting. |
| In the case that all topics fall without doubt within the work area of this study group, the establishment will be discussed during this meeting, and even decided at the same meeting. | In the case that all topics fall, without doubt, within the work area of this study group, the establishment will be discussed during this meeting, and may be decided at the same meeting. | Compromise proposal taken from TSAG-TD 395 Rev.3 | In the case that all topics fall, without doubt, within the work area of this study group, the establishment will be discussed during this meeting, and may be decided at the same meeting. |
| If there is any doubt that all the topics fall under the responsibility and mandate of only this study group, establishment of the focus group, including appropriate consultations of other study groups, should be organized by the chairman between scheduled meetings and by correspondence, to enable a transparent, efficient and timely examination of the proposal. |  | This text is moved to clause 2.1.1 in order to maintain consistency with other sub-clauses. |  |
| If views are expressed that the proposed topic overlaps with the mandate of one or more other study groups, the chairman of the study group to which the proposal is addressed will transmit the case to the chairman of TSAG. The chairman of TSAG will then proceed as described in clauses 2.1.2.1 or 2.1.2.2 below. | If views are expressed that the proposed topic overlaps with the mandate of another study group, the chairman of the study group to which the proposal is addressed will send the proposal to the chairman of TSAG. The chairman of TSAG will then proceed as described in clauses 2.1.2.1 or 2.1.2.2 below. | Compromise proposal taken from TSAG-TD 395 Rev.3 | If views are expressed that the proposed topic overlaps with the mandate of another study group, the chairman of the study group to which the proposal is addressed will send the proposal to the chairman of TSAG. The chairman of TSAG will then proceed as described in clauses 2.1.2.1 or 2.1.2.2 below. |
| 2.1.1.2 Establishment between study group meetings | 2.1.1.2 Establishment between study group meetings | No change | 2.1.1.2 Establishment between study group meetings |
| Exceptionally, in response to urgent marketplace needs, a focus group for the purpose of studying technical issues (i.e. those that have no regulatory or policy implications) may be established between study group meetings. | Exceptionally, in response to urgent marketplace needs, a focus group may be established between study group meetings for the purpose of studying technical issues (i.e. those that have no regulatory or policy implications). | Compromise proposal taken from TSAG-TD 395 Rev.3 | Exceptionally, in response to urgent marketplace needs, a focus group may be established between study group meetings for the purpose of studying technical issues (i.e. those that have no regulatory or policy implications). |
| The proposal, including terms of reference, to set up a focus group on a specific technical topic (within the mandate of the parent study group) may be transmitted by any member to the chairman of a study group selected by the initiators according to the foreseen work content. The chairman coordinates the first review of the proposal with the vice-chairmen and the chairmen of working parties of the study group. In the case of agreement after this review to establish the focus group, the proposal, completed where required (e.g., actual terms of reference), will be posted on the ITU website and distributed to the study group e-mail distribution list, allowing four weeks for comments. | The proposal, including terms of reference, to set up a focus group on a specific technical topic (within the mandate of the parent study group) may be sent by any member to the chairman of an appropriate study group selected by the initiators according to the foreseen work content. The chairman coordinates the first review of the proposal with the vice-chairmen and the chairmen of working parties of the study group. If the proposal to establish the focus group is agreed, the proposal, with completed terms of reference, will be posted on the ITU website and distributed to the study group e-mail distribution list, allowing four weeks for comments. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The proposal, including terms of reference, to set up a focus group on a specific technical topic (within the mandate of the parent study group) may be sent by any member to the chairman of an appropriate study group selected by the initiators according to the foreseen work content. The chairman coordinates the first review of the proposal with the vice-chairmen and the chairmen of working parties of the study group. If the proposal to establish the focus group is agreed, the proposal, with completed terms of reference, will be posted on the ITU website and distributed to the study group e-mail distribution list, allowing four weeks for comments. |
