The following guidelines for the drafting of Question texts have been agreed at the November 2003 meeting of TSAG. The guidelines are intended to ensure a high degree of consistency in layout and degree of detail in the text of Questions amongst all ITU-T Study Groups. Study Groups are requested to follow these guidelines. These guidelines are also planned to be added to other TSB guidelines for Study Groups on the ITU-T Web Site.

GUIDELINES FOR DRAFTING QUESTION TEXT

Background

Currently there is disparity in terms of layout and detail in the Questions for study in the various ITU-T Study Groups. Some Question texts are very detailed, whereas others are very broad. A detailed Question text may restrict the items to be worked on under such a Question, unless the Question text goes through the formal revision process (extra work; time consuming). On the other hand, too broad a Question text on related topics in different Study Groups can lead to duplication of work in these groups, as the work area is not sufficiently delineated. What is required is a good balance between these two extremes.

The attachment contains a set of guidelines for the drafting of new/revised Question texts. Ideally the complete Question should not take more than 1 page and definitely not more than 2 pages. No supplementary material should be annexed to the text of Questions.
The overall guideline is: **LESS IS MORE**

Layout & Format for SG Questions

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QUESTION xx/<SG #> - <Title>
(New Question) or
(Continuation of Question(s) yy/<SG #>)

1   Motivation
(The background and justification for the Question including identification of past work, applications, market/business relevance, urgency, relationship to relevant work in other standards organisations, forums/consortia. A list of the major Recommendations in force at the time of approval that fall under the responsibility of the Question shall be included. Typically about 10-20 lines of text.)

2   Question
Study items to be considered include, but are not limited to:
(As broad as possible and as detailed as necessary to be meaningful and distinguishable from other Questions, in order to avoid overlap or duplication of work in same or other Study Groups. The idea is to cover a certain subject area, not knowing necessarily in advance the technical evolution, ramifications, study details. Can include bullet lists, and specific study points). This leaves a degree of flexibility and avoids having to revise the Question during the Study Period when adding study items that are within the subject matter covered by the Question. Typically about 5-20 lines of text).

3   Tasks
Tasks include, but are not limited to:
(A list of specific objectives (e.g. draft new and revised Recommendation(s)) with expected time frame for completion. Inclusion of a sentence such as "An up-to-date status of work under this Question is contained in the SG XY Work Program (http://www.itu.int/itudoc/itu-t/comXY/workprog/01-04/index.html)" *will help direct readers to the latest information. Typically about 5-20 lines of text.)*

4   Relationships
(The relationship of this Question to other activities is listed against the following four categories)
Recommendations:
Questions:
Study Groups:
Standardisation bodies:

_____

Example

QUESTION X/YY - Optical systems for access networks
(continuation of Question W/YY)

1   Motivation
Recommendations G.983.1 and G.983.2, which were completed in the 1997-2000 study period have allowed telecommunications manufacturers to develop B-PON based, inter-operable access equipment. Practical experience with the design and network deployment of B-PON equipment will necessitate revision of these Recommendations. In particular, there is a need to enhance these Recommendations in order to accommodate a variety of services and Internet Protocol (IP) traffic in an efficient manner. This could include increases in capacity to extend into the Gigabit/s range.

The use of new technologies such as wavelength division multiplexers, arrayed wave-guide filters, optical amplifiers, or new system approaches such as hybrid fibre-radio (HFR) systems in the access network, will necessitate the development of new Recommendations in these areas.

Demand for fibre access will be driven by factors such as: the ability to carry interactive and broadcast services (residential video, HDTV), managed bandwidth to multiple ISPs, longer reach, higher quality of service. Solutions are required for a wide range of market segments and situations including: business, small-to-medium-enterprise, small-office-home-office, residential, green field, and rehabilitation.
Solutions should be related in a timely way to service requirements.

The following major Recommendations, in force at the time of approval of this Question, fall under its responsibility:
G.983.1, G.983.2, G.983.3, G.983.4, G.983.5, G.983.6, G.984.1, G.984.2, G.985.

2   Question
Study items to be considered include, but are not limited to:
- What enhancements to existing Recommendations are needed to enable legacy or other services on a B-PON access network; e.g. residential video or telephony?
- What modifications to existing or new Recommendations need to be developed to allow higher levels of service capability; e.g. DWDM?
- What new Recommendations need to be developed to allow systems to evolve to much higher split ratios physically and logically?
- What enhancements or new Recommendations need to be developed to meet new capacity/bandwidth allocation requirements?
- What enhancements or new Recommendations need to be developed to enable resilience requirements to be achieved in the fibre access network; e.g. dual cards, VP protection, switchover procedures, alternative paths or drop transmission media?
- What enhancements to existing Recommendations need to be defined to improve interoperability?
- What new Recommendations need to be developed to meet new fibre access or fibre-hybrid system requirements?
- What new Recommendations are needed to meet new requirements for greater distances in the access network?

3   Tasks

Tasks include, but are not limited to:

• Maintenance and enhancements of Recommendations in the G.983 series with regard to capacity, interoperability, new MAC/TC layers, management and control interfaces, survivability, spectral management, split ratios or other requirements

Note: An up-to-date status of work under this Question is contained in the SG 15 Work Program (http://www.itu.int/itudoc/itu-t/com15/workprog/01-04/index.html).

4   Relationships

Recommendations: G.XYZ series
Questions: Other relevant Questions of SG 15 on optical systems and transmission equipment management
Study Groups: ITU-T SG 4 on management aspects
                         ITU-T SG 6 on hybrid fibre/copper networks
                         ITU-T SG 9 on television and sound transmission
                         ITU-T SG 13 on access network architecture and ATM layer characteristics
                         ITU-R SG 9 on radio-frequency transport over optical fibres on fixed wireless loop
Standardisation bodies: IEC TC86 and its sub-committees on system test methods
                         ATM Forum
                         IETF
                         IEEE 802.3