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SERIES A: ORGANIZATION OF THE WORK OF ITU-T

Guidelines and coordination requirements for the organization of ITU-T workshops and seminars

Recommendation ITU-T A.31



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Summary

This Recommendation provides guidelines and coordination requirements for the organization of seminars and workshops by the Telecommunication Standardization Sector (ITU-T).

Source

Recommendation ITU-T A.31 was prepared by TSAG (2005-2008) and approved by the World Telecommunication Standardization Assembly (Johannesburg, 21-30 October 2008).

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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Recommendation ITU-T A.31

Guidelines and coordination requirements for the organization of ITU-T workshops and seminars

(2008)

1 Scope

This Recommendation provides guidelines and coordination requirements for the organization of workshops and seminars by ITU-T. These workshops and seminars aim for discussion and dissemination of the development of standards for worldwide implementation in telecommunications carried out by the study groups (SGs) of ITU-T.

2 References

The following ITU-T Recommendations and other references contain provisions that, through reference in this text, constitute provisions of this Recommendation. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of this Recommendation are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and other references listed below. A list of the currently valid ITU-T Recommendations is regularly published. The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation.

[ITU-T A.1] Recommendation ITU-T A.1 (2008), *Work methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)*.

3 Definitions

3.1 Terms defined elsewhere

None.

3.2 Terms defined in this Recommendation

This Recommendation defines the following terms:

3.2.1 seminar: The seminar is a primarily one-way format, focused on the dissemination of information, in what amounts to classroom-style format. Depending on the subject and/or audience, there may be a lesser or greater degree of participant interaction with the experts who are presenting.

3.2.2 workshop: The workshop environment is fundamentally a meeting of peers, gathered to discuss technical, implementation, industry, or strategic issues. Workshops can span a spectrum of styles, from highly technical events focusing on a single detailed issue, to broader gatherings intended to expose a wide spectrum of input and opinion.

4 Abbreviations and acronyms

This Recommendation uses the following abbreviations and acronyms:

SC	Steering committee
SDO	Standards development organization
SGs	Study groups

5 Conventions

Terminologies and definitions throughout this Recommendation must be considered in accordance with the ITU-T "Author's guide for drafting ITU-T Recommendations".

6 Choice of the proper event format

6.1 The format, scope and goals of each planned event must be determined at the start of the event-planning process, as these choices will determine the addressable target audience, and trigger the workshop or seminar notification and promotion process. The awareness of these nuances among different workshop and seminar events is relevant to appropriate event planning and, therefore, to consistent and successful results.

6.2 As a way forward to accomplish organization consistency and reach common understanding on the Sector's needs, and to facilitate cooperation and coordination in the organization of cross-Sector events, the above-mentioned standardized terminology (see clause 3) should be observed in order to cope with different characteristics of events within the Sector.

7 Event format specifics

7.1 Seminars

Seminars are most useful in sharing ITU-T vision and technical knowledge with new participants who have not previously been exposed to the scope, workings, or results of the ITU-T standardization process.

7.2 Workshops

Workshops are the preferred vehicle for demonstrations, technical issue resolution, and for the creation of specific deliverables (outputs). A workshop should have clear goals and a limited scope, setting and delivering upon well-defined expectations from the participants and workshop leaders.

8 Event coordination

Aiming at the improvement of the organization of ITU-T workshops and seminars, and coordination with the other two Sectors and the General Secretariat for the preparation, running and evaluation of workshops and seminars, four types of ITU-T workshops and seminars are defined, according to the distinct levels of coordination and the structures, scopes and goals each type requires.¹

¹ Some of the events defined in this Recommendation may have a mixed nature, such as dissemination of information and promotion.

8.1 Study group strategy focused

8.1.1 These events are focused on a specific technical topic or standardization area.

8.1.2 The main objective is to review points of current development of technology, application and service.

8.1.3 In general, they gather information on standardization development in other standardization development organizations (SDOs).

8.1.4 They aim at in-depth discussion on the work programme of the SGs, that is, subsequent standardization projects, improvements in coordination or cooperation methods with other SDOs, etc.

8.1.5 The proposal for this type of workshop or seminar normally comes from the SG management teams and membership. Speakers are usually proposed and invited by internal experts.

