

International Telecommunication Union

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

Guidelines

(14 February 2020)

Manual for rapporteurs and editors



Manual for rapporteurs and editors

Summary

This manual provides guidance to rapporteurs and editors in their day-to-day performance of the task given to them. The manual covers the requirements for meetings, the preparation of Recommendations, and the necessary reports.

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NOTE

This is an informative ITU-T publication. Mandatory provisions, such as those found in ITU-T Recommendations, are outside the scope of this publication. This publication should only be referenced bibliographically in ITU-T Recommendations.

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Manual for rapporteurs and editors

1 Scope

The rapporteurs, associate rapporteurs, liaison rapporteurs and editors play an important role in the success of ITU-T documents and other products.

This manual is meant to guide rapporteurs and editors in their day-to-day performance of the task given to them – perhaps the most important position in the study group.

The manual covers the *requirements for meetings*, the *preparation of Recommendations*, and the necessary *reports*. If they have any questions, it is recommended that rapporteurs and editors contact the SG Chairman, any of the Vice-Chairmen or Working Party Chairmen, or the TSB Counsellor.

Even though the role and responsibilities of rapporteurs are mainly given in clause 2.3 of [ITU-T A.1], the baseline documents rapporteurs should be familiar with are listed in clause 2 below. They cover many areas not mentioned in this manual. These documents are also referenced in the various sections below.

In case of inconsistency between this manual and other documents, the General Rules of conferences, assemblies and meetings of the Union [GR], Plenipotentiary Resolutions, WTSA Resolutions and ITU-T A-series Recommendations take precedence, in this order.

2 References

The following references include ITU-T Recommendations and other documents that should be consulted by the reader to complement and fully take advantage of this manual. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of this manual 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.

- [Author's guide] *Author's guide for drafting ITU-T Recommendations* (2016).
<https://www.itu.int/oth/T0A0F000004/en>
- [GR] *General Rules of conferences, assemblies and meetings of the Union. Collection of the Basic Texts of the International Telecommunication Union adopted by the Plenipotentiary Conference* (2019), pp. 159-198.
<https://handle.itu.int/11.1002/pub/8112e178-en>
- [ITU-T A.1] Recommendation ITU-T A.1 (2019), *Work methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)*.
- [ITU-T A.2] Recommendation ITU-T A.2 (2012), *Presentation of contributions to the ITU Telecommunication Standardization Sector*.
- [ITU-T A.4] Recommendation ITU-T A.4 (2012), *Communication process between the ITU Telecommunication Standardization Sector and forums and consortia*.
- [ITU-T A.5] Recommendation ITU-T A.5 (2019), *Generic procedures for including references to documents of other organizations in ITU-T Recommendations*.
- [ITU-T A.6] Recommendation ITU-T A.6 (2012), *Cooperation and exchange of information between the ITU Telecommunication Standardization Sector and national and regional standards development organizations*.
- [ITU-T A.8] Recommendation ITU-T A.8 (2008), *Alternative approval process for new and revised Recommendations*.

