

ITU-T Rapporteur and Editor Tutorial (Geneva, 6 – 7 September 2012)

Meeting Inputs: Contributions, TDs and Liaisons

Gary Fishman
Pearlfisher International
TSAG Chairman (1996-2008)

Inputs to ITU-T meetings

- Types of input documents
 - ➔ Contributions
 - ➔ Temporary Documents
 - ➔ Incoming liaison statements
- There are rules related to each type of input document – please observe and enforce them
- Templates are on the ITU-T website
- May use “Working Documents” during meetings

Contributions

- Only Member States, Sector Members, Associates and academia participants may submit Contributions
- Contributions are numbered sequentially during the 4-year study period within each study group
- Each Contribution is addressed to a specific Question(s) of the study group
 - ➔ Used by TSB and the chairman to allocate the Contribution to the appropriate group

SG and WP Contributions

- All Contributions are archived
- Contributions to SG/WP are handled by the TSB
 - ➔ New “Direct Document Posting” capability is available
- Contributions are due no later than 10 calendar days before the meeting starts
 - ➔ TSAG has approved a 12-day trial
 - ➔ Late contributions should be held for next meeting
 - Tough to be the enforcer, but do it, within reason

RG Contributions

- Rapporteur Group Contributions are handled by the Rapporteur
 - ➔ Numbered according to scheme agreed by RG
 - ➔ Not numbered in the sequence of SG contributions
 - ➔ Must be provided to TSB after the RG meeting for archiving
- For SG, WP and RG, see Rec ITU-T A.2 on preparing Contributions

Copyright of input material

- Material such as text, diagrams, etc., submitted as a contribution... is presumed by ITU to have no restrictions in order to permit the normal distribution of this material for discussions ... and possible use... in any resulting ITU-T Rec ... By submitting a contribution to ITU-T, authors acknowledge this condition of submission. (Recommendation ITU-T A.1, §3.1.5)

Temporary Documents (TD)

- TDs are numbered sequentially throughout the 4-year study period
- Each WP and the SG may have its own numbered TD series
 - ➔ There is no uniformity across the SGs on a single TD numbering format
- Documents produced during a SG/WP meeting may be assigned TD numbers
 - ➔ TD numbers are assigned by TSB

Temporary Documents (TD)

- The “Temporary Document” name is left over from past usage, but it is a permanently archived document
 - Meeting Reports and draft Recommendations are submitted as TDs, so this is a key, permanent type of document in ITU-T
- Inputs from SG management, TSB, incoming liaisons, Rapporteurs, Editors – i.e., anywhere other than from a member – are submitted as TDs

Working Documents (WD)

- Working Documents (WD) are used by many groups, such as Rapporteur Groups, as the name for their documents
- Can be used for all documents, including inputs, documents generated during the meeting and outputs
- If a formal output (e.g., draft Recommendation, meeting report) is submitted to the parent body, at that time it will be given a TD number of the parent body

Incoming Liaison Statement

- Communications sent from other bodies as information or questions are transmitted as “incoming liaison statements”
 - Should indicate its source, the Question to which it is directed, the action desired
 - If the sending party does not know the Question number, the Chairman and TSB will do the allocation
 - An Incoming Liaison Statement is given a TD number at the time it is received

Templates

- The “Basic ITU-T Template” is used for Contributions, TDs and Reports
- Direct Document Posting Template is now available
 - ➔ Authors can post input documents without TSB manual intervention
 - ➔ A User Guide is available for this new capability



Thank you

Mr. Gary Fishman

PEARLFISHER INTERNATIONAL

Tel: +1 732 778-9572

Fax: +1 732 583-3051

gryfishman@aol.com

Skype: gryfishman

Additional information →

Additional Information

Doc.	Link
Rec ITU-T A.2 – Presentation of Contributions to ITU-T	http://www.itu.int/rec/T-REC-A.2-200810-I/dologin.asp?lang=e&id=T-REC-A.2-200810-I!!MSW-E&type=items
ITU-T Basic Template for Reports, Contributions, TDs	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000A0002MSWE.docx
Direct Document Posting Template	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000110001MSWE.docx
Direct Document Posting User Guide	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000120003MSWE.docx
ITU-T Liaison Template	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000B0004MSWE.docx
Liaison Statement Database - Incoming	http://www.itu.int/net/itu-t/ls/ils.aspx?
Liaison Statement Database - Outgoing	http://www.itu.int/net/itu-t/ls/ols.aspx?