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| INTERNATIONAL TELECOMMUNICATION UNION | | **SCV/CCV** |
| **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | **Addendum 1 to Document SCV-TD 67** |
| **English only** |
| **Subject:** | Resolutions ITU-R 34-4, ITU-R 35-4 and ITU-R 36-4 | Geneva, 30 November 2017 |
| **Standardization Committee for Vocabulary (SCV) Coordination Committee for Vocabulary (CCV)** | | |
| **Source:** | Documents CCV/14, CCV/20(Add.2), CCV/25 | |
| **Title:** | Proposed merge of Resolutions ITU-R 34-4, ITU-R 35-4 AND ITU-R 36-4 | |

The CCV has noticed a remarkable degree of overlap among the three ITU-R Resolutions that cover various aspects of its tasks, and wonders whether merging those three Resolutions would be useful to better clarify its tasks and the provisions for its work.

The three Resolutions are:

− Resolution [ITU-R 34-4](http://www.itu.int/pub/R-RES-R.34) *Guidelines for the preparation of terms and definitions*;

− Resolution [ITU-R 35-4](http://www.itu.int/pub/R-RES-R.35) *The organization of vocabulary work covering terms and definitions*;

− Resolution [ITU-R 36-4](http://www.itu.int/pub/R-RES-R.36) *Coordination of vocabulary*.

This Addendum provides a first attempt to merge those three Resolutions.

Attachment 1 to this Addendum shows how the various paragraphs in Resolutions ITU-R 34-4, ITU‑R 35-4 and ITU-R 36-4 might be re-mapped, with minimal editorial adjustments, in a possible revision to Resolution ITU-R 36-4.

Attachment 2 to this Addendum is the result of the merging effort, in the form of such a draft revision of Resolution ITU-R 36-4.

Attachment 3 to this Addendum is the result of the merging effort, in the form of a draft new ITU-R Resolution.

**Attachments:** 3

Attachment 1

Proposed merge of the content of Resolutions ITU-R 34-4 and ITU-R 35-4 into a revision of Resolution ITU-R 36-4

|  |  |
| --- | --- |
| **Content of Resolution ITU-R 34-4** | **Content of the revision of Resolution ITU-R 36-4** |
| *recognising a)* | new *recognising a)* |
| *recognising b)* | new *recognising b)* |
| *considering a)* | edited into new *considering b)* |
| *considering b)* | reflected in new *considering b)* |
| *considering c)* | covered in new *considering b)* |
| *considering d)* | new *considering c)* |
| *resolves* 1 | reflected in new *further resolves* 7 |
| *invites* 1 | new footnote to the title of Annex 3 |
| Annex 1 | new Annex 3 |

|  |  |
| --- | --- |
| **Content of Resolution ITU-R 35-4** | **Content of the revision of Resolution ITU-R 36-4** |
| *recognising a)* | new *recognising a)* |
| *recognising b)* | new *recognising b)* |
| *considering a)* | part of new *considering a)* |
| *considering b)* | reflected in new *considering b)* |
| *resolves* 1 | new *further resolves* 1 |
| *resolves* 2 | new *further resolves* 2 |
| *resolves* 3 | new *further resolves* 4 |
| *resolves* 4 | *new* *further resolves* 5 |
| *resolves* 5 | new *further resolves* 3 |
| *resolves* 6 | new *further resolves* 6 |
| *resolves* 7 | new *further resolves* 7 |
| *resolves* 8 | new *further resolves* 8 |
| *resolves* 9 | new *further resolves* 9 |
| *resolves* 10 | new *further resolves* 10 |
| *resolves* 11 | new *further resolves* 11 |
| Annex 1 | new Annex 2 |

|  |  |
| --- | --- |
| **Content of Resolution ITU-R 36-4** | **Content of the revision of Resolution ITU-R 36-4** |
| *recognising a)* | new *recognising a)* |
| *recognising b)* | new *recognizing b)* |
| *considering a)* | reflected in new *considering a)* |
| *considering b)* | reflected in new *considering b)* |
| *considering c)* | reflected in new *considerings* *a)* and *f)* |
| *considering d)* | edited into new *considering a)* |
| *considering e)* | implied in new *considering a)* |
| *considering f)* | new *considering d)* |
| *considering g)* | new *considering e)* |
| *considering h)* | new *considering f)* |
| *resolves* 1 | simplified in new *resolves* 1 |
| *resolves* 2 | reflected in new *resolves* 3 |
| *resolves* 3 | new *resolves* 4 |
| *resolves* 4 | new *resolves* 5 |
| *resolves* 5 | new *resolves* 2 |
| Annex 1 | new Annex 1 |

