ITU-T
Guide for
Beginners

September 2002

Standards for better telecommunications

International Telecommunication Union

ITU-T

Guide for Beginners

September 2002

*Standards for
better
telecommunications*

This Guide is intended to help those unfamiliar with ITU-T to understand how it works and, more importantly, how to get involved. An electronic version of this document is available at:

itu.int/ITU-T/promotion

ITU-T Recommendations can be downloaded from the ITU Electronic Bookshop **free of charge**; see:

itu.int/publications/bookshop/
how-to-buy.html#free

Contents

What is ITU-T?

Introduction to ITU-T

ITU-T stands for the International Telecommunication Union – Telecommunication Standardization Sector. It acts as a forum where governments and the private sector can coordinate standards for global telecom networks and services. It is one of the Sectors of the International Telecommunication Union (ITU). ITU, headquartered in Geneva, Switzerland, is an international specialized agency within the United Nations system.

The main work of ITU is divided between three Sectors, namely:

- the **R**adiocommunication Sector (ITU-R);
- the **D**evelopment Sector (ITU-D);
- and the **T**elecommunication Standardization Sector (ITU-T).

ITU-R, as its name suggests, coordinates matters to do with radio communications and wireless services.

ITU-D is focused on encouraging the use and deployment of telecom networks and services in the developing nations of the world.

ITU-T is the subject of this Guide.

History
ITU-T has considerable roots. In its current form it was created in 1993, replacing the former International Telegraph and Telephone Consultative Committee (CCITT) whose origins go back to 1865.

Mission
The ITU-T mission is to ensure the efficient and on-time production of high quality standards covering all fields of telecommunications.

Achievements
The outputs of ITU-T are the Recommendations, which are the standards that define how telecommunication networks operate and interwork. There are currently 2800 Recommendations in force on topics from service definition to network architecture and dial-up modems to Gbit/s optical transmission systems. The ease with which we can communicate by phone or fax across the globe is a direct result of the work of ITU-T and CCITT before it.

Aims and ambitions
ITU-T aims to continue to be recognized as the pre-eminent worldwide telecommunica-

tion standards body. In recognition of the changing environment, ITU-T has been changing its procedures and practices to ensure that it can respond positively to the demands of the industry. The new "Alternative Approval Process" (AAP) has been a tremendous success, with the majority of new Recommendations being approved within six weeks of their completion.

ITU-T is now addressing the standards needs for the 21st century in areas such as:

- next generation networks;
- broadband access;
- multimedia services;
- emergency telecommunications.

Products
The main products of ITU-T are the Recommendations. There are currently 2800 in force. These are divided into themed series, i.e. the G-series covers Recommendations on "Transmission systems and media, digital systems and networks"; and the Y-series covers "Global information infrastructure and Internet protocol aspects". A list of the Recommendation series is available at:
itu.int/rec/recommendation.asp?type=series&lang=e&parent=T-REC

Other outputs include ITU-T Handbooks and Supplements. A full catalogue of publications is available at:
itu.int/ITU-T/publications

How ITU-T works
– technical entities

The technical work of ITU-T is managed by the **Study Groups**. There are 13 of these and their subjects are summarized at: itu.int/ITU-T/studygroups and in Appendix I. The administrative entities of ITU and ITU-T are described in Appendix II.

Study Groups (SGs)
The standardization work of ITU-T is carried out by the technical Study Groups (SGs) and it is they that produce the main output of ITU-T, i.e. the standards, known as "Recommendations". The SGs drive their work primarily in the form of study **Questions**. Each of these addresses technical studies in a particular area of telecommunication standardization. An SG typically has between 10 and 30 Questions. To assist in the organization of the work, the SG is normally split into a small number (say 2-5) of **Working Parties**.

The Study Group may also have responsibility for a **Special Project** or be a **Lead Study Group** on a particular topic. More on these below.

Each SG has a SG Chairman and a number of vice-chairmen appointed by the World Telecommunication Standardization Assembly (WTSA). For more on the WTSA, see Appendix II.

Working Parties (WPs)
Sadly these are not, as there name might suggest, parties at which some work is done. The Working Party is the next organizational unit down within the Study Group. It is normally responsible for a number of study Questions on a related theme, e.g. the "Media Coding" Working Party in Study Group 16, i.e. WP 3/16, is responsible for all the study Questions relating to coding of speech, audio and video streams.

Questions
The Question is the basic "project" unit within ITU-T. The area of study of the project is defined by the text of the "Question", and this is set either by the WTSA or by the Study Group, e.g. the study of Digital Subscriber Loop (DSL) transmission is addressed under Question 4 of Study Group 15, abbreviated to Q4/15.

