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| PLENARY MEETING | Addendum 20 toDocument 46-E |
|  | September 2016 |
|  | Original: English |
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| Member States of the Inter-American Telecommunication Commission (CITEL) |
| MODIFICATION TO WTSA-12 RECOMMENDATION ITU-T A.13 – NON NORMATIVE ITU-T PUBLICATIONS INCLUDING SUPPLEMENTS TO ITU-T RECOMMENDATIONS |
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| **Abstract:** | The proposed edits to Recommendation A.13 provide a more comprehensive documentation of working methods for ITU-T document types other than Recommendations.  |

**Introduction**

CITEL proposes edits to more comprehensively specify working methods for non-normative documents (e.g. Supplements or technical reports). Such documentation is essential to the smooth, efficient, and effective operation of the ITU-T Study Groups. The proposed revisions to Recommendation A.13 reflect our desire to comprehensively evaluate ITU-T’s working methods and rules of procedure to improve efficiency for the benefit of all members.

**Proposal**

The proposed edits to Recommendation A.13 provide a more comprehensive documentation of working methods for ITU-T document types other than Recommendations. These include Supplements, technical reports, and other non-normative texts. CITEL also proposes a new work Item template for the non-normative documents.

 **MOD IAP/46A20/1**

**Recommendation ITU-T A.13**

**Non-Normative ITU-T Publications including Supplements to ITU‑T Recommendations**

*(, Hammamet, 2016)*

**1 Introduction**

In the course of its studies, each study group deals with contributions and reports, which are distributed to those organizations that have registered for participation in the study group's work and Recommendations resulting from those studies reach a much wider audience. Normally, any information that is considered as merely illustrative or supplementary to a Recommendation should be included as a (non-integral) Appendix to that Recommendation, where it is useful to the wider audience. However, there are instances where separate publication of such information is warranted. This information is non-normative, meaning that observance to it is not part of demonstrating voluntary compliance to any ITU-T Recommendation. Such information can be published in the form of Supplements to the Recommendations or other document types published by ITU-T.

**2 Supplements**

The following general principles shall be applied by study groups for the development, approval, identification and revision of Supplements:

**2.1** Before proposing any new or revised text as a Supplement, a study group or TSAG should ensure, in consultation with the Director, that:

i) the subject matter is within its mandate;

ii) there is a sufficient need for the information on a long‑term basis;

iii) the text cannot be reasonably adapted for inclusion in an existing or new Recommendation (e.g. as an appendix);

iv) the text is sufficiently mature and that the text follows, as far as possible, the format of the "Author's Guide for drafting ITU‑T Recommendations" but with language adjusted due to the informative rather than normative nature of the publication;

v) the text contains material which is supplementary to and associated with the subject matter of one or more Recommendations but is not essential to their completeness or understanding and implementation.

**2.2** Supplements require agreement by the study group or TSAG (in the case of a document developed by TSAG) but they do not require approval according to Resolution 1 or Recommendation A.8 procedures. A working party may agree to a Supplement if the study group that set up the working party has previously identified this Supplement and has authorized the working party to do so at the previous study group meeting provided that such Supplement is not related or linked to any Recommendation having policy or regulatory implications in accordance with Nos. 246D to 246 H of the ITU Convention.

**2.3** Supplements are only informative and are therefore not considered to be an integral part of any Recommendation(s). The following note shall be added after the foreword: "NOTE – This is an informative ITU-T publication. It does not contain any mandatory provisions, and does not form an integral part of any ITU-T Recommendations."

**2.4** Each Supplement should be unambiguously identified by the series letter to which it is associated followed by a sequential number unique within that series.

**2.5** Since Supplements are essentially reference material, no onus is implied on the issuing study group to update or to reissue Supplements. However, should reference to a Supplement be made in a Recommendation, the study group should review the applicability both of that reference and the Supplement at least once every four years, and take any necessary action.

**2.6** Supplements should be included in databases along with ITU‑T Recommendations, but may be deleted after consultation with the concerned study group if not reviewed or updated after a period of eight years.

**2.7** To the extent practicable, Supplements will be published in a similar fashion to Recommendations, but with a lower priority, and taking into account market needs.

**3 Non-Normative texts Other than Supplements**

Texts other than Recommendations (often referred to as “non-normative ITU-T publications”) are appropriate for informative or supplementary materials in an area of study relevant to an ITU-T study group. In addition to Supplements, other non-normative texts (e.g. technical reports) are also in use.

**3.1** Before proposing any new or revised text as a non-normative document, a study group or TSAG should ensure, in consultation with the Director, that:

i) the subject matter is within its mandate;

ii) there is a sufficient need for the information on a long‑term basis;

iii) the text is sufficiently mature and that the text follows, as far as possible, the format of the "Author's Guide for drafting ITU‑T Recommendations" but with language adjusted due to the informative rather than normative nature of the publication;

iv) the text contains material which is not essential to the completeness or understanding and implementation of any ITU-T Recommendation.

**3.2** Non-normative documents require agreement by the study group or TSAG (in the case of a document developed by TSAG) but they do not require approval according to Resolution 1 or Recommendation A.8 procedures.

**3.3** Non-normative documents are only informative and are therefore not considered to be an integral part of any Recommendation(s). The following note shall be added after the foreword: "NOTE – This is an informative ITU-T publication. It does not contain any mandatory provisions, and does not form an integral part of any ITU-T Recommendations."

**3.4** Since non-normative documents are essentially reference material, no onus is implied on the issuing study group to update or to reissue them. However, should (bibliographic) reference to a non-normative document be made in a Recommendation, the study group should review the applicability both of that reference and the document at least once every four years, and take any necessary action.

**3.5** To the extent practicable, non-normative documents will be published in a similar fashion to Recommendations, but with a lower priority, and taking into account market needs.

**4 Work programme**

**4.1** The decision to add a new work item for a non-normative ITU-T publication to the work programme of a study group (or TSAG) should be documented in the report of the meeting using the template in Annex A. Note that this may not be necessary to document the continuation of existing work (e.g. an amendment or revision of an existing non-Recommendation document).

**4.2** The target date should normally be less than two years after the study group meeting when the new work item is added to the work programme. A work item may be considered for discontinuation from the work programme if it has not given rise to any contribution in the time interval of the previous two study group meetings.

**Annex A

Template to describe a proposed new non-Recommendation document
in the work programme**

(This annex forms an integral part of this Recommendation.)

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| **Question:** |  | / | **Proposed new ITU-T:     🞏 Supplement****🞏 Implementor's guide****🞏 Technical paper/report** | <Meeting date> |
| **Reference and title:** | <X.xxx> "Title" |
| **Base text:** | <C nnn> or <TD nnnn> | **Target date:** | <Month-Year> |
| **Editor(s):** | <Name, membership, e-mail address> | **Approval process:** | Agreement |
| **Purpose and scope** (defines what issue this non-Recommendation document will address, thus permitting readers to judge its usefulness for their work; also defines the intent or objective of the non-Recommendation document and the aspects covered, thereby indicating the limits of its applicability): |
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| **Summary** (provides a brief overview of the proposal): |
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| **Relations to ITU-T Recommendations or to other documents** (approved, agreed, or under development): |
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| **Liaisons with other study groups or with other standards bodies:** |
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| **Supporting members that are committing to contributing actively to the work item:** |
| <Member States, Sector Members, Associates, Academia> |