ATTACHMENT 2

Proposed revision of RESOLUTION ITU-R 36-4 to merge it with Resolutions ITU-R 34-4 and ITU-R 35-4[[1]](#footnote-1)

Coordination of vocabulary work

(1990-1993-2000-2007-2012-2015)

The ITU Radiocommunication Assembly,

recognizing

*a)* the adoption by the Plenipotentiary Conference of Resolution 154 (Rev. Busan, 2014), on use of the six official languages of the Union on an equal footing, which instructed the Council and the General Secretariat on how to achieve the 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 [the new considerings are taken from Resolution ITU-R 34-4]

*a)* that it is important for the work of ITU, and in particular of the Radiocommunication Sector (ITU‑R), to liaise with the International Organisation for Standardisation (ISO), the International Electrotechnical Commission (IEC) and 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 standardizing such elements, in order to avoid misunderstandings with those organizations and within the ITU, in the use of common terms and definitions;

*b)* that the individual Radiocommunication Study Groups have a responsibility for the proposal of terms and definitions in the English language, but it may sometimes be difficult to reach agreement on the use of terms and on their definitions when more than one Radiocommunication Study Group is involved;

*c)* that there are definitions contained in the Annexes to the ITU Constitution and Convention and in the Administrative Regulations;

*d)* that there is a continuing need for the publication of terms and definitions appropriate to the work of ITU‑R;

*e)* 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 Radiocommunication Study Groups;

*f)* 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,

resolves

1 that the coordination of work on vocabulary within ITU‑R should be based on the submission by the Study Groups in English, with the consideration, resolution and adoption of the translation into the other five official languages as proposed by the ITU General Secretariat (Conferences and Publications Department), and should be ensured by a Coordination Committee for Vocabulary (CCV), comprising of experts in the various official languages and members designated by interested administrations and other participants in the work of ITU‑R, as well as the Rapporteurs for Vocabulary of the Radiocommunication Study Groups, in close collaboration with the ITU General Secretariat (Conferences and Publications Department) and the Radiocommunication Bureau (BR) editor;

2 that the Chairman and six Vice-Chairmen of CCV, each representing one of the official ITU languages, should be nominated by the Radiocommunication Assembly;

3 that CCV should work according to the terms of reference given in Annex 1;

4 that CCV, where necessary, should review and revise the existing Recommendations of the V series; new and revised Recommendations may be adopted by CCV and should be submitted for approval in accordance with Resolution ITU‑R 1;

5 that administrations and other participants in the work of ITU‑R may submit, to CCV and to the Radiocommunication Study Groups, contributions concerning vocabulary and related subjects,

further resolves [the following further resolves are taken from Resolution ITU-R 35-4]

1 that the Radiocommunication Study Groups, within their terms of reference, should continue their work on technical and operational terms and their definitions in English only, which may be required also for regulatory purposes and also on specialized terms in English which may be required by them in the course of their work;

2 that each Radiocommunication Study Group should be responsible for proposing terminology in its particular field of interest with the assistance of the Coordination Committee for Vocabulary (CCV) if needed;

3 that, in particular, each Radiocommunication Study Group should consider terms included within its texts and should propose definitions if necessary, or at least explain new concepts or clarify the text used to express existing concepts;

4 that each Radiocommunication 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;

5 that the responsibilities of the Rapporteurs for Vocabulary should be the ones given in Annex 2;

6 that where more than one Radiocommunication 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 Radiocommunication Study Groups concerned;

7 that, when selecting terms and preparing definitions, the Radiocommunication Study Groups shall take into account the established use of terms and existing definitions in ITU as well as those found in the International Electrotechnical Vocabulary (IEV) and should use the guidelines given in Annex 3 hereto;

8 that the Radiocommunication Bureau (BR) should collect all the new terms and definitions proposed by the Radiocommunication Study Groups, and provide them to CCV, which shall act as an interface with IEC;

9 that in close collaboration with the ITU General Secretariat (Conferences and Publications Department), CCV shall communicate with individual Rapporteurs for Vocabulary and, if necessary, promote meetings of experts where inconsistencies are found between terms and definitions in ITU‑R, the Telecommunication Standardization Sector and IEC; these mediation efforts should seek agreement to the extent that such agreement is feasible, with remaining inconsistencies duly noted;

10 that Radiocommunication Study Groups, administrations and other participants in the work of ITU‑R may submit contributions concerning vocabulary and related subjects to CCV;

11 that Rapporteurs for Vocabulary should take into account any available ITU Sector lists of emerging terms and definitions, to seek consistency of ITU‑R terms and definitions wherever practicable.