- [ITU-T A.13] Recommendation ITU-T A.13 (2019), *Non-normative ITU-T publications, including Supplements to ITU-T Recommendations*.
- [ITU-T A.23] Recommendation ITU-T A.23, Annex A (2014), *Guide for ITU-T and ISO/IEC JTC 1 cooperation*.
- [ITU-T A.25] Recommendation ITU-T A.25 (2019), *Generic procedures for incorporating text between ITU-T and other organizations*.
- [ITU-T A-Sup.4] Supplement 4 to ITU-T A-series Recommendations (2015), *Supplement on guidelines for remote participation*.
- [ITU-T A-Sup.5] Supplement 5 to ITU-T A-series Recommendations (2016), *Supplement on generic procedures for cooperation and exchange of information with other organizations*.
- [ITU-T FSTP-AM] *Guidelines for accessible meetings* (2015).
<https://www.itu.int/pub/T-TUT-FSTP-2015-AM>
- [ITU-T F.791] Recommendation ITU-T F.791 (2015), *Accessibility terms and definitions*.
- [PP Res. 167] Plenipotentiary Conference Resolution 169 (Rev. Dubai, 2018), *Strengthening and developing ITU capabilities for electronic meetings and means to advance the work of the Union*.
- [PP Res. 169] Plenipotentiary Conference Resolution 169 (Rev. Dubai, 2018), *Admission of academia to participate in the work of the Union*.
- [WTSA Res. 1] WTSA Resolution 1 (Rev. Hammamet, 2016), *Rules of procedure of the ITU Telecommunication Standardization Sector*.
<https://handle.itu.int/11.1002/pub/80ee8b29-en>
- [WTSA Res. 2] WTSA Resolution 2 (Rev. Hammamet, 2016), *ITU Telecommunication Standardization Sector study group responsibility and mandates*.
<https://handle.itu.int/11.1002/pub/80ee8b2a-en>
- [WTSA Res. 31] WTSA Resolution 31 (Rev. Hammamet, 2016), *Admission of entities or organizations to participate as Associates in the work of the ITU Telecommunication Standardization Sector*.
<https://handle.itu.int/11.1002/pub/80ee8b31-en>

3 Definitions

None.

4 Acronyms and abbreviations

This manual uses the following acronyms and abbreviations:

AAP	Alternative Approval Process
AR	Additional Review [phase of the ITU-T A.8 AAP process]
EWM	Electronic Working Methods
FTP	File Transfer Protocol
IG	Implementer's Guide
IPR	Intellectual Property Rights
LC	Last Call [phase of the ITU-T A.8 AAP process]
LS	Liaison Statement

SG	Study Group
TAP	Traditional Approval Process
TIES	Telecommunication Information Exchange Service
TSB	Telecommunication Standardization Bureau
WP	Working Party

5 Conventions

None.

6 Introduction

6.1 Rapporteur responsibilities

A rapporteur has been delegated responsibility for the detailed study of one or more Questions or parts of a Question with a clear mandate (as specified in the text of the Question available on the study group web page). Generally, these studies result in new or revised Recommendations, but rapporteurs should not feel under any obligation to prepare a Recommendation unless there is a clear need. Otherwise, work should be stopped ([ITU-T A.1], clause 2.3.3.7). As an expert, a rapporteur may give advice to delegates or assume the role of moderator for their Question in charge (mailing list discussions, electronic meetings, etc.). In principle, rapporteurs, upon accepting their role, are expected to have the necessary support of their organization to fulfil their commitment throughout the study period.

Rapporteurs need to draft clear written terms of reference for any rapporteur group meetings that they plan to hold and submit them to the working party WP (or study group (SG)) for approval (see clause 8.1).

Rapporteurs are also responsible for liaison with other related groups, unless liaison rapporteur(s) are appointed ([ITU-T A.1], clause 2.3.3.6).

NOTE 1 – Rapporteurs representing Associates (of the study group) are limited in the scope of their duties, see [WTSA Res. 31].

NOTE 2 – See clause 8.10 concerning liaison statements.

6.2 Associate rapporteurs, liaison rapporteurs and editors

Rapporteurs may propose the appointment of one or more associate rapporteurs, liaison rapporteurs or editors, whose appointments should then be endorsed by the relevant WP (or SG) These appointed experts assist the Rapporteur on various tasks, see for more details ([ITU-T A.1], clause 2.3.3.3).

6.3 Need to follow correct procedure

Normally, somewhat informal procedures are acceptable for rapporteur groups. However, rapporteurs shall be particularly careful and follow the correct procedures if there is any possibility of conflict between the positions taken by participants in the rapporteur group, or between different rapporteur groups or different working parties or different study groups ([ITU-T A.1], clause 2.3.3.13).

