ITU-T A.5 justifications: Why and how?

TSB tutorial
December 2017

Overview

1. Normative vs non-normative (informative) references
2. Objectives of ITU-T A.5 justifications
3. How to create an ITU-T A.5 reference, three alternatives:
   - Reuse an existing reference
   - Create a new reference by duplicating an existing one
   - Create a new reference from scratch
4. Help, advice and support: Contact the TSB Secretariat

Types of reference

1. **Normative references**:

Whole or parts of an external document required to implement the draft Recommendation
(should be listed in clause 2 of the Recommendation)

2. **Non-normative (informative) references**:

Whole or parts of an external document that provide supplementary information that assists understanding or use of the draft Recommendation
(should be listed in the bibliography of the Recommendation)

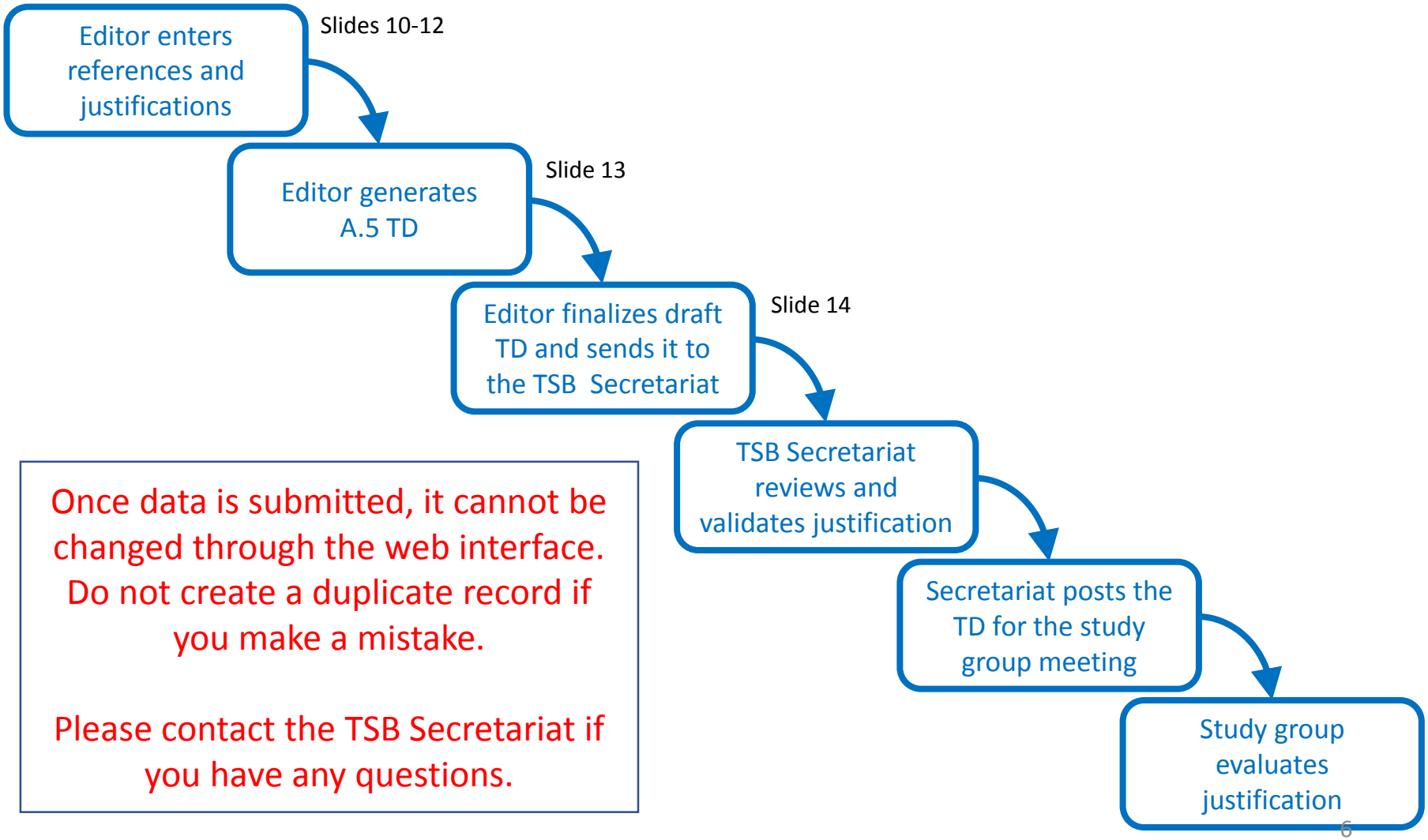
Objectives of ITU-T A.5 justifications

1. Assures stability and availability of material incorporated in Recommendations through reference to external documents
2. Improves awareness of possible claims of Intellectual Property Rights (IPR) through reference
3. Which references require ITU-T A.5 justification?:
   - All normative references, except…
   - …ITU, ISO or IEC standards

