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ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

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SERIES A: ORGANIZATION OF THE WORK OF ITU-T

**Non-normative ITU-T publications, including
Supplements to ITU-T Recommendations**

Recommendation ITU-T A.13

ITU-T



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Non-normative ITU-T publications, including Supplements to ITU-T Recommendations

Summary

Recommendation ITU-T A.13 describes the process used by ITU-T study groups and the Telecommunication Standardization Advisory Group (TSAG) to develop and agree to publication of informative (non-Recommendation) texts published by ITU-T. The documents using this process include Supplements to ITU-T Recommendations.

History

Edition	Recommendation	Approval	Study Group	Unique ID*
1.0	ITU-T A.13	2000-10-06	TSAG	11.1002/1000/5280
1.1	ITU-T A.13 (2000) Amd. 1	2007-12-07	TSAG	11.1002/1000/9148
2.0	ITU-T A.13	2019-09-27	TSAG	11.1002/1000/13853

* To access the Recommendation, type the URL <http://handle.itu.int/> in the address field of your web browser, followed by the Recommendation's unique ID. For example, <http://handle.itu.int/11.1002/1000/11830-en>.

FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications, information and communication technologies (ICTs). 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, implementers are cautioned that this may not represent the latest information and are therefore strongly urged to consult the TSB patent database at <http://www.itu.int/ITU-T/ipr/>.

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Recommendation ITU-T A.13

Non-normative ITU-T publications, including Supplements to ITU-T Recommendations

1 Introduction

In the course of its studies, each study group deals with contributions and reports, which are distributed to those organizations that have registered for participation in the study group's work, and Recommendations resulting from those studies reach a much wider audience. Normally, any information that is considered as merely illustrative or supplementary to a Recommendation should be included as a (non-integral) appendix to that Recommendation, where it is useful to the wider audience. However, there are instances where separate publication of such information is warranted. This information is not part of demonstrating voluntary compliance to any ITU-T Recommendation. Such information can be published in the form of Supplements to the Recommendations or other document types published by ITU-T.

2 References

The following ITU-T Recommendations and other references contain provisions which, through reference in this text, constitute provisions of this Recommendation. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of this Recommendation are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and other references listed below. A list of the currently valid ITU-T Recommendations is regularly published. The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation.

None.

3 Definitions

3.1 Terms defined elsewhere

This Recommendation uses the following terms defined elsewhere:

3.1.1 handbook: [b-WTSA Res. 1]: A text which provides a statement of the current knowledge, the present position of studies or good operating or technical practice, in certain aspects of telecommunications, which should be addressed to a telecommunication engineer, system planner or operating official who plans, designs or uses telecommunication services or systems, paying particular attention to the requirements of developing countries.

NOTE – It should be self-contained, and require no familiarity with other ITU-T texts or procedures.

3.1.2 work item: [b-ITU-T A.1]: An assigned piece of work, which is identifiable with a Question and which has specific or general objectives, which will result in a product, usually a Recommendation, for publication by ITU-T.

3.1.3 work programme: [b-ITU-T A.1]: A list of work items that are owned by a study group.

3.2 Terms defined in this Recommendation

This Recommendation defines the following terms:

3.2.1 implementer's guide: An informative (non-normative) document which records all identified defects (e.g., typographical errors, editorial errors, ambiguities, omissions or inconsistencies, and technical errors) associated with a Recommendation or a set of Recommendations and their status of correction, from their identification to final resolution.

NOTE – An implementer's guide is issued by ITU-T following agreement by a study group, or following agreement by a working party with the concurrence of the study group chairman. Typically, defect corrections are first collected in an implementer's guide and, at a time deemed appropriate by the study group, they are used to produce a corrigendum or are included as revisions to a Recommendation.

3.2.2 Supplement: An informative (non-normative) document which contains material which is supplementary to and associated with the subject matter of one or more Recommendations but which is not essential to their completeness or understanding and implementation.

3.2.3 technical paper or technical report: An informative (non-normative) publication containing technical information, prepared by a study group on a given subject within its mandate.

4 Abbreviations and acronyms

This Recommendation uses the following abbreviations and acronyms:

TSAG Telecommunication Standardization Advisory Group

WTSA World Telecommunication Standardization Assembly

5 Conventions

None.

6 Non-normative texts

The following general principles shall be applied by study groups for the development, approval and revision of non-normative ITU-T publications. These include implementer's guides, technical papers, technical reports, handbooks, Supplements to ITU-T Recommendations and appendices to Recommendations agreed separately from the base text of the Recommendation.

NOTE – Text of an appendix approved together with its base Recommendation will follow the approval process (TAP according to section 9 of [b-WTSA Res. 1], or AAP according to [b-ITU-T A.8]) of the base Recommendation.

Texts other than Recommendations (often referred to as "non-normative ITU-T publications") are informative or supplementary materials in an area of study relevant to an ITU-T study group.