Rapporteurs shall recognize that, in general, the rules of the working party and study group meetings apply, even though more relaxed rules could be introduced for rapporteur group meetings (i.e., meetings of Questions held outside a study group or working party meeting).

7 General working methods

7.1 Meeting and correspondence

Rapporteurs and their group of experts are given a great deal of latitude with respect to work methods. However, as a general principle, work by correspondence is preferred (including e-meetings as a specific form of Rapporteur group meetings, electronic messaging, conference calls and telephone communications), and the number of physical meetings should be kept to a minimum ([ITU-T A.1], clause 2.3.3.5). See clause 13 for a discussion on the use of electronic working methods (EWM). E-meeting procedures are described in [ITU-T A-Sup.4].

7.2 Work programme

In consultation with their group of experts, rapporteurs should ensure that the work programme is up to date. The work programme lists the work items, results anticipated, expected completion, etc. (See [ITU-T A.1] for details.) The work programme should be updated at every WP (or SG) meeting and documented in the report of the WP (or SG). Any changes to the work programme shall be clearly communicated to TSB for updating the work programme database. If a decision is made to add a new work item to the work programme, it shall be documented in the report of the meeting using the template in Annex A of [ITU-T A.1], or Annex A of [ITU-T A.13] for a work item to produce a non-normative text. Note that the template may not be necessary to document the continuation of existing work (e.g., an amendment or revision of an existing Recommendation).

7.3 Progress reports

Rapporteurs prepare a progress report as a TD for each SG meeting (or WP meeting, if a separate WP meeting addressing their Question is held before the next SG meeting) (see [ITU-T A.1], clause 2.3.3.6).

This report should reflect the activities, correspondence, conference calls or (physical or electronic) meetings of their rapporteur group since the last SG (or WP) meeting. If rapporteurs have held rapporteur group meetings and have made reports (see clause 8.7 and 8.11, below), they should not duplicate their content but make reference to them in this progress report. The progress report may be a collection of documents (e.g., reports of interim rapporteur meetings and correspondence activities) rather than a single aggregate progress report.

7.4 List of experts

Rapporteurs should correspond with experts using question email lists, SharePoint sites, FTP sites, etc., and ensuring that all interested members are aware of any progress on given topics as well as any intention to convene a meeting to progress the work. The list of participants to each rapporteur meeting should be included in the meeting report. Rapporteurs should indicate those experts that are not associated with an ITU-T member (e.g., invited experts). The TSB Counsellor can supply rapporteurs with membership information.

8 Rapporteur group meetings organization and chairmanship

Organizing and chairing a rapporteur group meeting (between SG meetings) is one of the most important duties of a rapporteur and the one most prone to problems. Basically, such a meeting is held only when necessary, and it is open to all ITU-T members, not just to the list of experts referred to above. In general, the rules below are meant to ensure that all rapporteur group meetings will be open to the membership.

NOTE 1 – Rapporteur group meetings are organized in three forms: physical meetings without remote participation, physical meetings with remote participation and e-meetings (see Clause 13).

NOTE 2 – Clause 14 provides guidance concerning organizing accessible meetings.

8.1 Approval and announcement of rapporteur meetings, terms of reference, dates and location

The details of a planned rapporteur group meeting should be approved at an SG meeting or at a WP meeting, and be included in the WP (and SG) report. These details should include the terms of reference for the meeting, the tentative dates, location and host ([ITU-T A.1], clause 2.3.3.10). Meeting details should be announced as early as possible with sufficient details to allow delegates to make initial travel arrangements, in particular, airline and hotel bookings, and beginning any needed visa application process. Normally, a convening letter (not a Collective letter) is issued by the host in coordination with TSB at least two months prior to the planned meeting ([ITU-T A.1], clauses 2.3.3.10 and 2.3.3.11).

In exceptional cases, an unplanned rapporteur group meeting may be held when there is a proven need. In this case, the SG and WP Chairmen and TSB shall approve holding it, and the proposed meeting needs to be announced on the ITU-T website and associated mailing lists at least two months before the meeting. E-meetings may be scheduled at shorter notice.

