Skill-up Seminar Programme for International Standardization

Guidelines and Techniques for effective ITU-T Study Group participation

Dr. Bilel Jamoussi
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Telecommunication Standardization Bureau
International Telecommunication Union
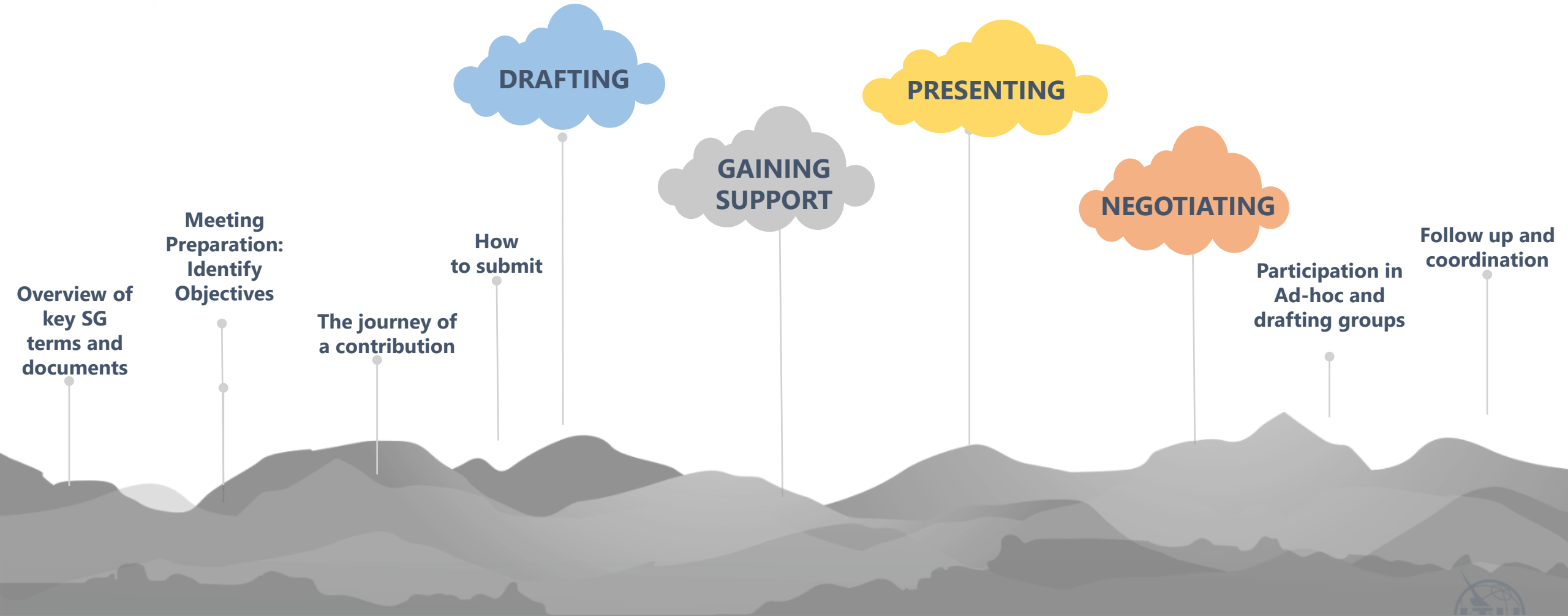
What's in store?

Today's Seminar Schedule

Skill-up Seminar Programme for International Standardization
Lectured by Dr. Bilel Jamoussi (ITU-T)

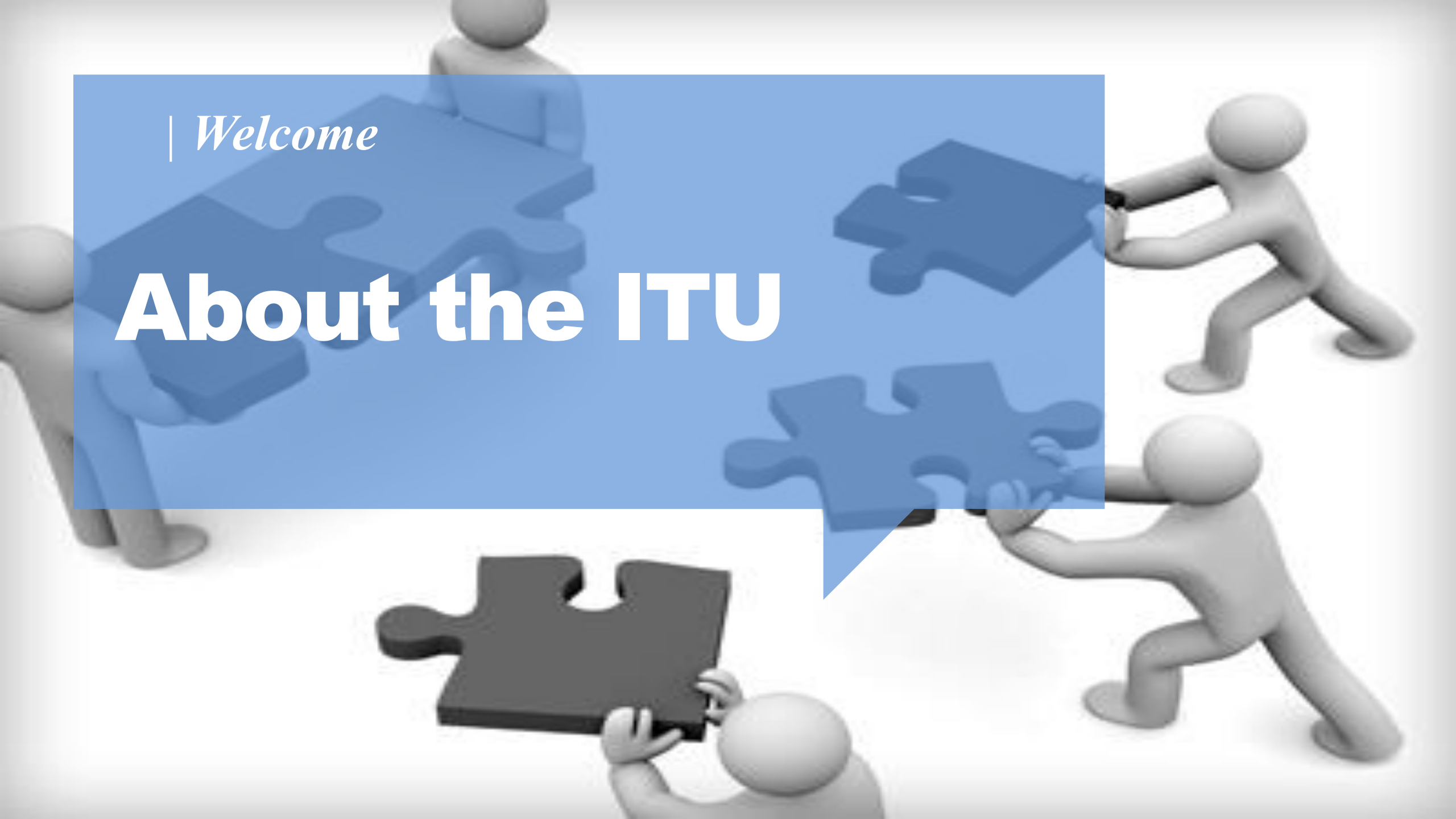|	
12:30-13:00	**Registration**
13:00-15:00	*Welcome and Introduction* 1. **Terms and Key documents** in the standardization process 2. Effective **preparation** before study group meetings 3. The **journey of a contribution** through the standardization process 4. **Timing and modalities** of submitting contributions 5. Guidelines for **drafting effective contributions** (structure, format and content)
15:00-15:15	**Coffee Break**
15:15-17:30	6. Strategies for **gaining support** before and during the meeting 7. Guidance on **presenting contributions** orally at SG Meetings *Roleplay exercises* 8. Techniques for defending and negotiating on proposals during a meeting
17:30-19:00	**Networking event**

