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| **Radiocommunication Advisory GroupGeneva, 22-24 May 2013** |  |
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|  | **Document RAG13-1/14-E** |
| **8 May 2013** |
| **English only** |
| Chairman of the RAG Correspondence Group on the format(s) of ITU-R Recommendations |
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**1 Introduction**

The Correspondence Group (CG RecFormat) was setup by RAG at its 19th meeting in June 2012 to establish guidelines for the format(s) of ITU‑R Recommendations with the following terms of reference:

• to examine the formats used by several Study Groups for developing ITU‑R Recommendations;

• to identify deficiencies and shortcomings of these formats when used for complex cases;

• to liaise with the Correspondence Group that RAG may create to review the restructuring of Resolution ITU‑R 1-6 as indicated in RA-12 Document PLEN/110.

The Correspondence Group will report its findings to RAG. RAG will report the final results through the Director to the Radiocommunication Assembly.

**2 Background**

The ITU-R Recommendations constitute a set of international technical standards developed by the ITU Radiocommunication Sector (formerly CCIR) since 1929 when the 1st CCIR Plenary Assembly approved the first 29 Recommendations on different aspects of radiocommunications.

Recommendations are the result of studies undertaken by ITU-R Study Groups and within the scope of existing knowledge, research and available information, normally provide:

– recommended specifications, requirements, data

– or guidance for recommended ways of undertaking a specified task;

– or recommended procedures for a specified application,

and which is considered to be sufficient to serve as a basis for international cooperation in a given context in the field of radiocommunications (see also Resolution ITU‑R 1-6).

The ITU-R Recommendations are approved by ITU Member States. Their implementation is not mandatory; however, as they are developed by experts from administrations, operators, the industry and other organizations dealing with radiocommunication matters from all over the world, they enjoy a high reputation and are implemented worldwide.

Today more than 1100 ITU-R Recommendations in 17 Series are in force. table below contains some details on the existing Recommendations.

After reviewing the format of the ITU-R Recommendations in force and discussing with a number of radiocommunication specialists who are either involved in development of Recommendations or who are the users of these Recommendations, the draft proposal contained in the Annex to this Document is submitted for consideration.

TABLE

Individual ITU-R Recommendations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Series** | **Subject** | **# of Rec** | **Managed by** |
| 1 | SM  | Spectrum management | 86 | ITU-R SG 1 |
| 2 | P  | Radiowave propagation | 77 | ITU-R SG 3 |
| 3 | BO | [Broadcasting-]Satellite delivery | 44 |  |
| 4 | M[S]  | [Mobile-, radiodetermination-, satellite services] | [82] / 234 | ITU-R SG 4 |
| 5 | SNG  | Satellite news gathering | 9 |  |
| 6 | S  | Fixed-satellite service | 144 |  |
| 7 | SF  | Frequency sharing and coordination between fixed-satellite and fixed service systems | 22 | ITU-R SG 4&5 |
| 8 | F  | Fixed service | 146 | ITU-R SG 5 |
| 9 | M [bis] | [Mobile, radiodetermination, amateur, amateur -satellite services] | [148] / 234 |  |
| 10 | BT | Broadcasting service (television)  | 154 |  |
| 11 | BS | Broadcasting service (sound)  | 78 | ITU-R SG 6 |
| 12 | BR | Recording for production, archival and play-out; film for television  | 22 |  |
| 13 | RA  | Radio astronomy | 14 |  |
| 14 | RS  | Remote sensing systems | 35 | ITU-R SG 7 |
| 15 | SA  | Space applications and meteorology | 59 |  |
| 16 | TF  | Time signals and frequency standards emissions | 15 |  |
| 17 | V  | Vocabulary and related subjects | 9 | ITU-R CCV |
|  |  |  | 1143 |  |

Annex

DRAFT PROPOSED

Format of ITU-R Recommendations

**Summary**

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| This element is placed in front of the Recommendation. It provides a brief overview of the purpose and contents giving the reasons for the study and motivations for development of this Recommendation, thus permitting ITU members and users to judge its usefulness for their work. In the case of revision/modification of an existing Recommendation this element should include brief description of changes in particular for Recommendation, incorporated by reference in the Radio Regulations.This element defines, without ambiguity, the intent or subject of the Recommendation and * should clarify the objective of the Recommendation
* should indicate the limits of applicability

The Summary should not be retained in the text of the Recommendation after its approval. |

 **⮣ [**should be reviewed by relevant SG]

**Recommendation ITU-R (Series).XXX-version [\*]**

 **⮡** [starting from 0 e.g. 1154-0]

**Title**

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| * should reflect the main purpose of the Recommendation
* should provide an indication of the main service(s) and frequency band(s) concerned as appropriate
* should not be unnecessarily long
* important information should be included in the Scope
 |

 (years of approval)

**Scope**

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| This element defines, without ambiguity, the intent or subject of the Recommendation and * should clarify the objective of the Recommendation
* should indicate the limits of applicability (e.g. service(s), frequency band(s), systems, applications, etc.

The Scope should be retained in the text of the Recommendation after its approval. |

**Keywords [**may be included as a part ofthe Scope**]**

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| The specific Keywords : * should identify the main topics in the Recommendation and serve in electronic text searches
* should not normally be more than 5 words.
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*The following two elements (Abbreviations/Glossary and Related ITU Recommendations, Reports) may be placed below as shown or at the end of Recommendation.*

**Abbreviations/Glossary**

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| List of Abbreviations/Glossary (if more than 5 terms) used throughout the Recommendation should be in alphabetical order and with their description.  |

Related ITU Recommendations, Reports

NOTE – In every case the latest edition of the Recommendation/Reports in force should be used.

**[\*]** Recommendation incorporated by reference in the Radio Regulations, see Volume 4

The ITU Radiocommunication Assembly,

*considering* (*mandatory)*

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| This part should contain various general background references giving the reasons for the study and motivations for development of this Recommendation and should be answered in part “*recommends”* and should be numbered as: |

a)

b)

c)…… to z)

*recognizing (optional)*

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| This part should contain specific factual background statements or studies which have formed a basis for the work and have been taken into account, as appropriate; the references should normally refer to ITU documents and should be numbered as:  |

a)

b)

c)…… to z)

*noting (optional)*

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| This part should indicate generally accepted information that supports and/or relates to the Recommendation and should include reference to appropriate Annex and be numbered as: |

a)

b)

c)…… to z)

*recommends (mandatory)*

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| This part should provide: recommended specifications, requirements, data or guidance for recommended ways of undertaking a specified task; or recommended procedures for a specified application *and should be numbered as:* 1)2)……………..Individual or common Note(s) may be included in this part (for example: to indicate studies to be completed) |

**Annex**(es)

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| This part should: * contain technical details or description of methods/procedures
* support or clarify the relevant recommends;
* be numbered as Annex 1, Annex 2 etc.

It is necessary for overall completeness and comprehensibilityIf the Annex text is more than 5 pages long a table of CONTENTs is needed. |

**Attachment**(s) to Annex (if needed):

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| This part should: * contain material which is supplementary to and associated with an Annex of a Recommendation;
* clarify the relevant recommends.

It is not essential to Rec completeness and comprehensibilityIf its text is more than 5 pages long a table of CONTENTs is needed. |

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| **Appendix**(es) should not be used as a part of Recommendation in order to avoid confusion with **Appendix**(es) used in the RR |

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