Approval of terms of reference, dates and location by a WP/SG meeting (in the normal case) or by the SG management (in the exceptional case) does not constitute final approval to holding a meeting. Please see clause 8.5 below for complementary information.

See clause 14 concerning accessible meetings.

8.2 Documents and contributions

Any document from a participant in the meeting should be available to rapporteurs and to all the participants, as well as to those (with TIES account) who are interested in the Question before and during the meeting through the use of EWM (for example using the informal FTP area or the SharePoint sites for rapporteur meetings, etc.). A "late, unannounced" document hand carried to the rapporteur group meeting should be accepted only with the agreement of the meeting participants. This policy should be stated in the invitation letter.

8.3 Justification for the meeting

Normally, a meeting may only be held if there is a sufficient number of input documents (e.g., contributions) already received or expected. It is desirable that contributions come from more than one or two members ([ITU-T A.1], clause 1.3.3). For physical meetings, the judgement on the sufficient number of contributions is normally done on the expected contributions, as the confirmation of the meeting is to be done two months prior the meeting to allow participants time to get their visa and plan the travel.

If it appears there will be an insufficient number of contributions, rapporteurs should discuss the situation with their WP Chairman since it may be difficult to cancel a face-to-face meeting at short notice. For an e-meeting, if the number of participants and/or contributions is not sufficient, the Rapporteur should cancel the meeting.

8.4 Who can attend?

Rapporteur group meetings are open to all ITU-T entities entitled to participate in the work of the Question (Member States, Sector Members, Academia [PP Res. 169] and Associates (of the parent study group) [WTSA Res. 31]).

The Rapporteur may also invite non ITU-T experts as appropriate ([WTSA Res. 1], clause 2.3.1). These experts can only attend with the explicit invitation of the Rapporteur. This in no way is intended to exclude participation by those the Rapporteur believes will be valuable participants. Rather, a Rapporteur should know before a meeting just who is planning to attend, even if only to plan the facilities needed.

8.5 Final confirmation of the meeting

Normally, at least two months prior to the date of the meeting, an e-mail message is sent to the WP and SG Chairmen, and to TSB requesting final confirmation to hold the meeting. This request should include a draft convening letter including the terms of reference, the identification of in-hand or promised contributions by title and source, the dates and agenda, and the location and host of the meeting. The SG management will consider whether holding the proposed rapporteur group meeting is warranted based on the information provided but also taking into consideration other aspects (e.g., collocation of meetings of other Questions, strategic importance of advancing a topic, etc.). Once the SG management has approved the meeting, the indication on the web site changes from "planned" to "confirmed" and the convening letter is finalized

NOTE – See also clause 8.1.

8.6 Invitation to the meeting

Normally at least two months prior to the rapporteur group meeting, the invitation letter (see clause 8.5) is posted by TSB as a convening letter on the study group web page ([ITU-T A.1] clause 2.3.3.10). In particular, the information is sent to those on the list of experts, to those providing contributions, and to the SG and WP Chairmen. If the meeting is being held in conjunction with other rapporteur group meetings, a single convening letter may be provided for the set of co-located meetings.

Participants should not be charged for meeting facilities, unless agreed in advance by the study group. Meeting charges should be an exceptional case and only done if, for example, the study group is of the opinion that a meeting charge is necessary for the work to proceed properly. However, participants should not be excluded from participation if they are unwilling to pay the charge ([ITU-T A.1], clause 2.3.3.15).

8.7 Conduct of the meeting – decisions

The Rapporteur is the chair of the rapporteur group meeting, although he/she may delegate this responsibility to others for specific issues (e.g., for chairing ad hoc groups).

Before the close of the meeting, the Rapporteur clearly sums up the significant aspects of the meeting, including the points of agreement and disagreement. It is particularly important to document any agreement reached which was not unopposed.