Exploring International Standardization in 10 modules

DRAFTING

GAINING SUPPORT

PRESENTING

NEGOTIATING

Overview of key SG terms and documents

Meeting Preparation: Identify Objectives

The journey of a contribution

How to submit

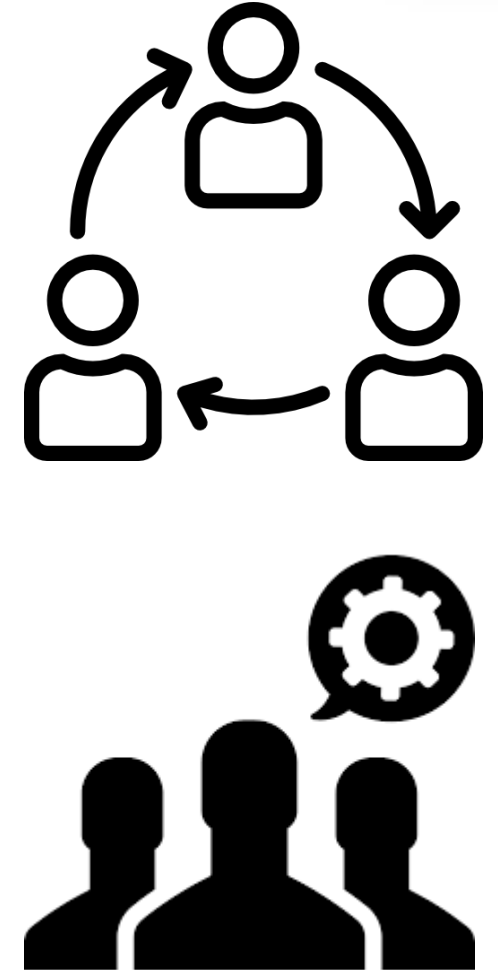Participation in Ad-hoc and drafting groups

Follow up and coordination

| Welcome

About the ITU

About ITU-T

The ITU Telecommunication Standardization Sector (ITU-T) is a platform for governments and the private sector to coordinate development of the telecommunication networks and services that connect the world.

ITU-T Objectives

- **Development of standards**: Develop non-discriminatory international standards (ITU-T recommendations), in a timely manner, and foster interoperability and improved performance of equipment, networks, services and applications

- **Bridging the standards gap**: Promote the active participation of the membership, in particular developing countries, in the definition and adoption of non-discriminatory international standards with a view to bridging the standardization gap

- **Telecommunication resources**: Ensure effective allocation and management of international telecommunication numbering, naming, addressing and identification resources in accordance with ITU-T recommendations and procedures

- **Knowledge sharing**: Foster the acquisition, awareness, sharing of knowledge and know how on the standardization activities of ITU-T

- **Cooperation with standardization bodies**: Extend and facilitate cooperation with international, regional and national standardization bodies

Snapshot of ITU-T achievements

Over 3000 participants at ITU-T Study Group and regional meetings

Over 600 participants at ITU-T Focus Groups

Sector members include companies like Apple, Vodafone, Samsung Electronics
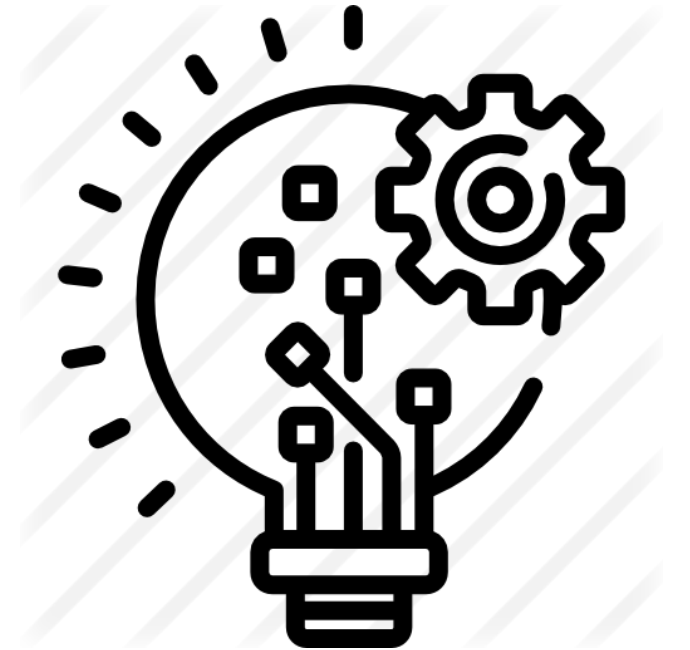
*2018

Importance of global standards

Manufacturers, network operators and consumers all benefit:

- International communication
- Technical Barriers to Trade (WTO TBT)
- Interworking and interoperability
- Competitiveness
- Efficiency and innovation
- Lower prices and increased availability

Icons from fontawesome.com

Programme

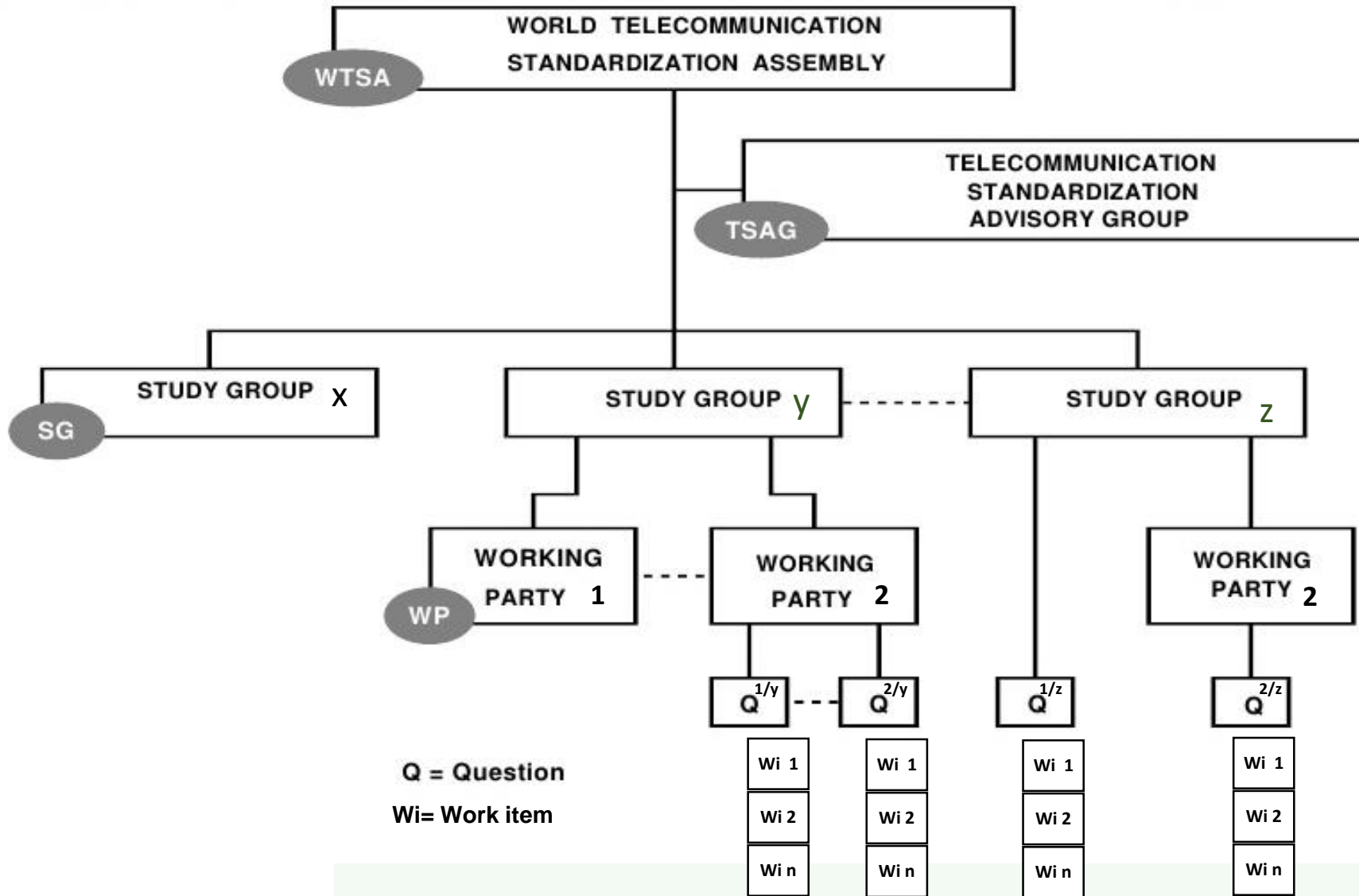| 12:30-13:00	**Registration**
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01 |

