



INTERNATIONAL TELECOMMUNICATION UNION

**ITU-T**

TELECOMMUNICATION  
STANDARDIZATION SECTOR  
OF ITU

**A.9**

(10/2000)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

---

**Provisional working procedures for the special  
study group on IMT-2000 and beyond**

ITU-T Recommendation A.9

(Formerly CCITT Recommendation)

---

## **ITU-T Recommendation A.9**

### **Provisional working procedures for the special study group on IMT-2000 and beyond**

#### **Summary**

This Recommendation describes the specific working methods approved for the new special study group on IMT-2000.

#### **Source**

ITU-T Recommendation A.9 was prepared by TSAG (1997-2000) and approved by WTSA (27 September – 6 October 2000).

## FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications. The ITU Telecommunication Standardization Sector (ITU-T) is a permanent organ of ITU. ITU-T is responsible for studying technical, operating and tariff questions and issuing Recommendations on them with a view to standardizing telecommunications on a worldwide basis.

The World Telecommunication Standardization Assembly (WTSA), which meets every four years, establishes the topics for study by the ITU-T study groups which, in turn, produce Recommendations on these topics.

The approval of ITU-T Recommendations is covered by the procedure laid down in WTSA Resolution 1.

In some areas of information technology which fall within ITU-T's purview, the necessary standards are prepared on a collaborative basis with ISO and IEC.

## NOTE

In this Recommendation, the expression "Administration" is used for conciseness to indicate both a telecommunication administration and a recognized operating agency.

© ITU 2001

All rights reserved. No part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from ITU.

## CONTENTS

		<b>Page</b>
1	General.....	1
2	Reporting to TSAG.....	1
3	Working methods other than for approving Recommendations .....	1
4	Output .....	2

## **ITU-T Recommendation A.9**

### **Provisional working procedures for the special study group on IMT-2000 and beyond** *(Montreal, 2000)*

#### **1 General**

**1.1** The provisional working procedures described below are applicable only to this Special Study Group. On the points not explicitly referred to by this Recommendation, the procedures that apply to other regular study groups shall apply.

**1.2** The working procedures described here are intended to be applied on an initial basis, to support the improvement of working procedures within the Special Study Group with a view to increasing the effectiveness and responsiveness of ITU to marketplace needs.

**1.3** The provisional working procedures described below shall take effect as soon as practicable. Additions or modifications to the working procedures, if any, should be proposed by this Special Study Group to TSAG and approved by TSAG until the next WTSA.

#### **2 Reporting to TSAG**

**2.1** The Special Study Group shall report on its activities and progress to each TSAG meeting, including indication of any Recommendations that the Special Study Group has approved, together with observations on its working methods and their effectiveness.

#### **3 Working methods other than for approving Recommendations**

**3.1** The Special Study Group and subgroups shall work electronically to the maximum extent possible, with paper copies of documents provided only on request. The Special Study Group should appoint a Working Methods Coordinator to assist the TSB in managing incompatibilities that may arise in various forms of documentation submitted by the participating Members. The Special Study Group should explore new electronic methods to test their effectiveness for conducting the work.

**3.2** The Special Study Group and its subgroups shall not be bound by the rules governing the regular Study Groups concerning the frequency of physical meetings. The Special Study Group shall hold the minimum number of physical meetings necessary to meet its objectives in a timely manner. If it is necessary for more than one subgroup to hold a physical meeting, the dates and venue should be aligned as far as possible, to assist in the participation and coordination of the work. Physical meetings may be announced electronically with a minimum of one month notice through a specific e-mail reflector maintained by TSB for the Special Study Group.

**3.3** Rapporteurs meetings may be held on request of the Rapporteur in consultation with the Special Study Group management team and after confirming their approval by electronic means. The Working Methods Coordinator shall work closely with TSB in order to optimize this process.

**3.4** In addition to physical meetings, Subgroups of the Special Study Group are encouraged to hold teleconferences as much as possible.

**3.5** The Special Study Group shall agree a simple process for the handling of input contributions to its work. For SSG or WP meetings, documents must be submitted a minimum of five working days before the meeting starts, be posted in an informal area of the ITU-T website – irrespective of meeting venue, be accessible to all Members, and meeting reports must be made available quickly.

The Working Methods Coordinator shall work closely with TSB to ensure maximum accessibility and timely notice of electronic documents to all Members.

## **4 Output**

**4.1** The normative output of the Special Study Group shall be Recommendations. The Special Study Group shall apply approval procedures as in other regular study groups.

**4.2** The Special Study Group may also produce other forms of output as specified for other study groups, such as Implementors' Guides, Supplements, etc.

**4.3** The Special Study Group may investigate alternative types of output of a lesser status than ITU Recommendations, e.g. normative technical specifications or interim Recommendations, and may make proposals for such types of output and associated approval procedures to TSAG to consider for approval.

## **SERIES OF ITU-T RECOMMENDATIONS**

**Series A      Organization of the work of ITU-T**

Series B      Means of expression: definitions, symbols, classification

Series C      General telecommunication statistics

Series D      General tariff principles

Series E      Overall network operation, telephone service, service operation and human factors

Series F      Non-telephone telecommunication services

Series G      Transmission systems and media, digital systems and networks

Series H      Audiovisual and multimedia systems

Series I      Integrated services digital network

Series J      Cable networks and transmission of television, sound programme and other multimedia signals

Series K      Protection against interference

Series L      Construction, installation and protection of cables and other elements of outside plant

Series M      TMN and network maintenance: international transmission systems, telephone circuits, telegraphy, facsimile and leased circuits

Series N      Maintenance: international sound programme and television transmission circuits

Series O      Specifications of measuring equipment

Series P      Telephone transmission quality, telephone installations, local line networks

Series Q      Switching and signalling

Series R      Telegraph transmission

Series S      Telegraph services terminal equipment

Series T      Terminals for telematic services

Series U      Telegraph switching

Series V      Data communication over the telephone network

Series X      Data networks and open system communications

Series Y      Global information infrastructure and Internet protocol aspects

Series Z      Languages and general software aspects for telecommunication systems