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| --- | --- | --- | --- | --- |
| **Question(s):** |  | **Meeting, date:** | |  |
| **Study Group:** |  | **Working Party:** | |  |
| **Source:** |  | | | |
| **Title:** |  | | | |
| **Contact:** | Name Organization Country | | Tel: +xx E-mail: a@b.com | |
| **Contact:** | Name Organization Country | | Tel: +xx E-mail: a@b.com | |

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| --- | --- |
| **Abstract:** | [Insert an abstract under 200 words that describes the content of the document, including a clear description of any proposals it may contain.] |

[Your text starts here]

[NOTE TO AUTHORS: Instructions for using this template are given in angle brackets (< and >), delete the instructions, including the brackets. Also delete this Note.]

Supplement <No.> to ITU-T <Series letter>-series of Recommendations

<Supplement title>

Summary

<Mandatory>

Keywords

<Mandatory>

Introduction

<Optional – This clause should appear only if it contains information different from that in Scope and Summary>

# 1 Scope

<Mandatory>

# 2 References

[ITU-T X.yyy] Recommendation ITU-T X.yyy (date), *Title*.

# 3 Definitions

<Check in the ITU-T terms and definitions database at [www.itu.int/go/terminology-database](http://www.itu.int/go/terminology-database) whether the term has already been defined in a Recommendation. It would be more consistent to refer to such a definition rather than to redefine the term>

## 3.1 Terms defined elsewhere

<Normally, terms defined elsewhere will simply refer to the defining document. In certain cases, it may be desirable to quote the definition to allow for a stand-alone document.>

This Supplement uses the following terms defined elsewhere:

**3.1.1 <Term 1>** [Reference]: <optional quoted definition>.

**3.1.2 <Term 2>** [Reference]: <optional quoted definition>.

## 3.2 Terms defined in this Supplement

<Note that terms defined in Supplements are not considered normative, and will not be added to the ITU terminology database >

This Supplement defines the following terms:

**3.2.1 <Term 3>**: <definition>.

# 4 Abbreviations and acronyms

This Supplement uses the following abbreviations and acronyms:

<abbr> <expansion>

<Include all abbreviations and acronyms used in this Supplement>

# 5 Conventions

<Mandatory clause. Describe any particular notation, style, presentation, etc. used within the Supplement, if any. If none, write "None.">

# 6 Clause 6 of the Supplement

<Clause 6 onwards contains the body of the Supplement>

Appendix I  
  
<Appendix title>

<Note that it is preferable not to have annexes in Supplements, only appendices. The use of annexes is in practice reserved for Recommendations. Include here the content of appendix I>

Bibliography

<Optional – As Supplements are non-normative, all references can be placed in clause 2. However, some authors prefer to also list additional documents in a bibliography>

[b-ITU-T X.yyy] Recommendation ITU-T X.yyy (date), *Title*.

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