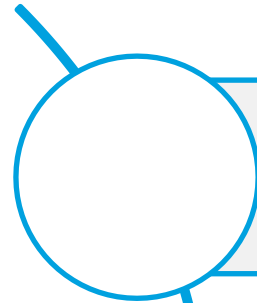


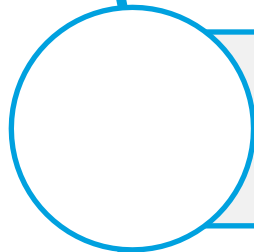
ITU-T Contributions Tutorial

1 Background

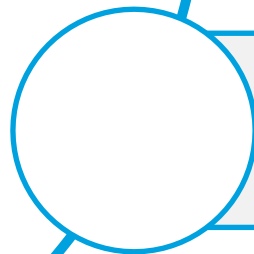
The Importance of Contributions



Contributions provide the vital “fuel” to the work of the Study Groups



Well-written and well-structured Contributions are essential to the success of Study Groups and Working Parties



Our collaborative work towards global ICT standards depends wholly on the timely submission of relevant, quality Contributions by delegates to the ITU-T

Where to find information on submitting Contributions to ITU-T

General directives on the preparation and submission of Contributions are set out in the ITU-T A-series Recommendations

ITU-T A.1 covers the submission and processing of Contributions, i.e. deadlines, posting, patent/licensing declarations

ITU-T A.2, including its **Appendix**, provides guidelines on content, mechanics and formatting

2

Details on contributions preparation and submission

Preparing Contributions



Rec. A.2, Appendix I: Guidelines for the preparation of contributions relative to the study of ITU-T Questions

Contents of contribution

- A contribution should be clear, concise and comprehensive in itself
- The main text of the contribution should contain at least the sections on Rationale (or Discussion) and Proposal (or Conclusion)
- Supplementary sections such as annexes, if necessary, should follow the main text

Preparing Contributions

Clear, concise and comprehensive:

- **avoiding unnecessary details**, tables or statistics that make no direct contribution to the study of a Question
- **clearly written with a view to being universally understood**, i.e., use international terminology and avoid the technical jargon peculiar to the author's country
- as a rule, not exceeding about 2500 words (requiring no more than 5 printed pages)
- documents of purely theoretical interest that are not directly related to the Questions under study should not be submitted


**What should
not be
submitted or
included in a
Contribution**

Documents of purely theoretical interest not directly related to the Questions under study

Articles published in the technical press (unless they relate directly to Questions under study)

Passages of an unduly commercial nature

Contribution Template

 INTERNATIONAL TELECOMMUNICATION UNION TELECOMMUNICATION STANDARDIZATION SECTOR STUDY PERIOD 2022-2024		SG20-Cn
		STUDY GROUP 20
		Original: English
Question(s):	Q nos separated by commas (e.g 3/20, 5/20) or N/A (TSAG)	Place, dd-dd mmm yyyy
CONTRIBUTION		
Source:	Insert source(s)	
Title:	Insert title (always in ENGLISH)	
Contact:	Insert contact name Insert organization Insert country	Tel: +xx Fax: +xx E-mail: a@b.com
Contact:	Insert contact name Insert organization Insert country	Tel: +xx Fax: +xx E-mail: a@b.com
Abstract:	Insert an abstract under 200 words that describes the content of the contribution in a form suitable for inclusion in the meeting report as a summary of the content of the document, including a clear description of any proposals it may contain. See also Rec.A.2, clause I.1.2 for guidance.	

Before submitting a Contribution:

- Update highlighted elements, then remove highlighting.
- Add “contact” rows, if needed by, copy-pasting existing one.
- Do not use “Track Changes” when preparing the metadata.
- Make sure revision tracking is turned off before you upload the documents.

Contribution Content and Structure

- A Contribution should start with a Heading and an Abstract as independent sections
- Main text of Contribution should have 2 sections:

1. Rationale
(or Discussion)

2. Proposal
(or Conclusion)

- Supplementary sections such as annexes, if required
- Patent and licensing declaration, if relevant
- *Note: Guidelines for structure of main text do not apply to draft Recommendations or to submission by rapporteurs.*

Heading and Abstract

1. The Heading

- Relevant Question, Place/Date of Meeting, SG and WP, Source (country and/or organization), Title of Contribution, Contact Information of contributor

2. The Abstract

- Very important section, which summarises content and aim of Contribution. 150-200 words
- Should enable readers to determine quickly whether of interest to them, often which WPs should review it
- Should be understandable by other study groups too

Rationale or Discussion

3. The Rationale (Discussion)

- Outlines the reasons, the justification for the proposals or conclusions
- Develops the theme
- Describes the methods used, any observations and findings
- Provides comments on their significance