How to create an ITU-T A.5 justification

1. Do not create an ITU-T A.5 justification by hand – use the online tool to reduce workload and avoid errors
2. The Editor (or Rapporteur) responsible for a draft Recommendation is required to produce a TD justifying each normative reference outside ITU/ISO/IEC
3. This “ITU-T A.5 justification” TD must be presented to and accepted by a study group before Determination/Consent
4. Structure of an ITU-T A.5 justification:
    - Qualification of the organization
    - Identifier of the referenced text
    - Information about the referenced text
    - **Justification** for the reference

The ITU-T A.5 justification process



Once data is submitted, it cannot be changed through the web interface. Do not create a duplicate record if you make a mistake.

Please contact the TSB Secretariat if you have any questions.

How to create an ITU-T A.5 justification

Three approaches to create an ITU-T A.5 justification:

1. **Reuse an existing reference**
   Simplest solution so long as the referenced text has already been used in another Recommendation.
2. **Create a new reference by duplicating an existing one**
   If a similar referenced text has already been used in another Recommendation, it can be duplicated to minimize the retyping of common parts.
3. **Create a new reference from scratch**
   If no similar referenced text exists, start from a clean page.

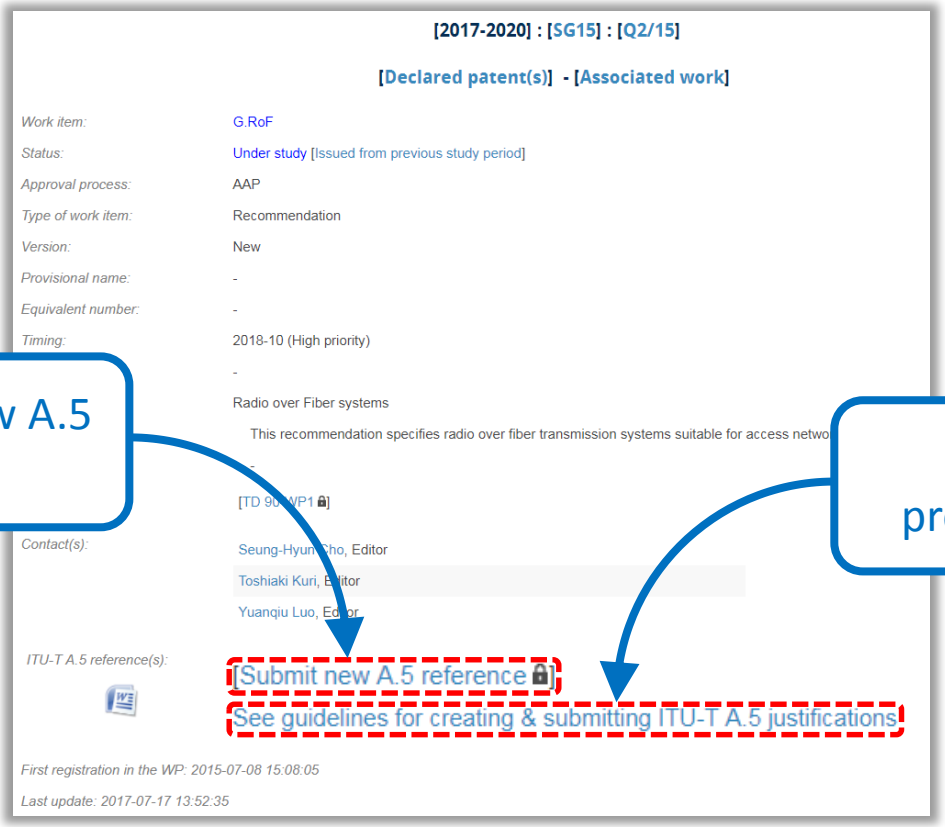
Information to be submitted for each approach

