ITU-T Rapporteur and Editor Tutorial (Gyeonggi, Korea, 30-31 October 2012)

Drafting Recommendations

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TSAG Chairman (1996-2008)

Outline

- General Comments
- Work Flow from beginning to end
- Format of ITU-T Recommendations

General Comments on drafting Recommendations - 1

- Think about the study Question and what Recommendations it identifies
- Write clearly; write concisely
  - Recommendation should say what to do, without lengthy explanations of why to do it
- Understand the difference between "should" and "shall"
  - Make sure these are used as intended

General Comments on drafting Recommendations - 2

- Provide good estimates of your goals for the Work Programme Database
- Expect and plan to include editing from the very beginning
  - Editing at the end will lead to inadvertent changes of substance
- Seek help
  - Assign sections to different experts and sub-groups, as needed

General Comments on drafting Recommendations - 3

- Work closely with your Counsellor, especially with respect to the version of the text to be used
- Read and be familiar with the:
  - Author's Guide for drafting ITU-T Recommendations
  - English Language Style Guide
- Become familiar with the Terms and Definitions Database

General Comments on drafting Recommendations - 4

- Keep track of other standards being incorporated in the draft Recommendation
  - Use the e-tool that will generate the TD documenting ITU-T A.5 justification
    - Access the e-tool from draft Rec page in the Work Programme database
  - This mandatory document is needed before CONSENT or DETERMINATION can be done
  - Applies to all normative References

General Comments on drafting Recommendations - 5

- Engage native English-speakers in an editorial group
- Ensure your list of collaborators is up to date, including individual experts who might not be ITU-T members
- When editing between meetings, make new text available well before next meeting to allow members time to examine and comment

General Comments on drafting Recommendations - 6

- Be at all relevant meetings
- Meet your commitments and dates
  - Dates to produce clean edited texts after meetings
  - Dates to submit documents before meetings
    - Some are out of consideration for your collaborators
    - Some are required by ITU-T procedures

The work flow-beginning to end 1

- With consultation, decide what (family) of Recommendations need to be developed
- Plan a work schedule and get it agreed
  - How many meetings
  - Time between meetings
  - Leave time for experts to work between your meetings
  - Can start with the objective end date and work backwards to plan meetings and set milestones

The work flow-beginning to end 2

- Plans can include both e-working and physical meetings
- Remember there are meetings of the Question during SG/WP meetings
- Arrange for meeting hosts
  - Expect that rapporteurs and editors will host some of the meetings
- Establish a collaborators list
  - Work with TSB
  - Report it to each WP/SG meeting

The work flow-beginning to end 3

- Start with Recommendation Template
  - Fill in known sections
  - Consult the Terms and Definitions Database early
  - Some text is boilerplate
  - Some text will be from RG agreements
- Identify gaps and items For Further Study (FFS)
- Move ahead, not backwards, at each meeting

The work flow-beginning to end 4

- As work progresses:
  - Use English Language Style Guide
  - Stay close to TSB
  - Consult, consult, consult
  - Collect ITU-T A.5 information
  - Keep WP Chair informed, especially when you anticipate seeking CONSENT or DETERMINATION
- Have final edited text ready quickly after CONSENT/DETERMINATION