8.1.6 Such events are in general collocated with SG meetings and the audience comprises mainly SG delegates and non-ITU-T members.

8.1.7 Some of these events are co-organized with the Telecommunication Development Bureau (BDT) to reply to WTSA Resolution 44 concerning the requirements to bridge the standardization gap.

8.1.8 These events have the following advantages:

- a) they ensure that the workshop or seminar topic is closely relevant to SG work;
- b) they are cost-effective in terms of organization, and avoid extra time/cost to SG delegates;
- c) they have a guaranteed quantity and quality of participants; thus, a guaranteed quality of discussion.

8.2 Information focused

8.2.1 These events are focused on a new technology or emerging study area. By carrying them out, it is possible to review points of current development of technology, applications and services.

8.2.2 They are good opportunities for briefing SGs with information regarding standardization development in other SDOs.

8.2.3 The proposal for this type of workshop or seminar normally comes from the SG management teams and membership or from the technology watch function of TSB. Speakers are usually proposed and invited by internal experts.

8.2.4 Such events are in general collocated with SG meetings and the audience comprises mainly SG delegates.

8.2.5 These events have the following advantages:

- a) they ensure that the workshop or seminar topic is closely relevant to SG work;
- b) they are cost-effective in terms of organization, and avoid extra time/cost to SG delegates;
- c) they have a guaranteed quantity and quality of participants; thus, a guaranteed quality of discussion;
- d) they could bring new ideas and work topics to relevant SGs.

8.3 Tutorial focused

8.3.1 These events are focused on ITU-T SG ongoing work or published Recommendations. Topics are selected according to local interest.

8.3.2 The main goal is to disseminate ITU-T technical knowledge and to promote the products of the work on standardization.

8.3.3 They are often co-organized with and funded by BDT and targeted at developing countries.

8.3.4 ITU-T membership or BDT normally initiates this type of event and proposes topics of interest. The Telecommunication Standardization Bureau (TSB) informs and relies on the related SG management team to look for and identify qualified speakers.

8.4 Promotion focused

8.4.1 These events are closely linked to promotion activities held outside ITU in order to promote ITU-T work and demonstrate the extent to which ITU contributes in a specific technical area.

8.4.2 Though this type of event is mostly suggested by one or more SGs, with specific venue and date, it might not be collocated with the SG meeting but rather associated with a non-ITU industry event related to its study topic.

9 Event identification

Once the event format and coordination are properly identified, all related information shall be made available to the Steering Committee (SC), who will be responsible for revising and issuing general advice on the strategic coordination, planning, organization, programme, implementation, drawing and follow-up actions. This SC's task shall be taken according to clause 10 below.

10 Guidelines and coordination requirements for the organization of ITU-T workshops and seminars

An appropriate working party within the Telecommunication Standardization Advisory Group (TSAG) shall undertake the responsibility for all activities and tasks regarding the organization of ITU-T workshops and seminars. The following clauses indicate such duties, followed by those within ITU-T to assist TSAG in this undertaking.

10.1 Guidelines, results and exchange of experience

10.1.1 Study and provide conceptual and strategic guidelines for the preparation, running and evaluation of workshops and seminars.

Support: TSB.

10.1.2 Review the extent to which it is possible to follow the conceptual and strategic guidelines in the preparation, running and evaluation of each workshop or seminar.

Support: TSB.

10.1.3 Review the reports produced by each workshop or seminar that, *inter alia*, cover lessons learned and recommended follow-up actions. These reports should be produced no later than three months following the events. The reports should highlight the needs of developing countries, if any, and be disseminated as widely as possible.

Support: Study groups and TSB.

10.1.4 Contribute to the exchange of positive experience in the preparation, running and evaluation of the workshops and seminars.

Support: Study groups and TSB.

10.1.5 Encourage and evaluate the evolving implementation of the gender perspective in the programme of ITU-T workshops and seminars.

Support: TSB.

10.2 Coordination within ITU-T, and between ITU-T and the other two Sectors and the General Secretariat of ITU

10.2.1 Coordinate and assess the development of the ITU-T programme of workshops and seminars, taking into consideration budgetary implications and the needs of developing countries.

Support: TSB, in cooperation with BDT (e.g., ITU regional offices and centres of excellence), as applicable.