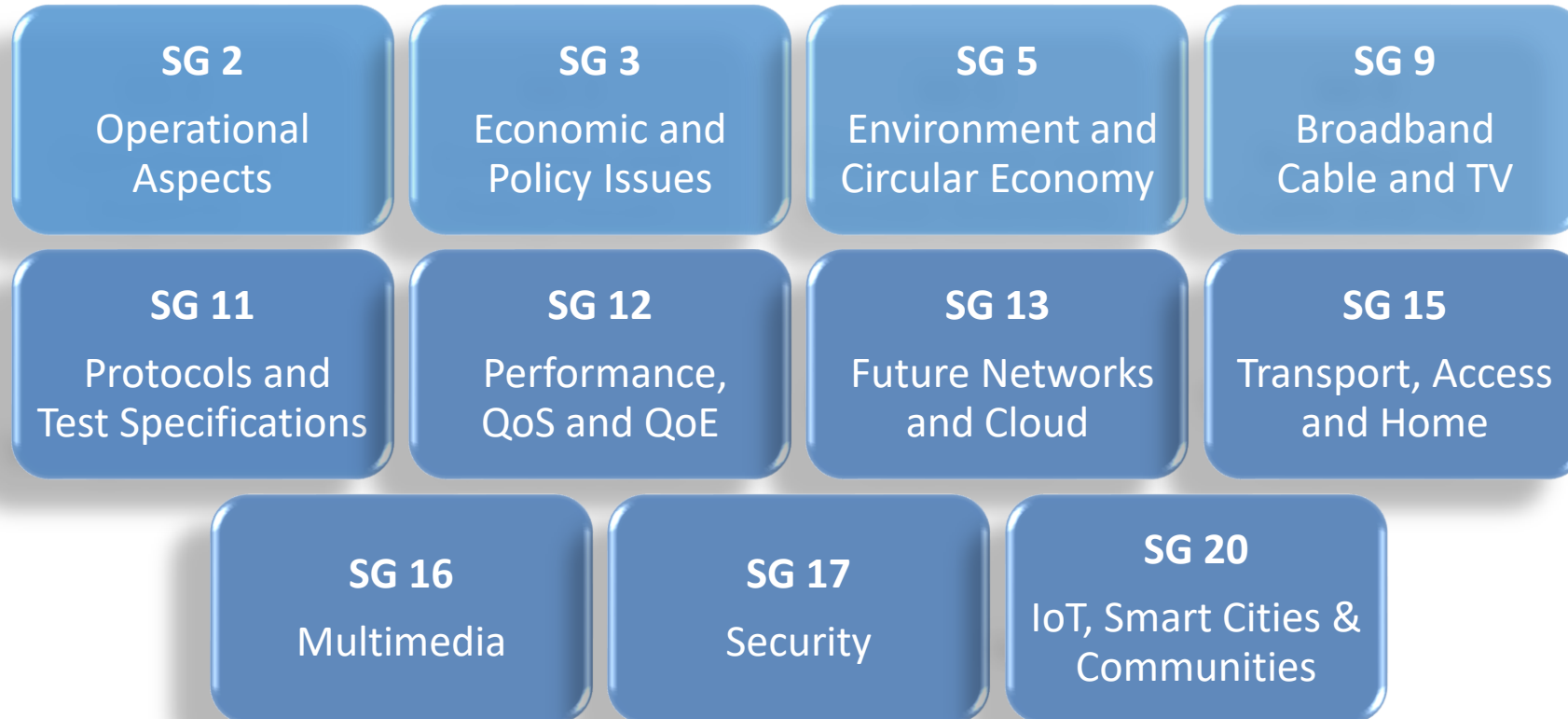# Documents and key terms & how to sign up
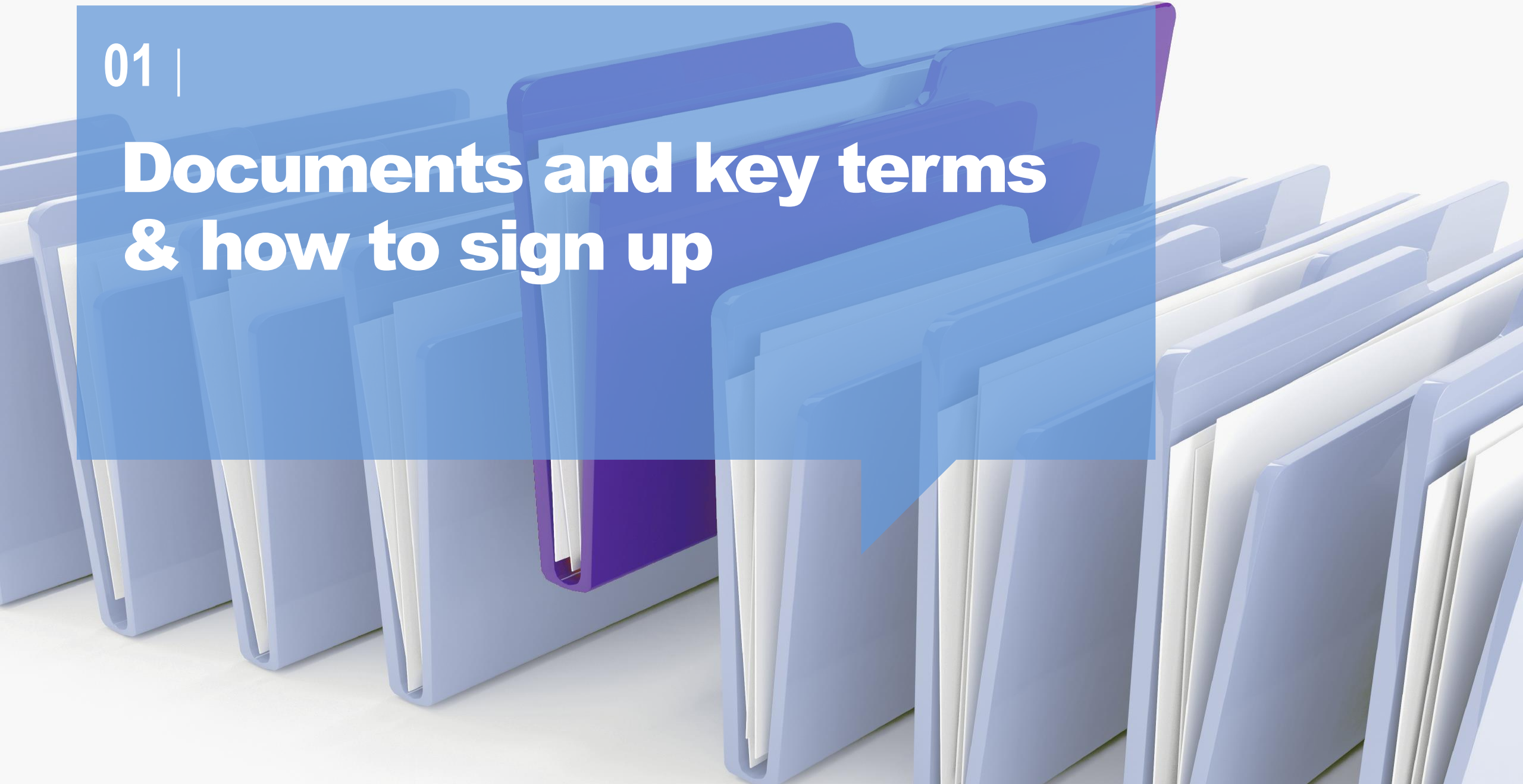
Key documents and Terms