Special Projects
A number of ITU-T Study Groups have special projects, e.g. SG 16 has the "Mediacom 2004" project, which is focused on coordinating multimedia standardization across ITU and other Standards Developing Organizations (SDOs). Special Projects generally aim to provide coordination to avoid duplication of work on a particular theme and, on the other hand, to ensure that all required work is being addressed. A list of Special Projects can be found at:
itu.int/ITU-T/studygroups/lead.html

Lead Study Groups
A lead Study Group has responsibility for managing all ITU-T work on subjects that are covered by a number of SGs, such as telecomm management, QoS, optical technology etc., and is usually the SG which focuses primarily on that subject in the first place e.g. SG 4 is Lead SG on Telecommunication Management Network (TMN) as this is one of the prime activities of the SG. A list of lead SG activities can be found at:
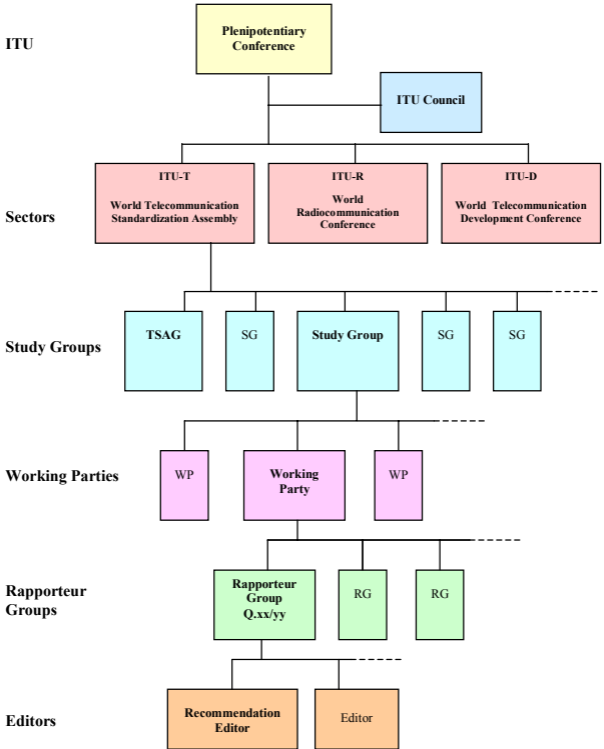itu.int/ITU-T/special-projects
and in Appendix II.

Telecommunication Standardization Bureau (TSB)

The work of the Study Groups is supported by a central secretariat in ITU-T known as the "Telecommunication Standardization Bureau" (TSB). TSB provides secretarial support for the work of the ITU-T Sector and services for the participants in ITU-T work, see: itu.int/ITU-T/info/tsb

ITU Structure

ITU

Plenipotentiary
Conference

ITU Council

Sectors

ITU-T

World Telecommunication
Standardization Assembly

ITU-R

World
Radiocommunication
Conference

ITU-D

World Telecommunication
Development Conference

Study Groups

TSAG

SG

Study Group

SG

SG

Working Parties

WP

Working
Party

WP

**Rapporteur
Groups**

Rapporteur
Group
Q.xx/yy

RG

RG

Editors

Recommendation
Editor

Editor

Joining ITU-T

To participate in the work of ITU-T and help develop the standards of the future, it is necessary to be a member.

ITU-T has three types of member:

Member States: the national governments who participate in the United Nations.

Sector Members: primarily consisting of private industry e.g. network operators and equipment suppliers, who make a financial contribution to participate in the work of the ITU-T.

Sector Members can also include:

- regional or other international organizations;
- regional telecommunications organizations;
- intergovernmental organizations operating satellite systems.

Sector Members can participate in the work of all Study Groups of ITU-T. The minimum contribution to be a Sector Member is CHF 21,000.

Associates: typically smaller companies and only entitled to participate in the work of a single selected Study Group. The contribution to be an Associate is CHF 10,500.

More information on membership of ITU-T can be found at:
itu.int/ITU-T/membership

How ITU-T works
roles in technical bodies

Study Group chairmen and vice-chairmen
The chairmen and vice-chairmen of study groups are appointed by the World Telecommunication Standardization Assembly (WTSA) (see Appendix II) and their role is naturally to ensure the smooth and efficient running of the Study Group.

Working Party Chairmen
The chairmen of each of the Working Parties are appointed by the study group, based on experience, suitability, etc. Their role is to manage the work of the various Questions assigned to the WP. Sometimes, the SG vice-chairmen are also WP chairmen.

Rapporteurs
A Rapporteur is assigned to each of the study Questions. The job of the Rapporteur is to ensure that the group of experts makes progress towards the envisaged Recommendations for the area of study. The Rapporteur will chair the meetings of the experts (Rapporteur Group) and drive the work on the text of Recommendations.

Editors

A Rapporteur may appoint one or more Editor(s) to help with the preparation of draft Recommendations. The role of the Editor is to keep the text of the draft Recommendation that is being prepared up to date and in line with the latest agreements of the group.