| In the absence of unresolved comments, the study group chairman may decide the immediate establishment of the focus group. As far as possible, the chairman should seek to resolve comments by correspondence; however, if this is not possible, the consideration for approval of the establishment of the focus group is to be deferred to the next meeting of the study group. | In the absence of unresolved comments, the study group chairman may decide the immediate establishment of the focus group. As far as possible, the chairman should seek to resolve comments by correspondence; however, if this is not possible, the decision to approve the establishment of the focus group is to be deferred to the next meeting of the study group. | Compromise proposal taken from TSAG-TD 395 Rev.3 | In the absence of unresolved comments, the study group chairman may decide the immediate establishment of the focus group. As far as possible, the chairman should seek to resolve comments by correspondence; however, if this is not possible, the decision to approve the establishment of the focus group is to be deferred to the next meeting of the study group. |
| If views are expressed that the proposed topic may overlap with the mandate of one or more other study groups, the chairman of the study group to which the proposal is addressed will transmit the case to the chairman of TSAG. The chairman of TSAG will then proceed as described in clauses 2.1.2.1 or 2.1.2.2. | If views are expressed that the proposed focus group overlaps with the mandate of another study group, the chairman of the study group to which the proposal is addressed will send the proposal to the chairman of TSAG. The chairman of TSAG will then proceed as described in clauses 2.1.2.1 or 2.1.2.2. | Compromise proposal taken from TSAG-TD 395 Rev.3 | If views are expressed that the proposed focus group overlaps with the mandate of another study group, the chairman of the study group to which the proposal is addressed will send the proposal to the chairman of TSAG. The chairman of TSAG will then proceed as described in clauses 2.1.2.1 or 2.1.2.2. |
| 2.1.2 Establishment by TSAG | 2.1.2 Establishment by TSAG | No change | 2.1.2 Establishment by TSAG |
| Initiators of a focus group may choose to submit a proposal to TSAG in the form of a written document, including terms of reference, submitted at least ten calendar days before a scheduled TSAG meeting. |  | Compromise proposal taken from TSAG-TD 395 Rev.3 |  |
| 2.1.2.1 Establishment at a TSAG meeting | 2.1.2.1 Establishment at a TSAG meeting | No change | 2.1.2.1 Establishment at a TSAG meeting |
|  | For establishment at a TSAG meeting, the submission of a proposal, including terms of reference, to set up a focus group on a specific topic should take the form of a written contribution submitted at least twelve calendar days before that TSAG meeting. | Harmonization with the text in clause 2.1.1. | For establishment at a TSAG meeting, the submission of a proposal, including terms of reference, to set up a focus group on a specific topic should take the form of a written contribution submitted at least twelve calendar days before that TSAG meeting. |
| The TSAG plenary can decide to establish the focus group and designate the parent study group or be its parent group. | The TSAG plenary can decide to establish the focus group and designate the parent study group or be its parent group. | No change | The TSAG plenary can decide to establish the focus group and designate the parent study group or be its parent group. |
| This way of proceeding can also be adopted to decide on cases transmitted according to clause 2.1.1.2 above, when the schedule of the TSAG meeting is compatible with a timely response. | This way of proceeding can also be adopted to decide on cases transmitted according to clause 2.1.1.2 above, when the schedule of the TSAG meeting is compatible with a timely response, whereby the proposal must be available for the members at least twelve calendar days before the meeting. | Compromise proposal taken from TSAG-TD 395 Rev.3 | This way of proceeding can also be adopted to decide on cases transmitted according to clause 2.1.1.2 above, when the schedule of the TSAG meeting is compatible with a timely response, whereby the proposal must be available for the members at least twelve calendar days before the meeting. |
| 2.1.2.2 Establishment between TSAG meetings | 2.1.2.2 Establishment between TSAG meetings | No change | 2.1.2.2 Establishment between TSAG meetings |
| Exceptionally, in response to urgent marketplace needs, a focus group for the purpose of studying technical issues (i.e. those that have no regulatory or policy implications) may be proposed between TSAG meetings. | Exceptionally, in response to urgent marketplace needs, a focus group may be established between TSAG meetings for the purpose of studying technical issues (i.e. those that have no regulatory or policy implications). | Compromise proposal taken from TSAG-TD 395 Rev.3 | Exceptionally, in response to urgent marketplace needs, a focus group may be established between TSAG meetings for the purpose of studying technical issues (i.e. those that have no regulatory or policy implications). |
