



INTERNATIONAL TELECOMMUNICATION UNION

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

A.2

(10/2000)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

Presentation of contributions relative to the study of Questions assigned to ITU-T

ITU-T Recommendation A.2

(Formerly CCITT Recommendation)

ITU-T Recommendation A.2

Presentation of contributions relative to the study of Questions assigned to ITU-T

Summary

This Recommendation describes general work methods for ITU-T study groups. It provides guidelines related to work methods, such as the conduct of meetings, preparation of studies, management of study groups, Joint Coordination Groups, the role of rapporteurs and the processing of ITU-T contributions and temporary documents.

Source

ITU-T Recommendation A.2 was prepared by TSAG (1997-2000) and approved by WTSA (27 September – 6 October 2000).

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.

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ITU-T Recommendation A.2

Presentation of contributions relative to the study of Questions assigned to ITU-T

(Malaga-Torremolinos, 1984; Melbourne, 1988; Helsinki, 1993; Geneva, 1996; Montreal, 2000)

1 With regard to the presentation of contributions to the study of Questions assigned to ITU-T, the following general directives should be applied:

- a) Contributions should be concisely drafted, avoiding unnecessary details, tables or statistics that make no direct contribution to the study of a Question. They should be clearly written with a view to being universally understood, i.e. they should be as codified as possible, use international terminology and avoid the technical jargon peculiar to the author's country. Contributors should use the units, letter symbols and graphical symbols of the international system of units (SI) as supported by the ISO and IEC. In addition, Coordinated Universal Time (UTC) should be used to designate time. When a contribution deals with several Questions, these should be separated so that the text relating to each one begins on a fresh sheet of paper (not on the back of a page).
- b) A contribution should not as a rule exceed about 2500 words (five pages), nor should it include more than three pages of figures (making eight pages in all). It should be accompanied by an abstract which is no more than 150-200 words, and which summarizes the aim of the contribution and its technical content. Whenever possible, a section with the heading Rationale (or Discussion), should be used for the main text which sets forth the essential information required for justifying the proposals or conclusions of the contribution. The contribution should end with a Proposal or, if not feasible, a Conclusion (both if required). For self-explanatory proposals, the rationale section may be omitted. These directives do not apply to draft Recommendations or to contributions submitted by rapporteurs.
- c) Documents of purely theoretical interest which are not directly related to the Questions under study should not be submitted.
- d) Articles which have been or are to be published in the technical press should not be submitted to ITU-T, unless they relate directly to Questions under study.
- e) Passages of an unduly commercial nature included in a contribution may be deleted by the Director of TSB in agreement with the chairman; the author of the contribution shall be advised of any such deletions.

Detailed guidelines recommended for the preparation of contributions are provided in Appendix I. Details on the presentation of ITU-T texts can be found in the "Author's Guide for drafting ITU-T Recommendations" (referred to as "Guide" in the following).

2 With regard to the submission of contributions, all contributions to ITU-T meetings (normal, delayed, temporary documents, and liaison statements) should – as far as possible – be sent using electronic means; if no such facilities are available to the contributor, submission of paper only copies is acceptable.

Electronic submission facilities include e-mail, FTP via drop box or Web, and the ITU web-based interface. Detailed information and instructions for these methods are maintained by TSB on the ITU-T website and disseminated periodically via TSB circular. Electronic submissions shall be backed up by paper submissions sent via facsimile (or by mail if facsimile is not available), in order to verify that originator's formatting is retained.

Contributions shall be addressed to TSB and copied to the SG chairman and vice-chairman, working party chairmen and concerned rapporteur(s).

3 Contributions should be printable in A4 format, as far as possible. The first page must have the standard layout of ITU-T contributions. Drafts must be in one or more of the official languages of the Union. When existing ITU-T texts already translated have been used in some parts of a contribution, a copy of the contribution with a precise reference to the original sources also should be sent to TSB. If ITU-T figures are used in the contributions, the ITU-T number must not be deleted, but if the figure has been modified, the abbreviation "mod" should be added after the number. If not required by further development of the text, use of colours in the text of contributions or other submitted documents should be avoided.

4 If a contribution contains electronic material (software, test data, etc., referred to herein as "software"), it should be attached to the text sent to TSB.

Contributors are encouraged to submit formal language descriptions as electronic attachments.

5 The first page of each contribution should follow the example shown in Figure I.1.

6 Normal contributions which are to be considered at a study group or working party meeting shall reach TSB at least two months before the date fixed for the opening of the meeting. Delayed contributions shall arrive in TSB at least seven working days before the meeting.

APPENDIX I

Detailed guidelines for the preparation of contributions relative to the study of ITU-T Questions

NOTE – These guidelines will be updated by TSB as necessary. The updated version will be maintained on the ITU-T website and issued in a TSB circular.

The guidelines in this appendix supplement the general directives set out in Recommendation A.2. For ease of reference, they are organized under relevant headings in two categories: one deals with the contents of the contribution and the other the mechanics of its presentation.

I.1 Contents of contribution

A contribution should be clear, concise and comprehensive in itself. It should start with the Heading and the Abstract which are independent sections. The main text of the contribution should contain two sections: Rationale (or Discussion) and Proposal (or Conclusion). Supplementary sections such as annexes, if necessary, should follow the main text. The guidelines for the structure of the main text do not apply to draft Recommendations or to submission by rapporteurs.

