International Telecommunication Union

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

WORLD TELECOMMUNICATION STANDARDIZATION
ASSEMBLY
Johannesburg, 21-30 October 2008

Resolution 67 – Creation of a Standardization Committee for Vocabulary

FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications, information and communication technologies (ICTs). The ITU Telecommunication Standardization Sector (ITU-T) is a permanent organ of ITU. ITU-T is responsible for studying technical, operating and tariff questions and issuing Recommendations on them with a view to standardizing telecommunications on a worldwide basis.

The World Telecommunication Standardization Assembly (WTSA), which meets every four years, establishes the topics for study by the ITU-T study groups which, in turn, produce Recommendations on these topics.

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RESOLUTION 67

Creation of a Standardization Committee for Vocabulary

(Johannesburg, 2008)

The World Telecommunication Standardization Assembly (Johannesburg, 2008),

recognizing

a)   the adoption by the Plenipotentiary Conference of Resolution 154 (Antalya, 2006) on the use of the six official languages of the Union on an equal footing, which instructs the Council and the General Secretariat on how to achieve equal treatment of the six languages;

b)   the decisions by the ITU Council centralizing the editing functions for languages in the General Secretariat (Conferences and Publications Department), calling upon the Sectors to provide the final texts in English only (this applies also to terms and definitions),

considering

a)   that it is important for the work of ITU, and in particular of the Telecommunication Standardization Sector (ITU-T), to continue liaising with other interested organizations about terms and definitions, graphical symbols for documentation, letter symbols and other means of expression, units of measurement, etc., with the objective of standardization of such elements, etc.;

b)   the difficulty of achieving agreement on terms of definitions when more than one ITU-T study group is involved as well as updating the existing SANCHO database, for terms and definitions already frozen at the end of the year 2005;

c)   that there is a continuing need for the publication of terms and definitions appropriate to the work of ITU-T;

d)   that unnecessary or duplicated work can be avoided by effective coordination and adoption of all work on vocabulary and related subjects carried out by the ITU-T study groups and other relevant ITU-T groups;

e)   that the long-term objective of the terminology work must be the preparation of a comprehensive vocabulary of telecommunications in the official languages of ITU;

f)   that it is essential that the terminology work done within ITU should be widely disseminated, as regards both terms and definitions;

g)   that texts on vocabulary and glossaries are not as a rule directly available to users interested in a particular ITU-T publication;

h)   that there are definitions contained in the Annexes to the ITU Constitution and Convention;

i)   the importance of avoiding misunderstanding within ITU and in particular with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC), respectively, in the use of common terms and definitions;

j)   the excellent work carried out by International Telegraph and Telephone Consultative Committee (CCITT) in the past regarding terms and definitions,

resolves

1   that the standardization of work on vocabulary within ITU-T shall be based on the proposals by the study groups in the English language, with the consideration, resolution and adoption of the translation into the other five official languages as proposed by the General Secretariat, and shall be ensured by the Standardization Committee for Vocabulary (SCV), comprising experts in the various official languages and members designated by interested administrations and other participants in the work of ITU-T, as well as the rapporteurs for vocabulary of the ITU-T study groups, the representative of the General Secretariat (Conferences and Publications Department) and the Telecommunication Standardization Bureau (TSB) editor for the English language;

2   that the terms of reference of SCV are given in Annex 1 to this resolution;

3   that SCV should review and revise where necessary the existing database for terms and definitions in ITU, and in particular those used in SANCHO and any relevant update by ITU-T study groups adopted since the beginning of 2006;

4   that the chairman and the six vice-chairmen, each representing one of the official languages, should be nominated by the World Telecommunication Standardization Assembly;

5   that, when proposing terms and definitions, the ITU-T study groups shall use the guidelines given in Annex 2 to this resolution, and invite the ITU General Secretariat to review these guidelines and provide any useful comments to SCV for its consideration, and after approval they will be sent to the study groups for implementation;

6   that the ITU-T study groups, within their terms of reference, should continue their work on technical and operational terms and their definitions in English only;

7   that each ITU-T study group should appoint a permanent rapporteur for vocabulary to coordinate efforts regarding terms and definitions and related subjects and to act as a contact person for the study group in this domain;

8   that the responsibilities of the rapporteur for vocabulary are given in Annex 3 to this resolution;

9   that, where more than one ITU-T study group is defining the same terms and/or concept, efforts should be made to select a single term and a single definition which is acceptable to all of the ITU-T study groups concerned;

10   that, when selecting terms and preparing definitions, the ITU-T study group shall take into account the established use of terms and existing definitions in ITU, in particular those appearing in SANCHO as well as those found in the International Electrotechnical Vocabulary (IEV);

11   that the Telecommunication Standardization Bureau (TSB) should collect all new terms and definitions proposed by the ITU-T study group, and provide them to SCV, which shall act as an interface with IEC;

12   that, in close collaboration with the ITU General Secretariat (Conferences and Publications Department), SCV shall communicate with individual rapporteurs for vocabulary and, if necessary, promote meetings of experts where inconsistencies are found between terms and definitions in ITU-T and IEC; these mediation efforts should seek agreement to the extent that such agreement is feasible, with remaining inconsistencies duly noted;

