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| PLENARY MEETING | | Addendum 5 to Document 45-E | |
|  | | 26 September 2016 | |
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| European Common Proposals | | | |
| Proposed revision of REcommendation ITU-T A.12 | | | |
| Identification and layout of ITU-T Recommendations | | | |
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| **Abstract:** | Europe proposes the amendment of ITU-T Recommendation ITU-T A.12 to increase transparency and clarity with regards to the process applied in the approval of ITU-T deliverables by establishing a sustainable earmark in the layout of each ITU-T Recommendation. |

Introduction

Due to the emerging convergence of both technologies as well as business models and due to the far-reaching changes in the standardization environment leading to ITU-T’s various relations and diverse cooperation with other groups and bodies a whole set of published ITU-T deliverables, diverging in their specific character and having partly gone through different creation and/or approval processes, have come into existence over the past decades.

Those deliverables include, but are not limited to:

* commonly developed Recommendations/Standards of ISO/IEC and ITU‑T,
* Recommendations which went either through the TAP or the AAP process,
* Supplements,
* various deliverables from focus groups,
* different kinds of guides and handbooks.

Users and implementers of ITU-T deliverables who may, however, not be that familiar with all the specific details of the particular working and approval procedures applied may have difficulties in appropriately estimating a deliverable’s character and in deciding for what purpose which kind of deliverable would fit best. Having all this in mind, a clear indication of the approval process applied should be given in every ITU-T deliverable to avoid any potential confusion and thus fostering the meaningful and widespread application of high quality ITU-T Recommendations.

Proposal

Considering the relevant provisions in Constitution, Convention, WTSA Resolution 1, as well as in Recommendation ITU-T A.1, A.8, and A.12, it seems to be obvious that there is no immediate need to modify those documents defining the approval and/or adoption processes themselves. At this stage, it seems to be rather appropriate to only amend clause 2.5 of Recommendation ITU-T A.12 (*Identification and layout of ITU-T Recommendations*) in order to establish a sustainable earmark in the layout of each ITU-T Recommendation.

Therefore, it is proposed,

a) to amend clause 2.5 of Recommendation ITU-T A.12 (*Identification and layout of ITU-T Recommendations*) as follows:

“The date of formal approval of the Recommendation, the study group(s) responsible for its approval and a record of revisions shall be clearly indicated, together with the approval process applied*.*”

b) to further instruct TSAG to develop an appropriate concept for a clear earmarking of the different deliverables during the next study period.

MOD EUR/45A5/1

Recommendation ITU-T A.12

Identification and layout of ITU-T Recommendations

(2000; 2004; 2008; 2016)[[1]](#footnote-1)1

Summary

This Recommendation provides information on the means on assigning the letter series designations for ITU-T Recommendations.

# 1 Scope

The Telecommunication Standardization Advisory Group (TSAG) periodically reviews the methods of identifying and laying out Recommendations as well as the Author's Guide for drafting ITU-T Recommendations, prepared and updated by the Telecommunication Standardization Bureau (TSB), providing thus detailed guidelines on format and style. This Recommendation provides principles that are applied in identifying and laying out Recommendations.

# 2 Identification and layout of Recommendations

**2.1** All Recommendations of the ITU Telecommunication Standardization Sector (ITU‑T) shall be numbered. The number of each Recommendation shall have a letter prefix referring to the series as well as a number identifying the particular subject in that series. The numbering shall be done in a manner that permits clear, unequivocal identification and facilitates electronic storage of information concerning the Recommendation. The Recommendation number shall be associated on the cover with the date of approval in the format YYYY. The month may be added if required for uniqueness.

**2.2** The scope of the series identified by the letter shall be as follows:

A Organization of the work of ITU‑T

B *Not allocated*

C *Not allocated*

D General tariff principles

E Overall network operation, telephone service, service operation and human factors

F Non-telephone telecommunication services

G Transmission systems and media, digital systems and networks

H Audiovisual and multimedia systems

I Integrated services digital network

J Cable networks and transmission of television, sound programme and other multimedia signals

K Protection against interference

L Environment and ICTs, climate change, e-waste, energy efficiency; construction, installation and protection of cables and other elements of outside plant

M Telecommunication management, including TMN and network maintenance

N Maintenance: international sound‑programme and television-transmission circuits

O Specifications of measuring equipment

P Telephone transmission quality, telephone installations, local line networks

Q Switching and signalling

R Telegraph transmission

S Telegraph services terminal equipment

T Terminals for telematic services

U Telegraph switching

V Data communication over the telephone network

W *Not allocated*

X Data networks, open system communications and security

Y Global information infrastructure, Internet protocol aspects, next-generation networks, Internet of Things and smart cities

Z Languages and general software aspects for telecommunication systems

**2.3** Recommendations in each series shall be classified in sections, according to subject.

**2.4** The title of each Recommendation should be concise (preferably no more than one line) but unique, meaningful and unambiguous. The details identifying the precise intent and coverage should be contained in the text where possible (e.g., under "Scope" clause).

**2.5** The date of formal approval of the Recommendation, the study group(s) responsible for its approval and a record of revisions shall be clearly indicated, together with the approval process applied.

**2.6** The author of a new or revised Recommendation shall provide, in front of the main body of the Recommendation, a summary and a set of keywords as outlined in the "Author's Guide for drafting ITU-T Recommendations". The author may also provide other up-front elements, such as background information, as provided for in the Author's Guide.

**2.7** The "Author's Guide for drafting ITU-T Recommendations" should be applied in drafting new Recommendations and, wherever practicable, in revising existing Recommendations.

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1. 1 This publication includes Rec. ITU-T A.12 (2008) and incorporates its Cor. 1 (2015) and Cor. 2 (2016). [↑](#footnote-ref-1)