Project-oriented work concepts

ITU-T has a number of ways of progressing project related work:

- **Questions**
The Question is the lowest, but most common, level of project within ITU-T; it addresses a particular technical topic. Currently there are approximately 195 Questions being studied across all the technical SGs of ITU-T.

- **Special Projects**
A Special Project focuses on a more wide ranging technical subject than a Question, e.g. the Mediacom 2004 project aims to coordinate the various multimedia studies across all of ITU and also influence the multimedia studies in other SDOs.

- **Lead Study Group**
The prime role of the Lead SG is to manage and coordinate ITU-T studies on a theme, e.g. SG 4 is the lead SG on Telecommunication Management Network (TMN).

ITU-T Questions, Rapporteurs and Rapporteur Groups

The SGs drive their work primarily in the form of study **Questions**. The Question is the basic "project" unit within ITU-T. Each Question addresses the technical studies in a particular area of telecommunication standardization. For each Question the SG will appoint a **Rapporteur** to manage the work. The Rapporteur will be supported by a collection of experts on the subject known as the **Rapporteur Group**.

Questions

The Question is the study of a particular subject and defines the work to be undertaken. This work is defined either by the WTSA (see Appendix II) or by the Study Group itself. The Question must address an important area of standardization which members wish to progress. The Question should be terminated once the defined work has been completed, or the task can be revised in the light of developments, which could be technical, market, network or service driven. The text for each of the

Questions assigned to a Study Group can be found on its web page. Each Question is given a number or character which, together with the SG number, gives a unique identifier, e.g. Q12/13 is Question 12 in SG 13, which studies "Global Coordination of Network Aspects".

The Rapporteur
For each Question, the SG will appoint someone to lead the work by chairing the meetings of experts, leading e-mail debates and coordinating progress. This person is called the Rapporteur and is appointed based on knowledge of the subject.

Rapporteur Groups
For a new Question to be established or continued, it is necessary that a number of members are willing to support this work and commit their experts to participate in it. The collection, or team, of experts is known as the Rapporteur Group.

Considering the guidance from the SG, the Rapporteur Group will determine what Recommendations are required, and develop the text for these Recommendations taking all relevant inputs into account and consulting other relevant parts of ITU-T.

Rapporteur Groups are encouraged to work by electronic means, e.g. using e-mail reflectors (see the section on EDH) and remotely, e.g. by conference calls, etc. During a meeting of the parent WP or SG, the Rapporteur Group will normally meet to progress the work, but they may also meet independently of the parent WP or SG, when required. It is generally up to the Rapporteur Group to decide how it should progress the work, though independent meetings need approval by the parent SG.

TSB makes Electronic Document Handling (EDH) facilities available to each Rapporteur Group, e.g. e-mail circulation lists and an informal FTP area for use by the group. The Rapporteur Group itself will decide how it wishes to use these facilities.

Once the Rapporteur Group has decided upon the appropriate Recommendations to be produced as a result of its work, it may appoint Editor(s) as necessary to manage the development of the text.

Approval of Recommendations

All Recommendations must be formally approved by the Study Group which generated them. There are now two approval routes for draft new and revised Recommendations, depending on the nature of the content:

Traditional Approval Process (TAP): This is used for Recommendations which are considered to have regulatory or policy implications, and are of keen interest to Member States. TAP requires approval at a SG meeting, with prior initiation at a previous SG or WP meeting, and announcement by Circular before the approval meeting. The process is defined in Resolution No. 1. This was the only approval process prior to WTSA 2000, but is now only used for a very small number of Recommendations. Typical approval times are 6-9 months.

Alternative Approval Process (AAP): is a new process approved by WTSA 2000 and is now the normal approval process for most technical Recommendations. Full details of the process are defined in Recommendation

A.8. The Study Group will decide which procedure to use prior to approval, and A.8 describes this process and the mechanisms for changing from AAP to TAP.

Once the text of a draft Recommendation is considered to be mature, it can be submitted for AAP at a SG or WP meeting. This process of SG/WP acceptance for AAP is known as "Consent" and signals the start of the approval process. The mature text will be posted on the ITU-T website and an announcement made that AAP is in progress for this draft Recommendation. There is then a four-week electronic comment period and if no comments are received, the Recommendation will be approved. Recommendation A.8 describes the procedures to be adopted if some comments are received, and how the SG should proceed.

Currently, using AAP, the majority of draft Recommendations are approved within six weeks of the initiating SG meeting.

Meeting documentation
– Study Group (SG)
or Working Party (WP) meetings

Member contributions
There are two types of member contribution
to an SG or WP meeting:

– **Normal contributions**: also known as
White Contributions, white documents, or
COM documents, are those submitted prior to
a two-month deadline before the meeting, and
will be translated into the ITU working
languages. (They are known as "white"
because in paper format they are published on
white paper, whereas other meeting
documents have a coloured front sheet. The
"COM" attribution comes from the French
form for Study Group, i.e. "Commission
d'études"). These documents are available
via the website as soon as they arrive at the
TSB and, if requested, paper copies are
distributed to members by normal mail. As
they are available well before the meeting
date, paper copies are not made available
during the meeting, so remember to bring a
copy!

