**Check list to draft Recommendations**

TSAG, at its meeting on 8-11 February 2010 agreed to convey the need to apply the checklist below to draft Recommendations.

In an ITU-T meeting on a Question and before a draft Recommendation is proposed for approval, consent or determination, the Rapporteur should ensure that all of the bullet points of the check list have been reviewed and that they have been fulfilled adequately. This should also be reflected in the report of the Question.

Draft <title of the draft>, which is proposed for approval, consent or determination:

* has been thoroughly reviewed for technical accuracy
* is technically soundwith as few options as feasible
* has content that does not conflict with the content of an already approved Recommendation
* does not contain case studies within the normative part
* only short illustrative examples, if necessary, have been included in the normative part
* follows the author’s guidelines (including the use of the ITU-T template)
* has been spell-checked and is grammatically correct, to the extent practicable
* contains definitions that have been developed after consulting the ITU-T terms and definitions database and following standardization committee for vocabulary (SCV) guidance
* has all acronyms, including those in the figures and tables correctly spelled out
* has the normative part making use of all references in clause 2
* has all references in clause 2 (references) compliant with Recommendation ITU-T A.5

The Rapporteur should also ensure that

* the conditions for the desired approval procedure are satisfied (refer to the rules given in WTSA-08 Resolution 1, section 8)
* coordination with other relevant study groups, ITU sectors and/or relevant recognized external SDOs has been adequately achieved.

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