|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question(s):** |  | **Meeting, date:** | |  |
| **Study Group:** |  | **Working Party:** | |  |
| **Source:** |  | | | |
| **Title:** |  | | | |
| **Contact:** | Name Organization Country | | Tel: +xx E-mail: a@b.com | |

|  |  |
| --- | --- |
| **Abstract:** | [Insert an abstract under 200 words that describes the content of the document, including a clear description of any proposals it may contain.] |

[Your text starts here]

[NOTE TO AUTHORS: Replace the text between angle brackets (< and >), including the brackets, with the appropriate text. Also delete this Note. Refer to the Author's guide for drafting ITU-T Recommendations for detailed instructions.]

Recommendation ITU-T <No.>

<Recommendation title>

Summary

<Mandatory>

Keywords

<Mandatory>

Introduction

<Optional – This clause should appear only if it contains information different from that in Scope and Summary>

# 1 Scope

<Mandatory>

# 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.

[ITU-T X.yyy] Recommendation ITU-T X.yyy (date), *Title*.

# 3 Definitions

<Check in the ITU-T terms and definitions database at [www.itu.int/go/terminology-database](http://www.itu.int/go/terminology-database) whether the term has already been defined in another Recommendation. It would be more consistent to refer to such a definition rather than to redefine the term>

## 3.1 Terms defined elsewhere

<Normally, terms defined elsewhere will simply refer to the defining document. In certain cases, it may be desirable to quote the definition to allow for a stand-alone document. Before defining a new term, verify whether it has already been defined in the official ITU terminology database, at [www.itu.i.nt/go/terms](http://www.itu.i.nt/go/terms). >

This Recommendation uses the following terms defined elsewhere:

**3.1.1 <Term 1>** [Reference]: <optional quoted definition>.

**3.1.2 <Term 2>** [Reference]: <optional quoted definition>.

## 3.2 Terms defined in this Recommendation

This Recommendation defines the following terms:

**3.2.1 <Term 3>**: <definition>.

# 4 Abbreviations and acronyms

This Recommendation uses the following abbreviations and acronyms:

<abbr> <expansion>

<Include all abbreviations and acronyms used in this Recommendation>

# 5 Conventions

<Mandatory clause. Describe any particular notation, style, presentation, etc. used within the Recommendation, if any. If none, write "None.">

# 6 Clause 6 of the Recommendation

<Clause 6 onwards contains the body of the Recommendation>

Annex A  
  
<Annex Title>

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

<Body of annex A>

Appendix I  
  
<Appendix Title>

(This appendix does not form an integral part of this Recommendation.)

<Body of appendix I>

Bibliography

[b-ITU-T X.yyy] Recommendation ITU-T X.yyy (date), *Title*.

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