

ITU-T Rapporteur and Editor Tutorial

(Geneva, 28 – 29 November 2011)

**ITU-T Outputs:
Reports, Recommendations,
Handbooks, Liaisons**

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Types of Outputs

- SG and WP meeting reports
- Rapporteur reports
- Recommendations
 - Corrigenda
 - Amendments
 - Revisions
 - Supplements
- Handbooks
- Liaisons
- A special word for Editors

SG and WP Meeting Reports

- SG and WP meeting reports
(Rec ITU-T A.1, §1.6)
 - prepared by TSB, meeting delegates and meeting chairman
 - Concise summary of inputs, agreements, work programme status, results
 - Future work, planned WP and RG meetings, items for further study (FFS)
 - Submitted to meeting for approval, if possible, otherwise submitted to Chairman for approval

Question Meeting Report

- Rapporteur might be called upon to chair meetings for their Question during a SG or WP meeting
 - **This is NOT the same as a Rapporteur Group meeting**
- The meeting and the meeting report follow the rules for SGs and WPs
- Rapporteur (and Editor) prepare relevant parts of the meeting report

Rapporteur Group Meeting Report*

- There should be a report of every RG meeting
- Prepared by the Rapporteur and, as appropriate, Editors of relevant Recs
- Submitted as TD to the next meeting of the parent WP or SG
- When draft Recs are included, submit each one in a separate TD at least 6 weeks before parent group meeting

*See Session 14: Writing reports

Rapporteur Progress Report*

- To be submitted to each meeting of the parent body
- Include progress since previous meeting, including
 - Interim (physical/virtual) meetings
 - Work by correspondence
 - Draft new and revised Recommendations

*see Session 14: Writing Reports

Recommendations

- Follow Author's Guide for drafting ITU-T Recommendations
- Use the English Language Style Guide
- Use the Recommendation Template
- Start documentation of Rec ITU-T A.5 referencing justification as soon as possible – approval process cannot start until this is done!
- Know TAP and AAP “inside-out”

Corrigenda to Recommendations

- Purpose is to correct errors
- Corrigendum to a published Rec:
 - ➔ Includes only the correction
- Obvious correction: published by TSB with concurrence of SG Chairman
- Otherwise: approved using the same approval process as that used for the Recommendation
- Format: Rec ITU-T X.yyy (date)
Cor.n (date)

Amendments to Recommendations

- Purpose is to change, add or delete text
- Amendment to a published Rec includes only the amendment
 - If integral part of Rec: Approved using the same approval process as the Recommendation
 - If not integral: agreed by SG
- Format: Rec ITU-T X.yyy (date)
Amd.n (date)

Revision to Recommendations

- Purpose is to publish full update to a Recommendation
- Revision:
 - ➔ Full text of published Recommendation with all approved changes, corrections, additions
 - ➔ Same approval process as for the published Recommendation
- Format: Rec ITU-T X.yyy (new date)

Supplements*

- To preserve and make available material supplementary to Recs
 - Sufficient need on a long-term basis
 - Not an integral part of a Rec
- Normally relates to a Series of Recs rather than appending to one Rec
- Approved by agreement of SG
- Review periodically

*Recommendation ITU-T A.13

Handbooks

- Handbooks are non-normative
- Prepared by experts in response to need for information outside formal Recommendations
- Approved in line with methods used for other non-normative outputs
- List of ITU-T Handbooks found at <http://www.itu.int/pub/T-HDB>

Outgoing Liaison Statements (OLS)*

- Communication to another group
 - To provide information
 - To request information, comment or action
- Use Template for Liaison Statements
- Any meeting can approve a LS
 - Clearly identify source
 - Indicate level of approval
 - Deadline for action (if any)
 - Contact name/affiliation
 - Some prefer contact name/position

* Recommendation ITU-T A.1, §1.5

Processing Outgoing Liaisons

- Originating body can send Liaison directly to recipients
 - Clearly identify Question (or equivalent) of originating and destination groups
 - Include clear title for subject matter
 - Use concise, clear text
 - Attach appropriate documents, but physical copy not needed at RG approval
 - Avoid use of jargon and abbreviations
- Send LS and all attachments to TSB, SG Chair, WP Chair

One more “Output” of a Rapporteur Group meeting

- Forward a copy of all documents to TSB as soon as the meeting is over
 - For some Questions and Recommendations, most of the work takes place in RG meetings
 - Archives of SG and WP meetings will therefore have very little of the relevant documentation and history

A special word for Editors

- Preparing “Outputs” is where much of your work will take place
- Work closely with TSB to ensure everyone works from the same baseline text
- Reflect agreements accurately – do not change content
- Whenever possible, engage an editorial group which includes native English-speakers
- Be very aware of deadlines set by the RG, WP and SG for edited texts to be available
- Respect deadlines for ITU-T meetings



Thank you

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Additional Information

Doc.	Link
WTSA Res 1	http://www.itu.int/dms_pub/itu-t/opb/res/T-RES-T.1-2008-MSW-E.doc
Rec ITU-T A.1	http://www.itu.int/rec/T-REC-A.1-200810-I/dologin.asp?lang=e&id=T-REC-A.1-200810-I!!MSW-E&type=items
Rec ITU-T A.8	http://www.itu.int/rec/T-REC-A.8-200810-I/dologin.asp?lang=e&id=T-REC-A.8-200810-I!!MSW-E&type=items
Rec ITU-T A.13	http://www.itu.int/rec/T-REC-A.13-200010-I/dologin.asp?lang=e&id=T-REC-A.13-200010-I!!MSW-E&type=items
ITU-T Basic Template for Reports, Contributions, TDs	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000A0002MSWE.docx
ITU-T Recommendation Skeleton Template	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000C0002MSWE.docx
Author's Guide for drafting ITU-T Recommendations (March, 2011)	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx
English Language Style Guide	http://www.itu.int/SG-CP/docs/styleguide.doc

Additional Information

Doc.	Link
ITU Terms and Definitions Database	http://www.itu.int/ITU-R/go/terminology-database
Work Programme Database	http://www.itu.int/ITU-T/workprog/wp_search.aspx
Rec ITU-T A.5 justification TD e-tool	Bottom of page for each Recommendation found in work programme database at http://www.itu.int/ITU-T/workprog/wp_search.aspx
ITU-T Liaison Template	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000B0004MSWE.docx
Liaison Statement Database - Outgoing	http://www.itu.int/net/itu-t/lis/ols.aspx?
Liaison Statement Database - Incoming	http://www.itu.int/net/itu-t/lis/ils.aspx?