Training course outline

Title	ITU-T Working Methods and other Mechanisms
Modality	Online self-paced
Dates	3 February – 31 May 2023
Duration	15 hours
Registration deadline	26 May 2023
Training fees	Free
Description	This course will provide an insight into ITU's structure and will teach test-takers about the ITU-T's standardization process and provide guidance on the application of ITU-T working methods and procedures. The course through its 12 core Unit will (1) underscore the structure and functions of ITU-T Study Groups and Focus Groups, documentation management, Bridging the Standardization Programme for developing countries and (2) help participants in applying the knowledge for drafting ITU-T contributions to Study Groups and Focus Groups, negotiating within ITU-T Study Groups and Focus Groups, engaging in coordination methods established in the ITU-T system, and identify role of non-statutory events in ITU-T's work along with other supporting features used in the understanding and employing the ITU-T standardization processes.
Code	23OS100152MUL-E

1.LEARNING OBJECTIVES

The learning objectives of this course is to provide an understanding of ITU-T standardization streams, while introducing and applying relevant terminology and practices leveraged within ITU-T Study Groups and Focus Groups, along with other instruments, documentation used for ITU-T Study Group and Focus Group meetings.

The course will allow participants to further gain knowledge on how ITU-T Study Groups and Focus Group function, apply their knowledge to draft and defend contributions to ITU-T Groups, coordinate with each other for the advancement of ITU-T's work.

2. LEARNING OUTCOMES

Once participants complete this course, they will be able to better comprehend and put into practice the ITU-T standardization processes.

Accordingly, by the end of this course, participants will be able to:

- Explain the standardization process in ITU-T;
- Discuss study group and focus group meetings and leadership roles;

- Underline input and output documents used in ITU-T;
- Distinguish between the internal and external coordination in ITU-T;
- Explain the ITU-T supporting infrastructure
- Comply with ITU-T Working Methods
- Recall how to navigate the ITU-T Webpages
- Describe the role of ITU-T Focus Groups in the ITU-T standardization field
- Apply their knowledge to negotiate for their written contributions
- Prepare their own written contributions to Study Groups and Focus Groups
- Assess and analyze the relevance and quality of contributions

3.TARGET POPULATION
ITU-T Membership, especially new participants from developing countries

4.ENTRY REQUIREMENTS
None.

5.TRAINING COURSE CONTENTS
This course is largely based on various ITU-T Recommendations including A.1 : Working methods for study groups of the ITU Telecommunication Standardization Sector, A.2 : Presentation of contributions to the ITU Telecommunication Standardization Sector, A.4: Communication process between the ITU Telecommunication Standardization Sector and forums and consortia, A.12: Identification and layout of ITU-T Recommendations, A.13: Non-normative ITU-T publications, including Supplements to ITU-T Recommendations and lastly A.7 : Focus groups: Establishment and working procedures

This course covers the definitions, concepts, procedures, and guidelines elaborated on these ITU-T Recommendations to help participants understand the ITU-T standardization process and provide them with the opportunity to employ their skills in advancing ITU-T standardization work. This course contains the following Units:

1. *Unit 0: Introduction*

2. *Unit 1:* Standardization in ITU-T
   This Unit describes the groups and documents that define the standardization work to be done by ITU-T and the bodies that carry out the work. These bodies fulfil the role of ITU-T to produce international telecommunication standards, referred to as ITU-T Recommendations.

3. *Unit 2:* Managing the Study Groups
   This unit recalls the principal bodies that carry out the standardization work of the ITU-T, the study groups. In particular, it will focus on those who manage the work of the study groups, from the chairman and vice-chairmen down to the detailed management of the technical standardization work provided by Rapporteurs.

4. ***Unit 3:*** Coordination
   This unit underscores several forms of technical and management coordination used by ITU-T study groups.

5. ***Unit 4:*** Inputs to study groups
   This unit identifies the two types of input documents used in ITU-T and the rules governing them. The topics under this unit discuss the contents, timelines and submission procedures of the two types of input documents—contributions and TDs.

6. ***Unit 5:*** Outputs of study groups
   This unit compares the various categories of output documents which can be generated by the Study Groups.

7. ***Unit 6:*** Further infrastructure supporting the study group process
   This unit illustrates the various supporting mechanisms (ITU-T Work Programme Database and IPR) available to support the advancement of the Study Group's work in keeping with its mandate.

8. ***Unit 7:*** ITU-T Focus Group
   This unit distinguishes the role of a Focus Group from a Study Group, JCA and Regional Group

9. ***Unit 8:*** Navigating ITU-T Webpages
   This unit is geared towards helping the participants operate the ITU-T Webpages to retrieve relevant information.

10. ***Unit 9:*** Drafting Contributions
    This unit puts into practice the various rules learnt to draft effective contributions

11. ***Unit 10:*** Negotiation
    This unit evaluates various strategies that can be employed for negotiating for a given contribution to an ITU-T Study Group.