One of the more difficult tasks that a rapporteur faces is to determine when a draft Recommendation has had sufficient discussion by the rapporteur group and consensus has been achieved. There is no single definition for consensus although it is generally agreed that consensus requires that all views and objections be considered and that an effort be made towards their resolution. One definition states that consensus shall be more than a simple majority but not necessarily unanimity. Another definition states that there are no sustained objections.

Since the discussion of the meaning of consensus is never ending, this clause will not continue this discussion but will concentrate on procedures to be considered when the group of experts (or the Rapporteur) shall make a decision.

The following are some situations which could alert that the time is right to make a decision and to forward the draft Recommendation to the next level:

- The subject has already had full discussion in at least one other meeting, and no new material has surfaced.
- The positions of the delegates have remained unchanged, despite full hearing of all viewpoints.
- The only objections remaining are from one or two delegates, and efforts to obtain a compromise have been unsuccessful.

Often in a meeting, only a few attendees will participate in the discussion on a controversial issue. This makes it difficult for the Rapporteur to know the feelings of the meeting.

If there is no need to reach agreement at the present meeting, one useful tool for developing consensus is to agree in the present meeting to make the final decision on the draft at a future plenary meeting. This can encourage the participants to work out their differences in the intervening period.

If the discussion seems to be going nowhere and time is running out, or if there is a general feeling that the group must move forward at this meeting, the Rapporteur may try alternative techniques to feel the temperature of the room (e.g., is there only a small minority view, or are opinions evenly divided?).

It is important that the Rapporteur does not accommodate a small minority view by including options in a Recommendation that will prevent interworking or unduly complicate it.

Any unresolved issues should be clearly documented when forwarding a draft Recommendation for consideration to the Working Party or Study Group.

Rapporteurs and editors are encouraged to contact their SG Chairman, the Vice-Chairmen, the Working Party Chairmen and the Telecommunication Standardization Bureau (TSB) if they require any assistance or advice regarding the resolution of difficult issues.

8.8 Compliance with the agenda

Some members may attend only a part of the rapporteur group meeting and base their attendance on the published agenda of study items. Thus, it is important to adhere to the published agenda, even though the agenda and time plan are a "draft" until adopted by the meeting. If it is absolutely necessary to make a change in the agenda, this should be transmitted to all as early as possible.

Also, the meeting should stick to discussions within the terms of reference. This is important because some members may rely on the terms of reference to determine whether or not to attend.

8.9 Intellectual property rights issues

During each meeting the Rapporteur asks whether anyone has knowledge of intellectual property rights (IPR) issues, including patents, copyrights for software or text, marks, the use of which may be required to implement or publish the Recommendation(s) being considered (see [WTSA Res. 1], clause 9.3.8 and [ITU-T A.1], clause 2.3.3.12).

Any IPR information provided (or lack thereof) shall be carefully reported in the meeting report.

For further information on IPR matters, please see the additional resources at <https://itu.int/ipr/>.

8.10 Liaison statements

Rapporteur groups are authorized to prepare liaison statements (LSs) directly to be sent to other ITU SGs, WPs and rapporteur groups, and to other relevant external bodies. To ensure consistency and transparency, the official dispatching of LSs approved at *any* level is performed by TSB, who registers all LSs in the ITU-T LS database. However, the Rapporteur is encouraged to personally ensure that any liaison statement is received in time by the appropriate rapporteur (or other appropriate contact person for external entities) when the related meeting is to be held within a short time, either by coordinating the timely dispatch of the LS with TSB, or by providing the contact person with an informal copy of the LS.

The LS should include the information in [ITU-T A.1], clause 1.5, and use the template for LSs (see [ITU-T Templates](#)). The LS template is also available on each SG website. It is important that the APPROVAL section of the LS indicates that the LS has been "Agreed at the rapporteur group meeting". This is to make sure that the receiving organization knows that it has not been approved at the WP or SG level. The Rapporteur sends copies of any LSs to the TSB Counsellor copying the SG

Chairman, and if so required to the WP chairmen for information, within one week of the conclusion of the meeting.

