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Title: Draft revised Recommendation ITU-T A.13, Non-normative ITU-T publications, including Supplements to ITU T Recommendations

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Abstract: Draft revised Recommendation ITU-T A.13, Non-normative ITU-T publications, including Supplements to ITU T Recommendations.

TSAG at its meeting 10-14 December 2018 DETERMINED draft revised Recommendation ITU-T A.13 "Non-normative ITU-T publications, including Supplements to ITU T Recommendations". The DETERMINED text of this draft revised Recommendation is reproduced hereafter. The versions in other languages will be posted on the TSAG website as soon as they are available.

draft revised ~~ITU-T~~ Recommendation ITU-T A.13

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

Summary

This Recommendation describes different types of informative texts[A1]~~, other than Recommendations, published by the ITU-T~~[A2]. This set includes Supplements to ITU-T Recommendations.

Source

ITU-T Recommendation A.13 was prepared by TSAG (1997-2000) and approved by WTSA (27 September – 6 October 2000).

Amendment 1 to Recommendation ITU T A.13 (2000) was approved on 7 December 2007 by the Telecommunication Standardization Advisory Group (2005-2008) under the WTSA Resolution 1 procedure.

FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications. 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.

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draft revised ~~ITU-T~~ Recommendation ITU-T A.13

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

~~*(Montreal, 2000)*~~

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 ~~exceptional~~ instances where separate publication of such information is warranted~~,~~. This information is non-normative, meaning that compliance to it 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 ~~Supplements~~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.

~~The~~None

3 Definitions

3.1~~2~~ Terms defined elsewhere

3.2.1 ~~-~~handbook: see [b-ITU-T Res 1]

3.2.2 ~~-~~work item: see [b-ITU-T A.1]

3.2.3 ~~-~~work programme: see [b-ITU-T A.1][A3]

3.2~~1~~ Terms defined in this Recommendation

~~**3.1.1 implementers' guide**: An implementers' guide is 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 implementers' 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 implementers' 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.~~[A4]

3.1.2 supplement: An informative (non-normative)[A5] 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.

3.1.3 technical report: An informative publication containing technical information, prepared by a study group on a given subject related to a current Question (see [b-ITU-T Res 1]).[A6]

3.1.4 technical paper: Specification that is not mature enough to be issued as a Recommendation, but that a study group wishes to share with the industry for feedback.[A7]

4 Non-normative texts

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

~~2~~NOTE - Text of an appendix approved together with its base Recommendation will follow the approval process (TAP according to [b-ITU-T Res 1] section~~clause~~ 9, or AAP according to [b-ITU-T A.8]) of the base Recommendation.

Texts other than Recommendations and Annexes (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.

4.1 Before proposing any new or revised text as a ~~Supplement~~non-normative publications, 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~~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 that the text follows, as far as possible, the format of the "Author's Guide for drafting ITU-T Recommendations~~";~~" but with language adjusted due to the informative rather than normative nature of the publication;

~~v) the text contains material which is supplementary to and associated with the subject matter of one or more Recommendations but is not essential to their completeness or understanding and implementation.~~

4.2~~.2 Supplements do not require approval according to Resolution 1 or Recommendation A.8 procedures;~~ Non-normative documents require agreement by the study group or ~~by~~ TSAG (in the case of a ~~Supplement~~document developed by TSAG) ~~is sufficient.~~but they do not require approval according to [b-ITU-T Res 1] or [b-ITU-T A.8] procedures;

~~2.3 Supplements should be limited in number and volume.~~

~~2.4 Supplements~~**4.3** Non-normative publications are only informative and are therefore not considered to be an integral part of any Recommendation(s). ~~They do not imply any agreement on the part of ITU-T.~~The following note shall be added after the foreword of non-normative publications: "NOTE – This is non-normative ~~an informative~~ ITU-T publication. It does not contain any mandatory provisions, does not form an integral part of any ITU-T Recommendations, and should not be included as a normative reference in ITU-T Recommendations".

~~**2.5** Each Supplement should be unambiguously identified by the series letter to which it is associated followed by a sequential number unique within that series.~~

~~**2.6**~~**4.4** Since ~~Supplements~~non-normative publications are ~~essentially reference~~ informative material, no onus is implied on the issuing study group to update or to reissue ~~Supplements~~them. However, should (bibliographic) reference to a ~~Supplement~~non-normative publication be made in a Recommendation, the study group should review the applicability both of that reference and the ~~Supplement~~non-normative publication at least once every four years, and take any necessary action.

~~**2.7**~~ **4.5** Non-normative publications (other than Supplements ~~should be~~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 and TSAG.

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

~~**2**~~**4.7** 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.

5~~.~~ Additional considerations specific to Supplements

In addition to the above general principles which apply to all non-normative publications, the following additional principles shall be applied by study groups for the development, agreement, identification [A8]and revision of Supplements:

5.1 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.

5.2 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.

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

5.4 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.

6 Work programme

6.1 The decision to add a new work item for a non-normative ITU-T publication (see clause 4 above) 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).

6.2 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.

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 (10/2008), *Alternative approval process for new and revised ITU-T Recommendations*.

[b-ITU-T Res 1] ~~WTSA~~ Resolution 1 (rev. Hammamet, 2016), *Rules of procedure of the ITU Telecommunication Standardization Sector*.

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:** ☐ **Supplement** ☐ **Implementor's guide** ☐ **Technical paper** ☐ **Technical report** ☐ **Handbook**[A9]	<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>				