| A proposal, including terms of reference, to set up a focus group on a specific technical topic may be submitted by any member to the chairman of TSAG. | A proposal, including draft terms of reference, to set up a focus group on a specific technical topic may be submitted by any member to the chairman of TSAG. | Compromise proposal taken from TSAG-TD 395 Rev.3 | A proposal, including draft terms of reference, to set up a focus group on a specific technical topic may be submitted by any member to the chairman of TSAG. |
| The chairman of TSAG will organize a review of the proposal with the vice-chairmen and working party chairmen of TSAG and chairmen of all potentially impacted study groups. Following agreement by this review team to initiate the focus group, the proposal, including its terms of reference and the nomination of the parent group, will be posted on the ITU-T website and distributed to the TSAG e-mail distribution list, allowing four weeks for comments. | The chairman of TSAG coordinates the first review of the proposal with the vice-chairmen and working party chairmen of TSAG and chairmen of all study groups. If the proposal to set up a focus group is agreed, the proposal, with completed terms of reference and the nomination of the parent group, will be posted on the ITU-T website and distributed to the TSAG e-mail distribution list, allowing four weeks for comments. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The chairman of TSAG coordinates the first review of the proposal with the vice-chairmen and working party chairmen of TSAG and chairmen of all study groups. If the proposal to set up a focus group is agreed, the proposal, with completed terms of reference and the nomination of the parent group, will be posted on the ITU-T website and distributed to the TSAG e-mail distribution list, allowing four weeks for comments. |
| In the absence of unresolved comments, the chairman of TSAG may decide the immediate establishment of the focus group. As far as possible, the chairman of TSAG should seek to resolve comments by correspondence; however, if this is not possible, the establishment of the focus group is to be considered for approval by the next meeting of TSAG. | In the absence of unresolved comments, the chairman of TSAG may decide the immediate establishment of the focus group. As far as possible, the chairman of TSAG should seek to resolve comments by correspondence; however, if this is not possible, the decision to approve establishment of the focus group is to be deferred to the next meeting of TSAG. | Compromise proposal taken from TSAG-TD 395 Rev.3 | In the absence of unresolved comments, the chairman of TSAG may decide the immediate establishment of the focus group. As far as possible, the chairman of TSAG should seek to resolve comments by correspondence; however, if this is not possible, the decision to approve establishment of the focus group is to be deferred to the next meeting of TSAG. |
| This way of proceeding can also be adopted to decide on cases transmitted according to clause 2.1.1.2 above, when the schedule of the TSAG meetings is not deemed to be compatible with a timely response. | This way of proceeding can also be adopted to decide on cases transmitted according to clause 2.1.1.2 above, when the schedule of the TSAG meetings is not deemed to be compatible with a timely response. | No change | This way of proceeding can also be adopted to decide on cases transmitted according to clause 2.1.1.2 above, when the schedule of the TSAG meetings is not deemed to be compatible with a timely response. |
| 2.2 Terms of reference | 2.2 Terms of reference | No change | 2.2 Terms of reference |
| The specific topic for a particular focus group is to be well defined (prior to approval), and the terms of reference must include a plan of action, the expected deliverables and the time schedules for completion. | The topic for a particular focus group is to be well defined (prior to approval), and the terms of reference must include the scope of actions, a plan of action, the expected deliverables and the time schedules for completion. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The topic for a particular focus group is to be well defined (prior to approval), and the terms of reference must include the scope of actions, a plan of action, the expected deliverables and the time schedules for completion. |
| The relationship of this work to that of the parent group must be indicated, in addition to relationships with other ITU study groups, standards organizations, forums and consortia, etc., and the degree of urgency of the specific topic. The justification that the intended activity cannot be handled as efficiently by study groups should be given. | The relationship of this work to that of the parent group must be indicated, in addition to relationships with other ITU study groups, standards organizations, forums and consortia, etc., and the degree of urgency of the specific topic. The justification that the intended activity cannot be handled as efficiently by study groups should be given. | No change | The relationship of this work to that of the parent group must be indicated, in addition to relationships with other ITU study groups, standards organizations, forums and consortia, etc., and the degree of urgency of the specific topic. The justification that the intended activity cannot be handled as efficiently by study groups should be given. |