Study Groups and Standardization at ITU-T

- The standardization work of the ITU is organized by **Study Groups** (SGs), which act as "building blocks" of the standardization process

- Members of the ITU-T Study Groups develop *Recommendations* (i.e. standards) for the various fields of international telecommunications, in a spirit of consensus.

- Each study group (or SG) has its own area of responsibility, leadership, and authority to initiate, develop and propose ITU-T Recommendations and other deliverables.

General Structure of a Study Group

ITU-T Study Groups

SG 2
Operational Aspects

SG 3
Economic and Policy Issues

SG 5
Environment and Circular Economy

SG 9
Broadband Cable and TV

SG 11
Protocols and Test Specifications

SG 12
Performance, QoS and QoE

SG 13
Future Networks and Cloud

SG 15
Transport, Access and Home

SG 16
Multimedia

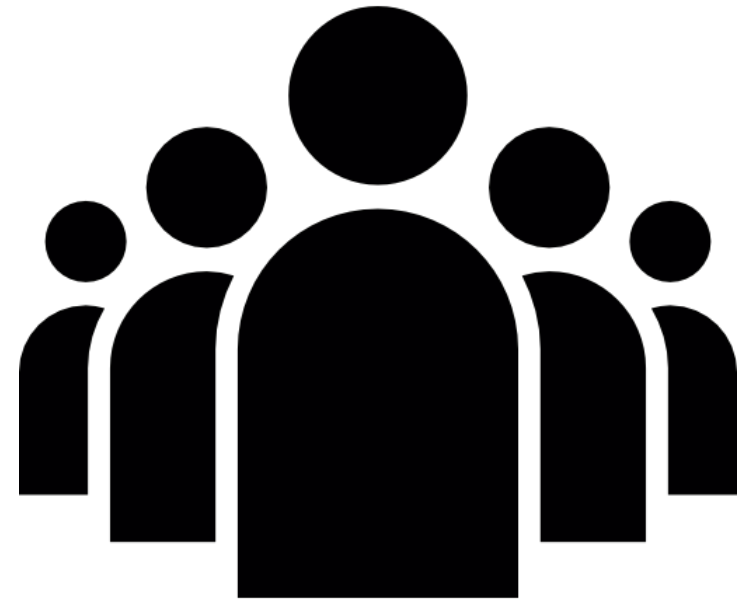**SG 17**
Security

SG 20
IoT, Smart Cities & Communities

Study Group roles

Management team and membership:

- Study-group chairmen (and vice-chairmen)
- Working-party chairmen (and vice-chairmen)
- Rapporteurs (and associate rapporteurs)
- Liaison Rapporteurs
- Editors
- Delegates

Secretariat:

- Counsellor/Advisor/Engineer

Signing up, getting access, and staying informed

- ❑ **TIES Account**: A TIES account is vital for your participation in ITU-T Study Groups. It gives you access to meeting documents and resources. If you don't yet have one, or have forgotten your password, you can apply online here: http://www.itu.int/online/mm/scripts/reg.screen1.html?_languageid=1

  - ❑ When on the SG website, you will be prompted to enter your TIES account to access meeting documents such as TDs and Contributions

- ❑ **Mailing Lists**: With a TIES account, you can also sign up to mailing lists for the Study Group to stay informed and participate in any work conducted electronically

Examples of Study Group meetings in which you can participate

- Study Group (Parent) meetings (SG)

- Study Group Working Party (WP) meetings

- Rapporteur Group meetings (RGMs)

- Question sessions during SG parent meeting

- Ad hoc group meetings and drafting sessions

- Study Group Regional Meetings (SGRGs)

- Electronic meetings (e-meetings)

Documents and key terms

What are these ITU-T Documents?

- Collective Letters

- Contributions

- TDs

- ITU-T Recommendations

- Technical Papers

- etc.

Documents and key terms

Collective letters

□ A **collective letter** contains invitation to a specific SG/WP meeting. A CL includes a draft agenda of the meeting (Plenary), link to the registration form, a fellowship form, key deadlines etc.

□ AAP Announcements: Information on Recommendations under AAP process - posted on 1st and 16th of every month

Circulars

□ **Circulars** are issued for example for the following purposes: Information of general interest - Announcement of Workshops - Announcement of Approval and deletion of Recommendations and Questions - Questionnaires

Documents and key terms

Contributions

- **Contributions** are submitted by Member States, Sector Members, Associates and academia participants, <u>in advance</u> of a meeting
- They are intended to move the work forward and usually address a specific Question(s) of the study group
- Contributions are numbered sequentially during the 4-year study period within each study group
- These are posted and available for download on the SG website
- Example contribution from SGx

Documents and key terms

TDs (previously known as Temporary Documents)

TDs are submitted by a meeting 'official' (a member of the SG Mgt. Team, Rapporteur, Editor, etc.) or by TSB. They can be posted before <u>and</u> during a meeting.

Examples of TDs:
- Group reports generated during the meeting
- Reports of interim Rapporteur meetings or other activities (Workshop, Seminar, etc.)
- Latest draft text for Recommendations
- Inputs from other SGs known as "liaison statements"
- Inputs from other Standards Development Organizations (SDOs), forums and consortia, also known as "liaison statements"

Documents and key terms

ITU-T Recommendations

- **Recommendations** (ITU-T Recs) are international **standards** defining how telecommunication networks operate and interwork.
  - *NB: Work on recommendations start with what are known as **"base or baseline texts"***
- **ITU-T Recs** have non-mandatory status until they are adopted in national laws. Levels of compliance are however high due to international applicability and the high quality guaranteed by the ITU-T's secretariat and members from the world's foremost ICT companies and 193 administrations.

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

G.107
(06/2015)

SERIES G: TRANSMISSION SYSTEMS AND MEDIA,
DIGITAL SYSTEMS AND NETWORKS
International telephone connections and circuits –
Transmission planning and the E-model

The E-model: a computational model for use in transmission planning

Documents and key terms

ITU-T Technical Papers

❑ **Technical Papers** contain **non-normative** information on various topics addressed by ITU-T Study Groups. Agreement by the SG is sufficient.

❑ They are **free of charge** and involve small editorial overhead as they are published in a light, electronic-only format for quick consumption.

❑ **They can cover various areas of study**, such as , among others, accessibility in standards, economic and policy issues (e.g. roaming), e-health, mobility, objective video quality assessment and outside plant installation.