Editing possible: ✎ Data entry required: ✓ Not applicable: ✗

Information required	Approach		
	1	2	3
1. Identifier of referenced document	✗	✎	✓
2. Status of approval	✗	✎	✓
3. Justification for the specific reference	✓	✓	✓
4. Intellectual Property Rights information (if any)	✗	✎	✓
5. Other information about “quality” of the document	✗	✎	✓
6. Stability/maturity of the document	✗	✎	✓
7. Relationship with other documents	✗	✎	✓
8. List of explicit references within the referenced document	✗	✎	✓
9. Qualification of the organization (already completed)	✗	✗	✗
10. Other supplementary information	✗	✎	✓

Getting started

From the study group homepage, click on Work Programme, and then select the draft Recommendation for which you wish to create an ITU-T A.5 justification.

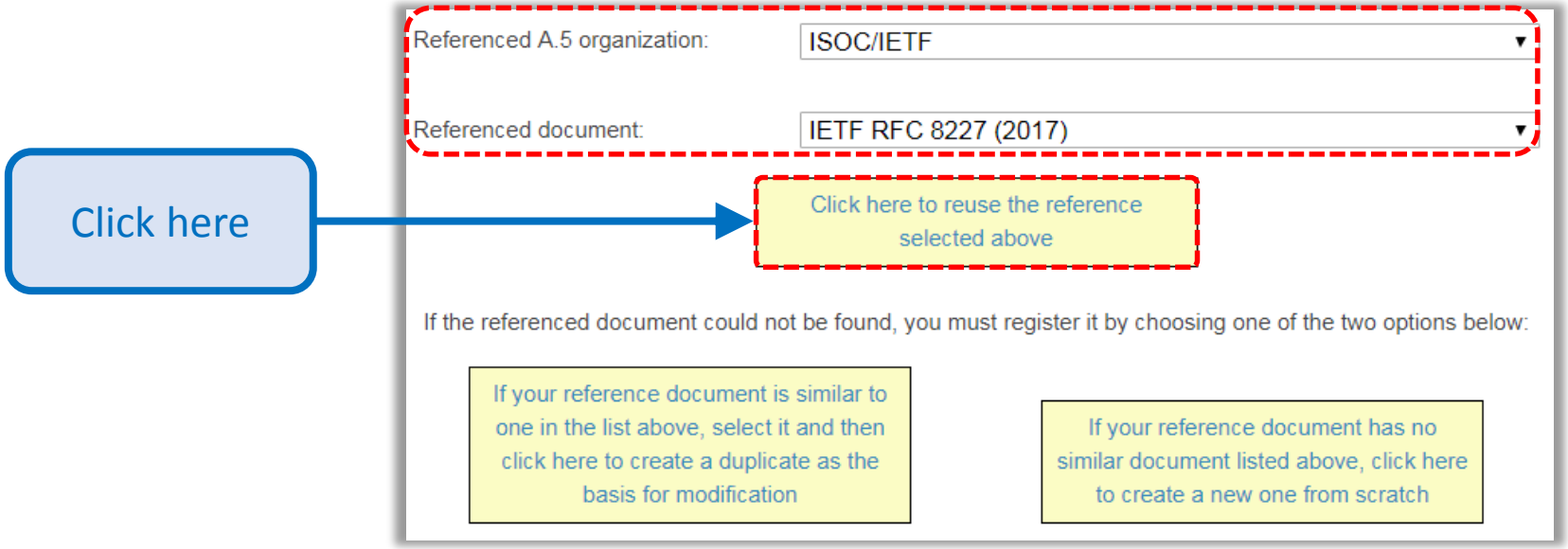


Click “Submit new A.5 reference”

