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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 9 July 2015 |
| Ref: | **TSB Circular 164**TSAG/RS | - To Administrations of Member States of the Union |
| Tel: | +41 22 730 5860 |
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| E-mail: | tsbtsag@itu.int | **Copy:**- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia;- To the Chairman and Vice-Chairmen of TSAG;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |
| Subject: | **Meeting of TSAG ( Geneva, 5 February 2016) with a view to approving draft revised Recommendation ITU‑T A.5, and draft new Recommendation ITU-T A.25 in accordance with the provisions of Resolution 1, Section 9, of WTSA (Dubai, 2012)** |

Dear Sir/Madam,

1 At the request of the Chairman of the Telecommunication Standardization Advisory Group (TSAG), I have the honour to inform you that TSAG, which will meet from 1 to 5 February 2016, intends to apply the procedure described in Resolution 1, Section 9, of WTSA (Dubai, 2012) for the approval of the above-mentioned draft new and revised Recommendations.

2 The title, summary and location of the draft new and revised ITU-T Recommendations proposed for approval will be found in **Annex 1**. Please not that, because of their interdependencies, both draft revised ITU-T A.5 and draft new ITU-T A.25 will need to be approved in a bundle, i.e., either both are approved at the same time or none.

3 Any ITU Member State, Sector Member, Associate or Academic Institution aware of a patent held by itself or others which may fully or partly cover elements of the draft Recommendation proposed for approval is requested to disclose such information to TSB, in accordance with the Common Patent Policy for ITU-T/ITU-R/ISO/IEC.

Available patent information can be accessed on‑line via the ITU‑T website ([www.itu.int/ipr/](http://www.itu.int/ipr/)).

4 Having regard to the provisions of Resolution 1, Section 9, I should be grateful if you would inform me by 2400 hours UTC **on 21 January 2016** whether your Administration assigns authority to TSAG that these draft new and revised Recommendations should be considered for approval at the TSAG meeting.

 Should any Member States be of the opinion that consideration for approval should not proceed, they should advise their reasons for disapproving and indicate the possible changes that would facilitate further consideration and approval of the draft new or revised Recommendation.

5 If 70% or more of the replies from Member States support consideration for approval of these draft new or revised Recommendations at the TSAG meeting, one Plenary session will be devoted **on 5 February 2016** to apply the approval procedure.

I accordingly invite your Administration to send a representative to the meeting. **The Administrations of Member States of the Union** are invited to supply the name of the head of their delegation. If your Administration wishes to be represented at the meeting by a recognized operating agency, a scientific or industrial organization or another entity dealing with telecommunication matters, the Director should be duly informed, in accordance with Article 19, No. 239, of the ITU Convention.

6 The agenda and all relevant information concerning the TSAG meeting will be available from the upcoming Collective Letter 4/TSAG.

7 After the meeting, the Director of TSB will notify, in a Circular, the decision taken on these Recommendations. This information will also be published in the ITU Operational Bulletin.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annex**: 1

**ANNEX 1
(to TSB Circular 164)**

**Summary and location of the texts**

**Draft revised Recommendation ITU-T A.5 (A.5rev), Generic procedures for including references to documents of other organizations in ITU-T Recommendations
TSAG – R 5 (**[**http://www.itu.int/md/T13-TSAG-R-0005/en**](http://www.itu.int/md/T13-TSAG-R-0005/en)**)**

**Summary**

Recommendation ITU-T A.5 provides generic procedures for normatively referencing documents of other organizations in ITU-T Recommendations.

**Draft new Recommendation ITU-T A.25 (A.incorp), Generic procedures for incorporating text between ITU-T and other organizations
TSAG – R 6 (**[**http://www.itu.int/md/T13-TSAG-R-0006/en**](http://www.itu.int/md/T13-TSAG-R-0006/en)**)**

**Summary**

Recommendation ITU-T A.25 addresses the process of incorporating text (in whole or in part, with or without modification) of documents from another organization into an ITU-T Recommendation (or another ITU-T document). Similarly, guidance is provided for other organizations incorporating text (in whole or in part, with or without modification) from ITU-T Recommendations (or other ITU-T documents) in their documents.

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