Conclusion

4. The Proposal and/or The Conclusion

- Main text should end with a Conclusion and ideally a concrete Proposal for moving work forward
- A Proposal is used when offering suggestions for acceptance by meeting (e.g. solutions, plans to be implemented). It requests decisions or actions.
- A Conclusion is used when Contribution is for information only. It summarizes observations
- When both are used, Proposal follows Conclusion

Detailed Guidelines Supplementary Sections

Supplementary Section

- Supporting/more detailed information that can interrupt the flow of ideas in main text, should be placed in supplementary sections
- These can include annexes, appendices, references and attachments
- These should be very relevant to the Contribution and limited in length & number

Detailed Guidelines Author's Guide

When developing Recommendations, authors should follow the Author's guide. The Author's guide provides detailed guidance with respect to the structure of Recommendations, the use of fonts, clause numbering, and very importantly, on the drafting and reuse of definitions.

Detailed Guidelines Mechanics and Format

Page Format:

- **A4 format** whenever possible

Clause numbering:

- Contribution should be structured logically and using discrete **clauses/subclauses** for different levels of detail (e.g. 1, 1.1, 1.2, 1.2.1)

Figures and diagrams

- must be clear, legible in A4

Formulae –

- Mathematical formulae should only be presented for explaining texts. Details of how they are derived should be avoided.

Detailed Guidelines Mechanics and Format

Quotations:

- Simple reference to doc/para no. of existing texts or key phrase. No lengthy quotes.

References to other ITU-T texts

- to be made by using the **official document number**, e.g. SG20-C123.

Revision to existing text

- If Contribution proposes modifications to an existing text, e.g. a draft Recommendation, the portions of the text to be modified should be clearly shown with **revision marks**.

Submission of Contribution on a proposed new draft Recommendation

When preparing a Contribution for a proposed new draft Recommendation, the contributor should prepare 2 Contributions, as follows:

1 Contribution
which contains the
base text

1 Contribution
which contains the
filled A.1 template

A.1 Template to describe a proposed new draft Recommendation

Annex A

Template to describe a proposed new Recommendation in the work programme

(This annex forms an integral part of this Recommendation.)

Question:	/	Proposed new ITU-T Recommendation	<Meeting date>
Reference and title:	Recommendation ITU-T <u><X.xxx></u> "Title"		
Base text:	<u><C nnn></u> or <u><TD nnnn></u>		Timing: <Month-Year>
Editor(s):	<Name, membership, e-mail address>		Approval process: <AAP or TAP>
Scope (defines the intent or object of the Recommendation and the aspects covered, thereby indicating the limits of its applicability):			
Summary (provides a brief overview of the purpose and contents of the Recommendation, thus permitting readers to judge its usefulness for their work):			
Relations to ITU-T Recommendations or to other standards (approved or under development):			
Liaisons with other study groups or with other standards bodies:			
Supporting members that are committing to contributing actively to the work item:			
<Member States, Sector Members, Associates, Academia>			

**Submission of
Contribution on
a proposed
new draft
Supplement or
Technical
Report (non-
normative)**

When preparing a Contribution for a proposed new draft Supplement or Technical Report, the contributor should prepare 2 Contributions, as follows:

1 Contribution
which contains the
base text

1 Contribution
which contains the
filled A.13 template

A.13 Template to describe a proposed new non-normative document

Annex HH

ITU-T A.13 justification for new X.xxx "Title"

Question:	Qz/y	Proposed new ITU-T [keep the one applicable, delete the others]: Supplement / Implementer's guide / Technical paper / Technical report / Handbook / Other	Meeting venue, date
Reference and title:	X.xxx "Title"		
Base text:	SGy-Cnmm or SGy-TDnn[/WPn]	Target date:	YYYY-MM
Editor(s):	Name, company, e-mail address	Approval process:	Agreement
Purpose and scope (defines what issue this non-normative document will address, thus permitting readers to judge its usefulness for their work; also defines the intent or objective of the non-normative document and the aspects covered, thereby indicating the limits of its applicability):			
Summary (provides a brief overview of the proposal):			
Relations to ITU-T Recommendations or other documents (approved or under development):			
Liaisons with other study groups or with other standards bodies:			
Supporting members that are committing to contributing actively to the work item:			
List name of supporting Member States, Sector Members, Associates, Academia			

Submission of Contributions: Timing

- At least **2 months** before the meeting in question if translation is requested
 - Contributions received less than two months (but not less than 12 days) before cannot be translated
- At least **12 calendar days** before the meeting in question if **no translation** required
- Contributions received less than **12 days** before the meeting will not appear on the agenda and will be held for the next meeting