– **Delayed contributions**: are those which are not submitted prior to the two-month deadline, but must be submitted not less than seven working days before the meeting. These are the most common form of contribution. They are made available on the website, and for the meeting you may request paper copies when you register. Electronic access is preferred.

Other documents

– **Temporary documents**: this is the other major set of documents considered during SG or WP meetings and basically comprises all those which are not member contributions. This includes for example:

- reports of interim Rapporteur meetings;

- latest draft text for Recommendations;

- inputs from other SGs which are known as Liaison Statements;

- inputs from other SDOs;

- reports from Ad-hoc groups generated during the meeting, etc.

Temporary documents (TDs) can only be submitted by an "official" within the meeting, e.g. a member of the SG Management Team, Rapporteur, Editor, etc. If in doubt, consult the TSB.

A typical arrangement is for separate sets of TDs for:

- documents for consideration by the SG Plenary meeting, e.g. documents for approval (generally known as TD xx (PLEN) or TD xx/PL documents);

- documents for consideration only by single Working Party (e.g. TD xx (WP y/zz));

- general documents for consideration by more than one Working Party (e.g. TD.xx (GEN) documents).

Note however that the organization of TDs can vary from SG to SG.

– **Reports**: these are the official outputs from meetings of SGs or WPs, and report the main conclusions of the meetings, e.g. decisions on the progression of

Recommendations, approval of interim meetings, liaison statements, etc. They are made available after the close of the meeting and form the official record of the meeting.

Document numbering
The Contributions, both Normal and Delayed, and the Reports are numbered sequentially over a four-year period starting and finishing with meetings of the WTSA (see Appendix II). The current period is 2001-2004. Temporary document numbering varies between SGs and either follows the four-year numbering described above or more usually the TD numbers are reset at every meeting.

Access to documentation
Documents for ITU-T meetings are only available to members of the Sector.

When you register for a meeting you will normally be invited to select between receiving paper copies of meeting documents or downloading them electronically to your laptop. Electronic access is the preferred method because of convenience and reduced cost and you are strongly encouraged to select this option. All SG and WP meetings, unless otherwise stated, e.g. because they are

outside Geneva, have full LAN access so there is no need to burden yourself with kilos of paper. In general you will also have access to the electronic version of a document before the paper copy appears in pigeonholes.

For electronic access, all documents can be found via the SG web page, but you will need to have "TIES access". This means that you need to be registered with ITU-T as being a representative of an ITU-T member, and so have the right to access these documents. Details of how to register for TIES access are given in Appendix III.

All documents for SG or WP meetings are now available via the ITU website with a new user-friendly interface. Go to the home page of the SG of interest and you will find a section entitled "Documents by Meeting". Here you should find everything you need. More information is in the "Electronic working methods" section of this Guide.

Meeting documentation – Rapporteur Group meetings

In general, the rules, which apply to documentation for meetings of SGs or WPs, do not apply when a Rapporteur Group is meeting independently of its parent WP/SG. In this situation, each Rapporteur Group can determine its own rules for handling contributions and other meeting documents. Many Rapporteur Groups aim to use EDH as much as possible and run meetings that are, to a large extent, paperless. Some provision always needs to be made to those who suddenly have problems with their laptop PCs. The method of electronic circulation of documents will depend on the facilities available. For example, this can vary from full Internet access using the ITU-T-provided informal FTP areas, to the person-to-person circulation of electronic storage media such as floppy disks or PCMCIA flash memory cards. A good example of an RG that works mainly electronically is Q4/15 (once you have TIES access you can see more at: ties.itu.int/u/tsg15/sg15/wp1/q4/00_SG15Q4 _home_page.html).

If you wish to participate in the work of a particular Rapporteur Group, consult the Rapporteur on how the documentation is handled for this group. Contact information for the Rapporteur can be found on the appropriate SG web page.

Access to documentation
Procedures for accessing the documentation of Rapporteur Groups vary from one group to another so the best way to start if you are unsure is to contact the Rapporteur.

Many Rapporteur Groups use the ITU-T informal FTP areas for their documentation, and if this is the case for your RG of interest, you will also need to register for this. Details of how to do this are provided in Appendix IV.

Electronic working methods

Each Study Group progresses its work electronically between meetings. This is done primarily using e-mail reflectors and informal FTP areas.

E-mail reflectors
E-mail reflectors are automated e-mail lists to which all the interested experts can subscribe. The TSB provides individual e-mail reflectors as required by the SG, typically for each WP or Question. Experts can sign up for their areas of interest using the ITU website. Archives of all the discussions that have taken place on e-mail reflectors are available on the ITU-T website.