Access these presentation slides

Approach 1: Reuse an existing reference

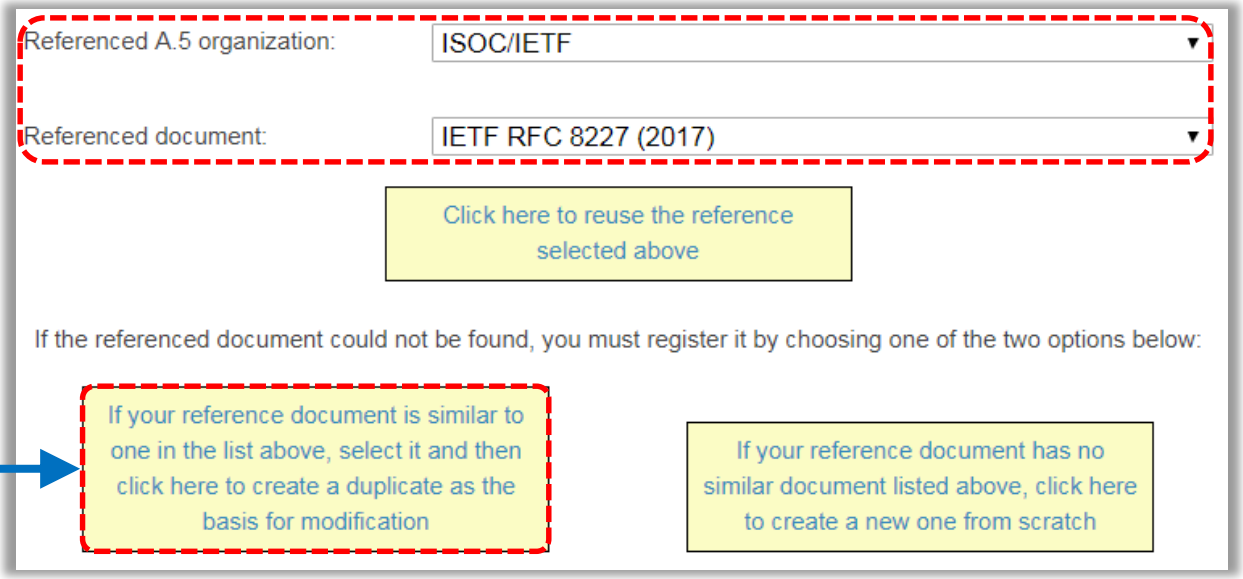
To copy a reference that has already been justified for another Recommendation, find it by selecting the organization and referenced document from the two drop-down lists. Then…



This will create a copy of the original justification; the only new information required is to indicate the reasons for including this reference in the new Recommendation.

Approach 2: Create a new reference by duplicating an existing one

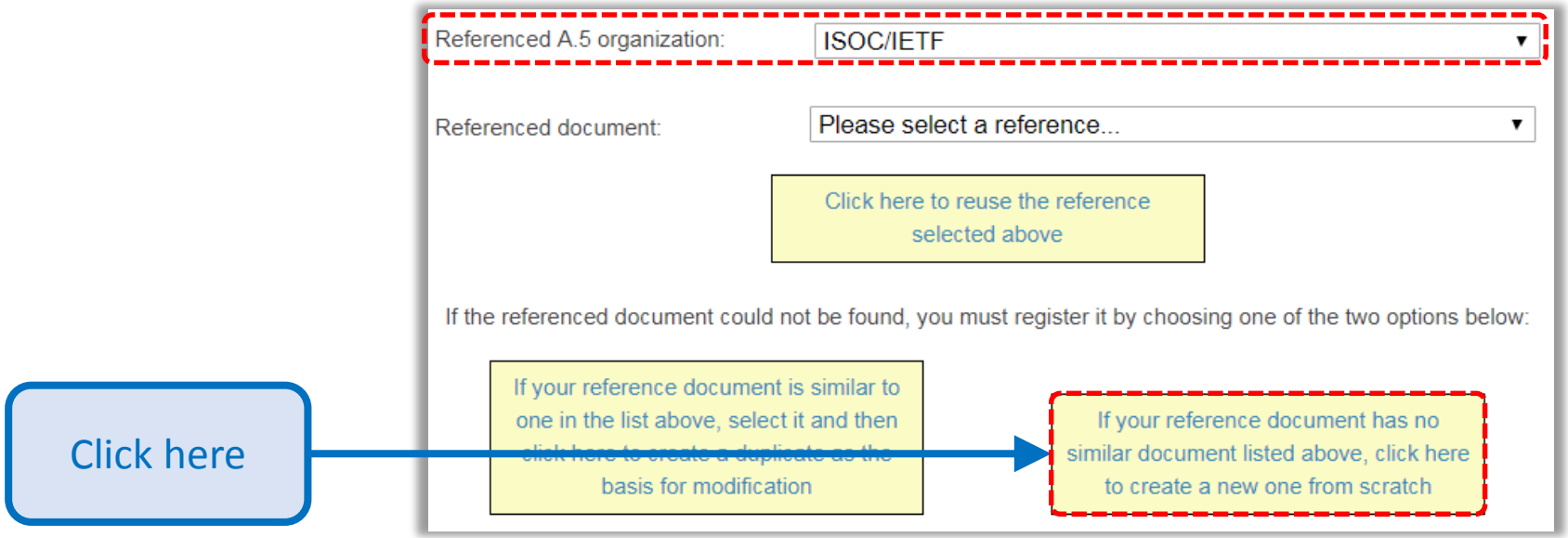
To create a new reference that is similar to one that has already been justified for another Recommendation, find it as before. Then…