Annex 1

Terms of reference for the Coordination Committee for Vocabulary

1 To adopt terms and definitions for vocabulary work, in close collaboration with the General Secretariat (Conferences and Publications Department), including graphical symbols for documentation, letter symbols and other means of expression, units of measurements etc., within ITU‑R and to seek harmonization among all concerned Radiocommunication 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 telecommunications field, for example with the IEC and the International Organization for Standardization (ISO) as well as the IEC-ISO 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 measurements, etc., in order to be used in all Study Group documents.

ANNEX 2 *[Annex 2 is taken from Resolution ITU-R 35-4]*

Responsibilities of Rapporteurs for Vocabulary

1 The Rapporteurs should study vocabulary and related subjects referred to them by:

– Working Parties or Task Groups of the same Radiocommunication Study Group;

– the Radiocommunication Study Group as a whole;

– the Rapporteur for Vocabulary of another Radiocommunication Study Group;

– the CCV.

2 The Radiocommunication Rapporteurs should be responsible for coordination of vocabulary and related subjects within their own Radiocommunication Study Groups and with other Radiocommunication 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 Radiocommunication Study Groups and CCV and encouraged to participate in any meeting of CCV that may be held.

ANNEX 3 *[Option 1: Annex 3 is taken from Resolution ITU-R 34-4]*

Guidelines for the preparation of terms and definitions[[2]](#footnote-2)

# 1 Introduction

Given below are guidelines for:

– proposing terms;

– proposed definitions.

# 2 Terms

## 2.1 What is meant by a term?

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

## 2.2 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, for example:

– coverage area (of a space station);

– coverage area (of a terrestrial transmitting station).

## 2.3 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.

## 2.4 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.

# 3 Definitions

## 3.1 What is meant by "definition"?

To define is to state clearly, accurately and precisely what is a concept. This should preferably be done in one sentence, expressing exactly the meaning of the term used to designate the concept.

A definition should describe the concept fully and contain sufficient data for the concept to be perfectly understood and its limits properly identified. The definition must be simple, clear and relatively brief. If appropriate, additional information should be in the form of notes.

## 3.2 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.

## 3.3 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.

## 3.4 Changes to, or limitation of, generally accepted terms

No attempt should be made to modify or limit the established usage of a term, unless the use of the existing term causes confusion or ambiguity. In this case the use of the term may be deprecated.

When certain general terms are used in a restricted sense in the telecommunications fields, the definition should include an indication of this constraint.

## 3.5 Formulation of definitions

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

## 3.6 Incomplete definitions

Care should be taken not to omit the specific characteristics of a term in its definition. Such definitions are incomplete. The term and its definition should be interchangeable.

## 3.7 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.

## 3.8 Illustrations

Illustrations can often be used to clarify or explain a definition. The type of illustration used will depend on each specific case; an example of a graphical depiction of terms used in the transmission loss concept can be seen in Recommendation ITU‑R P.341.

## 3.9 Further use of terms and definitions

It should be borne in mind that it may be useful later to include a definition in a dictionary and, in this case, it would be valuable if the definition were fully comprehensible even when taken out of context. It could then be included in the dictionary without amendment.

# 4 Further references

For further and more specific guidance on the drafting of terms and definitions, reference may be made to ISO International Standard 704 “Terminology work – Principles and methods” (2009), and any relevant update of these principles as well as any principles adopted by any other organizations recognized by ITU for such purposes.

ANNEX 3 *[Option 2]*

**Guidelines for the preparation of terms and definitions**

**A3.1 Introduction**

A considerable amount of time is spent by study groups on terminology and definitions but the results can be duplicative and of inconsistent quality. Greater consistency is needed in the way definitions are drafted. This annex provides guidance to help study groups to adopt a consistent approach to terminology and definitions.

**A3.2 Terms and definitions**

A *term* is simply a word, or group of words that is used to express a specific concept. A *definition* is a clear, concise and accurate statement that expresses the precise meaning of a term or concept.

