



# Breaking Barriers: Women's participation and leadership in ITU-T and WTSA24

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# **Ramping Up Engagement**

# Study group roles

## Management team and membership:

- Study-group chair (and vice-chair)
- Working-party chair (and vice-chair)
- Rapporteurs (and associate rapporteurs)
- Liaison rapporteurs
- Editors
- Delegates / experts / participants

## Secretariat:

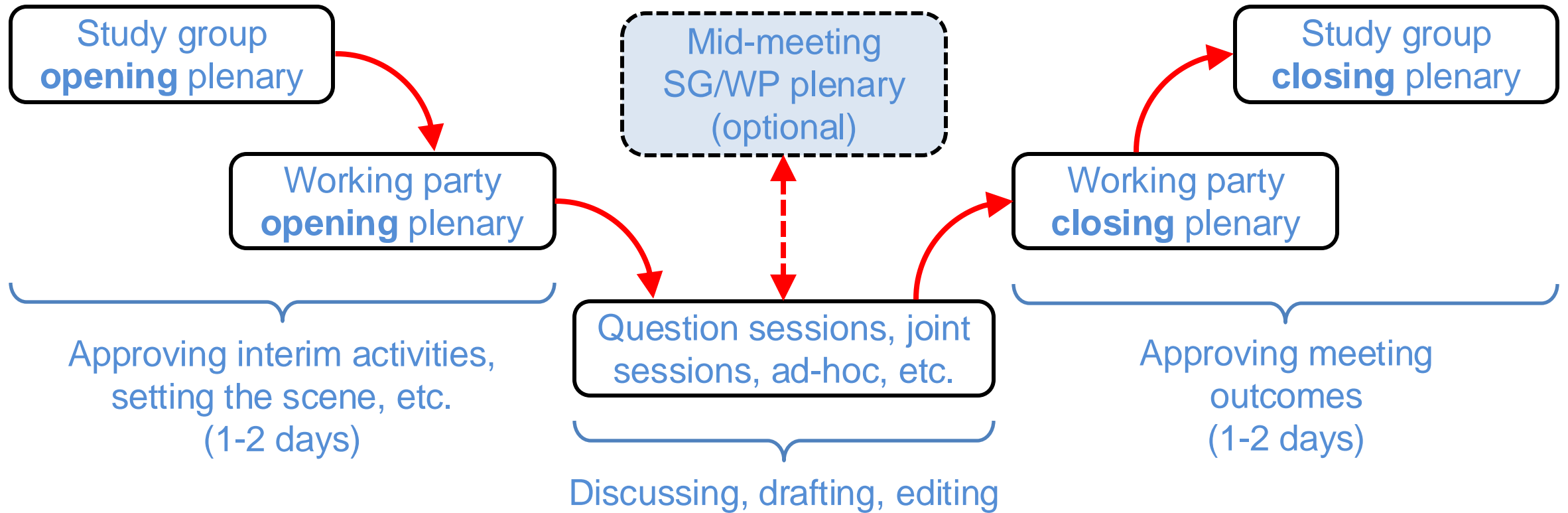
- Counsellor/Advisor
- Assistant

Management  
team

Leadership  
team



# Typical study group meeting time plan



# Meeting registration

The current (CRM) registration system:

1. Relies on member Designated Focal Point approval  
(This may take some time, please encourage delegates to start early)
2. Opt-in to automatic meeting registration approvals
3. Details are in TSB Circular 1 of the current study period

# E-meetings

1. Fully virtual meetings – greater control and flexibility:
  - a) MyMeetings
  - b) Zoom, particularly for meetings with interpretation
2. Remote participation at physical meetings:
  - a) MyMeetings
  - b) Others, if needed

# Mailing lists

1. **Public lists:** Self-subscription for those with TIES access permissions
2. **Hidden lists:** Subscription via the TSB Secretariat for authorized delegates (e.g. Chairs)
3. **Archives:** Via the study group website
4. How to subscribe?
  - a) Traditional interface (IWM)
  - b) Direct via MyWorkspace

# ITU user accounts

An ITU user account with TIES access is needed to:

1. Download meeting documents (Cs, TDs, etc.).
2. Subscribe to mailing lists.
3. Access MyWorkspace / remote participation.
4. Register for meetings.