I.1.1 Heading – The heading of a contribution should provide:

- language in which the contribution is originated;
- study group Question number(s) which the contribution is addressing;
- date of the contribution;
- name of the study group to which the contribution should be submitted;
- source of the contribution: originating country and/or organization and as a footnote, author or contact person with address, telephone, fax and e-mail numbers;
- title of the contribution.

An example of the recommended format is given in Figure I.1.



INTERNATIONAL TELECOMMUNICATION UNION

**TELECOMMUNICATION
STANDARDIZATION SECTOR**

STUDY PERIOD 2001 - 2004

**COM 12-<no>-E
mmm/yyy
Original: English**

Question(s):

STUDY GROUP 12 - CONTRIBUTION <no>

SOURCE*:

TITLE:

*** Contact:**

Tel:

Fax:

E-mail:

Attention: This is not a publication made available to the public, but **an internal ITU-T Document** intended only for use by the Member States of the ITU, by ITU-T Sector Members and Associates, and their respective staff and collaborators in their ITU-T related work. It shall not be made available to, and used by, any other persons or entities without the prior written consent of the ITU-T.

Figure I.1/A.2

I.1.2 Abstract – The abstract should outline clearly and concisely the aim (for example, proposal for a new Recommendation) and the content (proposals and/or conclusions of the contribution). In addition, it should enable prospective readers to determine quickly whether the contribution contains information in their area of interest, and often which working party(ies) should review the contribution. This is a very important part of the document and would normally be prepared after the other sections are written. An abstract should not exceed 150-200 words. It should be understandable by other study groups and not just the intended readers of the contribution.

I.1.3 Rationale (Discussion) – This section should provide discussion, reasons and justification for the proposals or conclusions. It develops the theme, describing the methods used and the observations or findings, and comments on their significance.

I.1.4 Proposal (Conclusion) – The main text should end with a conclusion which, whenever possible, should be in the form of a concrete proposal indicating the intended disposition of the contribution. It would be useful to make the following distinction between Proposal and Conclusion,

so that a standard approach to their application may be adopted. The heading Proposal should be used when the section offers suggestions for acceptance (such as solutions, plans and changes the contributor expects to be implemented) and when decisions or actions are requested. The heading Conclusion should be used when it is merely informational, such as summarizing observations; and no decision about a course of action is expected. If both appear in a contribution, the proposals should follow the conclusions.

I.1.5 *Supplementary Sections* – Supporting or more detailed information which might interrupt the flow of ideas in the main text should be placed in the sections containing annexes, appendices, references and attachments. A solid line can be used to separate such sections from the main text. "The Guide" describes the distinction between the uses of Annex and Appendix.

I.2 Mechanics and presentation

I.2.1 *Clause numbering* – The contribution should be structured logically and, whenever clarity and flow demand, hierarchically with discrete clauses and subclauses for presenting different levels of detail. Different clauses and subclauses in the main text should be designated with decimal numbers, adhering as much as possible to the hierarchical numbering system recommended for ITU-T texts (see "Guide"); for example, 1.1, 1.2.3. Examples for numbering the supplementary sections are A.1.1 of Annex A and VI.3.4 of Appendix VI.

I.2.2 *Page numbering* – The title page should be left unnumbered. All the following pages should be numbered consecutively from page 2, including tables, annexes, appendices or attachments. Page numbers should normally be centered at the top of the page. Each page should include the document number (if available) immediately below the page number. It is useful to show the total number of pages with the page number, e.g. 2 of 10.

I.2.3 *Figures and diagrams* – Figures and diagrams must be clear and legible when printed in A4 format.

I.2.4 *Formulae* – Mathematical formulae should only be presented for explaining texts. Details of how they are derived should be avoided.

I.2.5 *Quotations* – Simple reference to the document number or paragraph number of an existing text or key phrase should be used instead of lengthy quotes. Material available elsewhere in ITU-T should not be reproduced or quoted at length. Excerpts or brief summaries may be included in the contribution when it is known that the members of the ITU-T study group do not have ready access to such material.

I.2.6 *References* – Reference to other ITU-T contributions or Recommendations should be made by using the official document number, e.g. COM 14-10. If the referenced contribution belongs to a previous study period, this fact should be noted as well.

References to standards other than ITU or ISO/IEC publications or standards should conform to the requirements of Recommendation A.5. Other publications not covered by Recommendation A.5 may be referenced in a Bibliography.

(See "Guide" for more information on references and bibliographies.)

I.2.7 *Revision to existing text* – If a contribution proposes modifications to an existing text, e.g. draft Recommendation, the portions of the text to be modified should be clearly shown with revision marks. Adequate indications shall also be given to identify any changes proposed with regard to the previous version of the same text.

Such change indications could be made for example by strikethrough, underlining and by vertical revision bars (|) appearing at the margin of the page.

SERIES OF ITU-T RECOMMENDATIONS

Series A Organization of the work of ITU-T

Series B Means of expression: definitions, symbols, classification

Series C General telecommunication statistics

Series D General tariff principles

Series E Overall network operation, telephone service, service operation and human factors

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Series I Integrated services digital network

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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

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Series R Telegraph transmission

Series S Telegraph services terminal equipment

Series T Terminals for telematic services

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