To find these, go to the Study Group's EDH (Mailing lists and informal FTP area) page. Click on the item "Structure of the SG (#) informal FTP area and corresponding e-mail mailing lists". The next page will show the Study Group's informal FTP area structure and its corresponding e-mail mailing lists. Under the heading "E-mail mailing lists archives (BBS)", a list of the reflectors that are archived is provided. Clicking on a

specific e-mail reflector will take you to its archives web page. A TIES account is required to access the mailing list archives.

Informal FTP areas
The SG/WP/Question is free to use the informal FTP areas as they wish. Folders may be established for topics, individual meetings, etc.

Access
Access to the e-mail reflectors and the iinformal FTP areas is limited to registered TIES users unless the SG has requested public access. Public access may be provided for example so that the information on the informal FTP areas can be shared with other SDOs.

Information on getting TIES registration and access to the informal FTP areas is given in Appendices III and IV.

Web based access
All documents for forthcoming or recent SG or WP meetings are now available via the ITU website with a new user-friendly interface. Go to the home page of the SG of interest and you will find a section entitled "Documents by Meeting" which includes documents for both "Last meeting" and

"Next meeting". For each meeting the document set includes the convening or "collective letter", all normal (white) and Delayed contributions, and all Temporary documents. The web page provides facilities for:

- bulk download of all documents;

- download of individual documents;

- bulk download of a set of selected documents.

In each case these can be downloaded in a "zip" file to reduce download time.

The website also provides a powerful search facility which will allow you to easily home in on the key documents of interest; e.g. you can search based upon WP, Question, Source, Keyword, etc.

(The Information Services team at ITU make improvements in this area on a continuous basis.)

Facilities are being developed to provide a synchronization facility such that you can easily mirror the meeting web pages on your laptop and include all the latest documents.

FTP based access
For those who prefer to use FTP access, this continues to be available via the SG informal FTP area for Delayed contributions and Temporary documents.

More information
More information is available at:
[itu.int/ITU-T/edh](itu.int/ITU-T/edh)

Submitting contributions

Any ITU-T member can submit Normal or Delayed contributions, and submission by electronic means is the normal and preferred method. This can be done by:

- e-mail to tsbedh@itu.int;

- FTP drop box (requires TIES account);

- Web-based submission system via the Study Group web page;

- FTP via the web (requires TIES account).

Full details can be found at:
itu.int/ITU-T/edh/faqs-docsub

Templates for all types of document can be found on the Study Group web page.

The standard ITU-T wordprocessor is Word for Windows 2000. Further guidelines on document format etc. are given at the above URL.

Meetings in Geneva

The majority of the ITU-T Study Group meetings are held in Geneva at the ITU Headquarters or next-door in the Geneva International Conference Centre known as the CICG. Each meeting will be announced by a convening or "collective letter" which will include information on the building hosting the registration.

Location
You can find a map showing the location of the ITU buildings at:
itu.int/aboutitu/reach_itu

Registering
In general you should register your participation in advance: the collective letter will have a form attached or you can register online at the Study Group home page. Once registered you will receive a badge that you should wear at all times for security reasons. The badge is important as not only does it give you access to the ITU buildings but also it allows you to sample the restaurants in the other UN buildings at lunchtime. You will also be allocated a numbered pigeonhole. If

you have elected not to use the electronic download facilities, you will receive paper copies of documents in your pigeonhole, which can also be used by other delegates to leave you messages or information.

Meeting rooms
Meeting rooms are generally in one of three locations:
- ITU headquarters in the 2nd basement of the Tower building;
- ITU headquarters on the 1st floor of the Montbrillant building
- In the CICG (Centre international de conférences de Genève)

Virtually all of these meeting rooms are now served by wired and/or wireless LAN – see Appendix V for more details.

You can find daily information on the allocation of meeting rooms on the website at:
itu.int/events/
upcomingevents.asp?sector=ITU-T

Documentation
If, during registration, you elect to have paper copies of all documents, these will appear in

your allocated and numbered pigeonhole (the pigeonhole number is shown on your badge).

If you elect to access the document electronically, then see the section on electronic document access, and also the comments below on LAN access, Cyber Café, etc.

To save on costs, you are encouraged to use electronic access.

LAN access
Today, virtually all of the meeting rooms have some form of LAN access for delegates. The most common form is wireless access, for which you will need a wireless LAN card for your PC conforming to the IEEE 802.11b standard. The meeting rooms in the Montbrillant building also have traditional Ethernet ports at each seat. Configuration information for access to the ITU-T LAN is given in Appendix V.