8.11 Rapporteur group meeting reports

It is recommended that a meeting report be prepared soon (preferably within one week) after the conclusion of each rapporteur group meeting and that it be submitted to TSB as a TD for publication not later than seven calendar days before the start of the SG (or WP) meeting, except for rapporteur group meetings held less than 21 days before a SG (or WP) meeting (see [ITU-T A.1], clause 3.3.3). TSB can provide assistance with the Rapporteur report format. The report should include (see [ITU-T A.1], Appendix I):

- a) brief summary of the contents of the report;
- b) conclusions or Recommendations sought to be endorsed;
- c) status of work with reference to work plan, including baseline document if available;
- d) draft new or draft revised Recommendations (see clause 7.2);
- e) draft liaison in response to or requesting action by other study groups or organizations;
- f) reference to contributions;
- g) reference to liaison statements from other organizations;
- h) major issues remaining for resolution and draft agenda of future approved meeting, if any;
- i) response to question on knowledge of patents;
- j) list of attendees with affiliation.

9 Meeting of Questions during working party or study group meetings, and reports

Rapporteurs may be asked to chair a meeting of a Question during the time the SG or WP is meeting. These meetings are not the same as the rapporteur group meetings described above and the stricter rules of the WP or SG apply – especially those that relate to document submission and approval (see details in [ITU-T A.1], clause 2.3.3.13).

In particular, documents are divided into:

- Contributions ([ITU-T A.1], clauses 3.1 and 3.2), which contain proposals from the membership, and which shall meet the relevant submission deadlines.
- Documents submitted by SG and WP chairmen and vice-chairmen, rapporteurs and editors in the context of their official roles, and which are posted as TDs ([ITU-T A.1], clause 3.3). These may include the summary of discussions and proposals from SG or WP chairmen and vice-chairmen in the context of their roles likely to accelerate debates ([ITU-T A.1], clause 3.3.5). Rapporteurs are reminded that TDs are not intended to be used to post contributions that have missed submission deadlines.

Rapporteurs will probably also be asked to prepare a part of the SG or WP report using the standard format of their SG¹ (see [ITU-T A.1], clause 1.7.1). The following is an *example* structure for their report to be included in the SG/WP meeting report:

- 1 Results
- 1.1 General
- 1.2 Question xx/yy – Title
- 1.2.1 Short report of the discussions and documents considered

¹ The structure of WP and SG reports for specific SGs can be decided by agreement between the SG counsellor and the SG management team.

- 1.2.2 Agreements and achievements reached
- 1.2.3 Reference to draft Recommendations under consideration and their status (further work necessary, proposed for Determination (TAP) or for Consent (AAP) to the Plenary)
- 1.2.4 Reference to documents containing liaison statements produced
- 1.2.5 General discussion of future work including interim meetings, specific work items, requests for contributions, etc.

In addition to their contribution to the main part of the WP report, if a text is determined under the Traditional Approval Process (TAP) but will still need editorial work after the meeting, rapporteurs are also responsible for providing TSB with the final edited text at least four months before the next SG meeting to enable enough time for their translation.

In the context of a SG or WP plenary meeting, rapporteurs have also to provide their WP or SG chairman with the following information by means of (one or more) TDs:

- the list and reference to Recommendations to be "Determined", "Consented" or proposed for deletion, and of any other texts to be proposed for agreement at the current SG or WP meeting.
NOTE – Each draft new or revised Recommendation planned for consent or determination (or draft document planned for agreement) is issued as a separate TD to be submitted as soon as possible;
- all the liaison statements generated;
- an update of the work programme of all agreed work items for the Question, including Recommendations (new, revised, corrigenda, amendments), Supplements, implementers' guides, technical papers, etc.;
- the details (agenda, terms of reference, period, location, inviting organization) of future planned rapporteur group meetings;
- the text of proposed draft new or revised Questions;
- (when applicable) one or more TDs, each of which is the latest implementers' guide for a particular Recommendation.