This will create a copy of the original justification and allow updates to all information except the qualification of the organization, which has already been done.

Approach 3: Create a new reference from scratch

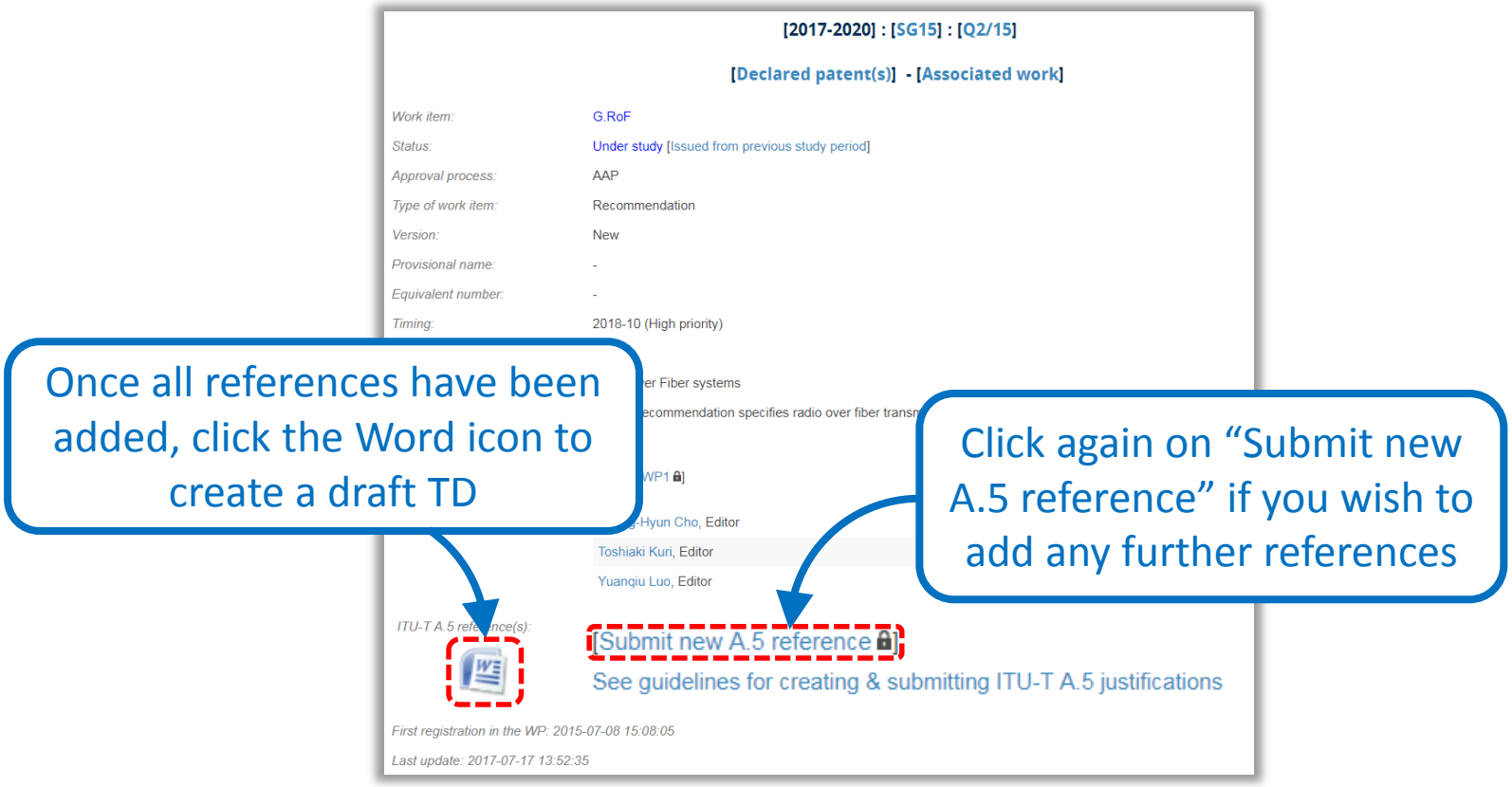
If you wish to reference a document that does not yet exist in the system, you will need create a new reference. To do this, first select the organization responsible for the standard. Then…