| It is intended that a focus group will complete its work in a short period of time, typically 9‑12 months, following approval of its formation. In appropriate circumstances, and subject to review and approval by the parent group, the term and scope of a focus group may be extended. | It is expected that a focus group will complete its work in a short period of time, typically 9‑12 months, following approval of its formation. In appropriate circumstances, and subject to review and approval by the parent group, the term and scope of a focus group may be extended. | Compromise proposal taken from TSAG-TD 395 Rev.3 | It is expected that a focus group will complete its work in a short period of time, typically 9‑12 months, following approval of its formation. In appropriate circumstances, and subject to review and approval by the parent group, the term and scope of a focus group may be extended. |
| During the activity of the focus group, its terms of reference (including scope) cannot be modified by the focus group itself. Any desired modifications to the terms of reference are to be submitted for consideration and approval by the parent group. | During the life of the focus group, its terms of reference cannot be modified by the focus group itself. Any proposal to modify the terms of reference is to be submitted via written contribution to the relevant study group or TSAG for consideration and approval by the parent group. | The yellowed text clarity that this has to be based on contributions with a deadline of twelve days before a meeting. | During the life of the focus group, its terms of reference cannot be modified by the focus group itself. Any proposal to modify the terms of reference is to be submitted via written contribution to the relevant study group or TSAG for consideration and approval by the parent group. |
| If more than one study group is involved (i.e. the topic falls under the responsibility and mandate of one or more other study groups), a possible modification of the terms of reference (including scope) should be discussed with the other involved study groups before a decision is taken. | If more than one study group is involved (i.e. the topic falls under the responsibility and mandate of one or more other study groups), a possible modification of the terms of reference (including scope) should be discussed with the other involved study groups before a decision is taken. | No change | If more than one study group is involved (i.e. the topic falls under the responsibility and mandate of one or more other study groups), a possible modification of the terms of reference (including scope) should be discussed with the other involved study groups before a decision is taken. |
| Extension of the lifetime requires a decision of the parent group (with no reservations by the other involved study groups in the case where a topic falls under the responsibility and mandate of one or more other study groups). If no decision is reached, the focus group will automatically stop. | Extension of the lifetime requires a decision of the parent group (with no reservations by the other involved study groups in the case where a topic falls under the responsibility and mandate of one or more other study groups). The focus group will automatically stop if the parent group does not agree to extend the lifetime of the focus group. | Compromise proposal taken from TSAG-TD 395 Rev.3 | Extension of the lifetime requires a decision of the parent group (with no reservations by the other involved study groups in the case where a topic falls under the responsibility and mandate of one or more other study groups). The focus group will automatically stop if the parent group does not agree to extend the lifetime of the focus group. |
| 2.3 Leadership | 2.3 Leadership | No change | 2.3 Leadership |
| A chairman and vice-chairman are initially appointed by the parent group. If needed, after the initial establishment of the focus group, subsequent management appointments will be made by the focus group, and the parent group informed accordingly. | A chairman and vice-chairman are initially appointed by the parent group. If needed, after the initial establishment of the focus group, subsequent management appointments will be made by the focus group, and the parent group informed accordingly. Appointment of chairman and vice-chairman shall be primarily based upon demonstrated competence both in technical content of the parent group and in the management skills required. | Compromise proposal taken from TSAG-TD 395 Rev.3 | A chairman and vice-chairman are initially appointed by the parent group. If needed, after the initial establishment of the focus group, subsequent management appointments will be made by the focus group, and the parent group informed accordingly. Appointment of chairman and vice-chairman shall be primarily based upon demonstrated competence both in technical content of the parent group and in the management skills required. |
