

# **SG9 Guidelines: revised for consistency with TSAG approved TD 460 Rev.1 (February 2016)<sup>1</sup>**

## **Options to acknowledge contributors to the development of study group deliverables as per WTSA-12 Resolution 80**

The following options are available to study groups that would like to clearly acknowledge significant contributors to the development of their deliverables.

### **1 Encourage the use of bibliography references to peer-reviewed publications which support technical decisions made in ITU-T Recommendations**

- Bibliographic references for the purpose of acknowledging input to the content of an ITU-T Recommendation will consist of peer-reviewed publications and/or books that are considered useful for the understanding and/or development of the deliverable.
- *Web of science, Google Scholar, and IEEE-explore* will be used as examples of reliable databases of peer-reviewed papers.
- An author of a cited paper in the bibliography is not automatically a contributor to the ITU-T Recommendation itself.
- The Rapporteur shall document in his meeting report the fact that the citation was published in a peer-reviewed publication. For example, “*The peer-reviewed journal paper IEEE-xxx is included in Recommendation ITU-T X.nnn because the author Mr. AAA contributed the technology studied in that paper, which constitutes significant elements of this Recommendation*”.

### **2 Create a study group's web page for each study period that acknowledges, per meeting, all participants**

- Provide a public web page which contains a living list (per meeting) of:
  - study group chairman and vice-chairmen, working party chairman and vice-chairmen, focus group chairman and vice-chairmen
  - rapporteurs and associate rapporteurs of all Questions
- Provide TIES-restricted information (per meeting) which contains:
  - Editors and contributors of ITU-T Recommendations and other deliverables agreed by the study group.  
Note 1 – Only editors and contributors who "opt-in" or explicitly agree to have their name included will appear on this list. The affiliation of contributors is as mentioned

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<sup>1</sup> SG9 acknowledges the contributions of the Associate Rapporteur of TSAG's Rapporteur group on working methods (Olivier Dubuisson, Orange) for the final version of these guidelines.

in the "source" at the top (and not in the "contact" at the bottom) on their contribution.

- Attendees of the study group (and its working parties) meetings will be available as a link to the TIES-protected participants list already produced by TSB at each meeting.

### **3 On the publication page of a given ITU-T Recommendation, add a link to a page which lists the contributors who submitted at least one contribution to progress the Recommendation**

Note – The "contact" of a contribution is not necessarily the "contributor." The names of contributors may, voluntarily, be provided at the time of submitting the contribution by inserting this information at the beginning of the contribution itself. This inclusion does not constitute an "opt-in". An "opt-in" or explicit agreement must be received for these contributors to be included on any public (i.e. not TIES-protected) webpage or link. "Opt-in" methods are still under study.

- On the publication page of each Recommendation and other deliverable approved by the study groups, provide an additional link labeled "Contributors". This link will point to a document containing a list of contributors of contributions that were accepted to progress that Recommendation or other deliverables. After a definite "opt-in," the name, affiliation and country of the contributor as they appear in the source of the Contribution at the time it was submitted will be provided.

Note – Those web pages would begin with a text such as: "Study Group NN wish to acknowledge contributors to the development of this ITU-T Recommendation. Please note that the following may not necessarily list all participants who contributed to the development of this ITU-T Recommendation". It should be noted that, in case of joint work with another organization, individuals who have submitted contributions in the other organization will probably not be listed.

- With agreement by the study group, an ITU-T Recommendation developed by the study group could include a list to contributors who have opted-in.

Note – Any necessary update of the Author's guide for drafting ITU-T Recommendations is left to the TSB, in consultation with TSAG Rapporteur group on working methods.

- It is important to recognize that copyright is maintained by ITU for all study group deliverables regardless of any acknowledgement of contributors.

**Note)** At its June 2013 meeting, TSAG directed SG9 to study ways to acknowledge contributions to ITU-T Recommendations and other documents. After studying the problem, a set of guidelines was developed and used in SG9 for a pilot implementation. In February 2016 and July 2016 TSAG approved a revised subset of the SG9 guidelines to be available for all Study Groups in ITU-T to use for acknowledging the active involvement of the membership in the development of ITU-T deliverables.

The text above shows the revised SG9 guidelines, available on the SG9 webpage, consistent with TSAG TD 460 Rev.1 (February 2016).