Guide for NRAs on International Mobile Roaming Cost analysis - Technical Paper

2015
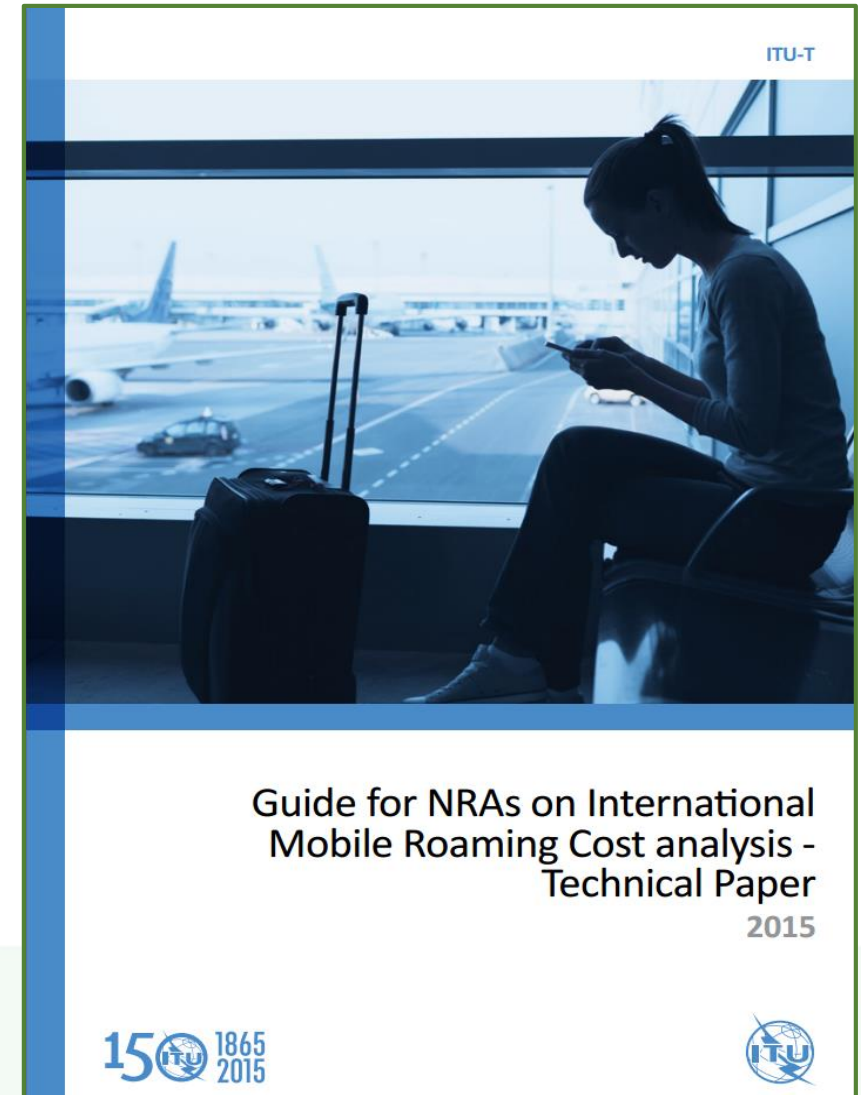
Documents and key terms

Liaison Statements

- **Communications** sent from/to other bodies (including from one study group to another, to and from TSAG etc.) as information or questions are transmitted as **"Liaison Statements" or LS**

- These **"LS"** indicate the source of the statement, the Question or body to which it is directed, the action desired *(e.g. for comment, for information, for action)*
  - Incoming LS to a particular study group meeting are posted as TDs

- Example of LS from **SGxx**

Key terms: ITU-T Recommendations – Annex, Appendix and Supplement

| Term	Definition	
Recommendation	**An answer to a Question or part of a Question, or a text developed by the TSAG for the organization of the work of the ITU-T Sector**	Res. 1, S.1, Cl. 1.11.4b,
Annex	**An annex to a Recommendation is integral to the Recommendation and contains material necessary to its completeness and comprehensibility.**	Rec A-1, Cl. 1.8
Appendix *Supplement*	*An appendix to a Recommendation contains supplementary material associated with the subject matter. Non-normative. Agreement by SG is sufficient.* *A document which contains material which is supplementary to and associated with subject matter of one or more Recommendations but which is not essential to their completeness or understanding or implementation. Non-normative and agreement by SG is sufficient.*	Rec A-1, Cl. 1.8 See also A.3

A few more essential terms (cont'd)

Term	Definition	Relevant Provision
Question	**Description of an area of work to be studied, normally leading to the production of one or more new or Revised Recommendations**	Res. 1, S.1, Cl.. 1.11.4a, p. 8
Work Item	**An assigned piece of work, which is identifiable with a Question and which has a specific or general objectives, which result in a product, usually a Recommendation.**	Rec A-1, Cl. 1.8, p. 196
Work Programme	**A list of work items that are owned by a study group.**	Rec A-1, Cl. 1.8, p. 196

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Meeting Preparation and Identification of Objectives
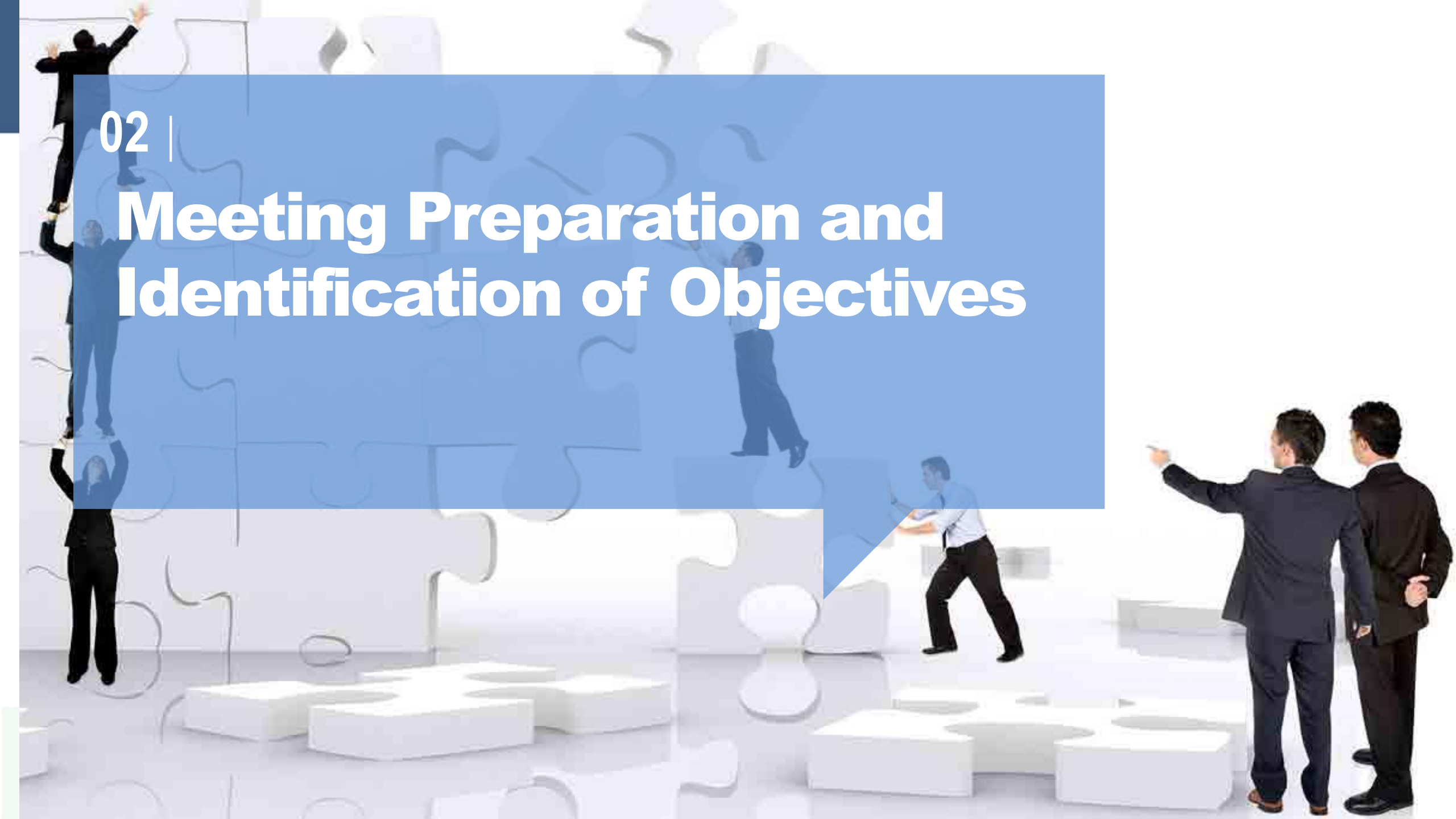
Meeting Preparation and Setting Objectives