| ITU-T members will provide the leadership, but vice-chairmanships can be open to external experts. | Member States and Sector Members will provide the chairmanship, but vice-chairmanships can be open to ITU-T Associates and external experts. | Compromise proposal taken from TSAG-TD 395 Rev.3 | Member States and Sector Members of the ITU-T will provide the chairmanship, but vice-chairmanships can be open to ITU-T Associates and external experts. |
|  | A focus group chairman who is unable to carry out his or her duties is replaced by one of the vice-chairmen who is chosen and appointed by the parent group at its next meeting. If none of the vice-chairmen is an ITU member, the parent group calls for candidates and the chairman is appointed at the next meeting of the parent group. | Compromise proposal taken from TSAG-TD 395 Rev.3 | A focus group chairman who is unable to carry out his or her duties is replaced by one of the vice-chairmen who is chosen and appointed by the parent group at its next meeting. If none of the vice-chairmen is an ITU member, the parent group calls for candidates and the chairman is appointed at the next meeting of the parent group. |
| 3 Participation | 3 Focus group working procedures | Compromise proposal taken from TSAG-TD 395 Rev.3 | 3 Focus group working procedures |  |  |
|  | 3.1 Participation | Compromise proposal taken from TSAG-TD 395 Rev.3 | 3.1 Participation |
| Participation is open to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. | Any individual from a country that is a member of ITU and who is willing to actively contribute to the work may participate in a focus group. This includes individuals who are also members of international, regional and national organizations. | Compromise proposal taken from TSAG-TD 395 Rev.3 | Any individual from a country that is a member of ITU and who is willing to actively contribute to the work may participate in a focus group. This includes individuals who are also members of international, regional and national organizations. |
| Participation in focus groups should not be used as an alternative to ITU membership. | Participation in focus groups shall not be used as an alternative to ITU membership. | The yellowed text responds to the principles shown in section 2 of this document. | Participation in focus groups shall not be used as an alternative to ITU membership. |
| A list of participants is to be maintained for reference purposes. | A list of participants is to be maintained by the focus group for reference purposes. This list will include information for persons with disabilities on how their participation shall be facilitated. | Compromise proposal taken from TSAG-TD 395 Rev.3 | A list of participants is to be maintained by the focus group for reference purposes. This list will include information for persons with disabilities on how their participation shall be facilitated. |
| Participation in focus groups that have impacts on strategic, structural and/or operational aspects of ITU-T is limited to ITU-T members. | Participation in focus groups that have impacts on strategic, structural and/or operational aspects of ITU-T is limited to ITU-T members. | No change | Participation in focus groups that have impacts on strategic, structural and/or operational aspects of ITU-T is limited to ITU-T members. |
| 4 General financing of focus groups | 4 Financing of focus groups and their meetings | Compromise proposal taken from TSAG-TD 395 Rev.3 | 4 Financing of focus groups and their meetings |
| Each focus group will determine its own method of financing. | Each focus group will determine its own method of financing. | No change | Each focus group will determine its own method of financing. |
| Focus groups shall not use ITU-T funds or resources except for the use of Telecommunication Information Exchange Services (TIES) and for those situations where deliverables and progress reports are made available to ITU-T, as in clause 10. | Focus groups shall not use ITU-T funds or resources except for the use of Telecommunication Information Exchange Services (TIES), for those situations where deliverables and progress reports are made available to ITU-T, as in clause 10, for encouraging the participation of persons with disabilities in accordance with resolves 3 and 4 of PP10 Resolution 175, and for supporting the participation of representatives of developing countries in accordance with resolves 3 of PP10 Resolution 123. | Option B of TSAG-TD 395 Rev.3 | Focus groups shall not use ITU-T funds or resources except for the use of Telecommunication Information Exchange Services (TIES), for those situations where deliverables and progress reports are made available to ITU-T, as in clause 10, for encouraging the participation of persons with disabilities in accordance with resolves 3 and 4 of PP10 Resolution 175, and for supporting the participation of representatives of developing countries in accordance with resolves 3 of PP10 Resolution 123. |
| Non-ITU members must pay a fee, determined by TSB, for the use of TIES. | Non-ITU members must pay a fee, determined by TSB, for the use of TIES. | No change | Non-ITU members must pay a fee, determined by TSB, for the use of TIES. |
