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| itu_logo | World Telecommunication Standardization Assembly (WTSA-16) Hammamet, 25 October - 3 November 2016 | | CCITT/ITU-T 60th Anniversary logo |
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| PLENARY MEETING | | Addendum 24 to Document 47-E | |
|  | | 27 September 2016 | |
|  | | Original: Russian | |
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| ITU Member States, Members of the RCC | | | |
| DRAFT REVISION OF RECOMMENDATION ITU-T A.12 - IDENTIFICATION AND LAYOUT OF ITU-T RECOMMENDATIONS | | | |
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| **Abstract:** | This contribution proposes modifications to Recommendation ITU-T A.12 consisting in modifying the titles of the D- and Q-series of Recommendations and including Corrigenda 1 and 2 in the main text of the Recommendation |

Introduction

In support of the RCC administrations’ position on the future structure of the Telecommunication Standardization Sector (ITU-T) study groups, a contribution was submitted to the meeting of the Telecommunication Standardization Advisory Group (TSAG) held in Geneva (Switzerland) from 18 to 22 July 2016. In particular, the document draws attention to the desirability not only of maintaining ITU-T Study Group 11 “Signalling requirements, protocols and test specifications”, but also of entrusting it with additional tasks.

In addition, further to the meeting of ITU-T Study Group 3 Regional Group for the CIS/RCC countries held in St Petersburg (Russia) on 3 and 4 August 2016, proposals were drawn up for a revision of Resolution 2, on ITU-T study group responsibility and mandates, with respect to questions relating to ITU-T Study Group 3 “Tariff and accounting principles including related telecommunication economic and policy issues”.

In view of the aforementioned proposals by the RCC administrations for the modification of Resolution 2, it would seem appropriate to make corresponding modifications to the titles of the ITU‑T Recommendation series set out in Recommendation ITU-T A.12, on identification and layout of ITU-T Recommendations, which was approved in 2008, and in the Corrigenda thereto, adopted by TSAG in 2015-2016.

Furthermore, for ease of reference and reading, it would appear appropriate to include Corrigenda 1 and 2 in the main text of Recommendation ITU-T A.12.

Proposal

Make the corresponding modifications to Recommendation ITU-T A.12, as indicated below.

MOD RCC/47A24/1

Recommendation ITU-T A.12

Identification and layout of ITU-T Recommendations

(2000; 2004; 2008; 2015; 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 Strategic, regulatory and economic 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, and associated measurements and tests

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.

**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)