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| --- | --- | --- | --- | --- | --- | --- |
| **Question(s):** |  | | **Meeting, date:** | |  | |
| **Study Group:** |  | **Working Party:** |  | **Intended type of document** (R-C-TD): | |  |
| **Source:** |  | | | | | |
| **Title:** |  | | | | | |
| **Contact:** | <Name>  <Organization>  <Country> | | | | Tel:  Fax:  Email: | |
| **Contact:** |  | | | | Tel:  Fax:  Email: | |
| Please don’t change the structure of this table, just insert the necessary information. | | | | | | |

<Recommendation No.>

<Recommendation title>

Summary

<Mandatory material>

Keywords

<Optional>

Introduction

<Optional - This clause should appear only if it contains information different from Scope and Summary>

# 1 Scope

# 2 References

The following ITU-T Recommendations and other references contain provisions which, through reference in this text, constitute provisions of this Recommendation. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of this Recommendation are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and other references listed below. A list of the currently valid ITU-T Recommendations is regularly published.

The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation.

[ITU-T X.yyy] Recommendation ITU-T X.yyy (date), *Title*

# 3 Definitions

<Check in the ITU-T Terms and definitions database on the public website whether the term is already defined in another Recommendation. It may be more consistent to refer to such a definition rather than redefine it>

## 3.1 Terms defined elsewhere

<Normally terms defined elsewhere will simply refer to the defining document. In certain cases, it may be desirable to quote the definition to allow for a stand-alone document>

This Recommendation uses the following terms defined elsewhere:

**3.1.1 <Term 1>** [Reference]: <optional quoted definition>

**3.1.2 <Term 2>** [Reference]: <optional quoted definition>

## 3.2 Terms defined in this Recommendation

This Recommendation defines the following terms:

**3.2.1 <Term 3>:** <definition>

# 4 Abbreviations and acronyms

This Recommendation uses the following abbreviations and acronyms:

<abbr> <definition>

<Include all abbreviations and acronyms used in this Recommendation>

# 5 Conventions

<Describe any particular notation, style, presentation, etc. used within the Recommendation, if any>

# 6 Clause 6 of the Recommendation

<Clause 6 onwards contains the body of the Recommendation>

Annex A  
  
<Annex Title>

(This annex forms an integral part of this Recommendation.)

<Body of annex A>

Appendix I  
  
<Appendix Title>

(This appendix does not form an integral part of this Recommendation.)

<Body of appendix I>

Bibliography

[b-ITU-T X.yyy] Recommendation ITU-T X.yyy (date), *Title*