**Guidelines for drafting new and revised Questions**

Initial guidelines for the drafting of Question texts were agreed at the November 2003 meeting of TSAG to ensure consistency in layout and degree of detail in the text of Questions across all ITU-T Study Groups. The current version was editorially updated by TSB, following WTSA-20.

Background

Currently there is disparity in terms of layout and detail in the Questions for study in the various ITU-T Study Groups. An excessively detailed Question text may unwittingly 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 may overlap with topics in different Study Groups, which can lead to duplication of work. What is required is a good balance between these two extremes.

Annex A below contains a set of guidelines for the drafting of new/revised Question texts.

Ideally, the complete Question should not take more than one page and definitely not more than two pages. No supplementary material should be annexed to the text of Questions.

The overall guideline is: **LESS IS MORE**.

Annex A

Structure, format and guidelines for SG Question texts

The following provides the structure for new and revised Questions, along with guidelines (in *italics*) on how to develop text for each section (which should be removed from the text of the Question).

Text should be typeset in Times New Roman font, 12 pt. Please use the WinWord styles Heading 2, Heading 3 and Heading\_b for the various headers, as indicated below.

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## 1 Question y/xx – Title

(New Question) or (Continuation of Question(s) z/xx)

### 1.1 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 organizations, forums/consortia. Typically about 10-20 lines of text.
NB – A list of the major Recommendations in force at the time of approval that fall under the responsibility of the Question* ***shall*** *be included at the end of this clause.)*

### 1.2 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, etc. It 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).*

### 1.3 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. Typically about 5-20 lines of text.)*

An up-to-date status of work under this Question is found in the SGxx work programme (https://www.itu.int/ITU-T/workprog/wp\_search.aspx?sp=17&q=y/xx).

### Relationships

*(The relationship of this Question to other activities is listed against the following four categories)*

Recommendations

*(Bullet list of the Recommendations that are related but NOT under the responsibility of this Question)*

Questions

*(Bullet list of the Questions within the same study group that are related to this Question)*

Study Groups

*(Bullet list of the ITU study groups – not only ITU-T – that are related to the work of this Question. Avoid listing the number of Questions from another SG as they tend to change over time and render this Question text outdated; rather, list the keywords of the tile of the Question, if applicable)*

Other bodies

*(Bullet list of other bodies, SDOs in particular, whose work is relevant to this Question.* ***Avoid*** *adding short-lived groups such as Focus Groups, to ensure long-term relevance of the Question text)*

*[IF APPLICABLE TO THE STUDY GROUP:*

WSIS Action Lines:

– Cx, Cy

Sustainable Development Goals:

– SDGs a, b, c

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**Example**

QUESTION X/YY – Optical systems for access networks

(Continuation of Question W/YY)

### 1 Motivation

Recommendations ITU-T 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: ITU-T 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:

– Enhancements to existing Recommendations are needed to enable legacy or other services on a B-PON access network; e.g. residential video or telephony

– Modifications to existing or new Recommendations need to be developed to allow higher levels of service capability; e.g. DWDM

– New Recommendations need to be developed to allow systems to evolve to much higher split ratios physically and logically

– Enhancements or new Recommendations need to be developed to meet new capacity/bandwidth allocation requirements

– 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

– Enhancements to existing Recommendations need to be defined to improve interoperability

– New Recommendations need to be developed to meet new fibre access or fibre-hybrid system requirements

– 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

An up-to-date status of work under this Question is found in the SGYY work programme (https://www.itu.int/ITU-T/workprog/wp\_search.aspx?sp=17&q=X/YY).

### 4 Relationships

Recommendations

– G.XYZ series

Questions:

– Other relevant Questions of SGYY on optical systems and transmission equipment management

Study Groups

– ITU-T SG2 on management aspects

– ITU-T SG9 on television and sound transmission

– ITU-T SG13 on access network architecture and ATM layer characteristics

– ITU-R SG1 on spectrum engineering techniques

Other bodies

– IEC TC86 and its sub-committees on system test methods

– Broadband Forum

– IETF

– IEEE 802.3

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