

# **ITU-T Rapporteur and Editor Tutorial**

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## **Meeting Inputs: Contributions, TDs and Liaisons**

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# Inputs to ITU-T meetings

- Types of input documents
  - Contributions
  - Temporary Documents
  - Incoming liaison statements
- There are rules related to each type of input document – please observe and enforce them
- Templates are on the ITU-T website
- May use “Working Documents” during meetings

# Contributions

- Only Member States, Sector Members, Associates and academia participants may submit Contributions
- Contributions are numbered sequentially during the 4-year study period within each study group
- Each Contribution is addressed to a specific Question(s) of the study group
  - ➔ Used by TSB and the chairman to allocate the Contribution to the appropriate group

# SG and WP Contributions

- All Contributions are archived
- Contributions to SG/WP are handled by the TSB
  - ➔ New “Direct Document Posting” capability is available
- Contributions are due no later than 10 calendar days before the meeting starts
  - ➔ TSAG has approved a 12-day trial
  - ➔ Late contributions should be held for next meeting
    - Tough to be the enforcer, but do it, within reason

# RG Contributions

- Rapporteur Group Contributions are handled by the Rapporteur
  - ➔ Numbered according to scheme agreed by RG
  - ➔ Not numbered in the sequence of SG contributions
  - ➔ Must be provided to TSB after the RG meeting for archiving
- For SG, WP and RG, see Rec ITU-T A.2 on preparing Contributions

# Copyright of input material

- Material such as text, diagrams, etc., submitted as a contribution... is presumed by ITU to have no restrictions in order to permit the normal distribution of this material for discussions ... and possible use... in any resulting ITU-T Rec ... By submitting a contribution to ITU-T, authors acknowledge this condition of submission. (Recommendation ITU-T A.1, §3.1.5)

# Temporary Documents (TD)

- TDs are numbered sequentially throughout the 4-year study period
- Each WP and the SG may have its own numbered TD series
  - ➔ There is no uniformity across the SGs on a single TD numbering format
- Documents produced during a SG/WP meeting may be assigned TD numbers
  - ➔ TD numbers are assigned by TSB

# Temporary Documents (TD)

- The “Temporary Document” name is left over from past usage, but it is a permanently archived document
  - ➔ Meeting Reports and draft Recommendations are submitted as TDs, so this is a key, permanent form of document in ITU-T
- Inputs from SG management, TSB, incoming liaisons, Rapporteurs, Editors – i.e., anywhere other than from a member - are submitted as TDs



# Working Documents (WD)

- Working Documents (WD) are used by many groups, such as Rapporteur Groups, as the name for their documents
- Can be used for all documents, including inputs, documents generated during the meeting and outputs
- If a formal output (e.g., draft Recommendation, meeting report) is submitted to the parent body, at that time it will be given a TD number of the parent body

# Incoming Liaison Statement

- Communications sent from other bodies as information or questions are transmitted as “incoming liaison statements”
  - Should indicate its source, the Question to which it is directed, the action desired
  - If the sending party does not know the Question number, the Chairman and TSB will do the allocation
  - An Incoming Liaison Statement is given a TD number at the time it is received

# Templates

- The “Basic ITU-T Template” is used for Contributions, TDs and Reports
- Direct Document Posting Template is now available
  - ➔ Authors can post input documents without TSB manual intervention
  - ➔ A User Guide is available for this new capability



**Thank you**

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# Additional Information

Doc.	Link
Rec ITU-T A.2 – Presentation of Contributions to ITU-T	<a href="http://www.itu.int/rec/T-REC-A.2-200810-I/dologin.asp?lang=e&amp;id=T-REC-A.2-200810-I!!MSW-E&amp;type=items">http://www.itu.int/rec/T-REC-A.2-200810-I/dologin.asp?lang=e&amp;id=T-REC-A.2-200810-I!!MSW-E&amp;type=items</a>
ITU-T Basic Template for Reports, Contributions, TDs	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000A0002MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000A0002MSWE.docx</a>
Direct Document Posting Template	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000110001MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000110001MSWE.docx</a>
Direct Document Posting User Guide	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000120003MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000120003MSWE.docx</a>
ITU-T Liaison Template	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000B0004MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000B0004MSWE.docx</a>
Liaison Statement Database - Incoming	<a href="http://www.itu.int/net/itu-t/ls/ils.aspx?">http://www.itu.int/net/itu-t/ls/ils.aspx?</a>
Liaison Statement Database - Outgoing	<a href="http://www.itu.int/net/itu-t/ls/ols.aspx?">http://www.itu.int/net/itu-t/ls/ols.aspx?</a>