**A3.3 Best practices for writing definitions within ITU-R Recommendations**

**A3.3.1 Use of existing terminology**

Developers of Recommendations spend a great amount of time on terminology development. While it is important that definitions accurately capture the subject concept or term, experience has shown that terminology discussions frequently consume significant technical meeting time. One way to reduce unnecessary discussion is to use already-defined terms.

New terms should not be developed where an acceptable definition already exists. Also, already-existing terms should not be redefined. Existing definitions should be consulted before any new definition is developed to check if the term/concept has already been defined. Only if no satisfactory definition exists should development of a new definition be considered. When defining a new term/concept, the name used for the term should not duplicate the name used for an already-defined term/concept.

ITU provides an online database, "ITU Terms and Definitions"[[3]](#footnote-3), to assist in discovering existing terms and definitions in ITU-R and ITU-T Recommendations.

**A3.3.2 Structure**

A formal definition is a concise, logical statement that comprises three essential elements:

i) The term (word or phrase) to be defined;

ii) The class of object or concept to which the term belongs; and

iii) The characteristics that distinguish it from all others of its class.

An example of a complete definition is:

|  |  |  |
| --- | --- | --- |
| **spectrum redeployment:** | a combination of admin­is­trative, financial and technical measures | aimed at completely or partially removing users or equip­ment of the existing frequency assignments from a parti­cu­lar frequency band. |
| (The term) | (The class of object) | (The distinguishing characteristics) |

**A3.3.3 Conciseness**

Definitions should be concise and should include only the necessary information. To avoid complexity and confusion, each definition should describe only one concept.

Definitions should contain only information that makes the concept unique and should not contain detailed explanations or extraneous material. Any additional descriptive information or other supplementary (i.e., non-normative, non-essential) information that is necessary to differentiate the concept from other concepts may be included as notes, figures or equations.

Figures, equations and tables should not replace the verbal representation of the defined term but may form useful supplementary information.

NOTE – It is recognized that, for mathematical terms, equations may be the most effective and efficient way of defining the term.

**A3.3.4 Clarity and accuracy**

Definitions must be accurate, clear and positive. Inaccurate and negative definitions are not acceptable. Nor should definitions be circular or include, or paraphrase, the term being defined. The language used in a definition must either be common English language terms or defined elsewhere in the text.

**A3.3.5 Independence**

Definitions must be able to stand alone. In other words, the meaning should be understandable without requiring reference to other parts of the Recommendation. This is particularly important since the terms and definitions are being extracted for use by delegates, and consumers on the web.

**A3.3.6 Grammatical form**

The form of the definition should also be the same part of speech[[4]](#footnote-4) as the term or concept being defined. For example, if the term being defined is a noun, the definition should not be expressed as a verb or other part of speech.

**A3.3.7 Illustrations within definitions**

While figures or equations can assist with the understanding of the meaning of a term, they should not form the essence of the definition. In other words, they are best applied as supplemental, informative material to enhance the presentation of the concepts involved. In general, they should not replace the textual representation of the basic definition.

**A3.3.8 Symbols and abbreviations**

Where abbreviations are used within a definition, an explanation or expansion of those abbrevia­tions must be included. Standard symbols for measurement units should not be defined.

**A3.3.9 Protocol elements**

Formal or detailed descriptions of protocol elements should be avoided within the "Definitions" clause; these are best handled within the main body of the Recommendation (clause 6 or later).

**A3.3.10 Variables and special notations catalogued within definitions**

Definitions should be limited to concepts related to terms and not the method of representing information within a Recommendation. The latter group is more appropriately documented within clause 5, "Conventions".

**A3.3.11 Undefined terms**

Where a term is used but not defined (either explicitly, or by reference), it must be assumed that common English language usage (i.e., the dictionary definition) of the term is intended. Recognized English language dictionaries include: *The Concise Oxford Dictionary*, *The Shorter Oxford English Dictionary*, *The Collins Concise English Dictionary*, *Webster's New World College Dictionary or Chambers Concise Dictionary*.

ANNEX 4

Process for validating and translating terms

The figure below describes the procedure followed to validate and translate the terms approved by ITU‑R and ITU-T. Please double-click on the icon below to open the figure.