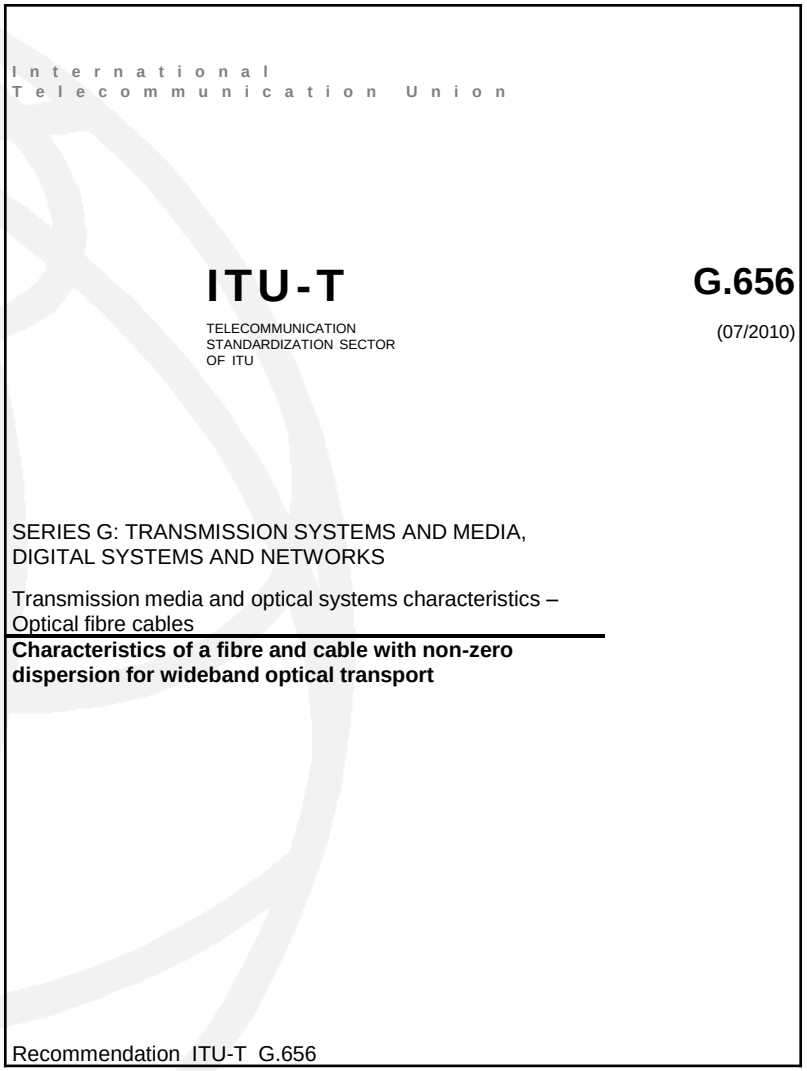
The work flow-beginning to end 5

- Be available for the approval process
  - You will be intimately involved during AAP Last Call AND Additional Review AND Study Group Decision meeting, or
  - During TAP comment resolution before AND during the SG Decision meeting
- Be available for publication activity
  - For consultation on editorial clarifications requested by TSB
- These apply to both Rapporteurs and Editors

Format of a Recommendation – see Author's Guide

Cover Page
- Provided by TSB

Title
- Number
  - assigned by TSB after approval
- Date of approval
- Text of title



International Telecommunication Union

ITU-T

TELECOMMUNICATION STANDARDIZATION SECTOR OF ITU

G.656

(07/2010)

SERIES G: TRANSMISSION SYSTEMS AND MEDIA, DIGITAL SYSTEMS AND NETWORKS

Transmission media and optical systems characteristics – Optical fibre cables

Characteristics of a fibre and cable with non-zero dispersion for wideband optical transport

Recommendation ITU-T G.656

Format of a Recommendation

Summary
- drafted by Rapporteur/Editor
- mandatory
- MUST be provided before CONSENT or DETERMINATION begins
- approved by SG

History
- provided by TSB

Recommendation ITU-T G.656
Characteristics of a fibre and cable with non-zero dispersion for wideband optical transport

Summary

Recommendation ITU-T G.656 describes the geometrical, mechanical, and transmission attributes of a single-mode optical fibre which has the positive value of the chromatic dispersion coefficient greater than some non-zero value throughout the wavelength range of anticipated use 1460-1625 nm. This dispersion reduces the growth of non-linear effects which are particularly deleterious in dense wavelength division multiplexing systems.

This fibre can be used for both CWDM (coarse wavelength division multiplexing) and DWDM (dense wavelength division multiplexing) systems throughout the wavelength region between 1460 and 1625 nm.

Edition 2 limits the chromatic dispersion coefficient by a pair of bounding curves vs wavelength for the range of 1460 nm to 1625 nm, which provides information to support CWDM and DWDM applications.