10 Preparation of draft Recommendations

10.1 Basis of a new or revised Recommendation

The Rapporteur and/or the Editor should base any draft new or substantially revised Recommendations on written contributions from ITU-T members (see [ITU-T A.1], clause 2.3.3.9). An individual serving as a Rapporteur or Editor may submit their own ideas through a contribution on behalf of the member he/she represents.

10.2 Responsibility for texts

The Rapporteur is responsible for the quality of the text, even though the Editor may have done most of the editing. The Rapporteur's responsibility includes the final review of the original text prior to submission for publication, if so required ([ITU-T A.1], clause 2.3.3.8). Rapporteurs should also bear in mind that a draft Recommendation to be submitted for "consent" under the Alternative Approval Process (AAP) or for "determination" under TAP shall be "really" sufficiently mature. When exceptionally there is the need for further "editorial" work (after the "consent" or "determination" date), the edited text for posting should be available to TSB in principle no later than eight weeks after the "consent" or "determination" date.

Under the leadership of the SG Chairman, the Rapporteur (with the assistance of the Editor, as appropriate) will be requested to resolve the comments in case a Recommendation developed within their Question received technical comments during the Last Call (LC) or TAP consultation period.

The Rapporteur (with the assistance of the Editor) are invited to carefully consider the following guidance:

1. Ask TSB for the list of comments and contact point information;
2. Decide on the comments resolution process: e-mail discussion, e-meetings, physical meeting, etc.;
3. Inform TSB for appropriate advertising;
4. Invite the persons who contributed to participate in the resolution process;
5. Consider all the comments received and record the group decision for each of them;
6. Summarize the group decisions into a comment resolution log (normally a tabular format in the case of multiple comments received);
7. Send the comment resolution log and the revised text of the Recommendation to TSB for posting on the Web².

Please note that the final decision on the next steps is given by the SG Chairman, of course taking advice from the Rapporteur and/or Editor in consideration.

10.3 Quality

The Rapporteur, with the assistance of an Editor (if any), should ensure, to the extent possible, that a Recommendation does not contain options that affect the ability for systems designed according to the Recommendation to interoperate. Again, to the extent possible, there should be evidence that one can actually implement the Recommendation.

In an ITU-T meeting on a Question, and before a draft Recommendation is proposed for approval, consent or determination, the Rapporteur should ensure that all of the bullet points of the check list in Annex D of [Author's guide] have been reviewed and that they have been fulfilled adequately. This should also be reflected in the report of the Question.

10.4 Formatting of Recommendations, Supplements, references

[[Author's Guide](#)] specifies the structure of a Recommendation. A skeleton template to draft a new ITU-T Recommendation has been developed to support editors and is also available online (see [ITU-T Templates](#)).

[ITU-T A.13] specifies procedures for non-normative documents, including supplements to Recommendations.

A Recommendation can make normative reference to standards produced by other recognized standards organizations [ITU-T A.5] or incorporate (in whole or in part) text from standards produced by other organizations [ITU-T A.25]. The Editor shall be very cautious, however, to identify the relevant issue of the referenced standard unambiguously since the standard may be updated by the other standards body.

For references to external documents, the requirements of [ITU-T A.5] shall be met; a supporting TD following the format outlined in Annex A to [ITU-T A.5] shall be submitted to the SG for it to decide whether to make a reference or not. This requirement must be completed, at latest, one day before the time the Recommendation is proposed for determination or consent (see [ITU-T A.5], clause 6.3).

TSB has implemented a database connected to the [work programme](#) and to the [A.5 qualified references](#), which allows the automatic generation of a draft A.5 justification TD that can be submitted by editors to the secretariat.