ATTACHMENT 3

Proposed new ITU-R RESOLUTION to merge Resolutions  
ITU-R 34-4, ITU-R 35-4 and ITU-R 36-4

Coordination of vocabulary work

The ITU Radiocommunication Assembly,

recognizing

*a)* the adoption by the Plenipotentiary Conference of Resolution 154 (Rev. Busan, 2014), on use of the six official languages of the Union on an equal footing, which instructed the Council and the General Secretariat on how to achieve the 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 Radiocommunication Sector (ITU‑R), to liaise with the International Organisation for Standardisation (ISO), the International Electrotechnical Commission (IEC) and 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 standardizing such elements, in order to avoid misunderstandings with those organizations and within the ITU, in the use of common terms and definitions;

*b)* that the individual Radiocommunication Study Groups have a responsibility for the proposal of terms and definitions in the English language, but it may sometimes be difficult to reach agreement on the use of terms and on their definitions when more than one Radiocommunication Study Group is involved;

*c)* that there are definitions contained in the Annexes to the ITU Constitution and Convention and in the Administrative Regulations;

*d)* that there is a continuing need for the publication of terms and definitions appropriate to the work of ITU‑R;

*e)* 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 Radiocommunication Study Groups;

*f)* 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,

resolves

1 that the coordination of work on vocabulary within ITU‑R should be based on the submission by the Study Groups in English, with the consideration, resolution and adoption of the translation into the other five official languages as proposed by the ITU General Secretariat (Conferences and Publications Department), and should be ensured by a Coordination Committee for Vocabulary (CCV), comprising of experts in the various official languages and members designated by interested administrations and other participants in the work of ITU‑R, as well as the Rapporteurs for Vocabulary of the Radiocommunication Study Groups, in close collaboration with the ITU General Secretariat (Conferences and Publications Department) and the Radiocommunication Bureau (BR) editor;

2 that the Chairman and six Vice-Chairmen of CCV, each representing one of the official ITU languages, should be nominated by the Radiocommunication Assembly;

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5 that administrations and other participants in the work of ITU‑R may submit, to CCV and to the Radiocommunication Study Groups, contributions concerning vocabulary and related subjects,

further resolves

1 that the Radiocommunication Study Groups, within their terms of reference, should continue their work on technical and operational terms and their definitions in English only, which may be required also for regulatory purposes and also on specialized terms in English which may be required by them in the course of their work;

2 that each Radiocommunication Study Group should be responsible for proposing terminology in its particular field of interest with the assistance of the Coordination Committee for Vocabulary (CCV) if needed;

3 that, in particular, each Radiocommunication Study Group should consider terms included within its texts and should propose definitions if necessary, or at least explain new concepts or clarify the text used to express existing concepts;

4 that each Radiocommunication 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;

5 that the responsibilities of the Rapporteurs for Vocabulary should be the ones given in Annex 2;

6 that where more than one Radiocommunication 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 Radiocommunication Study Groups concerned;

7 that, when selecting terms and preparing definitions, the Radiocommunication Study Groups shall take into account the established use of terms and existing definitions in ITU as well as those found in the International Electrotechnical Vocabulary (IEV) and should use the guidelines given in Annex 3 hereto;

8 that the Radiocommunication Bureau (BR) should collect all the new terms and definitions proposed by the Radiocommunication Study Groups, and provide them to CCV, which shall act as an interface with IEC;

9 that in close collaboration with the ITU General Secretariat (Conferences and Publications Department), CCV shall communicate with individual Rapporteurs for Vocabulary and, if necessary, promote meetings of experts where inconsistencies are found between terms and definitions in ITU‑R, the Telecommunication Standardization Sector and IEC; these mediation efforts should seek agreement to the extent that such agreement is feasible, with remaining inconsistencies duly noted;

10 that Radiocommunication Study Groups, administrations and other participants in the work of ITU‑R may submit contributions concerning vocabulary and related subjects to CCV;

11 that Rapporteurs for Vocabulary should take into account any available ITU Sector lists of emerging terms and definitions, to seek consistency of ITU‑R terms and definitions wherever practicable.

Annex 1

Terms of reference for the Coordination Committee for Vocabulary

1 To adopt terms and definitions for vocabulary work, in close collaboration with the General Secretariat (Conferences and Publications Department), including graphical symbols for documentation, letter symbols and other means of expression, units of measurements etc., within ITU‑R and to seek harmonization among all concerned Radiocommunication 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 telecommunications field, for example with the IEC and the International Organization for Standardization (ISO) as well as the IEC-ISO 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 measurements, etc., in order to be used in all Study Group documents.