| 4.1 Financing of meetings | 4.1 Financing of meetings | No change | 4.1 Financing of meetings |
| It is suggested that financing of meetings and their preparation be accomplished by volunteer hosting in a similar manner to rapporteur groups, or on the basis of financial arrangements determined by the focus group. | It is suggested that financing of meetings and their preparation be accomplished by volunteer hosting in a similar manner to rapporteur groups, or on a basis of financial arrangements determined by the focus group provided this does not bear on ITU budget, except for encouraging the participation of persons with disabilities in accordance with resolves 3 and 4 of PP10 Resolution 175, and for supporting the participation of representatives of developing countries in accordance with resolves 3 of PP10 Resolution 123. | Option B of TSAG-TD 395 Rev.3 | It is suggested that financing of meetings and their preparation be accomplished by volunteer hosting in a similar manner to rapporteur groups, or on a basis of financial arrangements determined by the focus group provided this does not bear on ITU budget, except for encouraging the participation of persons with disabilities in accordance with resolves 3 and 4 of PP10 Resolution 175, and for supporting the participation of representatives of developing countries in accordance with resolves 3 of PP10 Resolution 123. |
| 5 Administrative support | 5 Administrative support | No change | 5 Administrative support |
| Focus groups can establish their own method of providing and financing administrative support between meetings. | Focus groups can establish their own method of providing and financing administrative support between meetings. | No change | Focus groups can establish their own method of providing and financing administrative support between meetings. |
| Where administrative services are requested from TSB, the costs, except costs for the use of TIES, are to be covered by the focus group concerned. | Where administrative services are requested from TSB, the costs, except costs for the use of TIES, are to be covered by the focus group concerned. | No change | Where administrative services are requested from TSB, the costs, except costs for the use of TIES, are to be covered by the focus group concerned. |
| 6 Meeting logistics | 6 Meeting logistics | No change | 6 Meeting logistics |
| The frequency and location of meetings is decided by each focus group. Electronic document handling methods should be used as much as possible to advance the work rapidly, e.g., by using electronic conferences and the World Wide Web. | The frequency and location of meetings is decided by each focus group. Electronic document handling methods should be used as much as possible to advance the work rapidly (e.g., by using electronic conferences and the World Wide Web), Participation of persons with disabilities, including the provision of electronic documents in accessible formats, shall be encouraged in accordance with PP10 Resolution 175. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The frequency and location of meetings is decided by each focus group. Electronic document handling methods should be used as much as possible to advance the work rapidly (e.g., by using electronic conferences and the World Wide Web), Participation of persons with disabilities, including the provision of electronic documents in accessible formats, shall be encouraged in accordance with PP10 Resolution 175. |
| 7 Working language | 7 Working language | No change | 7 Working language |
| The language to be used will be mutually agreed by the focus group participants. | The language to be used will be mutually agreed by the focus group participants. However, any communication with the parent group shall preferably be in English or one of the other ITU official languages. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The language to be used will be mutually agreed by the focus group participants. However, any communication with the parent group shall preferably be in English or one of the other ITU official languages. |
| 8 Technical contributions | 8 Technical contributions | No change | 8 Technical contributions |
| Any participant may submit a technical contribution directly to the focus group, in accordance with the time schedule adopted. Electronic document transfer methods should be used whenever possible. | Any participant may submit a technical contribution directly to the focus group, in accordance with the time schedule adopted. A template for contributions can be found on the ITU-T website. Electronic document transfer methods should be used whenever possible. | Compromise proposal taken from TSAG-TD 395 Rev.3 | Any participant may submit a technical contribution directly to the focus group, in accordance with the time schedule adopted. A template for contributions can be found on the ITU-T website. Electronic document transfer methods should be used whenever possible. |
| 9 Intellectual property rights | 9 Intellectual property rights | No change | 9 Intellectual property rights |