Identification of Objectives for an SG meeting

Your knowledge and Interests

Your Administration's priorities

Key SG Topics and posted documents

Your Objectives

Meeting Preparation and Setting Objectives

Gather your data: Check the SG website

❑ **General**
- ❑ Check the date of next meeting, any RGMs, and deadline for contributions
- ❑ Remind yourself of the Mandate of the SG and its Questions

❑ **Specific**
- ❑ Examine TDs and contributions to the meeting (posted online)
- ❑ Consult meeting agenda in Collective Letter and meeting TimePlan
- ❑ Consult Draft Agendas of the WP meetings and Question sessions
- ❑ Identify any contribution(s) to the meeting from your administration/ organization, as well as any pending contributions for action
- ❑ Identify any contribution(s) from other organizations that are relevant to your organization/administration
- ❑ Identify in particular any draft Recommendations currently under discussion by the SG
- ❑ Confirm your organization's/administration current priorities and what's on the radar

Meeting preparation

- **The task of drafting your contributions is made easier once you have already determined:**
  - **Any concrete gaps and needs to address**
  - **Both general and subject-specific objectives**

- **Once you have drafted, you can then prepare your oral statements**
  - **The presentation of your contribution**
  - **The main arguments in favour of your contribution**

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03

The Journey of your contribution

The journey of a contribution

Contributions power our Study Groups

- Contributions provide vital fuel the work of the Study Groups. **They <u>power</u> the study groups.**

- **Relevant, clearly written and well-structured** contributions are essential to the success of SGs and WPs, as well as the vital work done in Qs and RGMs

- Our international ICT standards depend **<u>entirely</u>** on the timely submission of relevant, quality contributions by delegates

- Without your quality contributions, the work of the SG <u>cannot</u> move forward.

The journey of a contribution
What contributions can cover

❑ Proposals for new work items

❑ Inputs relevant to the Study Group's Questions or work items, e.g.

    ❑ Proposals for new Draft Recommendations

    ❑ Draft Recommendation texts

    ❑ Edits or changes to existing base texts

    ❑ Support for other proposals

❑ Proposals on the organization and working methods of the study group

❑ Information or material relevant to the work of the study group (that respect A.1 and A.2 guidelines

The journey of a contribution

How your contribution will be treated

❑ Once it's ready, you can submit your contribution directly to the Secretariat by email or via the online DDP system (*Direct Document Posting*)

❑ Once your contribution is reviewed and verified by TSB, it will appear on the SG website under "Cs" for contributions

❑ At the meeting itself, you will be called upon to briefly present your contribution, usually from the floor

  ❑ Do check WP and Q agendas to know where/when your document will be considered
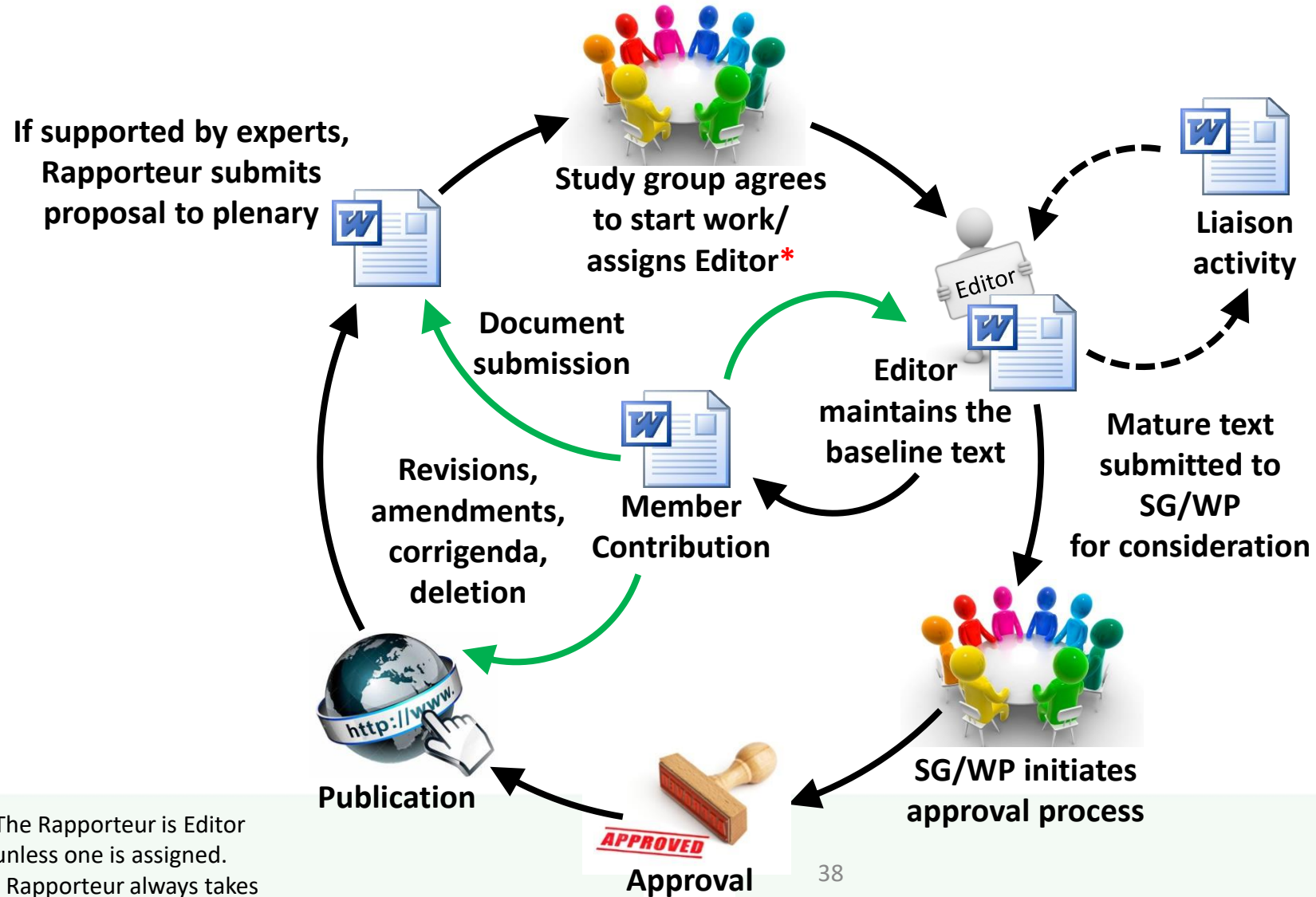
The journey of a contribution

What happens <u>after</u> your present your contribution

After your presentation, you may need to:

1) Respond to any **questions for clarification**

2) Respond to any **questions or concerns** that shed doubt on the validity of your proposal (s)

3) **Propose a compromise text/solution**, e.g. a possible second/third draft taking into account the other views or requests for clarification.