ANNEX 2

Responsibilities of Rapporteurs for Vocabulary

1 The Rapporteurs should study vocabulary and related subjects referred to them by:

– Working Parties or Task Groups of the same Radiocommunication Study Group;

– the Radiocommunication Study Group as a whole;

– the Rapporteur for Vocabulary of another Radiocommunication Study Group;

– the CCV.

2 The Radiocommunication Rapporteurs should be responsible for coordination of vocabulary and related subjects within their own Radiocommunication Study Groups and with other Radiocommunication 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 Radiocommunication Study Groups and CCV and encouraged to participate in any meeting of CCV that may be held.

ANNEX 3 *[Option 1]*

Guidelines for the preparation of terms and definitions[[5]](#footnote-5)

# 1 Introduction

Given below are guidelines for:

– proposing terms;

– proposed definitions.

# 2 Terms

## 2.1 What is meant by a term?

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

## 2.2 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, for example:

– coverage area (of a space station);

– coverage area (of a terrestrial transmitting station).

## 2.3 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.

## 2.4 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.

# 3 Definitions

## 3.1 What is meant by "definition"?

To define is to state clearly, accurately and precisely what is a concept. This should preferably be done in one sentence, expressing exactly the meaning of the term used to designate the concept.

A definition should describe the concept fully and contain sufficient data for the concept to be perfectly understood and its limits properly identified. The definition must be simple, clear and relatively brief. If appropriate, additional information should be in the form of notes.

## 3.2 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.

## 3.3 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.

## 3.4 Changes to, or limitation of, generally accepted terms

No attempt should be made to modify or limit the established usage of a term, unless the use of the existing term causes confusion or ambiguity. In this case the use of the term may be deprecated.

When certain general terms are used in a restricted sense in the telecommunications fields, the definition should include an indication of this constraint.

## 3.5 Formulation of definitions

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

## 3.6 Incomplete definitions

Care should be taken not to omit the specific characteristics of a term in its definition. Such definitions are incomplete. The term and its definition should be interchangeable.

## 3.7 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.

## 3.8 Illustrations

Illustrations can often be used to clarify or explain a definition. The type of illustration used will depend on each specific case; an example of a graphical depiction of terms used in the transmission loss concept can be seen in Recommendation ITU‑R P.341.

## 3.9 Further use of terms and definitions

It should be borne in mind that it may be useful later to include a definition in a dictionary and, in this case, it would be valuable if the definition were fully comprehensible even when taken out of context. It could then be included in the dictionary without amendment.

# 4 Further references

For further and more specific guidance on the drafting of terms and definitions, reference may be made to ISO International Standard 704 “Terminology work – Principles and methods” (2009), and any relevant update of these principles as well as any principles adopted by any other organizations recognized by ITU for such purposes.

ANNEX 3 *[Option 2]*

**Guidelines for the preparation of terms and definitions**

**A3.1 Introduction**

A considerable amount of time is spent by study groups on terminology and definitions but the results can be duplicative and of inconsistent quality. Greater consistency is needed in the way definitions are drafted. This annex provides guidance to help study groups to adopt a consistent approach to terminology and definitions.

**A3.2 Terms and definitions**

A *term* is simply a word, or group of words that is used to express a specific concept. A *definition* is a clear, concise and accurate statement that expresses the precise meaning of a term or concept.

**A3.3 Best practices for writing definitions within ITU-R Recommendations**

**A3.3.1 Use of existing terminology**

Developers of Recommendations spend a great amount of time on terminology development. While it is important that definitions accurately capture the subject concept or term, experience has shown that terminology discussions frequently consume significant technical meeting time. One way to reduce unnecessary discussion is to use already-defined terms.

New terms should not be developed where an acceptable definition already exists. Also, already-existing terms should not be redefined. Existing definitions should be consulted before any new definition is developed to check if the term/concept has already been defined. Only if no satisfactory definition exists should development of a new definition be considered. When defining a new term/concept, the name used for the term should not duplicate the name used for an already-defined term/concept.

ITU provides an online database, "ITU Terms and Definitions"[[6]](#footnote-6), to assist in discovering existing terms and definitions in ITU-R and ITU-T Recommendations.

