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| **Question(s):** |  | **Meeting, date:** | |  |
| **Study Group:** |  | **Working Party:** | |  |
| **Source:** |  | | | |
| **Title:** |  | | | |
| **Contact:** | Name Organization Country | | Tel: +xx E-mail: a@b.com | |

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| **Abstract:** | [Insert an abstract under 200 words that describes the content of the document, including a clear description of any proposals it may contain.] |

[Your text starts here]

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|  | | **International Telecommunication Union** | | |
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| **ITU-T** | {Rec # | Series}  **Implementer's Guide** | |
| TELECOMMUNICATION STANDARDIZATION SECTOR OF ITU | | (dd MMM YYYY) |
|  | SERIES { See [website](https://www.itu.int/en/ITU-T/publications/Pages/structure.aspx) for series letter &  title (keep as two separate lines…) } | | | |
|  | **Implementer's guide for**  {Rec. Name | Recommendations of the H.??? System: *List of Recommendation #s/Sub-series in italics*} | | | |

Summary

This document is ….

This revision contains all updates submitted up to and including those at Study Group YY meeting in {Month Year}.

This document was approved by ITU-T Study Group YY on {Day Month Year} and {obsoletes | complements} the earlier version of this implementer's guide approved on {Day Month Year}.

**Change log**

{…Add here the change log history…}

Contact information

{ Add here the relevant information

|  |  |  |
| --- | --- | --- |
| ITU-T Study Group YY / Question XX/YY Rapporteur | Name Affiliation | Tel: … E-mail: … |
| Editor | Name Affiliation | Tel: … E-mail: … |

}

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Implementer's' guide for {Rec # | Series}  
{Rec. Name | Recommendations of the H.??? System: List of Recommendation #s/Sub-series in italics}

# Scope

This guide resolves defects in the following categories:

* editorial errors
* technical errors, such as omissions and inconsistencies
* ambiguities

In addition, the implementer's guide may include explanatory text found necessary as a result of interpretation difficulties apparent from the defect reports.

This guide will not address proposed additions, deletions or modifications to the Recommendations that are not strictly related to implementation difficulties in the above categories. Proposals for new features should be made through contributions to ITU-T.

# Introduction

This implementer's guide is a compilation of reported defects for all versions of the {Rec. Name | Recommendations of the H.??? System: List of Recommendation #s/Sub-series in italics}. In this edition of the guide, reported defects identified as of {yyyy-mm} are given for:

{list of Recommendations to which the text applies}

The guide must be read in conjunction with {Rec. Name | Recommendations of the H.??? System: List of Recommendation #s/Sub-series in italics} to serve as an additional source of information for implementers. The changes, clarifications and corrections defined herein are expected to be included in future versions of the affected Recommendations.

# Defect resolution procedure

Upon discovering technical defects with any components of the texts covered by this implementer's guide, please provide a written description directly to the editors of the affected Recommendation(s) with a copy to the respective Rapporteur (See contacts above on page iii). The template for a defect report is located at the end of this guide. Return contact information should also be supplied so a dialogue can be established to resolve the matter and an appropriate reply to the defect report can be conveyed. This defect resolution process is open to any interested party. Formal membership in the ITU is not required to participate in this process.

# References

This document refers to the following ITU-T H.320-series Recommendations:

{list of recommendations to which the text applies, e.g. for formatting:

* Recommendation ITU-T H.221 (1999), *Frame Structure for a 64 to 1920 kbit/s channel in audiovisual teleservices*.

}

# Nomenclature

In addition to traditional revision marks, the following marks and symbols are used to indicate to the reader how changes to the text of a Recommendation should be applied:

|  |  |
| --- | --- |
| Symbol | Description |
| [Begin Correction] | Identifies the start of revision marked text based on extractions from the published Recommendations affected by the correction being described. |
| [End Correction] | Identifies the end of revision marked text based on extractions from the published Recommendations affected by the correction being described. |
| **...** | Indicates that the portion of the Recommendation between the text appearing before and after this symbol has remained unaffected by the correction being described and has been omitted for brevity. |
| *--- SPECIAL INSTRUCTIONS --- {instructions}* | Indicates a set of special editing instructions to be followed. |

# Technical and editorial corrections to {Recommendation #}

## Clause ### etc.

# Annex: {Rec # | Series} Defect Report Form

|  |  |
| --- | --- |
| **DATE:** |  |
| **CONTACT INFORMATION**  **NAME:**  **COMPANY:**  **ADDRESS:**  **TEL:**  **FAX:**  **E-MAIL:** |  |
| **AFFECTED RECOMMENDATIONS:** |  |
| **DESCRIPTION OF PROBLEM:** |  |
| **SUGGESTIONS FOR RESOLUTION:** |  |

NOTE - Attach additional pages if more space is required than is provided above.