| The Common Patent Policy for ITU-T/ITU-R/ISO/IEC is to be used. | The Common Patent Policy for ITU-T/ITU-R/ISO/IEC is to be used. | No change | The Common Patent Policy for ITU-T/ITU-R/ISO/IEC is to be used. |
| The chairman of a focus group should recall this during every meeting and record all responses in the meeting report. | The chairman of a focus group should announce this during every meeting and record all responses in the meeting report. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The chairman of a focus group should announce this during every meeting and record all responses in the meeting report. |
| The copyright provisions in Recommendation ITU-T A.1 are to be followed. | The copyright provisions in Recommendation ITU-T A.1 are to be followed. | No change | The copyright provisions in Recommendation ITU-T A.1 are to be followed. |
| 10 Deliverables | 10 Deliverables – approval and distribution | Compromise proposal taken from TSAG-TD 395 Rev.3 | 10 Deliverables – approval and distribution |
| Deliverables can be in the form of technical specifications, reports, etc., and are expected to form input to the work of the parent group. The focus group will send all of its deliverables to the parent group for further consideration. | Deliverables can be in the form of technical specifications, reports on standards gap analysis results, base material for the development of draft Recommendations, etc., and are expected to form input to the advanced work of the parent group. The focus group will send all of its deliverables to the parent group for further consideration (see also clause 7). The deliverables shall be published as TDs of the parent group in accordance with Rec. ITU-T A.1, clause 3.3.3 but no later than 4 calendar weeks before the meeting of the parent group. | The first yellowed change removes ambiguity currently present in the text.  The second yellowed change clarifies that, even if the deliverables are submitted via a TD, they have with regard to the consideration in the parent group the same status as a regular contribution of a member. It is important (also not to delay any work) that the membership has enough time to review the deliverable and in particular to consult it at home and respond via a regular contribution within the given time for a contribution. Otherwise a member would not be able to react as it is foreseen in the rules of the ITU-T. | Deliverables can be in the form of technical specifications, reports on standards gap analysis results, etc., and are expected to form input to the advanced work of the parent group. The focus group will send all of its deliverables to the parent group for further consideration. (see also clause 7) The deliverables shall be published as TDs of the parent group in accordance with Rec. ITU-T A.1, clause 3.3.3 But no later than 4 calendar weeks before the meeting of the parent group. |
| For the sake of clarity, all the output/deliverables of a focus group should be posted on the parent group's website, whether or not one or more study groups are involved. | For the sake of clarity, all the output/deliverables of a focus group should be posted on the parent group's website, whether or not one or more study groups are involved. | No change | For the sake of clarity, all the output/deliverables of a focus group should be posted on the parent group's website, whether or not one or more study groups are involved. |
| 10.1 Approval of deliverables | 10.1 Approval of deliverables | No change | 10.1 Approval of deliverables |
| Focus groups can establish their own rules of approval. However, it is expected generally that approval be obtained by consensus in which each focus group participant can express an opinion. | Approval of deliverables shall be obtained by consensus. | Compromise proposal taken from TSAG-TD 395 Rev.3 | Approval of deliverables shall be obtained by consensus. |
| 10.2 Printing and distribution of deliverables | 10.2 Printing and distribution of deliverables | No change | 10.2 Printing and distribution of deliverables |
| Focus groups may select the method of printing and distribution of deliverables, including the target audience. Deliverables to the parent study group, including progress reports, will be processed as temporary documents by the parent group. | Focus groups may select the method of printing and distribution of deliverables, including the target audience. Deliverables to the parent group, including progress reports, will be processed as TDs by the parent group. | No change | Focus groups may select the method of printing and distribution of deliverables, including the target audience. Deliverables to the parent group, including progress reports, will be processed as TDs by the parent group. |
| Use of the World Wide Web is encouraged. | Note: A focus group may, at its discretion, share working documents via liaison statements. | Compromise proposal taken from TSAG-TD 395 Rev.3 |  |
