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| PLENARY MEETING | Addendum 13 toDocument 43-E |
|  | 29 September 2016 |
|  | Original: English |
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| Arab States Administrations |
| Proposed modification of Recommendation ITU-T A.12 - Identification and layout of ITU-T Recommendations |
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| **Abstract:** | The Arab States Administrations propose to modify Recommendation ITU‑T A.12 as shown in this document. |

MOD ARB/43A13/1

Recommendation ITU-T A.12

Identification and layout of ITU-T Recommendations

(2000; 2004; 2008; 2016)[[1]](#footnote-1)1

Summary

This Recommendation provides information on the means on assigning the letter series designations for ITU-T Recommendations.

# 1 Scope

The Telecommunication Standardization Advisory Group (TSAG) periodically reviews the methods of identifying and laying out Recommendations as well as the Author's Guide for drafting ITU-T Recommendations, prepared and updated by the Telecommunication Standardization Bureau (TSB), providing thus detailed guidelines on format and style. This Recommendation provides principles that are applied in identifying and laying out Recommendations.

# 2 Identification and layout of Recommendations

**2.1** All Recommendations of the ITU Telecommunication Standardization Sector (ITU‑T) shall be numbered. The number of each Recommendation shall have a letter prefix referring to the series as well as a number identifying the particular subject in that series. The numbering shall be done in a manner that permits clear, unequivocal identification and facilitates electronic storage of information concerning the Recommendation. The Recommendation number shall be associated on the cover with the date of approval in the format YYYY. The month may be added if required for uniqueness.

**2.2** The scope of the series identified by the letter shall be as follows:

A Organization of the work of ITU‑T

B *Not allocated*

C *Not allocated*

D Economic, regulatory and policy issues for telecommunications/ICT including tariff and accounting principles

E Overall network operation, telephone service, service operation and human factors

F Non-telephone telecommunication services

G Transmission systems and media, digital systems and networks

H Audiovisual and multimedia systems

I Integrated services digital network

J Cable networks and transmission of television, sound programme and other multimedia signals

K Protection against interference

L Environment and ICTs, climate change, e-waste, energy efficiency; construction, installation and protection of cables and other elements of outside plant

M Telecommunication management, including TMN and network maintenance

N Maintenance: international sound‑programme and television-transmission circuits

O Specifications of measuring equipment

P Telephone transmission quality, telephone installations, local line networks

Q Switching and signalling

R Telegraph transmission

S Telegraph services terminal equipment

T Terminals for telematic services

U Telegraph switching

V Data communication over the telephone network

W *Not allocated*

X Data networks, open system communications and security

Y Global information infrastructure, Internet protocol aspects, next-generation networks, Internet of Things and smart cities

Z Languages and general software aspects for telecommunication systems

**2.3** Recommendations in each series shall be classified in sections, according to subject.

**2.4** The title of each Recommendation should be concise (preferably no more than one line) but unique, meaningful and unambiguous. The details identifying the precise intent and coverage should be contained in the text where possible (e.g., under "Scope" clause).

**2.5** The date of formal approval of the Recommendation, the study group(s) responsible for its approval and a record of revisions shall be clearly indicated.

**2.6** The author of a new or revised Recommendation shall provide, in front of the main body of the Recommendation, a summary and a set of keywords as outlined in the "Author's Guide for drafting ITU-T Recommendations". The author may also provide other up-front elements, such as background information, as provided for in the Author's Guide.

**2.7** The "Author's Guide for drafting ITU-T Recommendations" should be applied in drafting new Recommendations and, wherever practicable, in revising existing Recommendations.

1. 1 This publication includes Rec. ITU-T A.12 (2008) and incorporates its Cor. 1 (2015) and Cor. 2 (2016). [↑](#footnote-ref-1)