Edition 3 removes jumper cut-off wavelength definition and adds a note allowing higher maximum cabled attenuation for short jumper cables.

History

Edition	Recommendation	Approval	Study Group	
1.0	ITU-T G.656	2004-06-13	15	
2.0	ITU-T G.656	2006-12-14	15	
3.0	ITU-T G.656	2010-07-29	15	

Recommendation Summary

- Summaries posted in all 6 languages
- Users will look at a Summary to decide if it is of interest to read the whole Rec
- Summary should be clear, concise and informative
- Example of a bad Summary:
  - "The following text reflects the agreed modification for a second amendment to Rec. ITU-T XXX. The text modifications are shown with revision marks."

Format of a Recommendation

Forward
- Boilerplate
- Provided by TSB
- Not part of Rec

Note, IPR, ©
- Boilerplate
- Provided by TSB
- Not part of Rec

FORWARD

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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Format of a Recommendation

- Keywords
  - Optional; not part of Rec
- Introduction
  - Optional; not part of Rec
  - Provided by author
  - Pages numbered with lower-case Roman numerals
- Table of Contents
  - Provided by TSB but helps if one is included in editor's drafts

Format of a Recommendation

- Clause 1: Scope
- Clause 2: References
  - Boilerplate text followed by list of normative references used in the Rec
  - References are standards of accepted bodies
    - Remember: Will need ITU-T A.5 justification
  - Reference to a document does not give it the status of an ITU-T Rec
  - Must have Clause 2 even if it is blank
    - Include an appropriate indication that the clause is intentionally left blank

Format of a Recommendation

- Clause 3: Definitions
  - Terms defined elsewhere
  - Terms defined in this Rec
- Clause 4: Abbreviations and acronyms
  - Do not use abbreviations in title of Rec
  - Indicate if it is left blank
- Clause 5: Conventions used in Rec
  - To describe particular notations, assumptions, styles, etc. used in Recommendation
  - Indicate if it is left blank

Format of a Recommendation

- Clause 6 and on: Text of Rec
- Annexes
  - Designated by capital letters (A, B, …)
  - Form an integral part of the Rec
- Appendices
  - Designated by upper-case Roman numerals (I, II, …)
  - Not a normative part of the Rec
- Electronic attachments
  - Can be a clause in main body, annex, etc

Format of a Recommendation

- Bibliography
  - Optional
  - Cite informative references or sources
  - Referencing draft standards and internal ITU documents (e.g., contributions, TDs) shall be avoided
  - Do not abuse Bibliography
- Index
  - Optional; not commonly used
  - Reference to clause number, not page number

Format of a Recommendation

- See the Author's Guide for drafting ITU-T Recommendations for guidance on:
  - Fonts
  - Clause numbering and titles
  - Mathematical expressions
  - Figures and tables
  - Notes and footnotes
  - See Rec ITU-T A.23 for formatting of Common Text Recs prepared with ISO/IEC (e.g., Annex, Appendix are different)

Additional Guidance in Author's Guide Annexes

- Annex A: Revision to existing text
- Annex B: Development of definitions
- Annex C: URI structure used in Recs
- Annex D: Actions required to improve quality of ITU-T Recs
  - Mandatory check list for Rapporteurs before submitting draft Rec for approval process
- Annex E: Presentation style of amendments and corrigenda

Thank you

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Additional information ➔

Additional Information

Doc.	Link
Rec ITU-T A.5	http://www.itu.int/rec/T-REC-A.5-200111-I/dologin.asp?lang=e&id=T-REC-A.5-200111-I!!MSW-E&type=items
Author's Guide for drafting ITU-T Recommendations (March, 2011)	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx
ITU-T Recommendation Skeleton Template	http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000C0002MSWE.docx
English Language Style Guide	http://www.itu.int/SG-CP/docs/styleguide.doc
Recommendation ITU-T A.5 justification TD e-tool	http://www.itu.int/ITU-T/workprog/wp_search.aspx
ITU Terms and Definitions Database	http://www.itu.int/ITU-R/go/terminology-database