13   that rapporteurs for vocabulary should take into account any available ITU Sector lists of emerging terms and definitions and draft IEV chapters, to seek consistency of the Sector terms and definitions wherever practicable;

14   that SCV should discharge its responsibility by working electronically, with a possible short face-to-face meeting once per year, to which, in addition to the chairman, and the vice-chairmen, the

representatives of the Conferences and Publications Department, the TSB editor for the English language and the study group rapporteurs for vocabulary shall be invited,

instructs the Director of the Telecommunication Standardization Bureau

1   to nominate an editor for the English language, who will act as the secretary of SCV;

2   to facilitate the work of SCV by providing its chairman with the necessary support for organizing electronic meetings of SCV and the annual face-to-face meeting;

3   to collaborate with the General Secretariat in order for the output of SCV to be integrated in the database of terms and definitions of the whole ITU.

Annex 1
(to Resolution 67)

Terms of reference for the Standardization Committee for Vocabulary

1   To adopt terms and definitions for vocabulary work for ITU-T in the six languages, in close collaboration with the General Secretariat (Conferences and Publications Department), the TSB editor for the English language as well as the relevant study group rapporteurs for vocabulary (see Annex 3), including graphical symbols for documentation, letter symbols and other means of expression, units of measurements, etc., within ITU-T and to seek harmonization among all concerned ITU-T study groups regarding terms and definitions.

2   To liaise with the Conferences and Publications Department, and with other organizations dealing with vocabulary work in the telecommunication field, for example with ISO and IEC as well as the ISO/IEC Joint Technical Committee for Information Technology (JTC 1), in order to eliminate duplication of terms and definitions.

3   To provide study groups with relevant unified graphical symbols to be used in documentation, letter symbols, and other means of expression, units of measurement, etc., to be used in all study group documents, as well as with any updating of the Guidelines shown in Annex 2.

Annex 2
(to Resolution 67)

Guidelines for the preparation of terms and definitions

1   Terms

1.1   What is meant by a term?

A term is a word or a group of words used to express a definite concept.

1.2 Conciseness of terms

The term should be selected to be as concise as possible, without impairing the understanding of the text containing the term.

When a term is used in more than one field in a general vocabulary, the field of application may be added between brackets if justified.

1.3 Ambiguous terms

The occurrence of terms with more than one meaning is occasionally inevitable. When one term has several meanings, confusion can arise in the following cases:

– The meanings are very similar

– The terms appearing in the same text with different meanings.

In such cases, different terms should be found to express the different meanings of such ambiguous terms, unless their use is limited to the text of a Recommendation or Recommendations or a Supplement and it is not needed for any regulatory purposes and not generalized for the whole ITU.

1.4 Complex terms

A complex term should reflect the combination of concepts included in the definition. However, it need not include every constituent of the combination of concepts shown in the definition.

Care should be taken to avoid the unnecessary proliferation of terms and definitions where an already-defined qualifying term, used in conjunction with a simpler term, would suffice.

2 Definitions

2.1 What is meant by definition?

To define is to state clearly, accurately and precisely what is a concept.

2.2 Use of terms in definitions

The following general principles may be adopted for the terms used in a definition:

– all the terms which appear in a definition must either be well known or defined elsewhere in the text

– the term or terms representing a concept to be defined should not appear in the definition

– the meaning of a term must not be expressed using another term which is itself defined by means of the first term.

2.3 Accuracy of definitions

The degree of accuracy of definitions may depend on their intended use. Attempts to achieve greater accuracy may lengthen the text unnecessarily. This may involve the use of more specific and hence less familiar terms, thereby making the definition harder rather than easier to understand.

2.4 Formulation of definitions

The wording of the definition should clearly indicate whether the term is a substantive noun, a verb or an adjective.

2.5 Definitions with more than one term

Where more than one term applies to the same concept, the alternative term(s) may also be mentioned (separated by a semicolon), to the extent that this does not cause confusion.

2.6 Illustrations

Illustrations can often be used to clarify or explain a definition. The type of illustration used will depend on each specific case; examples of such illustrations may be found in the CCITT Blue Book Volume 1, Fascicule 1.3 of the IX Plenary Assembly 1988. In addition, that volume contains many agreed terms and definitions by that assembly.

3 Further references

For further and more specific guidance on the drafting of terms and definitions, reference may be made to ISO International Standard 704 "Principles and methods for terminology" (1987), and any relevant update of these principles – as well as any principles adopted by other recognized organizations – by ITU for such purposes.

Annex 3
(to Resolution 67)

Responsibilities of rapporteurs for vocabulary

1 The rapporteurs should study vocabulary and related subjects referred to them by:
- working parties of their ITU-T study group;
- the ITU-T study group as a whole;
- the rapporteur for vocabulary of another ITU-T study group;
- SCV.

2 The rapporteurs should be responsible for coordination of vocabulary and related subjects within their own ITU-T study groups and with other standardization groups, the objective being to achieve the agreement of the study groups concerned on the proposed terms and definitions.

3 The rapporteurs shall be responsible for liaison between their ITU-T study group and SCV, and encouraged to participate in any face-to-face meeting of SCV that may be held.