Power for PCs
Most meeting rooms have an individual power outlet for each seat. In the CICG you may find that there is only one between two seats, but there are many seats so this is not generally a problem; **BUT REMEMBER**

you will need to have a Swiss power cord or a Swiss adaptor as the Swiss power plug is not the same as the general European or US plug . Adaptors, for both power and telephone, can be purchased from companies such as:
www.teleadapt.com and www.warrior.com and are also available from the ITU Bookshop. The ITU Bookshop is open from Monday to Friday, 08:30-12:30 and 13:30-17:00 hours.

Coffee, tea and lunch breaks
There are café/restaurants in both the ITU building and the CICG. In the ITU buildings there are two:

- one located on the 15th floor of the Tower building;

- and another located between the Varembé and Montbrillant buildings, which is on level 0 in Varambé and on level 1 in Montbrillant.

In the CICG, the restaurant is on level 1, and there is a café on level 0 normally open during morning and afternoon breaks.

Using the badge received at registration, you may also visit the restaurants of other UN buildings such as the WIPO and UNHCR premises, which are very nearby, and also the UN Headquarters.

There are also a number of restaurants nearby.

Hotels
There are very many hotels in Geneva that give a discount to those attending ITU meetings. Every year a TSB Circular is issued with the latest pricing information. For 2002, this is TSB Circular 99 available at: itu.int/itudoc/ITU-T/circ/01-04_1/099.html

Cyber Café
ITU-T provides multiple PCs for the use of delegates during their attendance at the meetings. These can be found:
- in the second basement of the Tower building;
- on level 2 of the Montbrillant building;
- during SG meetings, on level −1 of the CICG.

In addition to the PCs, these areas also have Ethernet ports available.

Telephone and fax facilities

Telephone and fax facilities for delegates are also provided:

- in the second basement of the Tower building;
- on level 0 of the Montbrillant building, near the entrance;
- during SG meetings, on level –1 of the CICG in the Communications Centre.

These facilities include POTS ports for dial-up modems and provide an RJ11 port for modem access, but remember this may not be the case for your hotel room as the Swiss telephone jack is unique to Switzerland.

Meetings outside Geneva

Where meetings are held outside Geneva, the meeting host(s) will provide full details of facilities available. These should be included or referenced in the convening or collective letter for the meeting, and should include details such as:

- the venue;

- travel facilities;

- accommodation;

- the facilities available at the meeting;

- arrangements for document access.

Documentation
For meetings of a SG or WP, you should expect all meeting documentation to also be available on the ITU servers in Geneva.

Cooperation with other organizations

ITU-T cooperates with many other organizations, both those also developing international standards such as the International Organization for Standardization (ISO), the Internet Engineering Task Force (IETF) and other Standards Development Organizations (SDOs), and forums such as the International Multimedia and Telecommunications Consortium (IMTC).

The procedures for communicating with forums and consortia are defined in ITU-T Recommendation A.4. Recommendation A.5 deals with situations where ITU-T wishes to make reference in its own Recommendations to documents from forums and consortia or other SDOs. Recommendation A.6 addresses cooperation and exchange of information between ITU-T and national and regional standards development organizations.

The list of qualified organizations for ITU-T Recs. A.4, A.5 and A.6 is available at: itu.int/ITU-T/dbase/sdo/qualified.html

ITU-T also has a Memorandum of Understanding (MoU) with the following organizations:

- ICANN Protocol Supporting Organization

- IEC, ISO and UN/ECE concerning standardization in the field of electronic business

- European Telecommunications Standards Institute (ETSI)

Other topics

Work Programme
The work programme for each Study Group is available on the ITU website within the Study Group home page. This provides information on work in progress on draft new and revised Recommendations including expected timescales and a pointer to the latest draft text.

A database of the work programme is also available at:
itu.int/itudoc/ITU-T/workprog

Other databases
In addition to the work programme database, the ITU website also provides access to databases (itu.int/ITU-T/dbase) on:
- Terms and definitions
- International Numbering Resources
- Qualified organizations for Recs. A.4, A.5 and A.6
- ASN.1 Module database
- Standardization Areas, Domains and their Codes

Intellectual Property Rights – patent and copyright

ITU-T has a well-established policy for dealing with patent issues. The patent policy, policy guidelines and Patent Declaration Form can be found at:
itu.int/ITU-T/othergroups/ipr-adhoc

In order to facilitate both the standards-making process and the application of ITU-T Recommendations, the Telecommunication Standardization Bureau (TSB) makes available its Patent Statements database composed of information that was communicated to TSB by administrations, private enterprises, etc., that participate in the standards-making activities of the ITU-T Study Groups. This is available at:
itu.int/ITU-T/dbase/patent

Discussions on issues relating to Intellectual Property Rights (IPR) are addressed by the TSB Director's ad-hoc group on IPR. Recently, this group has also developed software copyright guidelines for cases where software is included in ITU-T Recommendations. The latest information on all these issues can also be found at the above website.