Submission of Contributions: Direct Document Posting (DDP)

- Submit Contributions via **electronic means**, through DDP (Direct Document Posting). In case of technical issues, submit Contributions to the TSB Secretariat at tsbsg20@itu.int.
- If software to be included, **software copyright statement and licensing declaration** form to be submitted at same time as Contribution.
(form available on ITU-T website)

Direct Document Posting (DDP) overview

- Tool for direct upload of Contributions by TIES users
- **Only for contributions**
 - A two-stage process:
 - Register the document
 - Upload the document
- TIES account required

- Requested by membership:
 - Control content and availability
 - Non-repudiation (confirmation of receipt)
 - Number allocation
 - Assists study group administration
 - Early access to documents
- Consistent experience across study groups
- Both registration and upload before deadline

Direct Document Posting (DDP)

- How to use direct document posting:
 - Prepare Contribution using template
 - Register document (DDP step 1) (Contribution number reserved)
 - Add Contribution number in the file
 - Upload document (DDP step 2) (immediately available on the web)
 - TSB validation
 - Add, delete or modify content after initial upload

- Link to DDP is available on every Study Group page
- DDP User Guide:
 - <https://www.itu.int/oth/TOA0F000012/en>

- Submitters should ensure that all national or organizational procedures have been followed before uploading Contributions

**We look forward to your Contributions
Thank you!**

Questions? Interested in learning more?
Let us know!



tsbsg20@itu.int

[Marco Carugi – SG20 Mentor \(marco.carugi@gmail.com\)](mailto:marco.carugi@gmail.com)



Supplementary Information:

How to search, select and
download a Contribution

1.
Go to the ITU-T
Study Group
homepage at:
<https://itu.int/go/tsg20>
and click [Cs].

ITU-T SG20: Internet of things (IoT) and smart cities and communities (SC&C)

YOU ARE HERE ITU > HOME > ITU-T > STUDY GROUPS > STUDY PERIOD 2022-2024 > SG20

SHARE    

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Contact

About SG20

Mandate and lead roles

Structure

Management Team

Questions under study and Rapporteurs

Representatives and other roles

Editors

Approved deliverables

Recommendations

NEXT MEETING

SG20 meeting
Geneva, 30 January - 10
February 2023

- ▶ Announcement - Registration
- ▶ Draft Agenda
- ▶ Draft timetable
- ▶ Meeting Room Allocation | Mobile friendly version
- ▶ Remote participation (registered delegates only) | Guides: delegates | moderator]
- ▶ Executive Summary
- ▶ Webcast [Live | Archive]
- ▶ Captioning

Deadlines

MEETING DOCUMENTS

- ▶ Recently posted | Search
- ▶ Submit **Contributions** using Direct Document Posting (DDP)
- ▶ Documents [All Docs - **Cs** - TDs - LS In - LS Out - Report]
- ▶ Documents - SG20 meeting **Geneva, 18-28 July 2022** [All Docs - Cs - TDs - LS In - LS Out - Report]
- ▶ Reports
- ▶ Informal FTP area (IFA) | RGM platform documents
- ▶ Document sync tool
- ▶ Document Templates
- ▶ Author's Guide

Tools

Documentation

News

- ▶ Create/manage ITU account (TIES & Guest)
- ▶ ITU-T SG20 SharePoint collaboration site
- ▶ Informal FTP area and mailing lists archives
- ▶ Delegate resources
- ▶ Electronic Working Methods (EWM)
- ▶ Document sync tool
- ▶ ITU-T Recommendation number allocation list
- ▶ ITU-T Recommendation series structure
- ▶ Standards Q&A

EVENTS AND ACTIVITIES RELATED TO SG20

- ▶ Webinar series on Digital transformation for cities and communities (Virtual, 2022)
- ▶ SG20 Correspondence Group on Artificial intelligence of Things (CG-AIoT) (Virtual, 10

2.
Find your
Contribution and
click on the
Contribution no.

ITU-T SG 20 C (2022-07-18)

ITU-T SG 20 Max # of documents displayed/page: 500 OK

IoT and smart cities


Study Period 2022

Meeting from 2022-07-18 to 2022-07-28


held in Switzerland [Geneva]

Other Meetings : N/A

Results:2 total items.







