INTERNATIONAL TELECOMMUNICATION UNION

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

A.12

(10/2004)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

Identification and layout of ITU-T Recommendations

ITU-T Recommendation A.12

ITU-T Recommendation A.12

Identification and layout of ITU-T Recommendations

Summary

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

Source

ITU-T Recommendation A.12 was prepared by TSAG (2001-2004) and approved by the World Telecommunication Standardization Assembly (Florianópolis, 5-14 October 2004).

FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications. The ITU Telecommunication Standardization Sector (ITU-T) is a permanent organ of ITU. ITU-T is responsible for studying technical, operating and tariff questions and issuing Recommendations on them with a view to standardizing telecommunications on a worldwide basis.

The World Telecommunication Standardization Assembly (WTSA), which meets every four years, establishes the topics for study by the ITU-T study groups which, in turn, produce Recommendations on these topics.

The approval of ITU-T Recommendations is covered by the procedure laid down in WTSA Resolution 1.

In some areas of information technology which fall within ITU-T's purview, the necessary standards are prepared on a collaborative basis with ISO and IEC.

NOTE

In this Recommendation, the expression "Administration" is used for conciseness to indicate both a telecommunication administration and a recognized operating agency.

Compliance with this Recommendation is voluntary. However, the Recommendation may contain certain mandatory provisions (to ensure e.g. interoperability or applicability) and compliance with the Recommendation is achieved when all of these mandatory provisions are met. The words "shall" or some other obligatory language such as "must" and the negative equivalents are used to express requirements. The use of such words does not suggest that compliance with the Recommendation is required of any party.

INTELLECTUAL PROPERTY RIGHTS

ITU draws attention to the possibility that the practice or implementation of this Recommendation may involve the use of a claimed Intellectual Property Right. ITU takes no position concerning the evidence, validity or applicability of claimed Intellectual Property Rights, whether asserted by ITU members or others outside of the Recommendation development process.

As of the date of approval of this Recommendation, ITU had not received notice of intellectual property, protected by patents, which may be required to implement this Recommendation. However, implementors are cautioned that this may not represent the latest information and are therefore strongly urged to consult the TSB patent database.

CONTENTS

ITU-T Recommendation A.12

Identification and layout of ITU-T Recommendations

(Montreal, 2000; Florianópolis, 2004)

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 which 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 General tariff 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 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 and next-generation networks

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).

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 as outlined in the "Author's Guide for drafting ITU-T Recommendations" prepared by TSB. The author may also provide other up-front elements such as background information and keywords as provided for in the Author's Guide.

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

SERIES OF ITU-T RECOMMENDATIONS

Series A	**Organization of the work of ITU-T**
Series D	General tariff principles
Series E	Overall network operation, telephone service, service operation and human factors
Series F	Non-telephone telecommunication services
Series G	Transmission systems and media, digital systems and networks
Series H	Audiovisual and multimedia systems
Series I	Integrated services digital network
Series J	Cable networks and transmission of television, sound programme and other multimedia signals
Series K	Protection against interference
Series L	Construction, installation and protection of cables and other elements of outside plant
Series M	TMN and network maintenance: international transmission systems, telephone circuits, telegraphy, facsimile and leased circuits
Series N	Maintenance: international sound programme and television transmission circuits
Series O	Specifications of measuring equipment
Series P	Telephone transmission quality, telephone installations, local line networks
Series Q	Switching and signalling
Series R	Telegraph transmission
Series S	Telegraph services terminal equipment
Series T	Terminals for telematic services
Series U	Telegraph switching
Series V	Data communication over the telephone network
Series X	Data networks and open system communications
Series Y	Global information infrastructure, Internet protocol aspects and Next Generation Networks
Series Z	Languages and general software aspects for telecommunication systems

Geneva, 2004