This will create a blank justification form and allow you to add all information except the qualification of the organization, which has already been done.

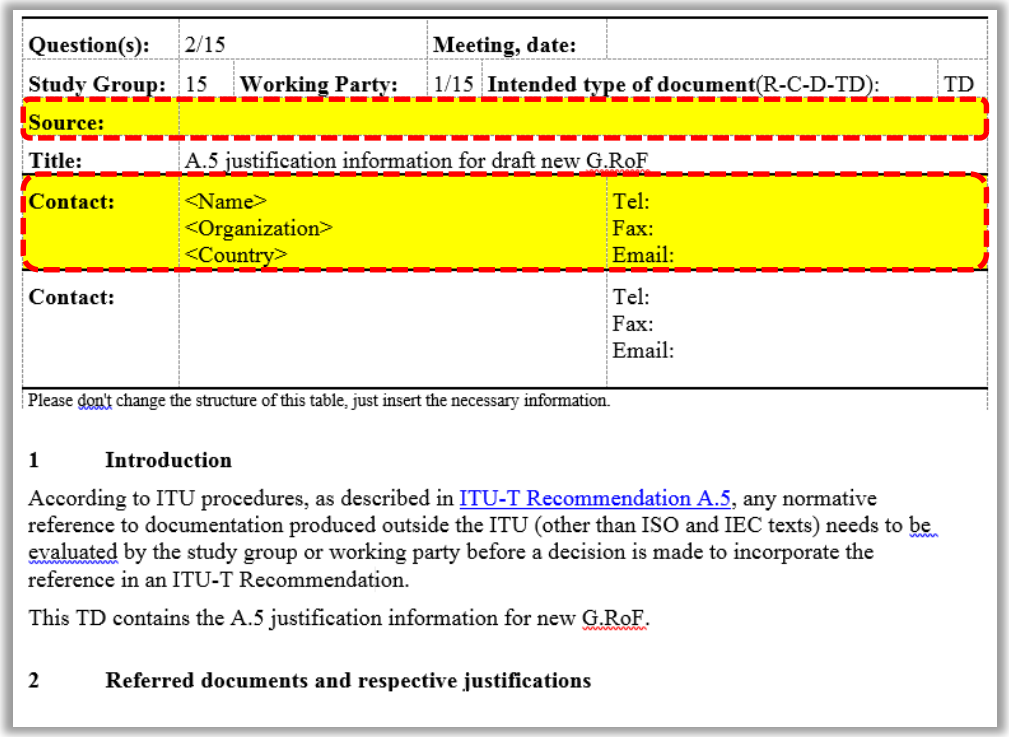
Prepare a draft ITU-T A.5 justification TD

From the Work Programme, repeat the process until all references have been added. Then click the Word icon to automatically produce a draft TD containing all ITU-T A.5 justifications.



Finalizing an ITU-T A.5 justification TD

Before submitting the Word file to the TSB Secretariat, remember to add “Source” and “Contact” information.



Question(s):	2/15		**Meeting, date:**		
Study Group:	15	**Working Party:**	1/15	**Intended type of document**(R-C-D-TD):	TD
Source:					
Title:	A.5 justification information for draft new G.RoF				
Contact:	<Name> <Organization> <Country>			Tel: Fax: Email:	
Contact:				Tel: Fax: Email:	

Please don't change the structure of this table, just insert the necessary information.

1 Introduction

According to ITU procedures, as described in ITU-T Recommendation A.5, any normative reference to documentation produced outside the ITU (other than ISO and IEC texts) 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 the A.5 justification information for new G.RoF.

2 Referred documents and respective justifications

The rest of the document content should already be correct; if you face any difficulties, contact the study group Secretariat.

Thank you