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| **TSAG** |
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| **Source:** | Chairman, ITU-T SG13  |
| **Title:** | Guidelines for the development of technical recommendations |
| **Purpose:** | Information |
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| **Keywords:** | Guideline; types of technical recommendations; structure; |
| **Abstract:**  | This document intends to inform the work progress of Study Group 13 related to the elaboration of guidelines for the development of technical recommendations. |

Based on contribution C108 from China Telecom, TSAG has requested at its meeting in July 2016 Study Group 13 (SG13) to elaborate *Guidelines for drafting technical recommendations*. In particular, the request proposed, that guidelines are drafted on how to structure the technical content of different categories of SG13 recommendations (e.g. docs on overview, framework, requirements, (functional) architecture, definition, use cases). At its meeting in February 2017 SG13 established a corresponding ad hoc group (ad hoc Guidelines-tech-Recs) in order to start developing such guideline document.

The agreed objectives were

* to identify the types of technical Recommendations benefiting from this study (such types include Overview/Framework, Requirements and Functional Architecture),
* to produce guidelines for the structure of each of the above identified types of technical Recommendations and
* to produce guidelines to help SG13 rapporteurs, editors and contributors for the development of technical Recommendations.

Originally, these guidelines have been intended to be completed in 2018.

Six face-to-face meetings of the ad hoc group have been held (they have occurred concurrently with ITU-T SG13 meetings), as well as three e-meetings, with a number of SG13 members as well as SG13 Rapporteurs and Editors actively contributing in the group discussions.

Even if work progressed well, the ad hoc group identified that more time is required until to SG13 meeting in March 2019 on presenting its final results. The SG13 plenary (Geneva, 16-27 July 2018) agreed on the extension of lifetime of the ad-hoc group.

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