DECISION 1

Process for developing and publishing handbooks

Study Group 3

considering

*a)* that a Handbookis a text which provides a statement of the current knowledge, the present position of studies, or of good operating or technical practice, in certain aspects of radiocommunications, which should be addressed to a radio engineer, system planner or operating official who plans, designs or uses radio services or systems, paying particular attention to the requirements of developing countries. It should be self‑contained, require no familiarity with other ITU Radiocommunication texts or procedures, but should not duplicate the scope and content of publications readily available outside ITU (Resolution ITU-R 1-6, §6.1.7);

*b)* that each Study Group may*, inter alia*, approve Handbooks. The Study Group may authorize the approval of Handbooks, e.g. by the Working Party concerned (Resolution ITU-R 1-6, §2.30);

*c)* that, to meet the needs of the community described in *considering* *a)*. Handbooks need to be up to date, and relevant to the current versions of Recommendations;

*d)* that there is a significant work load in preparing the whole of a new Handbook, or revising the whole of an existing Handbook;

*e)* that waiting to publish a Handbook until all chapters are complete delays the timely availability of the information;

*f)* that electronic publications are becoming widely used and may provide information more readily than a paper book,

decides

1 that Study Group 3 should consider delegating the approval of Handbooks to a Working Party, and that this delegation may be for a single specific Handbook or, in general, for Handbooks within the scope of the activities of the Working Party;

2 that Handbooks may be prepared as electronic publications (eHandbooks) and should be accessible on the Study Group 3 web page;

3 that to ensure the timely availability, eHandbooks may be published chapter by chapter;

4 when at least one chapter is ready for publication, it should be published together with its title and a provisional table of contents or chapter titles;

5 that when a chapter has been approved by a Working Party, it should be processed and prepared for publication and published by the Radiocommunication Bureau (BR);

6 that chapters should be revised as necessary;

7 that when a complete eHandbook is available, or after a suitable interval when revisions to some chapters have been made, the Working Party should indicate to the BR that a paper version should be published;

8 that Handbooks which already exist in paper form should also be published electronically and that chapters should then be subject to revision and approval in the same way as for eHandbooks.