**A3.3.2 Structure**

A formal definition is a concise, logical statement that comprises three essential elements:

i) The term (word or phrase) to be defined;

ii) The class of object or concept to which the term belongs; and

iii) The characteristics that distinguish it from all others of its class.

An example of a complete definition is:

|  |  |  |
| --- | --- | --- |
| **spectrum redeployment:** | a combination of admin­is­trative, financial and technical measures | aimed at completely or partially removing users or equip­ment of the existing frequency assignments from a parti­cu­lar frequency band. |
| (The term) | (The class of object) | (The distinguishing characteristics) |

**A3.3.3 Conciseness**

Definitions should be concise and should include only the necessary information. To avoid complexity and confusion, each definition should describe only one concept.

Definitions should contain only information that makes the concept unique and should not contain detailed explanations or extraneous material. Any additional descriptive information or other supplementary (i.e., non-normative, non-essential) information that is necessary to differentiate the concept from other concepts may be included as notes, figures or equations.

Figures, equations and tables should not replace the verbal representation of the defined term but may form useful supplementary information.

NOTE – It is recognized that, for mathematical terms, equations may be the most effective and efficient way of defining the term.

**A3.3.4 Clarity and accuracy**

Definitions must be accurate, clear and positive. Inaccurate and negative definitions are not acceptable. Nor should definitions be circular or include, or paraphrase, the term being defined. The language used in a definition must either be common English language terms or defined elsewhere in the text.

**A3.3.5 Independence**

Definitions must be able to stand alone. In other words, the meaning should be understandable without requiring reference to other parts of the Recommendation. This is particularly important since the terms and definitions are being extracted for use by delegates, and consumers on the web.

**A3.3.6 Grammatical form**

The form of the definition should also be the same part of speech[[7]](#footnote-7) as the term or concept being defined. For example, if the term being defined is a noun, the definition should not be expressed as a verb or other part of speech.

**A3.3.7 Illustrations within definitions**

While figures or equations can assist with the understanding of the meaning of a term, they should not form the essence of the definition. In other words, they are best applied as supplemental, informative material to enhance the presentation of the concepts involved. In general, they should not replace the textual representation of the basic definition.

**A3.3.8 Symbols and abbreviations**

Where abbreviations are used within a definition, an explanation or expansion of those abbrevia­tions must be included. Standard symbols for measurement units should not be defined.

**A3.3.9 Protocol elements**

Formal or detailed descriptions of protocol elements should be avoided within the "Definitions" clause; these are best handled within the main body of the Recommendation (clause 6 or later).

**A3.3.10 Variables and special notations catalogued within definitions**

Definitions should be limited to concepts related to terms and not the method of representing information within a Recommendation. The latter group is more appropriately documented within clause 5, "Conventions".

**A3.3.11 Undefined terms**

Where a term is used but not defined (either explicitly, or by reference), it must be assumed that common English language usage (i.e., the dictionary definition) of the term is intended. Recognized English language dictionaries include: *The Concise Oxford Dictionary*, *The Shorter Oxford English Dictionary*, *The Collins Concise English Dictionary*, *Webster's New World College Dictionary or Chambers Concise Dictionary*.

ANNEX 4

Process for validating and translating terms

The figure below describes the procedure followed to validate and translate the terms approved by ITU‑R and ITU-T. Please double-click on the icon below to open the figure.



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1. Editor’s note: The parts transferred from Resolutions ITU-R 34-4 and ITU-R 35-4 are preceded here by a note in square brackets, highlighted in yellow. All those notes should be removed after approval of this revision of Resolution ITU-R 36-4. [↑](#footnote-ref-1)
2. The ITU General Secretariat is invited to review these guidelines for the preparation of terms and definitions and provide any useful comments to CCV for implementation by the Study Groups. [↑](#footnote-ref-2)
3. <http://www.itu.int/ITU-R/go/terminology-database> [↑](#footnote-ref-3)
4. "parts of speech" are *verbs, nouns, adjectives, adverbs, etc*. [↑](#footnote-ref-4)
5. The ITU General Secretariat is invited to review these guidelines for the preparation of terms and definitions and provide any useful comments to CCV for implementation by the Study Groups. [↑](#footnote-ref-5)
6. <http://www.itu.int/ITU-R/go/terminology-database> [↑](#footnote-ref-6)
7. "parts of speech" are *verbs, nouns, adjectives, adverbs, etc*. [↑](#footnote-ref-7)