Please encourage new delegates to set up a user account and request TIES access well before the meeting.




# MyWorkspace

MyWorkspace provides easy access to valued information and services, including:

1. ITU-T community and chat service
2. Meeting documents
3. Mailing list subscriptions
4. Calendar of events
5. Advanced document access, with machine translation
6. ITU-T MyMeetings (remote participation tool)
7. TSB Cloud (Secure file storage and sharing)
8. Advanced search features



# Contribution template

	INTERNATIONAL TELECOMMUNICATION UNION	SG2-Cn	
	TELECOMMUNICATION STANDARDIZATION SECTOR	STUDY GROUP 2	
	STUDY PERIOD 2022-2024	Original: English	
Question(s): [1/2, 2/2, etc.]		[Place, dd-dd mmm yyyy]	
<b>CONTRIBUTION</b>			
Source:	[Insert source(s)]		
Title:	[Insert title (always in ENGLISH)]		
Contact:	Insert contact name Insert organization Insert country	Tel: +xx E-mail: a@b.com	
Contact:	Insert contact name Insert organization Insert country	Tel: +xx E-mail: a@b.com	
Abstract:	[Insert an abstract under 200 words that describes the content of the contribution in a form suitable for inclusion in the meeting report as a summary of the content of the document, including a clear description of any proposals it may contain. See also Rec.A.2, clause I.1.2 for guidance.]		
[Your text starts here.]			
Before submitting this document:			

Before submitting a Contribution:

- Update highlighted elements, then remove highlighting.
- Add “contact” rows, if needed by, copy-pasting existing one.
- Do not use “Track Changes” when preparing the metadata.


# Preparing Contributions: Tips

- ITU-T A.2 provides guidelines:
- Contents of contribution
  - As a minimum, provide a Rationale (or Discussion) and Proposal (or Conclusion)
- Clear, concise and comprehensive
- Avoid unnecessary detail, tables or statistics
- Write to be universally understood, i.e. use common terminology and avoid jargon
- Typically, do not exceed 2,500 words (approximately five printed pages)
- Avoid submitting documents of purely theoretical interest
- Proposals for new work items or transposition of standards: additional requirements in A.1 / A.13 / A.25.

# Direct document posting (DDP)

- Tool for ITU-T experts to upload Contributions (TIES access needed)
- Registration and upload must be done before the deadline  
(Contributions may be withdrawn after the deadline, but not modified)
- Requested by membership:
  - Control content and availability
  - Non-repudiation (confirmation of receipt)
  - Number allocation
  - Assists study group administration
  - Early access to documents
- Consistent experience across study groups

# TD metadata

	INTERNATIONAL TELECOMMUNICATION UNION	<b>SG2-TD1-<u>R1</u>/PLEN</b>	
	TELECOMMUNICATION STANDARDIZATION SECTOR	<b>STUDY GROUP 2</b>	
	D 2022-2024	<b>Original: English</b>	
Question(s): All/2		Gen	
TD			
Source:	Chairman, ITU-T SG2		
Title:	Draft agenda - ITU-T Study Group 2 meeting (Geneva, 16-20 May 2022)		
Contact:	Philip Rushton SG2 Chairman United Kingdom	Tel: +44 20 3286 3085 E-mail: <a href="mailto:philrushton@rcc-uk">philrushton@rcc-uk</a>	
Abstract:	This TD contains the draft agenda for the meeting of ITU-T SG2, Geneva, 16-20 May 2022.		

Assign to one or more Questions

Examples of sources:  
Editor Z.zzz;  
Rapporteur Qx/y;  
Chair SGy / WPn/y;  
Convener; AHG on xxx;  
etc.

