|  |  |  |
| --- | --- | --- |
| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | SG17-TD583 |
| **STUDY GROUP 17** |
| **Original: English** |
| **Question(s):** | All/17 | Geneva, 29 August - 6 September 2017 |
| **TD** |
| **Source:** | TSB |
| **Title:** | Template for A.25 justification information |
| **Purpose:** | Information |
| **Contact:** | TSB | E-mail: tsbsg17@itu.int  |

According to ITU procedures described in [Recommendation ITU-T A.25](http://www.itu.int/rec/T-REC-A.25), any incorporation of text (in whole or in part, with or without modification) of documents from another organization into an ITU-T Recommendation (or another ITU-T document) needs to be evaluated by the study group or working party before a decision is made to incorporate the reference in an ITU-T Recommendation.

This TD contains in Annex a ‘Microsoft WORD template’ document to facilitate the generation of such A.25 justification information TD.

Annex
Template for A.25 justification information

A.25 justification information for [Insert SG17 work item name, e.g., X.abc]

## 1 Description of the referenced document

NOTE – The resulting ITU-T Recommendation (or ITU-T document) shall identify the incorporated text, and shall provide an explicit reference to the document of the organization and to its particular version, as described in clause 6.4 of Recommendation ITU‑T A.5.

[Insert clear description of the document considered for incorporation, e.g., type of document, title, number, version, date, etc.]

## 2 Status of approval

## NOTE – Incorporating text that has not yet been approved by the organization can lead to confusion; thus, incorporating is usually limited to approved documents. If absolutely necessary, incorporation of text from a draft document can be made where cooperative work requiring cross-incorporation is being approved by ITU‑T and another organization in approximately the same time-frame.

## [Choose status of approval from the drop-down list]

## 3 Justification for the specific incorporation

[Insert justification, including why it is inappropriate to reference the text in the draft ITU-T Recommendation or other draft ITU-T document]

## 4 Intellectual property rights (IPR) issues (patents, copyrights, trademarks)

[Insert current information, if any, about patents, copyrights, trademarks, etc.]

## 5 Other information

[Insert other information that might be useful in describing the "quality" of the document, e.g. whether products have been implemented using it, whether conformance requirements are clear, whether the specification is readily and widely available]

## 6 Stability or maturity of the document

[Insert degree of stability or maturity, e.g. length of time it has existed]

## 7 Relationship with other existing or emerging documents

[Insert relationship]

## 8 List of explicit references within the incorporated document:

NOTE - When text from a document is to be incorporated in an ITU T Recommendation (or other ITU T document), all explicit references within the incorporated document should also be listed.

[List all explicit references]

## 9 A full copy of the existing document

## NOTE – No reformatting is necessary. The objective is to have referenced documents available via the web at no cost, so that the study group (or working party) may proceed with its evaluation. Accordingly, if a document to be incorporated in whole or in part is available in this manner, it is sufficient to provide its exact location on the web. On the other hand, if the document is not available in this manner, a full copy must be provided (preferably in electronic format). A full copy of the existing document should be in an Annex 1.

## 10 Qualification of the organization (per Annex B of Rec. ITU-T A.5)

## NOTE – This needs to be done only the first time a document from the organization is being considered for incorporation, and only if such qualification information has not been already documented. Qualification of an organization is reviewed on a regular basis (any study group willing to incorporate a document from the organization may perform the review). In particular, if the patent policy of that organization has changed, it is important to check that the new patent policy is consistent with the Common Patent Policy for ITU T/ITU-R/ISO/IEC and the Guidelines for the Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC. If the organization has been qualified, a simple statement should be made here. If it is not qualified, the A.5 justification should be included in Annex 2

Annex 1

[Insert a full copy of the existing referenced document]

Annex 2

[Insert the A.5 qualification of the organization]

\_\_\_\_\_\_\_