# ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

# A.11
(11/2012)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

## Publication of ITU-T Recommendations and World Telecommunication Standardization Assembly proceedings

Recommendation  ITU-T  A.11

# Recommendation ITU-T A.11

## Publication of ITU-T Recommendations and World Telecommunication Standardization Assembly proceedings

**Summary**

This Recommendation provides information on the procedures to be followed for publication of ITU-T Recommendations and the results of WTSAs.

**History**

| Edition | Recommendation | Approval | Study Group |
|---|---|---|---|
| 1.0 | ITU-T A.11 | 2000-10-06 | Assembly |
| 2.0 | ITU-T A.11 | 2004-10-14 | Assembly |
| 3.0 | ITU-T A.11 | 2008-10-30 | Assembly |
| 4.0 | ITU-T A.11 | 2012-11-30 | Assembly |

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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## Publication of ITU-T Recommendations and World Telecommunication Standardization Assembly proceedings

*(2000; 2004; 2008; 2012)*

## 1      Introduction

Under No. 98 of the ITU Convention, the Secretary-General is charged with the task of publishing Recommendations, and Recommendation ITU-T A.12 of the ITU Telecommunication Standardization Sector (ITU-T) sets out the identification and layout of ITU-T Recommendations. In addition to the publication of ITU-T Recommendations, the procedures for publishing the proceedings of the World Telecommunication Standardization Assembly (WTSA) are specified below.

It should be noted that although the designation "CCITT" has not been applied to new publications for some time, references to CCITT and ITU-T Recommendations are contained in numerous legal documents throughout the world.

## 2      Publication of Recommendations

**2.1**      Each new and revised Recommendation should be made available to the public as soon as practicable after it has been approved, and in each language as soon as it is available (see Annex A).

**2.2**      Each new and revised Recommendation should be added to a directly accessible database of ITU-T Recommendations.

**2.3**      The collection of approved Recommendations should also be published on an appropriate distribution medium.

**2.4**      Adequate indexing should be provided on all media.

**2.5**      The current status of each Recommendation in the complete range of Recommendations, including those approved by CCITT prior to 1993, should be accessible online.

## 3      Publication of WTSA proceedings

**3.1**      To provide a record of the proceedings of each assembly, an ITU-T Book should be published with the contents restricted to the following in principle:

–      Resolutions and Opinions adopted by the assembly;

–      Recommendations on the organization of the work of ITU-T (A-series);

–      a list of the study groups, the advisory group and any other groups established or maintained by the assembly, with their titles and general areas of work;

–      titles of the Questions (continuing or newly approved for study) and their allocation;

–      reports of the committees of the assembly.

NOTE – The list of participants and list of documents of the assembly may be provided in the book, or pointers may be provided as to where the online list of participants and the online list of documents of the assembly may be found.

**3.2**      Resolutions and ITU-T A-series Recommendations should also be published individually in electronic form.

**3.3** The colour of the cover of the ITU-T Book recording the results of WTSA will rotate successively through the colours of previous books in their chronological order, i.e. white, green, orange, yellow, red and blue.

## 4 Associated activities

**4.1** The Director of the Telecommunication Standardization Bureau (TSB) should observe the annexed guidelines (see Annex A) when managing the continuing process of publishing Recommendations during the upcoming study period.

**4.2** The Director of TSB should report to the next WTSA and to the intervening meetings of TSAG on any difficulties encountered in the timely publication of texts, with proposals for remedial action.

## 5 Relation with the Council

The Director of TSB should invite the Council to consider what adjustments, if any, may be needed to the ITU policy on publication, pricing, etc., in order to facilitate the rapid, wide and effective dissemination of ITU-T Recommendations.

# Annex A

## Guidelines on publication of ITU-T Recommendations

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

**A.1**    The following guidelines have been drawn up to assist in the timely publication of the approved ITU-T Recommendations. These guidelines should apply to those ITU services involved in the publication and distribution of Recommendations, and (to the extent relevant) to other organizations permitted by ITU to publish and distribute Recommendations under conditions and arrangements established with ITU.

**A.2**    From the users' viewpoint, the main principles that need to be applied are:

*a)*    the maximum feasible use of electronic publishing of Recommendations through direct online access to databases that are updated as soon as possible after approval of the Recommendations and by periodic publication on an appropriate distribution medium;

*b)*    unambiguous labelling of Recommendations to identify successive versions (see Recommendation ITU-T A.12);

*c)*    convenient (e.g. online or on a distribution medium) access to appropriate guidance and definitive information on prices, availability and current status of Recommendations;

*d)*    simple-to-use indexes and search facilities to locate specific subjects without necessarily knowing the titles or understanding the general structure and letter series used to designate ITU-T Recommendations.

**A.3**    Immediately after the conditions for its approval have been met, a new or revised Recommendation should be made available to the public, in accordance with the conditions established by ITU.

Recommendations should be made available[1] in appropriate formats, such as:

•    online access – as soon as practicable;

•    DVD – periodically (e.g. quarterly).

Minor modifications may be covered by publishing amendments or corrigenda rather than reissuing the complete Recommendation.

**A.4**    The current status of the complete range of Recommendations must be accessible on a database at any time.

**A.5**    Adequate indexing and search facilities should be provided.

**A.6**    For research and reference purposes, ITU should maintain permanently in an archive an official copy of all Recommendations that are or have been valid.

**A.7**    The generally accessible online database of Recommendations should contain versions of Recommendations currently in force and versions previously in force since the 1988 Blue Book.

**A.8**    ITU copyright should be strictly enforced on all formats of ITU-T Recommendations.

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[1]    Paper copies should be made available as quickly as possible at the request of a Member State, Sector Member or Associate not possessing electronic facilities, by which they can access publications of the Union

# SERIES OF ITU-T RECOMMENDATIONS

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