Title should be unique  
and meaningful

Add extra rows for more contacts  
using copy-and-paste

The use of abstracts can increase  
the effectiveness of meeting documents

# Preparing TDs

Baseline Word file:

1. **New TDs:** Use the basic template
2. **Revised TDs or updated drafts:**


**Use the latest posted version**

This is because the TSB Secretariat often adds value to the document before posting, e.g. adding hyperlinks

Quickly add hyperlinks:

1. In Word, use **CTRL+K** to open the “Insert hyperlink” feature
2. URLs for meeting documents follow a recognizable pattern, making it easy to add hyperlinks to multiple related documents, e.g.:  
“<https://www.itu.int/md/T22-SG02-220516-TD-PLN-0001/en>”

Question(s):	Meeting date:	
Study Group:	Working Party:	
Source:		
Title:		
Contact:	Name Organization Country	Tel: +xx E-mail: a@b.com
Contact:	Name Organization Country	Tel: +xx E-mail: a@b.com
Abstract: [Insert an abstract under 200 words that describes the content of the document, including a clear description of any proposals it may contain.] [Your text starts here]		

	INTERNATIONAL TELECOMMUNICATION UNION	SG2-TD1-R1/PLEN
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Draft Agenda		



# Liaison Statements

- Liaison Statements may be sent to any group deemed necessary by the study group experts  
(it is **not** necessary to be formally recognized under ITU-T A.4, A.5 or A.6)
- Clause 1.5.1 of ITU-T A.1 specifies the required information when sending a Liaison Statement, and the template to be used:
  - Question responsible
  - Source group/destination group(s)
  - Level and date of approval
  - For action or info\*
  - Contact details

\* Note that “For comments” has been removed from the template.



# Preparing Liaison Statements (LSs)

Assign to one or more Questions

Question(s):

Meeting:

Working Party:

Source:

Title:

LS/o/r on <topic> (reply to LSxxx) [to <group>]

## LIAISON STATEMENT

For action to:

For information to:

Indicate which incoming LS is being replied to if needed

Liaison Statements to new recipients:  
Please provide contact details

Contact:

Name

Organization

Country

Tel: +xx

E-mail: a@b.com

Add extra rows for more contacts  
using copy-and-paste

Contact:

Name

Organization

Country

Tel: +xx

E-mail: a@b.com

Abstract:

[Insert an abstract under 200 words that describes the content of the document, including a clear description of any proposals it may contain]

[Your text starts here]

The use of abstracts can increase  
the effectiveness of Liaison Statements

# Enhancing Leadership Potential

# Study group Chair

Roles and responsibilities:

1. Provide **strategic leadership**
2. Facilitate **consensus-building**
3. Assert **working methods** (e.g. IPR enquiry)
4. Ensure **fairness** and **openness** are maintained
5. Make **proposals** to progress the work
6. Represent the study group at **TSAG** and other meetings

# Working party Chair

Selection criteria:

1. Knowledge, experience, managerial skills
2. Continuity of participation
3. Availability

Expectations:

1. Report to SG plenaries
2. Chair WP plenaries
3. Manage work between meetings

# Rapporteurs (1/2)

1. Possess knowledge, experience and managerial skills
2. Attend all SG, WP and interim activities
3. Assert rules and working methods
4. Ensure compliance with drafting rules
5. Coordinate with other groups
6. May seek assistance:
  - Associate Rapporteurs or Editors
  - TSB Editing team and SG Secretariat

# Rapporteurs (2/2)

1. Rapporteur Group Meetings:
  - a) **Physical meetings:** planned at least **two months** ahead (sufficient attendance and contributions)
  - b) **E-meetings:** should be planned at least **two weeks** ahead
2. Manage meeting documents
3. Apply rules relating to invited expert attends
4. Submit outputs as needed (reports, LSs, etc.)

