SERIES A: ORGANIZATION OF THE WORK OF ITU-T

Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology

Amendment 1: Appendix II – Best practices

Recommendation ITU-T A.23 (2000) – Amendment 1

Recommendation ITU-T A.23

Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology

Amendment 1

Appendix II

Best practices

Summary

This appendix contains best practices to be used when applying Annex A to the cooperation between ITU-T and ISO/IEC JTC 1.

History

Edition	Recommendation	Approval	Study Group	Unique ID*
1.0	ITU-T A.23	1993-03-12	TSAG	11.1002/1000/163
1.1	ITU-T A.23 Annex A	1993-03-12	TSAG	11.1002/1000/3664
2.0	ITU-T A.23	1996-10-18	TSAG	11.1002/1000/3967
2.1	ITU-T A.23 Annex A	1996-10-18	TSAG	11.1002/1000/3968
3.0	ITU-T A.23	2000-10-06	TSAG	11.1002/1000/11284
3.1	ITU-T A.23 Annex A	2001-11-30	TSAG	11.1002/1000/5580
3.2	ITU-T A.23 Annex A	2010-02-11	TSAG	11.1002/1000/10180
3.3	ITU-T A.23 Annex A	2014-06-20	TSAG	11.1002/1000/12173
3.4	ITU-T A.23 (2000) Amd. 1	2022-01-17	TSAG	11.1002/1000/14944

Keywords

Collaboration, common text, IEC, ISO.

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FOREWORD

The International Telecommunication Union (ITU) is the United Nations specialized agency in the field of telecommunications, information and communication technologies (ICTs). 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.

Compliance with this Recommendation is voluntary. However, the Recommendation may contain certain mandatory provisions (to ensure, e.g., interoperability or applicability) and compliance with the Recommendation is achieved when all of these mandatory provisions are met. The words "shall" or some other obligatory language such as "must" and the negative equivalents are used to express requirements. The use of such words does not suggest that compliance with the Recommendation is required of any party.

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As of the date of approval of this Recommendation, ITU had not received notice of intellectual property, protected by patents/software copyrights, which may be required to implement this Recommendation. However, implementers are cautioned that this may not represent the latest information and are therefore strongly urged to consult the appropriate ITU-T databases available via the ITU-T website at http://www.itu.int/ITU-T/ipr/.

Recommendation ITU-T A.23

Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology

Appendix II

Best practices

(This appendix does not form an integral part of this Recommendation.)

This appendix contains best practices to be used when applying Annex A to the cooperation between ITU-T and ISO/IEC JTC 1.

II.1   Choosing meeting dates

When a text is developed jointly (as a common text or as a twin text, using a Collaborative Team or by Collaborative Interchange) between an ITU-T study group and a JTC 1 subcommittee, it is recommended that the dates of the ITU-T study group and JTC 1 subcommittee meetings (in particular plenary meetings, but also interim meetings) be discussed between both parties and agreed in advance as conveniently as possible (see also clauses 5.1, 7.2 and 8.4 of Annex A).

This is particularly relevant when the draft document is reaching a stable state and is planned for AAP consent or TAP determination in ITU-T, or for DIS ballot in JTC 1.

It is also useful for meetings of Working Level Groups (see clause 1.5.3.5 of Annex A) to ensure that the other party has sufficient time to submit contributions or comments before the deadline.

II.2   Editing a common text

When an ITU-T study group and a JTC 1 subcommittee have agreed together to develop a common text, it is best practice that a unique file (master copy) is used to avoid ending up with two diverging versions of the same draft Recommendation | International Standard (see also clauses 7.5 and 8.2 of Annex A).

II.3   Resolving issues of coordination

Should there be any issue of collaboration between an ITU-T study group and a JTC 1 subcommittee for the establishment of a Collaborative Team or a Collaborative Interchange, or during the development of a common or twin text, it is best practice to inform the ITU-T liaison officer to JTC 1 and the JTC 1 liaison officer to ITU-T as soon as possible, so they could play a facilitator role attempting to resolve any issue.

II.4   Using handy names

It is best practice that a handy name or acronym is defined at the beginning of any collaborative project, to be the usual identification of the work and of the corresponding Recommendation and International Standard when referring to them.

It is also best practice to include the agreed handy name or acronym in the terms of reference of the Collaborative Team or Collaborative Interchange (see clauses 7.1 or 8.1 of Annex A) leading to either common text or twin text, and in the title of the resulting publication.

   NOTE 1 – Examples of handy names are:
   • HEVC (High efficiency video coding) for Recommendation ITU-T H.265 | ISO/IEC 23008-2.
   • RMCP (Relayed multicast protocol) for Recommendation ITU-T X.603 | ISO/IEC 16512-1;
   • VVC (Versatile video coding) for Recommendation ITU-T H.266 | ISO/IEC 23090-3.
   NOTE 2 – Confusion should be avoided if the suggested handy name is already used by pre-existing implementations of the standard with different functionalities or if there is intellectual property rights associated with its use.

II.5   Synchronizing the appointment of a registration authority

When a joint project includes registration provisions (i.e., the assignment of an unambiguous name to an object in a way which makes the assignment available to interested parties), it is best practice to develop two different common (or twin) texts:

- The first text is the technical standard in which the objects to be registered are defined;

- The second text is the registration procedure standard which defines the procedure according to which the registration authority (i.e., the entity entitled and trusted to perform the registration service) works, and specifies its duties and obligations. The procedure standard also specifies an appeals procedure and a revocation procedure.

NOTE 1 – Annex H to [b-ISO/IEC Directives Part 1] provides guidance on how to write the procedure standard in JTC 1.

It is also best practice to follow the following process to ensure that the (same) registration authority is jointly appointed by the ITU-T study group and the JTC 1 sub-committee:

1. The selection process for the registration authority begins with a call for offers made by the ITU-T study group and by the JTC 1 sub-committee. The ITU-T study group and JTC 1 sub-committee ensures that each candidate is an acceptable legal entity according to the rules of each organization.

2. Once nominations have been received for the registration authority (and shared with the other organization), they are initially reviewed by the Collaborative Team (if one exists for the joint project), otherwise by the appropriate ITU-T study group or the appropriate JTC 1 sub-committee (whichever meets first), and a report is produced.

3. The report is discussed within the appropriate ITU-T study group or the appropriate JTC 1 sub-committee (whichever meets first) and presented for approval. Then it is sent as a liaison statement to the next plenary session of the other organization for ratification. It is expected that both plenary sessions reach the same conclusion and agree to nominate the same candidate; otherwise, the discrepancy is referred to each organization for further consideration.

4. Once all organizations have reached the same conclusion, the final approval and appointment of the registration authority follows the procedures of each organization.

NOTE 2 – Any discrepancies raised during the approval processes of the organizations are referred to their Chief Executive Officers (for ISO and IEC) and to the TSB Director (for ITU-T) for resolution.

Bibliography

[b-ISO/IEC Directives Part 1] ISO/IEC:2021, *Directives, Part 1 Procedures for the technical work – Consolidated ISO Supplement – Procedures specific to ISO*.
https://www.iso.org/directives-and-policies.html

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