Training course outline

Title	Recommendation ITU-T A.1: Working Methods of ITU-T Study Groups
Modality	Online self-paced
Dates	4 July 2022 –31 December 2022
Duration	6 hours
Registration deadline	24 December 2022
Training fees	Free
Description	This course will provide an insight into ITU-T's standardization process by underscoring the structure and functions of ITU-T Study Groups, document type along with the coordination methods established in the ITU-T system, and other supporting features used in the understanding of ITU-T standardization process.
Code	22OS500090MUL-E-D

1.LEARNING OBJECTIVES

The learning objective of this course is to provide with an understanding of ITU-T standardization streams, while introducing the relevant terminology leveraged within ITU-T Study Groups, documentation used for ITU-T Study Group meetings. The course will allow participants to further gain knowledge on how ITU-T Study Groups function and coordinate with each others..

2. LEARNING OUTCOMES

Once participants complete this course, they will be able to better comprehend 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 meetings and study group leadership;
- Explain input and output documents used in ITU-T;
- Explain internal and external coordination in ITU-T;
- Explain the ITU-T supporting infrastructure.

3.TARGET POPULATION

ITU-T Membership, especially new participants from developing countries

4. ENTRY REQUIREMENTS

None.

5.TRAINING COURSE CONTENTS

1. ***Module 1:*** Standardization in ITU-T
   This Module discusses 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.

2. ***Module 2 :*** Managing the Study Groups
   This module highlights 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.

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

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

5. ***Module 5 :*** Outputs of study groups
   This module reviews the various categories of output documents which can be generated by the Study Groups.

6. ***Module 6 :*** Further infrastructure supporting the study group process

This module underscores the remaining items necessary for overall support and understanding of the ITU-T standardization process including the ITU-T Work Programme Database and IPR Rules.

6.TRAINING COURSE SCHEDULE

Module	Topic	Exercises and interactions
Module 1	Standardization in ITU-T	Each participant is required to: ▪ Read 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 ▪ Complete the Practice Questions in the Module

		At the end of the module, the participant will understand: - The organizational structure of ITU-T - The study group structure and its work programme. The Module will contain interactive slides presentations, reference reports, and practice quizzes
Module 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 - Complete the Practice Questions in the Module At the end of the module, you will understand: - Understand how the study group meetings are planned and conducted. - Describe the study group leadership positions. - Explain the roles and responsibilities of rapporteurs. - Discuss how consensus is achieved in study group meetings. The Module will contain interactive slides presentations, explanatory videos, and practice quizzes
Module 3	Coordination	Each participant is required to: - Read the slides, view 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 - Complete the Practice Questions in the Module

		In this module, we will discuss several forms of technical and management coordination used by ITU-T study groups.
Module 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 module content ■ Click on the embedded buttons to learn more about Written Contributions, Temporary Documents, ITU-T Membership, ■ Complete the Practice Questions in the Module At the end of the module, you will explain the two basic categories of input documents - contributions and TDs. This Module contains a slide deck, videos and practice questions.
Module 5	Outputs of the study groups	Each participant is required to: ■ Watch the videos and follow the audio of each slide in the module ■ 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 ■ Complete the Practice Questions in the Module At the end of the Module, you will be able to explain the three main types of output documents developed by ITU-T Study Groups: ■ Draft Recommendations ■ Outgoing liaison statements ■ Meeting reports. This Module comprises slides, videos, Q&A Section.
Module 6	Further infrastructure	Each participant is required to:

	supporting the study group process	• Read the slides and follow the video and audio for the module • Click on the buttons to learn more about the ITU-T Work Programme database, Implementer's Guide, IPR Guidance • Complete the practice quiz At the end of the module, you will be able to explain ITU-T supporting infrastructure, such as: • Intellectual Property Rights (IPR) • ITU-T key terms and definitions • ITU-T work programme database.
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 practice questions at the end of each module. The modules need to be taken in sequence and the practice questions need to be completed before moving to the next module. Additional references and links will be provided in the slides for further reference.

8.EVALUATION AND GRADING

Participants will be required to attend all modules before taking the final exam. The minimum passing grade for the final exam is 80% and this will allow participants to receive the certificate of achievement.

9.TRAINING COURSE COORDINATION

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