# Liaison representatives

1. Represent a Member State or Sector Member
2. Assist the Rapporteur by ensuring effective liaison
3. Attend meetings of other groups
4. Participate in correspondence activities
5. Submit activity reports to SG plenaries

# Editors

1. Editors assist the Rapporteur in preparing draft texts
2. Editors are **not author**, instead they incorporate changes based on documented agreements
3. May be entrusted to carry out “editorial” formatting and typographic changes
4. May contribute technical content on the same basis as all other contributors. Should announce in what capacity they are acting
5. May seek assistance of TSB Editing team or SG Secretariat

# What is consensus?

The term “consensus” has multiple meanings, including:

- Unanimity, unopposed agreement, etc.
- Absence of sustained opposition (ISO/IEC)
- Substantial agreement (ANSI)
- In the end, in ITU, it is the Chair’s judgement

Keep in mind:

- *Consensus is a **process** where the chair of a meeting accommodates the different views, which culminates with the chair concluding that there is **general agreement** for adopting a decision **without a vote** and **without formal opposition**.*



# Finding consensus

1. Phrasing matters:
  - a) “Are there any objections?” vs
  - b) “I see no objection” vs
  - c) “Is there support?” vs
  - d) “I see no support”.
2. Acknowledge previous agreements/precedence:
  - a) “...normally...”
  - b) “...as appropriate...”
3. Summarize the issues, this can help identify where parties disagree