ITU-T website

The ITU-T website (itu.int/ITU-T) also provides considerable useful information on topics such as:

- ITU-T mission
- ITU-T membership and benefits
- Publications
- ITU-T news
- TSB information
- ITU-T and Forums
- Frequently Asked Questions (FAQs)
- TSB Circulars
- Meetings, seminars and workshops
- What's new
- etc.

Useful contacts

Just about everything you ever need to know about ITU and ITU-T is available on the website: itu.int

The following pointers and e-mail addresses may help you find additional information on some of the key areas:

ITU-T General:
itu.int/ITU-T

Telecommunication Standardization Bureau:
itu.int/ITU-T/info/tsb

Electronic Document Handling (EDH):
itu.int/ITU-T/edh
E-mail: tsbedh@itu.int

Study Groups:
itu.int/ITU-T/studygroups

Membership:
itu.int/ITU-T/membership

Meetings:
itu.int/ITU-T/activities/meetings

Meeting Registration:
E-mail: tsbreg@itu.int

Communication and Promotion:
E-mail: tsbpromo@itu.int

TIES Helpdesk:
E-mail: helpdesk@itu.int

Understanding how it all works - finding more information

Much more information on the rules and procedures of ITU-T can be found in the ITU-T A-series Recommendations available free of charge at:
itu.int/rec/recommendation.asp?type=products&lang=e&parent=T-REC-A

and in the Resolutions from WTSA available from: itu.int/itudoc/ITU-T/wtsa-res

Finally…

We hope you found this Guide helpful.

More copies of this Guide can be obtained from ITU-T Communication and Promotion Service who would also welcome feedback on the content, and suggestions for improvements; contact **tsbpromo@itu.int**

Appendix I – ITU-T Study Groups and lead SG activities

Study Groups

SG 2 – Operational aspects of service provision, networks and performance

SG 3 – Tariff and accounting principles including related telecommunication economic and policy issues

SG 4 – Telecommunication management, including TMN

SG 5 – Protection against electromagnetic environment effects

SG 6 – Outside plant

SG 9 – Integrated broadband cable networks and television and sound transmission

SG 11 – Signalling requirements and protocols

SG 12 – End-to-end transmission performance of networks and terminals

SG 13 – Multi-protocol and IP-based networks and their internetworking

SG 15 – Optical and other transport networks

SG 16 – Multimedia services, systems and terminals

SG 17 – Data networks and telecommunication software

SSG – Special Study Group "IMT-2000 and Beyond"

Lead Study Group Activities

Service definition, numbering and routing (SG 2)

Telecommunication Management Network (TMN) (SG 4)

Integrated broadband cable and television networks (SG 9)

Intelligent Networks (IN) (SG 11)

Quality of Service and performance (SG 12)

IP-related matters, B-ISDN, Global Information Infrastructure and satellite matters (SG 13)

Access Network Transport (SG 15)

Optical Transport Networks & Technologies (SG 15)

Multimedia services, systems and terminals (SG 16)

E-business and e-commerce (SG 16)

Frame-Relay (SG 17)

Communication system security (SG 17)

Languages and description techniques (SG 17)

IMT-2000 and Beyond and for mobility (SSG)

Appendix II – How ITU-T works – administrative entities

Most participants in the technical work of ITU-T will not need to get involved with the administrative bodies which exist in addition to the technical study groups, so if you are not interested in this, please move on to the next section. However, if you are interested in how ITU-T is administered, the following is a summary of the key bodies.

ITU

ITU Plenipotentiary Conference

The Plenipotentiary Conference is the top policy-making body of the International Telecommunication Union (ITU). Held every four years, the Conference sets the Union's general policies, adopts five-year strategic and financial plans and elects the senior management team of the organization. In other words, it is the key event at which all ITU Member States decide on the future role of the organization.

ITU Council

The role of the Council is to consider, in the interval between Plenipotentiary Conferences, broad telecommunication policy issues to ensure that the Union's activities, policies and strategies fully respond to today's dynamic, rapidly changing telecommunication environment. It also prepares a report on ITU policy and strategic planning.

In addition, the Council is responsible for ensuring the smooth day-to-day running of the Union, coordinating work programmes, approving budgets and controlling finances and expenditure.

ITU-T
World Telecommunication Standardization Assembly (WTSA)

The WTSA sets the overall direction and structure for ITU-T and occurs every four years. It defines the general policy for the Sector, establishes the study groups and approves their expected work programme for next four-year period, and appoints their chairmen and vice-chairmen.

The output of the WTSA is a set of Resolutions which are available at: itu.int/itudoc/itu-t/wtsa-res

Telecommunication Standardization Advisory Group (TSAG)
TSAG provides ITU-T with flexibility between WTSAs, and reviews priorities, programmes, operations, financial matters ands strategies for the Sector. It also follows up on the accomplishment of the work programme, restructures and establishes ITU-T Study Groups, provides guidelines to the study groups, advises the Director of TSB, and produces the A-series Recommendations on organization and working procedures.