Contributions 					
	Number	Title	Source	AI/Question Filter... ▼	Date
<input type="checkbox"/>	[2]	Evaluation and assessment of Smart Sustainable Cities and Communities <i>To be verified by TSB</i>	Ministère des Postes, Télécommunications et Nouvelles Technologies de l'Information et de la Communication (Dem. Rep. of the Congo)	Q7/20	2022-05-24
<input type="checkbox"/>	[1]	Title, mandate, lead roles, points of guidance and Questions for ITU-T Study Group 20 in the study period 2022-2024	World Telecommunication Standardization Assembly (WTSA-20)	QALL/20	2022-05-09

Results:2 total items.



3.
Click the word
icon to
download the
Contribution.

[1] Title, mandate, lead roles, points of guidance and Questions for ITU-T Study Group 20 in the study period 2022-2024

	Format	Size	Posted	
English	 Word	96537 bytes	2022-05-09	[1]
Arabic	 Word	133080 bytes	2022-05-09	[1]
Chinese	 Word	127256 bytes	2022-05-09	[1]
Español	 Word	134681 bytes	2022-05-09	[1]
Français	 Word	144723 bytes	2022-05-09	[1]
Russian	 Word	115942 bytes	2022-05-09	[1]

Document : ITU-T SG 20 (Study Period 2022) Contribution 1

Title : Title, mandate, lead roles, points of guidance and Questions for ITU-T Study Group 20 in the study period 2022-2024

Date : 2022-05-09

Source : World Telecommunication Standardization Assembly (WTSA-20)

AI/Question : QALL/20

Meeting : 2022-07-18

Access : Restricted to [TIES users](#) [ITU-T]

To see all Contributions related to a Question, click the specific Question.

ITU-T SG 20 C (2021-10-11)

ITU-T SG 20 Max # of documents displayed/page:

IoT and smart cities

Study Period 2017

Meeting from 2021-10-11 to 2021-10-21

held in E-Meeting

Other Meetings : [2022-02-03](#) [2021-05-17](#) [2020-12-16](#) [2020-11-06](#) [2020-07-06](#) [2019-11-25](#) [2019-04-09](#) [2018-12-03](#) [2018-05-06](#) [2018-01-24](#) [2017-09-04](#) [2017-03-13](#)

Results:94 total items.

Contributions					
	Number	Title	Source	AI/Question Filter...	Date
<input type="checkbox"/>	[987]	Content update for draft Recommendation ITU-T Y.data-MP "Framework for data middle-platform in IoT and smart sustainable cities"	Tencent Technology (Shenzhen) Company Limited (China)	Q2/20	2021-09-29
<input type="checkbox"/>	[986]	Proposal to set up a new Focus Group related to Artificial Intelligence (AI) and Internet of Things (IoT) for Digital Agriculture	Egypt , FAO , Fraunhofer HHI & IIS (Germany) , Nigeria , Tunisia	QA /20	2021-09-29
<input type="checkbox"/>	[985] (Rev.1)	Y.IoT-SCS: Proposed text for Consent	China Telecommunications Corporation , China Unicom , Tencent Technology (Shenzhen) Company Limited (China)	Q3/20	2021-09-28

To see all Contributions submitted by a specific source, click the specific source.

ITU-T SG 20 C (2021-10-11)

ITU-T SG 20

Max # of documents displayed/page:

IoT and smart cities

Study Period 2017

Meeting from 2021-10-11 to 2021-10-21

held in E-Meeting

Other Meetings : [2022-02-03](#) [2021-05-17](#) [2020-12-16](#) [2020-11-06](#) [2020-07-06](#) [2019-11-25](#) [2019-04-09](#) [2018-12-03](#) [2018-05-06](#) [2018-01-24](#) [2017-09-04](#) [2017-03-13](#)

Results:94 total items.

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	Number	Title	Source	AI/Question Filter... 	Date
<input type="checkbox"/>	[987]	Content update for draft Recommendation ITU-T Y.data-MP "Framework for data middle-platform in IoT and smart sustainable cities"	Tencent Technology_(Shenzhen) Company Limited_(China)	Q2/20	2021-09-29
<input type="checkbox"/>	[986]	Proposal to set up a new Focus Group related to Artificial Intelligence (AI) and Internet of Things (IoT) for Digital Agriculture	Egypt , FAO , Fraunhofer HHI & IIS_(Germany) , Nigeria , Tunisia	QALL/20	2021-09-29
<input type="checkbox"/>	[985] (Rev.1)	Y.IoT-SCS: Proposed text for Consent	China Telecommunications Corporation , China Unicom , Tencent Technology_(Shenzhen) Company Limited_(China)	Q3/20	2021-09-28
<input type="checkbox"/>	[984] (Rev.1-2)	Y.Sup.SmartAgri-usecases: A new proposed use case "Smart agriculture data services"	Electronics and Telecommunications Research Institute (ETRI)_(Korea (Rep. of))	Q2/20	2021-09-28

