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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | SCV-TD157 |
| **SCV** |
| **Original: English** |
|  | |  | 14 July 2021 |
| **TD** | | | |
| **Source:** | | SCV Chairman | |
| **Title:** | | Report of the 13 July 2021 SCV virtual meeting | |

# 1 Background

The SCV, which regularly meets under the umbrella of the Coordination Committee for Vocabulary in accordance with Council [Resolution 1386](https://www.itu.int/md/S17-CL-C-0127/en), has been addressing definitions proposed by the various ITU-T study groups (SGs) in accordance with its mandate as contained in [WTSA Resolution 67](https://www.itu.int/pub/T-RES-T.67-2016). The definitions are often received after the Recommendations containing them have been Consented, Determined or even approved, and have often been drafted in a way that departs from the guidance contained in Annex B of the [Author’s guide](https://www.itu.int/dms_pub/itu-t/oth/0a/0f/T0A0F0000040004MSWE.docx).

As this is a persistent issue, the CCT, at its meeting of [23 June 2021](https://www.itu.int/en/ITU-T/committees/scv/Documents/SCV-TD155.docx) decided that it would be convenient to call an SCV-only ad-hoc meeting where this issue would be addressed with the participation of study group vocabulary rapporteurs and chairmen. The meeting took place on 13 July 2021, as described in this report. The annex contains the list of participants to the meeting.

# 2 13 July meeting

Ms. R. Belhaj, Chairman of the SCV, welcomed the participants and opened the meeting. Ms Belhaj then presented document [SCV-TD156](https://www.itu.int/en/ITU-T/committees/scv/Documents/SCV%20TD156.docx), which:

* gives the legal background for the SCV, describes its objectives and the role of the Committee with respect to harmonization of terminology;
* describes the communication process between the SCV and the ITU-T SGs
* describes the importance of sending draft definitions to the SCV as soon as possible;
* gives an overall short description of Annex B to the Author’s guide, and describes the importance of following its guidelines when definitions are being drafted;
* provides examples of some definitions received by the SCV, and which do not comply with the Author’s guide.

The following comments were made during and after the presentation:

* Some vocabulary rapporteurs are able to collect at least part of the terms and definitions being developed in draft Recommendations, but on many occasions, Recommendations are finalized without the rapporteur having had the opportunity to collect all new definitions and send them to the SCV.
* It could be useful to have a specific tutorial on drafting definitions, maybe as part of the training TSB already provides to rapporteurs and authors of Recommendations.
* It could also be helpful to present a TD at the opening plenary of SG meetings to raise awareness on the importance of having high-quality definitions from the outset, and on the process of exchanging these definitions with the SCV.
* Annex B to the Author’s guide could be amended to provide more clarity on the drafting of definitions.
* To avoid delaying the Recommendation approval process, draft definitions should be drafted in accordance with the Author’s guide, and sent to the SCV as soon as possible, copying other known relevant study groups. It is understood that the initial draft definitions may later be modified, but at least the SCV will have provided their advice.
* Other exchange mechanisms may exist that could help expedite the discussion on specific definitions, and which would allow the SCV and other study groups to advise and comment in a timelier manner. This, despite the fact that the SCV is now meeting more often. It was decided that this could be addressed in the next meeting of the CCT, which takes place in September.
* The SG5 vocabulary rapporteur indicated that SG5 uses an Excel sheet to follow-up on the harmonization of definitions, and offered to present it at the next meeting of the CCT.

When closing the meeting, the Chairman summarized the results as follows:

* Document SCV-TD157 will be shared with all study groups;
* A tutorial on drafting definitions could be given on demand;
* Contributions on improving the Author’s Guide are welcome for the September CCT meeting;
* Contributions on exchange mechanisms other than liaison statements are also welcome for the next CCT meeting.

As a final comment, a participant mentioned that the SCV had agreed to meet to draft a proposal on Res. 67 with the objective of presenting it to TSAG, and asked whether the meeting is taking place. Although it was decided at the July 2020 meeting of the SCV ([SCV-TD125](https://www.itu.int/en/ITU-T/committees/scv/Documents/SCV-TD125.docx)) that it was not convenient to submit a concrete text proposal to TSAG as that would duplicate the proposals presented by the Member States, it was decided that this item would also be added to the agenda of the next meeting of the CCT.

**Annex:** 1

Annex

List of participants

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| R. Belhaj | Chairman SCV | Tunisia |
| P. Najarian | Vice-Chairman SCV | United States |
| R. Belhassine-Cherif | ITU-T SG13 Vocabulary Rapporteur | Tunisia |
| D. Cherkesov | ITU-T SG2 Vocabulary Rapporteur | Russian Federation |
| D. Wurges | ITU-T SG3 Vocabulary Rapporteur | Orange, France |
| M. Maytum | ITU-T SG5 Vocabulary Rapporteur | Bourns, United Kingdom |
| J. Zanon | ITU-T SG11 Vocabulary Rapporteur | Anatel, Brazil |
| K. Baah-Acheamfuor | ITU-T SG12 Chairman | Ghana |
| Y. Goto | ITU-T SG13 Vice-chairman | NTT, Japan |
| M. Adolph | ITU-T SG12 Counsellor | TSB, ITU |
| M. Aye | TSB, SG3 Project officer | TSB, ITU |
| A. Cabrera | TSB, Counsellor SCV | TSB, ITU |
| D. Andreev | TSB, SG11 Counsellor | TSB, ITU |
| R. Clark | TSB, SG2 Project officer | TSB, ITU |
| B, Jamoussi | TSB, Chief Study Groups Dept. | TSB, ITU |
| R. Ubeda | TSB SG5 Project officer | TSB, ITU |
| X. Yang | TSB, SG17 Counsellor | TSB, ITU |

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