Appendix III – TIES registration

Instructions for registering with TIES:
ITU TIES service is available without any charge only to persons or companies meeting one or other of the following conditions:

Qualification to use TIES

1.   Your company is a Sector Member of ITU. To find out, please check this URL address: itu.int/aboutitu/smallm.html

2.   You are working in a permanent mission of a country that is one of the ITU Member States.

3.   You are working in a government Administration in one of the ITU Member States. To find out whether your country is Member or not, check the URL address: itu.int/aboutitu/bigm.html

If you are working in a permanent mission of a country that is one of the ITU Member States or in a government Administration in one of the ITU Member States, please send us an e-mail query (helpdesk@itu.int) noting the area of your involvement in ITU activities, asking for a TIES registration form.

Obtaining a TIES account

If you fit the criteria, please send an e-mail to the TIES Helpdesk (helpdesk@itu.int) together with the registration information shown below. Do not expect an immediate response after you have completed the application form, especially around the time of a meeting or conference.

```
To: helpdesk@itu.int
Subject: TIES User
Registration Form

Please create a TIES account
for me. My information is as
follows:
```

```
        Title:
   First Name:
    Last Name:
    Job Title:
 Org/Company:
Dept/Service:
      Address:
      Country:
    Telephone:
          Fax:
        Telex:
        Email:
Participation:   Question 4/
                 Study Group15
```

You should receive a response with your username and password (by postal mail).

Appendix IV − E-mail reflector and informal FTP area access

Qualifications for enrolment
You must have a TIES user name and password provided after you enrol in TIES per Appendix III.

The following example shows how to enrol for the EDH facilities for Q4/15:

Enrolment process #1
TSB has set up a web form for subscribing to e-mail reflectors:

> itu.int/ITU-T/studygroups/com15/edh/subscribe.html

For Q4/15, select `tsg15q4`

Additions, select the option:

```
Request access to the
SG's informal FTP area
(IFA)?
```

in order to access the Q4/15 document archive.

Enrolment process #2
Send the following message to TSB-EDH
(tsbedh@itu.int) to subscribe to the Q4/15
exploder, and request access to the SG 15
informal FTP area

```
To: tsbedh@itu.int

Subject: SG15/Q4 Mailing list
and IFA Request

Mailing list to subscribe to:
   SG15/Q4 (tsg15q4@itu.ch) and
   the Informal FTP Area (IFA)
Full Name:
Company:
Address:
Personal e-mail address:
          TIES username:
```

Appendix V – LAN access in Geneva meeting rooms

Extensive LAN access is now available throughout the meetings rooms used by ITU-T and general delegate areas. These provide for TIES and Internet access, and give easy access to meeting documentation.

Wired LAN Facilities
Ethernet (10baseT) LAN facilities are available in the meeting rooms in the Montbrillant building, and also in the Tower 2nd basement and Montbrillant 2nd floor.

The IP address is automatically allocated by the ITU servers. For information on the necessary configurations etc. see:
itu.int/ITU-T/edh/edh-faqs

Wireless LAN Facilities
Accessing ITU's Wireless Facilities
ITU has now installed an 802.11b wireless LAN network in its main conference rooms (in the Tower building: salles A, B, C, salle des Pas Perdus; in the Montbrillant building: rooms H, K, L, M and 2nd floor space, and in

most CICG meeting rooms) with 11 Mb/s 2.4 GHz access points. Delegates can connect to this wireless network using their laptops with a wireless LAN card. Any Wi-Fi certified wireless card can be used, although we recommend using 128-bit encryption cards from known vendors to minimize problems and troubleshooting.

Buying Wireless Cards
When procuring your own card, ensure that the card is compatible with Wi-Fi 802.11b with 128-bit encryption (although encryption is not used at the moment in ITU, it may become mandatory in future and most cards come with it anyway). Limited quantities of wireless cards are available for sale from ITU's bookshop at CHF 250 per card on a non-return basis.

For information, a list of Wi-Fi certified cards is available at:
wirelessethernet.org/certified_products.asp

ITU's Wireless Configuration Parameters
To install the wireless card, you may need to login with administrator privileges depending on operating system and card purchased.

Here are a few things to configure on your laptop to work with ITU's wireless network:

1. Set your case-sensitive SSID as "ITUdelg".

2. WEP Encryption: Off. WEP encryption is not used within ITU at the moment.

3. Operation mode: Infrastructure (not Ad-Hoc).

4. Enable DHCP for the client so that you will get IP address and other network parameters automatically.

Please consult the installation instructions provided with your card for details of installation.

Non-ITU Access Points

As wireless channels can interfere with each other if not planned properly, the use of access points other than those belonging to ITU is prohibited. If you have personal access points, please do not use them inside ITU.

Index