² In addition, TSB will send the summary table to the contact point of submitters of comments.

The steps for creation of the justification TD are illustrated in the online ITU-T A.5 tutorial at: <https://itu.int/ITU-T/workprog/temp/TSB%20A5%20Tutorial.pdf>. This tutorial can also be accessed from any item in the work programme.

Rapporteurs and/or editors should note the following:

- For the new and revised texts for Consent/Determination in the study group meeting, rapporteurs and/or editors need to prepare an ITU-T A.5 justification TD for all new non-ITU or non-ISO/IEC normative references.

NOTE – In case multiple persons are responsible for entering ITU-T A.5 justification data, all concerned can first determine whether all the required ITU-T A.5 justifications have already been entered by examining the work item record within the [work programme](#). This is the same webpage that contains the tool to generate the TD.

- ITU-T A.5 justification is not needed for ISO/IEC texts.
- ITU-T A.5 justifications TDs should be done one per Recommendation under consideration for Consent or Determination.
- If revising an existing Recommendation, the ITU-T A.5 justification does not need to be repeated for already existing non-ITU normative references (since justification was done when the text was originally approved).

For incorporation of text from standards produced by other organizations, the requirements of [ITU-T A.25] shall be met.

10.5 Coordination with ISO/IEC and ITU-T | ISO/IEC common texts

[ITU-T A.23], "Guide for ITU-T and ISO/IEC JTC 1 cooperation" contains procedures on cooperation with ISO/IEC JTC 1.

NOTE – The style rules for Common texts are available at <https://www.itu.int/en/ITU-T/about/groups/Documents/Rules-for-presentation-ITU-T-ISO-IEC.pdf>.

The provisions therein should be carefully studied and followed for all cooperative work done with ISO/IEC that will lead to common Recommendations | International Standards.

11 Defects in Recommendations and implementer's guides

Editors have the responsibility to keep a record of defects (e.g., typographical errors, ambiguities, editorial errors, omissions, inconsistencies, technical errors) which are found in Recommendations subsequent to their approval. An implementer's guide (IG) should be prepared which records these defects and their status of correction. The IG may also contain helpful hints for an implementer of the Recommendation.

IGs shall be agreed by the study group, or agreed by one of its working parties with the concurrence of the study group chairman (see [WTSA Res. 1], clause 9.7 and [ITU-T A.8], clause 7.1).

12 Relations with external organizations

The responsibilities of the rapporteur (and those of the liaison rapporteur) include communications with external organizations.

Exchange of information (by way of liaison statements) can occur at any time with another organization without the need to qualify the organization according to [ITU-T A.4] or [ITU-T A.6]). When there is a wish to develop an ITU-T document (Recommendation, Supplement, etc.) in collaboration with another organization, one of the modes of collaboration described in [ITU-T A-Sup.5] may be used. However, before communicating with such an organization or enter into any formal dialog, the Rapporteur should first check with the SG Chairman, the TSB Counsellor or the WP Chairman.

13 Use of electronic working methods (EWM)

Use of EWM is encouraged. The EWM webpage provides useful information (see <https://itu.int/en/ITU-T/ewm>).

Rapporteurs and editors should become familiar with the use of Telecommunication Information Exchange Services (TIES) (see <https://itu.int/en/ties-services>).

[ITU-T A-Sup.4] provides guidelines for the organization and management of virtual meetings and physical meetings with remote participation.

14 Guidelines for enabling participation by persons with disabilities and persons with specific needs

Guidelines for users with hearing or visual impairments are available from the Joint Coordination Activity on Accessibility and Human Factors (JCA-AHF at <https://www.itu.int/en/ITU-T/jca/ahf>).

Guidelines for accessible meetings are contained in [ITU-T FSTP-AM].

Persons with disabilities can mention their specific needs (for example, captioning) on the meeting registration form. Provision of specific facilities is done in accordance with *resolves* 3 of [PP Res. 167].
