Categorization of terms and definitions

For further information, see section 5.6 of Doc. CCT/97

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Mechanism for the categorization of terms and definitions

Endorsed working methods between meetings

One month prior the next CCT meeting

Next CCT meeting

ITU Study Groups/ Working Parties

submit terms and definitions in English to

CCT

authorised the CCT Secretariat to categorize terminology

CCT Secretariat

CCT Secretariat *categorizes*

Category A

Terms and definitions that are clear and conform to the editorial guidelines

emailed to

CCT Members

No comments

Comments

CCT

Validates terminology

sent for translation and inclusion in

ITU terminology database
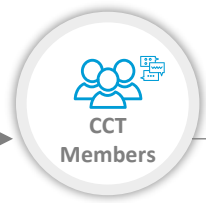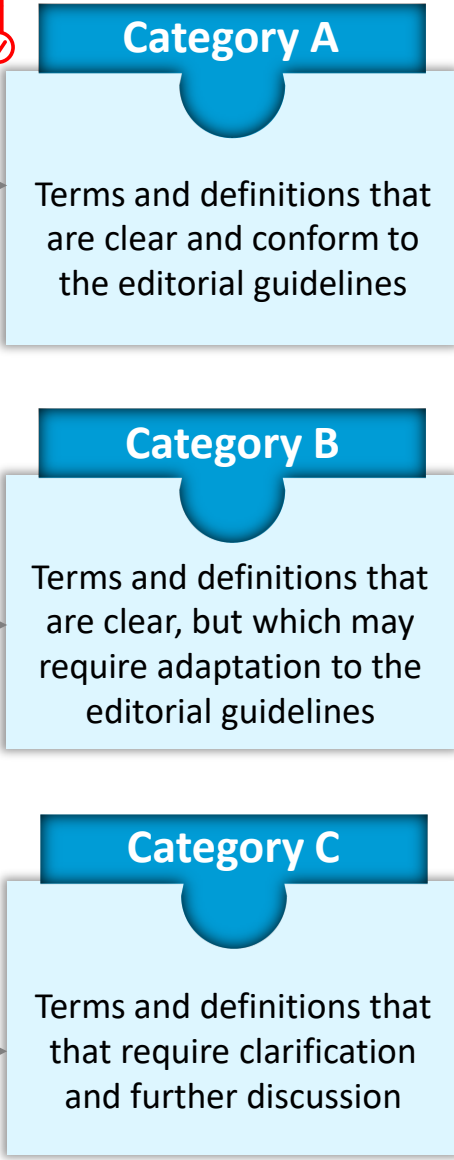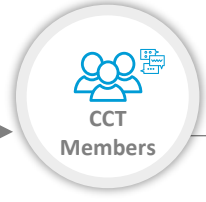
terminology recategorized, as appropriate

Category B

Terms and definitions that are clear, but which may require adaptation to the editorial guidelines

emailed to

CCT Members

No comments

Comments

CCT
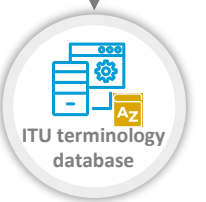
Agrees to send an LS with the editorial comments to the relevant SG(s)/WP(s)

ITU Study Groups/ Working Parties

Category C

Terms and definitions that that require clarification and further discussion

submitted to

CCT

Discusses terminology and decides on the way forward. Agrees to send an LS with the comments to the relevant SG(s)/WP(s)

Categories of terms and definitions

The CCT Secretariat analyses the terms and definitions received and classifies them in three categories:

Category		Proposed course of action
A	Terms and definitions that are clear and conform to the editorial guidelines	These terms and definitions will be included in a document that will be circulated to the members of the CCT one month prior to the meeting for consideration and comments, if any.
		If no comments are received, the document will be submitted to the next CCT meeting and be proposed for approval without opening it. Those terms and definitions that would have already been published will be validated and submitted for translation.
B	Terms and definitions that are clear, but which may require adaptation to the editorial guidelines	These terms and definitions, including any suggested editorial adaptations from the Secretariat, will be included in a document that will be circulated to the members of the CCT one month prior to the meeting for consideration and comments, if any.
		If no comments are received, the comments from the Secretariat will be forwarded to the respective study groups for their consideration.
C	Terms and definitions that require clarification and further discussion	The terms and definitions requiring further analysis will be discussed at the next CCT meeting.