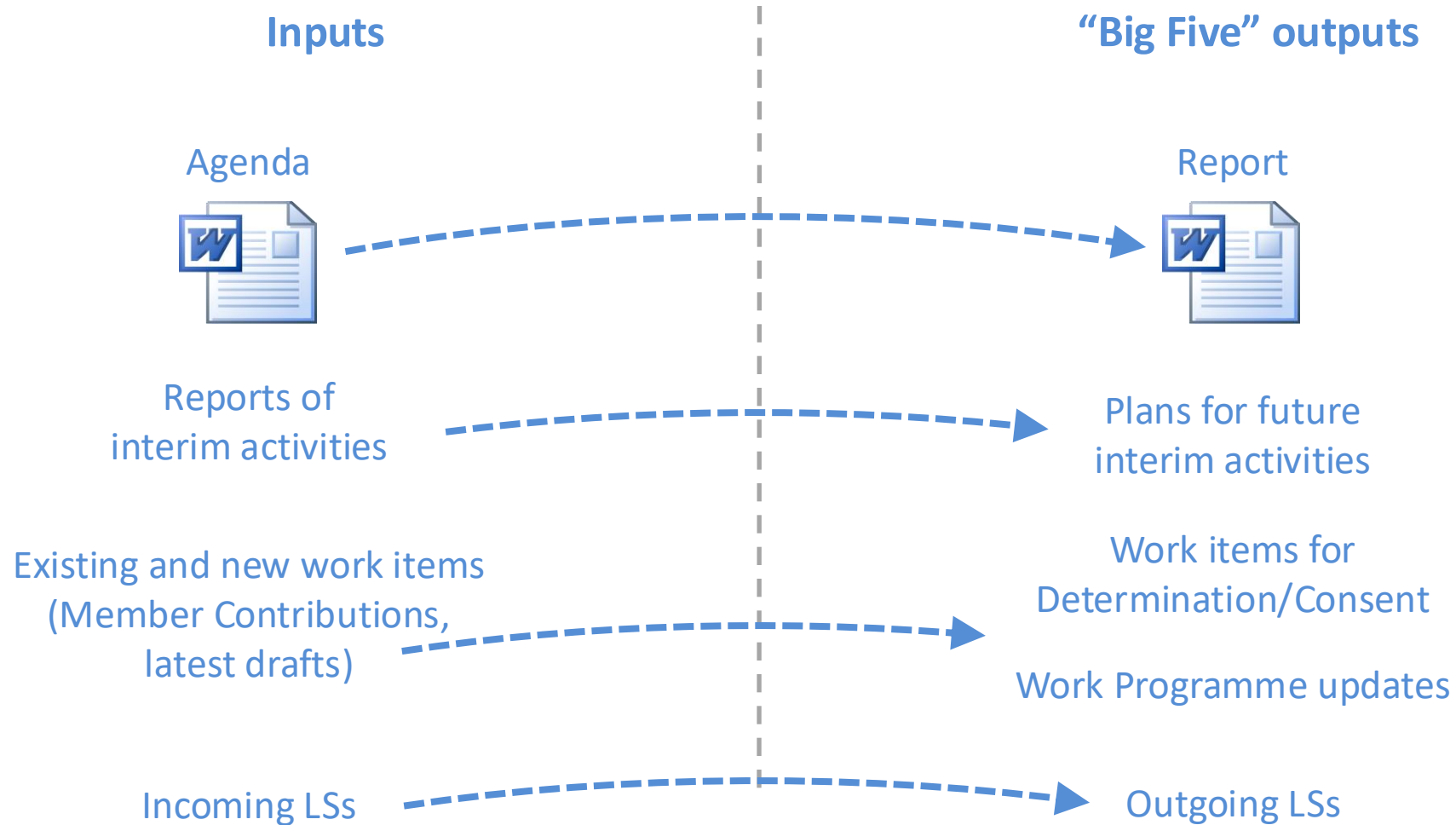
# Breaking deadlock

1. Coffee break (useful when agreement seems close)
2. Sleep on it: allows time for reflection and/or offline discussions
3. Chair's proposal: compromise, something new...
4. Create an Ad-hoc session tasked to find a solution
5. Consensus by exhaustion
6. Consider removing controversial text
7. Voting is always an option, it is not favoured by membership but the threat of it can focus attention
8. Record dissent in the meeting report/Recommendation

# Your role as leader

1. Keep the end in mind
2. Be fair and impartial, and **be seen** to be so
3. Listen with care, be sensitive to language and culture
4. Understand the issues in advance of discussions
5. Engage actively, be sociable, available and responsive
6. Give everyone the chance to talk
7. Know when & how to close debate
8. Consult with your TSB Counsellor/Advisor
9. Thank all contributors, including captioners/interpreters

# Start with the end in mind: Content



# Start with the end in mind: Time management

1. Collective letter contains a first draft (often based on the last meeting's schedule)
2. Anticipate session requirements\*:
  - Joint / ad-hoc sessions
  - Sessions outside normal working hours
  - Remote participation
  - Social events & special requests

\* Please alert the TSB Counsellor/secretariat early



# Management team preparations

Before, during and after SG meetings:

1. General coordination and discussion
2. Overall time plan
3. Hot topics
4. Joint sessions / activities
5. Cooperation / liaison activities

# Meeting report preparation

1. Prepare report skeleton early  
(add content during the meeting)
2. Report structure should be:
  - Comprehensive and succinct
  - Clear and well organized
  - Objective
  - Results focused (decisions and follow up actions)
  - Note ITU PP-14 Decision 14 on use of hyperlinks referencing materials for adoption
3. Consider delegating tasks

# Meeting report: Dos and Do Nots

## 1. Do:

1. Consider delegating tasks to ensure quality and timeliness
2. Prepare a report skeleton early, and add content during the meeting
3. Outline the organization of the work
4. Mention any groups set up, including terms of reference and leadership
5. Detail the future direction of the work
6. Include references to participant lists, summary of contributions, outgoing Liaison Statements, texts of documents for Approval, etc.

## 2. Do not:

1. Attach input documents or TDs (normally, a reference is sufficient)
2. Delete ITU-T reference numbers, e.g. to figures of publications



# Managing meeting progress

1. Anticipate and respond
2. Monitor and coordinate progress
3. Update the chair/management team as needed
4. Logistics\*:
  1. Extra sessions
  2. Changes and cancellations
  3. Remote participation

\* Please alert the TSB Counsellor/secretariat early



# Chairing meetings

## **Legal framework:**

1. ITU General Rules, Constitution and Convention
2. WTSA Resolution 1 (Rev. Geneva, 2022)
3. Embodied in ITU-T's working methods

## **Interventions:**

1. The session chair gives delegates permission to intervene
2. Consider non-native speakers, captioners and interpreters:
  - Speak slowly and distinctly
  - Interventions normally start with “Thank you chair, I am speaking as [role or affiliation]”...
  - ...and end with “This concludes my intervention.”

# After the meeting...

1. Finalize meeting reports
2. Process liaisons between meetings
3. Monitor approval processes & interim activities
4. Assist TSB in the editorial review of texts under publication
5. Manage correspondence activities
6. Promote our work outside ITU
7. Prepare for the next SG meeting (or WTSA)...





Thank you