12. ***Unit 11:*** Bridging the Standardization Gap Programme
    This unit will demonstrate the importance of the Bridging the Standardization Programme (BSG) in supporting developing countries to contribute to ITU-T's work.

13. ***Unit 12:*** Non-Statutory Events
    This unit will assess the role of non-statutory ITU-T Events in identifying new areas of standardization

6.TRAINING COURSE SCHEDULE

Unit	Topic	Exercises and interactions
Unit 0	► Introductory Video from Bilel Jamoussi, Chief of ITU-T Study Groups ► Introduction to ITU	This unit needs to be closely followed to understand the objectives and relevance of this course. This unit needs to be viewed and marked a completed to move to the next one. A Community Forum will be made available for any open questions from participants. A Master Class will be scheduled with different ITU-T Experts from different Study Groups each month, elaborating on the work they do within the ITU-T Study Groups. The recordings of the Master Class will also be made available to supplement the course.
Unit 1	Standardization in ITU-T	Each participant is required to: ▪ Follow and recall the course content, watch the videos provided on the slides ▪ Follow the audio closely of each slide ▪ Click on the embedded buttons to learn more about the ITU-T Study Groups, World Telecommunication Standardization Assembly, Telecommunication Standardization Advisory Group, work items, assignment of Questions within Study Groups etc ▪ Read the reference documents provided At the end of the unit, the participant will be able to recall and describe the: ▪ The organizational structure of ITU-T ▪ The study group structure and its work programme. The Unit will contain interactive slides, videos, reference reports, and a 20 Question Quiz including multiple choice and fill-in the blanks. This Quiz needs to be passed with a minimum 60%. This Unit

		needs to be completed before moving on to the next one.
Unit 2	Managing the study groups	Each participant is required to: - Follow course content, videos and audio on the slide-deck - Click on the embedded buttons to learn more about the ITU-T Study Group Meetings, Role of Study Group Management, Draft Recommendations, Consensus at ITU-T Study Group Meetings At the end of the unit, the participant will be able to: - Underline how the study group meetings are planned and conducted. - Describe the study group leadership positions. - Explain the roles and responsibilities of rapporteurs. - Interpret how consensus is achieved in study group meetings. The Unit will contain interactive slides with layers presentations and explanatory videos embedded in the slides. This Unit will contain a 16 Question Quiz including matching questions and fill in the blanks. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.
Unit 3	Coordination	Each participant is required to: - Read the slides, view and understand the videos, and follow the related audio to go through the course content - Click on the embedded buttons to learn more about Joint Coordination Activity, Liaison Statements, Joint Working Parties In this unit discusses several forms of technical and management coordination used by ITU-T study groups. This Unit will contain a 10 Question Quiz including multiple choice. This Quiz needs to be passed with a minimum 60%. This

		Unit needs to be completed before moving on to the next one.
Unit 4	Inputs to the study groups	Each participant is required to: ▪ Follow the slides, watch the videos, and listen to the linked audio to complete the unit content ▪ Click on the embedded buttons to learn more about Written Contributions, Temporary Documents, ITU-T Membership, At the end of the unit, the participant will be able to explain and distinguish between the two basic categories of input documents - contributions and TDs. This Unit contains a slide deck with layers, and embedded videos. This Unit will contain a 10 Question Quiz including dropdown options and multiple- choice questions. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.
Unit 5	Outputs of the study groups	Each participant is required to: ▪ Watch the videos and follow the audio of each slide in the unit ▪ Click on the buttons to learn more about ITU-T Recommendations, Supplements, Technical Reports, Alternative Approval Process, Traditional Approval Process, Agreement, Work Item Life-cycle, Rapporteur Group Meetings At the end of the Unit, the participant will be able to explain and compare the three main types of output documents developed by ITU-T Study Groups: ▪ Draft Recommendations ▪ Outgoing liaison statements ▪ Meeting reports. This Unit comprises slides and slide layers, and embedded videos. This Unit will contain a 10 Question Quiz including multiple choice. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.

Unit 6	Further infrastructure supporting the study group process	Each participant is required to:
		
		    ▪ Read the slides and follow the video and audio for the unit
		    ▪ Click on the buttons to learn more about the ITU-T Work Programme database, Implementer's Guide, IPR Guidance
		
		At the end of the unit, the participant will be able to use and assess the importance of ITU-T supporting infrastructure, such as:
		    ▪ Intellectual Property Rights (IPR)
		    ▪ ITU-T key terms and definitions
		    ▪ ITU-T work programme database.
		
		This Unit comprises slides and slide layers, and embedded videos. This Unit will contain a 5 Question Quiz including multiple choice, and match questions. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.