10.2.2 Coordinate and harmonize the programme of ITU-T workshops and seminars, in close cooperation with the other two Sectors and the General Secretariat of ITU.

Support: TSB, in cooperation with BDT, BR and the General Secretariat, as applicable.

10.2.3 Coordinate and harmonize the programme of ITU-T workshops and seminars, in order to optimize the participation of non-ITU-T members involved with technological innovation and technical change (e.g., academia, research organizations, and small and medium enterprises) in as many events as practicable.

Support: TSB.

10.2.4 Work in close cooperation with the study groups' management teams and TSB.

Support: TSB, in cooperation with BDT, as applicable.

10.2.5 Take into account relevant topics identified by the technology watch function of TSAG, in order to encourage the eventual organization of a workshop or seminar associated with them.

Support: TSB.

10.3 Coordination between ITU-T and relevant SDOs and regional organizations

Coordinate and harmonize the programme of ITU-T workshops and seminars, in close cooperation with relevant regional organizations.

Support: TSB.

10.4 Administrative nature

Provide a report on the activities addressed in clauses 10.1, 10.2 and 10.3, to each meeting of TSAG for consideration and appropriate action.

Support: TSB.

11 Basic requirements for the evaluation and follow-up actions of workshops and seminars

11.1 Depending consistently upon the use of information technology, ITU-T homepages are identified as a crucial item for improving the organization of workshops and seminars and giving valuable feedback to TSB and TSAG on current status. Therefore, the website is to be maintained by TSB, so that accurate information provided by workshop and seminar organizers and the SC is made public on the Internet to all interested parties.

11.2 The website shall provide a range of functionalities, including immediate access to past, current and forthcoming events. Data on events is to be shown in a standardized format and is to include the following basic requirements for the evaluation and follow-up actions of ITU-T workshops and seminars, as exemplified in Table 1:

- Title
- Place
- Start date
- End date
- Basic information
 - Contact
 - Invitation
 - Programme
 - Steering committee
 - Sponsorship
 - Introduction
 - Objective
- Type
 - Event format
 - Event coordination
- Content
 - Abstract
 - Presentations
 - Biography
- Report
- List of participants

Table 1 – Format of information for the evaluation and follow-up actions of workshops and seminars

Item	Title	Place	Start date	End date	Basic information							Type	Content			Report ****	List of participants
					Contact	Invitation*	Programme	Steering**	Sponsorship	Introduction	Objective		Abstract	Presentations	Biography		
#	<name of event>	<city>, <country>	dd/mm/yy	dd/mm/yy	√	√	√	√	√	√	√	***	√	√	√	√	√

* The invitation letter contains also information notes so that the wording should be: "Invitation letter and information notes", if not explicitly mentioned in a separated link, "Information notes or practical information".

** This column indicates if the steering committee information was available on the webpage of the event.

*** The indication of the "Type" of event implies that both the "event format" (workshop or seminar) and the "event coordination" (study group strategy, information, tutorial or promotion focused) shall be clearly identified (refer to clauses 7 and 8).

**** Three months is the expected period for the final report submission.

SERIES OF ITU-T RECOMMENDATIONS

Series A	Organization of the work of ITU-T
Series D	General tariff principles
Series E	Overall network operation, telephone service, service operation and human factors
Series F	Non-telephone telecommunication services
Series G	Transmission systems and media, digital systems and networks
Series H	Audiovisual and multimedia systems
Series I	Integrated services digital network
Series J	Cable networks and transmission of television, sound programme and other multimedia signals
Series K	Protection against interference
Series L	Construction, installation and protection of cables and other elements of outside plant
Series M	Telecommunication management, including TMN and network maintenance
Series N	Maintenance: international sound programme and television transmission circuits
Series O	Specifications of measuring equipment
Series P	Telephone transmission quality, telephone installations, local line networks
Series Q	Switching and signalling
Series R	Telegraph transmission
Series S	Telegraph services terminal equipment
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Series U	Telegraph switching
Series V	Data communication over the telephone network
Series X	Data networks, open system communications and security
Series Y	Global information infrastructure, Internet protocol aspects and next-generation networks
Series Z	Languages and general software aspects for telecommunication systems