6.1 Before proposing any new or revised text as a non-normative publication, a study group or TSAG should ensure, in consultation with the Director, that:

- i) the subject matter is within its mandate;
- ii) there is a sufficient need for the information on a long-term basis;
- iii) the text cannot be reasonably adapted for inclusion in an existing or new Recommendation (e.g., as an appendix);
- iv) the text contains material which is not essential to the completeness or understanding and implementation of any ITU-T Recommendation;
- v) the text is sufficiently mature and it follows, as far as possible, the format of [b-Author's Guide] but with language adjusted due to the informative rather than normative nature of the publication.

6.2 Non-normative documents require agreement by the study group or TSAG (in the case of a document developed by TSAG), but they do not require approval according to [b-WTSA Res. 1] or [b-ITU-T A.8] procedures.

6.3 Non-normative publications are only informative and are therefore not considered to be an integral part of any Recommendation(s). The following note shall be added after the foreword of non-normative publications: "NOTE – This is an informative ITU-T publication. Mandatory provisions,

such as those found in ITU-T Recommendations, are outside the scope of this publication. This publication should only be referenced bibliographically in ITU-T Recommendations".

6.4 Since non-normative publications are informative material, no onus is implied on the issuing study group to update or to reissue them. However, should (bibliographic) reference to a non-normative publication be made in a Recommendation, the study group should review the applicability both of that reference and the non-normative publication at least once every four years, and take any necessary action.

6.5 Non-normative publications (other than Supplements and implementer's guides) are not included in databases along with ITU-T Recommendations but are published on the web site of the concerned Study Group or TSAG.

6.6 Non normative publications may be deleted after consultation with the concerned study group if not reviewed or updated after a period of eight years.

6.7 Non-normative publications (other than Supplements) are not edited by TSB before publication. They are available for free in electronic format and are not printed in paper format.

7 Additional considerations specific to Supplements

In addition to the general principles given in clause 6, which apply to all non-normative publications, the following additional principles shall be applied by study groups for the development, agreement, identification and revision of Supplements:

7.1 A working party may agree to a Supplement if the study group that set up the working party has previously identified this Supplement and has authorized the working party to do so at the previous study group meeting provided that such Supplement is not related or linked to any Recommendation having policy or regulatory implications in accordance with Nos. 246D to 246H of the ITU Convention.

7.2 Each Supplement should be unambiguously identified by the series letter to which it is associated followed by a sequential number unique within that series. Supplements may apply to a series of Recommendations; they need not be attached to a particular single Recommendation.

7.3 Supplements should be included in databases along with ITU-T Recommendations.

7.4 To the extent practicable, Supplements will be published in a similar fashion to Recommendations, but with a lower priority, and taking into account market needs.

8 Work programme

8.1 The decision to add a new work item for a non-normative ITU-T publication (see clause 6) to the work programme of a study group (or TSAG) should be documented in the report of the meeting using the template in Annex A. Note that this may not be necessary to document the continuation of existing work (e.g., a revision of an existing non-normative document).

8.2 The target date should normally be less than two years after the study group meeting when the new work item is added to the work programme. A work item may be considered for discontinuation from the work programme if it has not given rise to any contribution in the time interval of the previous two study group meetings.

Annex A

Template to describe a proposed new non-normative document in the work programme

(This annex forms an integral part of this Recommendation.)

Question:	/	Proposed new ITU-T: <input type="checkbox"/> Supplement <input type="checkbox"/> Implementer's guide <input type="checkbox"/> Technical paper <input type="checkbox"/> Technical report <input type="checkbox"/> Handbook <input type="checkbox"/> Other: _____	<Meeting date>	
Reference and title:	<X.xxx> "Title"			
Base text:	<C nnn> or <TD nnnn>		Target date:	<Month-Year>
Editor(s):	<Name, membership, e-mail address>		Approval process:	Agreement
Purpose and scope (defines what issue this non-normative document will address, thus permitting readers to judge its usefulness for their work; also defines the intent or objective of the non-normative document and the aspects covered, thereby indicating the limits of its applicability):				
Summary (provides a brief overview of the proposal):				
Relations to ITU-T Recommendations or other documents (approved or under development):				
Liaisons with other study groups or with other standards bodies:				
Supporting members that are committing to contributing actively to the work item: <Member States, Sector Members, Associates, Academia>				

Bibliography

- [b-ITU-T A.1] Recommendation ITU-T A.1 (2019), *Working methods for study groups of the ITU Telecommunication Standardization Sector*.
- [b-ITU-T A.8] Recommendation ITU-T A.8 (2008), *Alternative approval process for new and revised ITU-T Recommendations*.
- [b-WTSA Res. 1] WTSA Resolution 1 (rev. Hammamet, 2016), *Rules of procedure of the ITU Telecommunication Standardization Sector*.
- [b-Author's guide] ITU-T editing guidelines (2016) – *Author's guide for drafting ITU-T Recommendations*.
<<https://www.itu.int/oth/T0A0F000004>>

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Series A Organization of the work of ITU-T

- Series D Tariff and accounting principles and international telecommunication/ICT economic and policy issues
- Series E Overall network operation, telephone service, service operation and human factors
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- 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
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