Unit 7	ITU-T Focus Group	Each participant is required to:
		    ▪ Watch the videos and follow the audio of each slide in the unit
		    ▪ Click on the buttons to learn more about ITU-T Focus Groups
		    ▪ Recognize the existing Focus Groups
		
		At the end of the Unit, the participant will be able to recognize the role of ITU-T Focus Group and effectively contribute to them.
		
		This Unit comprises slides and slide layers, and embedded videos. This Unit will contain a 20 Question Quiz including multiple choice. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.

Unit 8	Navigating ITU-T Webpages	Each participant is required to: ▪ Watch the videos and follow the audio of each slide in the unit to learn where to find relevant information on ITU-T Study Group Meetings, templates and databases. At the end of the Unit, the participant will be able to recognize the role of ITU-T Focus Group and effectively contribute to them.

		This Unit comprises slides and slide layers, and embedded videos. This Unit will contain a 5 Question Quiz including multiple choice questions. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.
Unit 9	Drafting Contributions	Each participant is required to: ▪ Watch the videos and follow instructions to effective structure and draft contributions to ITU-T Study Groups and liaise with other proponents. At the end of the Unit, the participant will be able to prepare contributions to be submitted to ITU-T Study Groups. This Unit comprises slides and slide layers, and embedded videos. This Unit will contain a mini 5 Question Quiz including multiple choice questions. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one
Unit 10	Negotiation	Each participant is required to follow the slides carefully to understand and identify the importance of assessing your interests before submitting a contribution, recognizing stakeholders to collaborate with, comply with the deadlines, and choosing a path to consensus At the end of the Unit, the participant will be able to successfully negotiate for their contribution with other stakeholders and Study Group Members. This Unit comprises slides and slide layers, and embedded videos. This Unit will contain a 5 Question Quiz including multiple choice, and match questions. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.
Unit 11	Bridging the Standardization Gap Programme	Each participant is required to: ▪ Refer to all the slides ▪ Identify the different mechanisms under the Bridging the Standardization Gap (BSG) to support developing countries At the end of the Unit, the participant will be able to learn more about the BSG Programme.

		This Unit comprises slides and slide layers, and embedded videos. This Unit will contain a 5 Question Quiz including multiple choice,. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.
Unit 12	Non-Statutory Events	Each participant is required to: ▪ Follow the slides and audio At the end of the Unit, the participant will be able to understand why ITU-T organizes non-statutory events and their link to ITU-T Study Groups and Focus Groups. This Unit comprises slides and slide layers,. This Unit will contain a 10 Question Quiz including multiple choice,. This Quiz needs to be passed with a minimum 60%. This Unit needs to be completed before moving on to the next one.
FINAL ASSESSMENT	Final Assessment	A score of 80% or above is required to pass the course and generate the certificate of achievement.

7.METHODOLOGY (Didactic approach)

- This course will be self-paced. It will be delivered through interactive slides, with 5-20 graded questions at the end of each unit. The units need to be taken in sequence and the series of questions at the of each Unit need to be completed with a score of 60% before moving to the next unit.
- A «Community Forum» will be made available to drive discussion and dialogue between ITU-T experts and the course takers.
- The course also includes exercises on applying the knowledge gained during the course. In this regard, students will be given the following graded assignments (on Moodle) in addition to the quizzes at the end of each Unit
  - o *ASSIGNMENT 1:* Prepare a contribution to a Study Group of their choice in keeping with the guidance, information and protocols taught between Unit 0-Unit 9. The draft Contribution is to be submitted through the assignment page. This activity will be graded and Feedback will be shared to the participant within 1 week at the latest.
  - o *ASSIGNMENT 2:* Fill the justification form for a non-normative or normative document to be submitted to a Study Group of their choice. This activity will be graded and Feedback will be shared to the participant within 1 week at the latest.
  - o *ASSIGNMENT 3:* A contribution will be provided to the participants for them to assess it in terms of quality, relevance and protocol. This activity will be graded and Feedback will be shared to the participant within 1 week at the latest.

- Master Classes will be organized with ITU-T Experts from Study Groups and Focus Groups at regular intervals to further facilitate discussion
- Additional references and links will be provided in the slides of the Units for further reference.

8.EVALUATION AND GRADING

- Participants will be required to take all units in sequence and pass the quizzes at the end of each Unit with minimum 60%. These quizzes will count towards 10% of your final grade
- Participants will be required to complete the three practical exercises and send it to the course coordinator/BSG Secretariat These exercises will together count for 30% of your final grade
- The Participants will need to take the final exam with a minimum of 80% to pass.The final quiz will count for 60% of your final grade

The overall grade to pass the course will be 60%

Once all the quizzes, practical exercises, and the final exam are completed in sequence, the participants will receive the certificate of achievement.

9.TRAINING COURSE COORDINATION

ITU coordinator:
Name: BSG Secretariat
Email address: tsbbsg@itu.int