4) Alternatively, **consider other ways to move the work forward**
e.g. participate or lead a drafting session/ad-hoc meeting, or to discuss off-line with other delegates.

Work Item life-cycle

If supported by experts, Rapporteur submits proposal to plenary

Study group agrees to start work/ assigns Editor*

Liaison activity

Document submission

Editor maintains the baseline text

Mature text submitted to SG/WP for consideration

Revisions, amendments, corrigenda, deletion

Member Contribution

SG/WP initiates approval process

Publication

Approval

* The Rapporteur is Editor unless one is assigned. The Rapporteur always takes responsibility for quality.

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The journey of a contribution to an SG Deliverable: Approval processes

Approval Processes

Traditional approval process (TAP)

- Used for **international standards (Recommendations**) with regulatory or policy implications
- "Determination" at a physical WP/SG meeting
- Consultation of Member states

Alternative approval process (AAP)

- Used for **technical Recommendations**
- "Consent" at a physical meeting
- E-mail notification of AAP initiation
- Last call (and additional review) online

Agreement by Study Group

- Used for **non-normative texts** (Technical reports, guides, supplements, etc.)

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04

Timing and Modalities of Submitting a contribution

Modalities of submitting contributions

General directives are set out in the ITU-T A-series recommendations

- **ITU-T A.1** covers the submission and processing of contributions, i.e. deadlines, posting, patent/licensing declarations
  - Contributions can be submitted via electronic means, through DDP (Direct Document Posting) or to the TSB email address at tsbsgX@itu.int

- **ITU-T A.2**, including its **Appendix,** provides guidelines on content, mechanics and formatting

Modalities of submitting contributions

When to submit a contribution?

❑ At least **2 months** before the meeting in question if translation is requested

  ❑ Contributions received less than two months (but not less than 12 days) before cannot be translated

❑ At least **12 calendar days** before the meeting in question when **no translation** is required

❑ Contributions received less than **12 days** before the meeting will not appear on the agenda and will be held for the next meeting

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05 |

Drafting effective contributions

How to draft effective contributions: General Guidelines

Key message: Contributions should be concise and universal

Concisely drafted and clearly written, comprehensive, **universally understood**

Using **international terminology** and units (e.g. ISO/IEC system of units and UTC universal time)

In one or more of the **official languages** of the Union

How to draft effective contributions: General Guidelines

How long should my contribution be?

Should not, as a rule, exceed about 2500 words **(no more than 5 printed pages)**

Should not include more than 3 pages of figures (i.e. making 8 pages in all)

Should be accompanied by an abstract of no more than 150-200 words

How to draft effective contributions: General Guidelines

What <u>should not</u> be submitted or included in my contribution?

Documents of purely theoretical interest not directly related to the Questions under study

Articles published in the technical press (unless they relate directly to Questions under study)

Passages of an unduly commercial nature

How to structure your contribution

✓ A contribution should start with a **Heading (title).**

✓ It should then contain an **Abstract** as independent section at the start of the document.

✓ The main text should have <u>2</u> key sections:

❑ 1. <u>**Rationale**</u> (also known as Discussion)

❑ 2. <u>**Proposal**</u> (and/or sometimes a conclusion)

✓ - Supplementary sections such as **Annexes,** if required

✓ - Patent and licensing declaration, if relevant

How to draft effective contributions: General Guidelines

The Rationale/Discussion section is essential to your contribution

It sets the stage for your Proposal and
why there is a need for the SG to take action

The Rationale section develops the theme of the contribution or specific subject

It outlines the reasons, **states the justification**, for the proposals you are making (or the conclusions you are drawing)

It describes the m**ethods/methodology** used, any particular observations and findings

It provides comments on the **significance of these findings** and observations

How to draft effective contributions: General Guidelines

The most important section of your contribution is the "Proposal"

The proposal offers concrete ways to move the work of the SG forward

The Proposal is **the most important section** of your contribution and appears after the Rationale section - at the **very end of the contribution.**

A Proposal offers **suggestions for acceptance by meeting** (e.g. solutions, plans to be implemented). **It requests decisions or actions by the SG**.

*In some cases, a **Conclusion** is also used before the Proposal, to summarize your findings. In other cases, a conclusion can replace the proposal, but this is not as effective to move the work forward. A Conclusion is used when contribution is for information only. It summarizes observations . When both Proposal and Contribution are used, the Proposal follows the Conclusion section.*

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06 |

Gaining Support

Strategies for gaining support

1 Identify relevant stakeholders

2 Assess their interests in relation to (your) organization/ administration's interest

3 Plan for effective and timely communications
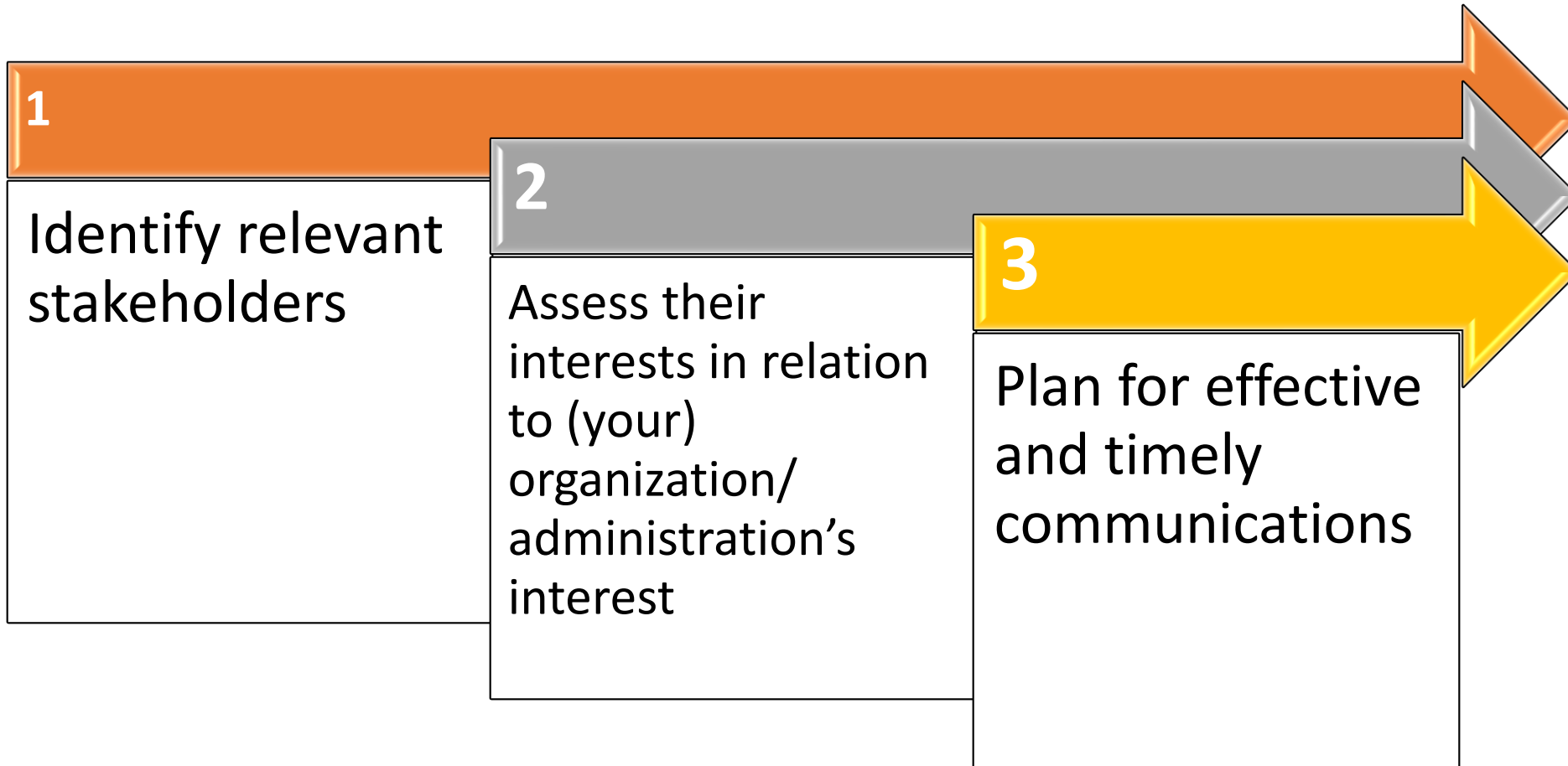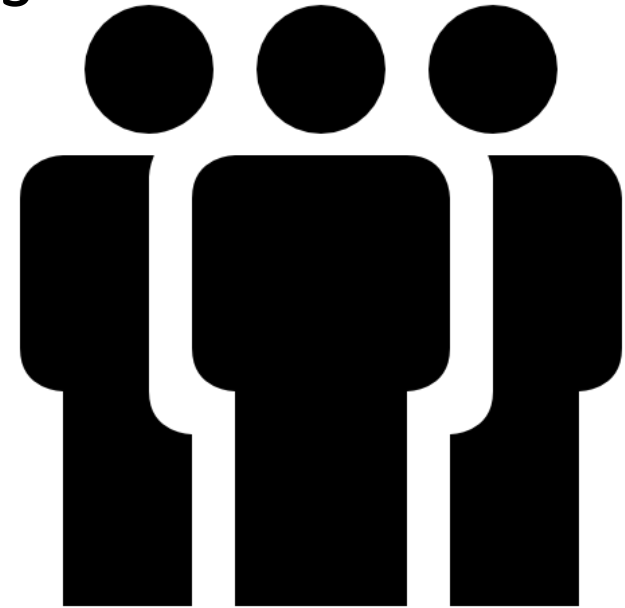
Strategies for gaining support

