ITU-T A.5 justifications: Why and how?

TSB tutorial
December 2017
Overview

1. Normative vs non-normative (informative) references
2. Objectives of ITU-T A.5 justifications
3. How to create an ITU-T A.5 reference, three alternatives:
   - Reuse an existing reference
   - Create a new reference by duplicating an existing one
   - Create a new reference from scratch
4. Help, advice and support: Contact the TSB Secretariat
Types of reference

1. **Normative references:**
   Whole or parts of an external document required to implement the draft Recommendation (should be listed in clause 2 of the Recommendation)

2. **Non-normative (informative) references:**
   Whole or parts of an external document that provide supplementary information that assists understanding or use of the draft Recommendation (should be listed in the bibliography of the Recommendation)
Objectives of ITU-T A.5 justifications

1. Assures stability and availability of material incorporated in Recommendations through reference to external documents

2. Improves awareness of possible claims of Intellectual Property Rights (IPR) through reference

3. Which references require ITU-T A.5 justification?:
   - All normative references, except...
   - ...ITU, ISO or IEC standards
How to create an ITU-T A.5 justification

1. Do not create an ITU-T A.5 justification by hand – use the online tool to reduce workload and avoid errors

2. The Editor (or Rapporteur) responsible for a draft Recommendation is required to produce a TD justifying each normative reference outside ITU/ISO/IEC

3. This “ITU-T A.5 justification” TD must be presented to and accepted by a study group before Determination/Consent

4. Structure of an ITU-T A.5 justification:
   - Qualification of the organization
   - Identifier of the referenced text
   - Information about the referenced text
   - Justification for the reference
The ITU-T A.5 justification process

Editor enters references and justifications

Editor generates A.5 TD

Editor finalizes draft TD and sends it to the TSB Secretariat

TSB Secretariat reviews and validates justification

Secretariat posts the TD for the study group meeting

Study group evaluates justification

Once data is submitted, it cannot be changed through the web interface. Do not create a duplicate record if you make a mistake.

Please contact the TSB Secretariat if you have any questions.
How to create an ITU-T A.5 justification

Three approaches to create an ITU-T A.5 justification:

1. **Reuse an existing reference**
   Simplest solution so long as the referenced text has already been used in another Recommendation.

2. **Create a new reference by duplicating an existing one**
   If a similar referenced text has already been used in another Recommendation, it can be duplicated to minimize the retyping of common parts.

3. **Create a new reference from scratch**
   If no similar referenced text exists, start from a clean page.
Information to be submitted for each approach

Editing possible: ✏️ Data entry required: ✔️ Not applicable: ✗

<table>
<thead>
<tr>
<th>Information required</th>
<th>Approach 1</th>
<th>Approach 2</th>
<th>Approach 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identifier of referenced document</td>
<td>✗</td>
<td>✏️</td>
<td>✔️</td>
</tr>
<tr>
<td>2. Status of approval</td>
<td>✗</td>
<td>✏️</td>
<td>✔️</td>
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<tr>
<td>3. Justification for the specific reference</td>
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<td>✔️</td>
</tr>
<tr>
<td>4. Intellectual Property Rights information (if any)</td>
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<td>✏️</td>
<td>✔️</td>
</tr>
<tr>
<td>5. Other information about “quality” of the document</td>
<td>✗</td>
<td>✏️</td>
<td>✔️</td>
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<tr>
<td>6. Stability/maturity of the document</td>
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<td>✔️</td>
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<tr>
<td>7. Relationship with other documents</td>
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<td>✏️</td>
<td>✔️</td>
</tr>
<tr>
<td>8. List of explicit references within the referenced document</td>
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<td>✏️</td>
<td>✔️</td>
</tr>
<tr>
<td>9. Qualification of the organization (already completed)</td>
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<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>10. Other supplementary information</td>
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<td>✏️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Getting started

From the study group homepage, click on Work Programme, and then select the draft Recommendation for which you wish to create an ITU-T A.5 justification.

Click “Submit new A.5 reference”

Access these presentation slides
Approach 1: Reuse an existing reference

To copy a reference that has already been justified for another Recommendation, find it by selecting the organization and referenced document from the two drop-down lists. Then…

This will create a copy of the original justification; the only new information required is to indicate the reasons for including this reference in the new Recommendation.
Approach 2: Create a new reference by duplicating an existing one

To create a new reference that is similar to one that has already been justified for another Recommendation, find it as before. Then...

This will create a copy of the original justification and allow updates to all information except the qualification of the organization, which has already been done.
Approach 3: Create a new reference from scratch

If you wish to reference a document that does not yet exist in the system, you will need to create a new reference. To do this, first select the organization responsible for the standard. Then...

This will create a blank justification form and allow you to add all information except the qualification of the organization, which has already been done.
Prepare a draft ITU-T A.5 justification TD

From the Work Programme, repeat the process until all references have been added. Then click the Word icon to automatically produce a draft TD containing all ITU-T A.5 justifications.

Once all references have been added, click the Word icon to create a draft TD

Click again on “Submit new A.5 reference” if you wish to add any further references
Finalizing an ITU-T A.5 justification TD

Before submitting the Word file to the TSB Secretariat, remember to add “Source” and “Contact” information.

The rest of the document content should already be correct; if you face any difficulties, contact the study group Secretariat.
Thank you