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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | | | SCV-LS7 |
| **SCV** |
| **Original: English** |
| **Question(s):** | | --- | | | | Geneva, 24 April 2023 |
| **(Ref.: -)** | | | | | | |
| **Source:** | | Standardization Committee for Vocabulary/Coordination Committee for Terminology | | | | |
| **Title:** | | Procedure for the approval of terms and definitions | | | | |
| **LIAISON STATEMENT** | | | | | | |
| **For action to:** | | | | All ITU-T study groups | | |
| **For information to:** | | | |  | | |
| **Approval:** | | | | CCT meeting (18 April 2023) | | |
| **Deadline:** | | | |  | | |
| **Contact:** | | | Rim Belhaj ITU-T SCV Chairman | | Tel:  E-mail: [rym.belhaj@edu.isetcom.tn](mailto:rym.belhaj@edu.isetcom.tn) | |
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| **Abstract:** | The CCT reminds study groups of the procedure for the approval of definitions, and also reminds them to reply to a previous liaison statement. |

At their 18 April 2023 meeting, the participants of the Coordination Committee for Terminology (CCT), which is composed by the Standardization Committee for Vocabulary (SCV), the Consultation Committee for Vocabulary (CCV) and ITU-D representatives, decided to remind the ITU-T study groups of the suggested procedure for the approval of new definitions contained in Recommendations.

In this context, the CCT wishes to recall ITU-T [SCV-LS1](https://www.itu.int/en/ITU-T/committees/scv/Documents/T22-SCV-LS-01.docx), and in particular that:

- when proposing terms and definitions, the ITU‑T study groups shall use the guidelines given in Annex B to the [Author's guide for drafting ITU-T Recommendations](https://www.itu.int/oth/T0A0F000004/en);

- where more than one ITU T 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 ITU-T study groups concerned;

- when selecting terms and preparing definitions, the ITU-T study groups shall take into account the existing terms and existing definitions appearing in the online ITU [Terms and Definitions database](https://www.itu.int/br_tsb_terms/#/).

In this sense, the CCT suggests that:

* all new definitions be drafted, from their inception, with consideration of the guidelines contained in Annex B to the Author's guide;
* the vocabulary rapporteur of the relevant study group be informed as soon as possible of all new definitions being considered in draft ITU-T Recommendations;
* the SCV/CCT be informed, through the vocabulary rapporteur, as early as possible, of all draft new definitions, and that all other possibly concerned study groups be copied in the communication.

The CCT takes this opportunity to also remind ITU-T study groups to provide their valuable advice on the definitions considered in [SCV-LS5](https://www.itu.int/en/ITU-T/committees/scv/Documents/SP22/T22-SCV-LS-05.docx) on definitions being developed by ITU-T SG11, SG12, SG16, SG17 and SG20.

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