Identify relevant stakeholders

❑ Check Participants Lists from current & past meetings

❑ Check the contacts of current or past contributions that are relevant *(contact details are included in the footer of each contribution)*

❑ Reach out to the Management team

❑ Reach out to Rapporteurs for the Questions you are interested in, or on which you have contributions

❑ Reach out to your TSB Counsellor – we are here for you!

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07 |

Guidance and Techniques for Presenting Contributions
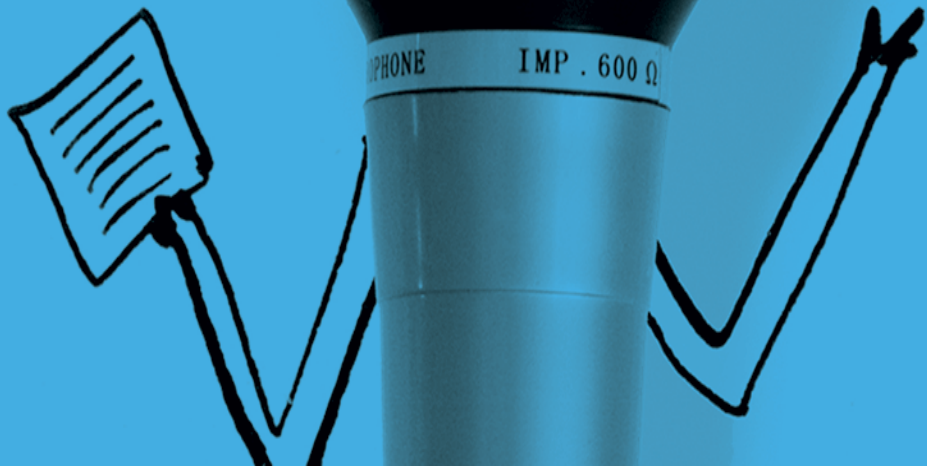
Techniques for Presenting your Contribution

- **It is important to check when your contribution is to be presented, in order to be in the room and ready to present**

- Know your contribution thoroughly before presenting, so that you are able to answer any questions that may arise

Techniques for Presenting your Contribution

- Your presentation should be **short** but contain all the key points**. It should emphasize the proposal**.

- Depending on the content, presentations can be as short as **2 minutes** but it is advisable **not to exceed 10 minutes**.

- You should avoid reading the text of the contribution verbatim, and focus on the key aspects of your proposal and **why the proposal is sound, valid and timely**.

Techniques for Presenting your Contribution

Some tips for presenting

❑ Make effective use of **formalities.**

❑ Use **consistent** language.

❑ Don't hesitate to **use repetition** for emphasis.

❑ **Modulate your voice**– loud, silent, animated, steady .

❑ Strategically use **pauses** – become comfortable with silence

❑ Identify and be aware of **crutch words,** in order to avoid them

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Programme

12:30-13:00	**Registration**
13:00-15:00	*Welcome and Introduction* 1. **Terms and Key documents** in the standardization process 2. Effective **preparation** before study group meetings 3. The **journey of a contribution** through the standardization process 4. **Timing and modalities** of submitting contributions 5. Guidelines for **drafting effective contributions** (structure, format and content)
15:00-15:15	**Coffee Break**
15:15-17:30	6. Strategies for **gaining support** before and during the meeting 7. Guidance on **presenting contributions** orally at SG Meetings *Roleplay exercises* 8. Techniques for **defending and negotiating** on proposals during a meeting
17:30-19:00	**Networking event**

08

Responding to Questions and Concerns about your proposal
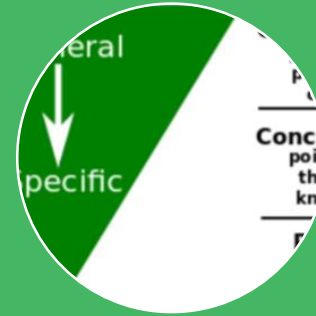
Negotiation and communication is the path to consensus

The road to consensus can be both formal and informal
Consider when you might use informal ways to negotiate

Informal ways

- Which bring parties together, or allow progress despite some visible opposition (e.g. coffee break, lunch)

Formal ways

- Which result in recording a statement of opposition in written form (e.g. report of drafting sessions)

ITU-T A.1: Working Methods of ITU-T Study Groups

- This self-paced, online course provides an overview of the working methods for standardization activities in ITU-T.

- The course is available for members and non-members.

- To attend the course:
  - Create an ITU Academy user account (this is not an ITU user account).
  - Enroll for the A.1 training here.
  - Be sure to note and use the "enrolment key" shown on the registration page: ITU-T901002019

ITU-T A.1: Working Methods of ITU-T Study Groups

In order to receive a ITU-T A.1: Working Methods of ITU-T Study Groups certificate, follow the steps given below:

1. Complete the [Recommendation ITU-T A.1: Working Methods of ITU-T Study Groups](#) course
2. Download your A.1 Certificate and send it to tsbbsg@itu.int.
3. Receive your Certificate

Thank you for joining us!

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International Telecommunication Union

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ITU-T Study Groups
https://www.itu.int/en/ITU-T/studygroups/2017-2020