| All costs must be covered by the focus group. ITU-T will not be expected to offer any printing and distribution services free of charge, except for progress reports submitted according to clause 11 below, and deliverables to study groups. | All costs must be covered by the focus group. ITU-T will not be expected to offer any printing and distribution services free of charge, except for progress reports submitted according to clause 11 below, and deliverables to study groups. | No change | All costs must be covered by the focus group. ITU-T will not be expected to offer any printing and distribution services free of charge, except for progress reports submitted according to clause 11 below, and deliverables to study groups. |
| 11 Progress reports | 11 Progress reports |  | 11 Progress reports |
| Focus group progress reports are to be provided to the parent group meeting, and transmitted in copy to all involved study groups. They will be posted in the form of temporary documents. | Focus group progress reports are to be provided at each meeting of the parent group meeting at least twelve calendar days before the meeting and transmitted in copy to all involved study groups. They will be posted in the form of temporary documents. | Compromise proposal taken from TSAG-TD 395 Rev.3 | Focus group progress reports are to be provided at each meeting of the parent group meeting at least twelve calendar days before the meeting and transmitted in copy to all involved study groups. They will be posted in the form of temporary documents. |
| These progress reports to the parent group should include the following information: | These progress reports to the parent group should include the following information: | No change | These progress reports to the parent group should include the following information: |
| – an updated work plan, including a schedule of planned meetings; | – an updated work plan, including a schedule of planned meetings; |  | – an updated work plan, including a schedule of planned meetings; |
| – status of work with reference to the work plan, including a list of outputs and the study groups for which they are intended; | – status of work with reference to the work plan, including a list of outputs and the study groups for which they are intended; |  | – status of work with reference to the work plan, including a list of outputs and the study groups for which they are intended; |
| – summary of contributions considered by the focus group; | – summary of contributions considered by the focus group; |  | – summary of contributions considered by the focus group; |
| – List of attendees at all meetings held since the last progress report. | – list of attendees at all meetings held since the last progress report. |  | – list of attendees at all meetings held since the last progress report. |
| The parent group chairman should keep TSAG advised of the progress of the focus group. | The parent group chairman should keep TSAG advised of the progress of the focus group. | No change | The parent group chairman should keep TSAG advised of the progress of the focus group. |
| 12 Meeting announcements | 12 Meeting announcements | No change | 12 Meeting announcements |
| The establishment of a focus group will be announced in cooperation with the parent group and TSAG via ITU publications and other means, including communication with other organizations and/or experts, technical journals and the World Wide Web. | The establishment of a focus group will be announced in cooperation with the parent group via ITU publications and other means, including communication with other organizations and/or experts, technical journals and the World Wide Web. | No change | The establishment of a focus group will be announced in cooperation with the parent group via ITU publications and other means, including communication with other organizations and/or experts, technical journals and the World Wide Web. |
|  | The first meeting of a focus group will be arranged by the parent group and the initially appointed chairman. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The first meeting of a focus group will be arranged by the parent group and the initially appointed chairman. |
| The process of announcing subsequent meetings can be decided by the focus group and will be published at least four weeks in advance on the ITU website. | The schedule of subsequent meetings of a focus group will be decided by the focus group. The process of announcing meetings can be decided by the focus group and will be published at least six weeks in advance on the ITU website. | Compromise proposal taken from TSAG-TD 395 Rev.3 | The schedule of subsequent meetings of a focus group will be decided by the focus group. The process of announcing meetings can be decided by the focus group and will be published at least six weeks in advance on the ITU website. |
| 13 Working guideline | 13 Working guidelines | Compromise proposal taken from TSAG-TD 395 Rev.3 | 13 Working guidelines |
| Focus groups may develop additional, internal working guidelines, as required. | Focus groups may develop additional, internal working guidelines, as required. | Compromise proposal taken from TSAG-TD 395 Rev.3 | Focus groups may develop additional, internal working guidelines, as required. |

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