***Reference documents for the ITU-T Tutorial for Rapporteurs and Editors***

***Geneva, 28-29 November 2011***

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| **Document** | **URL for English language, Word document** |
| **RESOLUTIONS & RECOMMENDATIONS** |  |
| Resolution 1 - Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T) | <http://www.itu.int/dms_pub/itu-t/opb/res/T-RES-T.1-2008-MSW-E.doc>  |
| Resolution 31 - **Admission of entities or organizations to participate as Associates in the work of ITU-T** | <http://www.itu.int/dms_pub/itu-t/opb/res/T-RES-T.31-2008-MSW-E.doc>  |
| All WTSA-08 Resolutions | <http://www.itu.int/pub/T-RES/en>  |
| Recommendation A.1 **Work methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)** | <http://www.itu.int/rec/T-REC-A.1-200810-I/dologin.asp?lang=e&id=T-REC-A.1-200810-I!!MSW-E&type=items>  |
| Recommendation A.2 - **Presentation of contributions to ITU-T** | <http://www.itu.int/rec/T-REC-A.2-200810-I/dologin.asp?lang=e&id=T-REC-A.2-200810-I!!MSW-E&type=items>  |
| Recommendation A.4 - **Communication process between ITU-T and Forums and Consortia** | <http://www.itu.int/rec/T-REC-A.4-200206-I/dologin.asp?lang=e&id=T-REC-A.4-200206-I!!MSW-E&type=items>  |
| Recommendation A.5 - Generic procedures for including references to documents of other organizations in ITU-T Recommendations   | <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>  |
| Recommendation A.6 - **Cooperation and exchange of information between ITU-T and national and regional standards development organizations** | <http://www.itu.int/rec/T-REC-A.6-200206-I/dologin.asp?lang=e&id=T-REC-A.6-200206-I!!MSW-E&type=items>  |
| Recommendation A.7 - **Focus groups: Working methods and procedures** | <http://www.itu.int/rec/T-REC-A.7-200810-I/dologin.asp?lang=e&id=T-REC-A.7-200810-I!!MSW-E&type=items>  |
| Recommendation A.8 - **Alternative approval process for new and revised ITU-T Recommendations** | <http://www.itu.int/rec/T-REC-A.8-200810-I/dologin.asp?lang=e&id=T-REC-A.8-200810-I!!MSW-E&type=items>  |
| Recommendation A.13 - **Supplements to ITU-T Recommendations** | <http://www.itu.int/rec/T-REC-A.13-200010-I/dologin.asp?lang=e&id=T-REC-A.13-200010-I!!MSW-E&type=items>  |
| **GUIDES** |  |
| Rapporteurs and Editors manual (12 February 2010) | <http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc>  |
| 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>  |
| ITU-T Guide for Participants: Information paper for Participants, Rapporteurs and Chairmen | <http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000010001PDFE.pdf>  |
| English Language Style Guide | <http://www.itu.int/SG-CP/docs/styleguide.doc>  |
| E-Meeting Guide: Procedures for Electronic Meetings | <http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000070001PDFE.pdf>  |
| **TEMPLATES** |  |
| ITU-T Basic Template for Reports, Contributions, TDs | <http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000A0002MSWE.docx>  |
| ITU-T Liaison Template | <http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000B0004MSWE.docx>  |
| Recommendation A.5 justification TD e-tool | <http://www.itu.int/ITU-T/workprog/wp_search.aspx>  |
| **DATABASES** |  |
| ITU Terms and Definitions Database | <http://www.itu.int/ITU-R/index.asp?redirect=true&category=information&rlink=terminology-database&lang=en&adsearch=&SearchTerminology=&collection=&sector=&language=all&part=abbreviationterm&kind=anywhere&StartRecord=1&NumberRecords=50>  |
| Work Programme Database | <http://www.itu.int/ITU-T/workprog/wp_search.aspx>  |
| ITU-T Patent Information Database | <http://www.itu.int/ipr/IPRSearch.aspx?iprtype=PS>  |
| ITU-T Software Copyrights Database | <http://www.itu.int/ipr/IPRSearch.aspx?iprtype=SW>  |
| **BASIC TEXTS, and IPR POLICIES & Guides** |  |
| Basic Texts (ITU Constitution, Convention and General Rules of Conferences, Assemblies and Meetings of the Union; Resolutions and Decisions of 2010 Plenipot | <http://www.itu.int/pub/S-CONF-PLEN-2011>  |
| General Rules of Conferences, Assemblies and Meetings of the Union  | <http://www.itu.int/net/about/basic-texts/rules.aspx>  |
| Common Patent Policy for ITU-T/ITU-R/ISO/IEC | <http://www.itu.int/en/ITU-T/ipr/Pages/policy.aspx>  |
| Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC (01 March 2007) | <http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000010001MSWE.doc>  |
| ITU-T Software Copyright Guidelines | <http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000040001MSWE.doc>  |
| ITU-T Guidelines related to the inclusion of Marks in ITU-T Recommendations | <http://www.itu.int/dms_pub/itu-t/oth/04/04/T04040000060001MSWE.doc>  |

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