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| **Radiocommunication Advisory GroupGeneva, 26-29 March 2018** |  |
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|  | **Document RAG18/10-E** |
| **12 March 2018** |
| **Original: English** |
| Japan |
| PROPOSED REVISION OF FORMAT OF ITU-R RECOMMENDATIONS |
| Clarification of definition and usage of notes and footnotes and status of Annexes and Attachments in ITU-R Recommendations |

Japan proposed to the twenty-fourth RAG meeting held in April 2017 that the RAG consider revising the “Format of ITU-R Recommendations” (<http://www.itu.int/oth/R0A0E000097>) in the Director’s guidelines for the working methods, which are referred to in Resolution ITU-R 1-7 (§ A1.6.2), to clarify the usage of notes and footnotes in ITU-R Recommendations, along the lines of definitions used in ISO/IEC and ITU-T texts.

Further to the proposal and discussions at the meeting, Japan proposes a draft revision of the “Format of ITU-R Recommendations” as shown in the attachment. The proposal considers harmonization with the definition of notes and footnotes given in §9.6 of the “Author's guide for drafting ITU-T Recommendations (02/2016)” (<http://www.itu.int/oth/T0A0F000004/en>). Also, clarifying the need for explicit indication of the status of Annexes and Attachments in an ITU-R Recommendation, which may be normative or informative, is proposed. Additional guidance is also provided referring to the ITU English language style guide. Finally, it is proposed that an updated “Format of ITU-R Recommendations” should be published in two months after the RAG meeting so that it is applicable to all new or revised ITU-R Recommendations published after a certain date (to be agreed).

**Attachment**: Proposed draft revision of “Format of ITU-R Recommendations”

Attachment

Proposed draft revision of “Format of ITU-R Recommendations”

**Summary**

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| This element is placed in front of the Recommendation. It provides a brief overview of the purpose and contents giving the reasons for the study and motivations for development of this Recommendation, thus permitting ITU members and users to judge its usefulness for their work. In the case of revision/modification of an existing Recommendation this element should include brief description of changes in particular for Recommendation, incorporated by reference in the Radio Regulations.This element defines, without ambiguity, the intent or subject of the Recommendation and * should clarify the objective of the Recommendation
* should indicate the limits of applicability

The Summary should not be retained in the text of the Recommendation after its approval. |

 **⮣ [**should be reviewed by relevant SG]

**Recommendation ITU-R (Series).XXX-version [\*]**

 **⮡** [starting from 0 e.g. 1154-0]

**Title**

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| * should reflect the main purpose of the Recommendation
* should provide an indication of the main service(s) and frequency band(s) concerned as appropriate
* should not be unnecessarily long
* important information should be included in the Scope
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(years of approval)

**Scope**

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| This element defines, without ambiguity, the intent or subject of the Recommendation and * should clarify the objective of the Recommendation
* should indicate the limits of applicability (e.g. service(s), frequency band(s), systems, applications, etc.

The Scope should be retained in the text of the Recommendation after its approval. |

**Keywords [**may be included as a part ofthe Scope**]**

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| The specific Keywords : * should identify the main topics in the Recommendation and serve in electronic text searches
* should not normally be more than 5 words.
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*The following two elements (Abbreviations/Glossary and Related ITU Recommendations, Reports) may be placed below as shown or at the end of Recommendation.*

**Abbreviations/Glossary**

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| List of Abbreviations/Glossary (if more than 5 terms) used throughout the Recommendation should be in alphabetical order and with their description.  |

Related ITU Recommendations, Reports

NOTE – In every case the latest edition of the Recommendation/Reports in force should be used.

**[\*]** Recommendation incorporated by reference in the Radio Regulations, see Volume 4

The ITU Radiocommunication Assembly,

considering (mandatory)

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| This part should contain various general background references giving the reasons for the study and motivations for development of this Recommendation and should be answered in part “*recommends”* and should be numbered as: |

*a)*

*b)*

*c)…… to z)*

recognizing (optional)

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| This part should contain specific factual background statements or studies which have formed a basis for the work and have been taken into account, as appropriate; the references should normally refer to ITU documents and should be numbered as:  |

*a)*

*b)*

*c)…… to z)*

noting (optional)

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| This part should indicate generally accepted information that supports and/or relates to the Recommendation and should include reference to appropriate Annex, which should be considered informative, and be numbered as: |

*a)*

*b)*

*c)…… to z)*

recommends (mandatory)

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| This part should provide: recommended specifications, requirements, data or guidance for recommended ways of undertaking a specified task; or recommended procedures for a specified application, which may include reference to Annexes, *and should be numbered as:* 1 2 Individual or common Note(s) may be included in this part (for example: to indicate studies to be completed). Footnotes may be used to provide information regarding a particular item, word or concept. Notes and footnotes should not contain normative specifications unless otherwise indicated.Notes to tables and figures should be treated independently from footnotes and notes integrated into the Recommendation. For tables, they should be located within the frame of the table, and for figures, they should be located between the figure and its title. Such notes may contain normative specifications. |

Annex(es)

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| This part should: * contain technical details or description of methods/procedures
* support or clarify the relevant recommends;
* be numbered as Annex 1, Annex 2 etc.

It is necessary for overall completeness and comprehensibilityAn Annex may be normative or non-normative (informative). The term "(Normative)" or "(Informative)" should follow the "Annex" heading to clarify the status of the Annex.If the Annex text is more than 5 pages long a table of contents is needed.If supplementary or complementary information is necessary, notes may be integrated into the text of the Annexes. They should normally be placed after the clause or paragraph to which they refer. Footnotes may be used to provide information regarding a particular item, word or concept. Notes and footnotes should not contain normative specifications unless otherwise indicated.Notes to tables and figures should be treated independently from footnotes and notes integrated into the Annex. For tables, they should be located within the frame of the table, and for figures, they should be located between the figure and its title. Such notes may contain normative specifications. |

**Attachment**(s) to Annex (if needed):

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| This part should: * contain material which is supplementary to and associated with an Annex of a Recommendation;
* clarify the relevant recommends.

It is not essential to Rec completeness and comprehensibilityAn Attachment may be normative or non-normative (informative). The term "(Normative)" or "(Informative)" should follow the "Attachment" heading to clarify the status of the Attachment.If its text is more than 5 pages long a table of contents is needed.If supplementary or complementary information is necessary, notes may be integrated into the text of the Attachments. They should normally be placed after the clause or paragraph to which they refer. Footnotes may be used to provide information regarding a particular item, word or concept. Notes and footnotes should not contain normative specifications unless otherwise indicated.Notes to tables and figures should be treated independently from footnotes and notes integrated in the Attachment. For tables, they should be located within the frame of the table, and for figures, they should be located between the figure and its title. Such notes may contain normative specifications. |

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| **Appendix**(es) should not be used as a part of Recommendation in order to avoid confusion with **Appendix**(es) used in the RR |

**Additional guidance**The ITU English language style guide is available at <http://www.itu.int/en/language-tools/Documents/styleguide.docx>

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