

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

A.7

Amendment 1
(06/2015)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

Focus groups: Establishment and working procedures

Amendment 1: Appendix I – Guidelines for the efficient transfer of focus group deliverables to its parent group

Recommendation ITU-T A.7 (2012) – Amendment 1

Recommendation ITU-T A.7

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Appendix I – Guidelines for the efficient transfer of focus group deliverables to its parent group

Summary

ITU-T focus groups, as per Recommendation ITU-T A.7, are a flexible tool for progressing new work. Such flexibility may allow for groups developing a wide range of deliverables. Since there have been many instances in which the membership of a focus group does not have experience in the development of technical specifications, it has been common that focus group deliverables, although useful, needed to be reworked by the parent study groups.

The creation of focus group guidelines for their working, including continued coordination with their parent group, could facilitate the swift development of deliverables by the parent group.

Appendix I to Recommendation ITU-T A.7 provides a set of guidelines to guide study groups and focus groups when implementing ITU-T A.7 focus groups that aim at producing specifications that can be efficiently streamlined from focus group deliverables to ITU-T Recommendations or Supplements, or otherwise.

History

Edition	Recommendation	Approval	Study Group	Unique ID*
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2.0	ITU-T A.7	2002-06-21	TSAG	11.1002/1000/5711
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3.1	ITU-T A.7 (2004) Amd. 1	2006-07-07	TSAG	11.1002/1000/8793
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* To access the Recommendation, type the URL <http://handle.itu.int/> in the address field of your web browser, followed by the Recommendation's unique ID. For example, <http://handle.itu.int/11.1002/1000/11830-en>.

FOREWORD

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

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

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

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

NOTE

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

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

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

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Recommendation ITU-T A.7

Focus groups: Establishment and working procedures

Amendment 1

Appendix I – Guidelines for the efficient transfer of focus group deliverables to its parent group

(This appendix does not form an integral part of this Recommendation.)

I.1 Scope

The guidelines in this appendix are intended to facilitate the efficient transfer of deliverables from focus groups (FGs) aimed at being base material for the development of draft ITU-T Recommendations or Supplements.

Focus groups are a flexible tool for progressing new work. According to the core text of this Recommendation, focus group deliverables can be in the form of technical specifications, reports on standards gap analysis results or base material for the development of draft Recommendations.

Such flexibility may allow focus groups to develop a wide range of deliverables with the involvement of external stakeholders. However, this flexibility can sometimes be a shortcoming, as their deliverables may not be structured or contain material ready to be used as specifications, or their development is not sufficiently coordinated with the parent group to ensure a speedy handling at study groups, after completion of the deliverables by focus groups.

I.2 Streamlining the transfer of deliverables by focus groups and their approval by study groups

The following streamlining guidance is provided:

NOTE 1 – It should be noted that not all focus groups aim at producing base material for the development of draft Recommendations or Supplements. In many cases, it is acceptable that a focus group will produce other types of deliverables – such as ex ante standardization studies, roadmaps and gap analyses.

- 1) ITU-T focus groups should be created with terms of reference and working guidelines that clearly indicate the expected deliverables to be developed, including, but not limited to, formatted base material for the Study Group's development and approval of a draft ITU-T Recommendation or Supplement.
- 2) Where appropriate, deliverables of a focus group should be prepared and formatted in a manner that facilitates their development and adoption by the parent group into draft Recommendations or Supplements (e.g., base material formatted in the structure of an ITU-T Recommendation).
- 3) Where appropriate and necessary, the parent group of the focus group should provide coordination for the timely transfer of focus group deliverable(s) to the appropriate study group(s). This is expected to be required especially in instances where the deliverable(s) of a focus group has an unclear destination study group or multiple destination study groups.
- 4) Experts leading the work within a focus group should have experience in developing ITU-T Recommendations or Supplements. Additionally, training should be provided to the focus group management and participants on the ITU-T working methods.
- 5) Focus group deliverables aimed as future ITU-T Recommendations or Supplements should follow the *Author's Guide for drafting ITU-T Recommendations* and their content must have content that is expected for ITU-T Recommendations or Supplements.

NOTE 2 – The *Author's Guide for drafting ITU-T Recommendations* can be found in the ITU website at <http://itu.int/go/trecauthguide>.

- 6) Drafts of focus group deliverables aimed as future ITU-T Recommendations or Supplements should be shared with the parent group on a regular basis. When focus group deliverables aimed as future ITU-T Recommendations or Supplements would fall under the responsibility of different study groups, the focus group should share their deliverables with the relevant groups as soon as possible.
- 7) Once mature, focus group deliverables aimed as future ITU-T Recommendations or Supplements are approved by the focus group for transmission to the parent group for action.

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