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SERIES A: ORGANIZATION OF THE WORK OF ITU-T

**Generic procedures for incorporating text
between ITU-T and other organizations**

Recommendation ITU-T A.25



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Generic procedures for incorporating text between ITU-T and other organizations

Summary

Recommendation ITU-T A.25 addresses the process of incorporating text (in whole or in part, with or without modification) of documents from another organization into an ITU-T Recommendation (or another ITU-T document). Similarly, guidance is provided for other organizations incorporating text (in whole or in part, with or without modification) from ITU-T Recommendations (or other ITU-T documents) in their documents.

History

Edition	Recommendation	Approval	Study Group	Unique ID*
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Keywords

Copying text, incorporating text, qualification, references.

* To access the Recommendation, type the URL <http://handle.itu.int/> in the address field of your web browser, followed by the Recommendation's unique ID. For example, <http://handle.itu.int/11.1002/1000/11830-en>.

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.

INTELLECTUAL PROPERTY RIGHTS

ITU draws attention to the possibility that the practice or implementation of this Recommendation may involve the use of a claimed Intellectual Property Right. ITU takes no position concerning the evidence, validity or applicability of claimed Intellectual Property Rights, whether asserted by ITU members or others outside of the Recommendation development process.

As of the date of approval of this Recommendation, ITU had not received notice of intellectual property, protected by patents, 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 TSB patent database at <http://www.itu.int/ITU-T/ipr/>.

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Recommendation ITU-T A.25

Generic procedures for incorporating text between ITU-T and other organizations

1 Scope

This Recommendation provides generic procedures for incorporating (in whole or in part, with or without modification) the documents of other organizations in ITU-T Recommendations (or other ITU-T documents), and provides guidance for other organizations on how to incorporate ITU-T Recommendations (or other ITU-T documents), in whole or in part, in their documents.

The case of normatively referencing the documents of other organizations in ITU-T Recommendations is addressed in [ITU-T A.5].

2 References

The following ITU-T Recommendations and other references contain provisions which, through reference in this text, constitute provisions of this Recommendation. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of this Recommendation are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and other references listed below. A list of the currently valid ITU-T Recommendations is regularly published. The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation.

[ITU-T A.5] Recommendation ITU-T A.5 (2016), *Generic procedures for including references to documents of other organizations in ITU-T Recommendations*.

3 Definitions

3.1 Terms defined elsewhere

This Recommendation uses the following terms defined elsewhere:

3.1.1 approved document [ITU-T A.5]: An official output (such as a standard, a specification, an implementation agreement, etc.) which has been formally approved by an organization.

3.1.2 non-normative reference [ITU-T A.5]: The whole or parts of a document where the referenced document has been used as supplementary information in the preparation of the Recommendation or to assist the understanding or use of the Recommendation and to which conformance is not necessary.

3.1.3 normative reference [ITU-T A.1]: Another document that contains provisions which, through reference to it, constitute provisions to the referring document.

3.2 Terms defined in this Recommendation

This Recommendation defines the following term:

3.2.1 draft document: An output from an organization, which is still in draft form.

4 Abbreviations and acronyms

This Recommendation uses the following abbreviations and acronyms:

TSB Telecommunication Standardization Bureau

5 Conventions

None.

6 Generic procedures for incorporating text of other organizations in ITU-T documents

This clause addresses the process of incorporating text (in whole or in part) from another organization into an ITU-T document. This process is expected to be rarely used.

6.1 Documents received from other organizations

6.1.1 An ITU-T study group may incorporate text (in whole or in part, with or without modification) from a draft or approved document from another organization in a draft ITU-T Recommendation (or in another ITU-T document) as explained in clauses 6.1.3 and 6.3.1. ITU-T study groups are strongly encouraged to incorporate approved text rather than draft text from other organizations.

6.1.2 These documents are not issued as contributions. As soon as they arrive they are made available, with the agreement of the study group chairman, and subject to the permission arrangements set out in clause 6.3 and to the copyright arrangements set out in clause 6.4, for advance consideration by the relevant group. Moreover, they are issued as a document to the relevant group with a reference to the originating organization, i.e., as a TD at a study group or working party meeting, or as a document at a rapporteur meeting. In the latter case, the receipt and disposition of the document received should be recorded in the report of the rapporteur meeting.

6.1.3 When an ITU-T study group decides to incorporate text (in whole or in part, with or without modification) from another organization in its own document, it notifies the organization about the actions taken concerning this text. The use, acceptance or reproduction of such text by the ITU-T study group is subject to the permission arrangements set out in clause 6.3 and to the copyright arrangements set out in clause 6.4.

6.1.4 The resulting ITU-T Recommendation (or ITU-T document) shall identify the incorporated text, and shall provide an explicit reference to the document of the organization and to its particular version, as described in clause 6.4 of [ITU-T A.5].

6.2 Process for incorporation

6.2.1 An ITU-T study group or a member of the study group may identify the need to specifically incorporate text (in whole or in part, with or without modification) from another organization within a specific draft ITU-T Recommendation (or another draft ITU-T document).

6.2.2 Documents submitted to the ITU-T study group by other organizations should conform to the following criteria:

- a) should contain no confidential information (i.e., no distribution restriction);
- b) should indicate the source within the organization (e.g., committee, subcommittee, etc.);
- c) should differentiate between normative references and non-normative references.

6.2.3 Information is provided in a TD (or a contribution), as outlined in clauses 6.2.3.1 to 6.2.3.10.

6.2.3.1 A clear description of the document considered for incorporation (type of document, title, number, version, date, etc.).

6.2.3.2 Status of approval. Incorporating text that has not yet been approved by the organization can lead to confusion; thus, incorporating is usually limited to approved documents. If absolutely necessary, incorporation of text from a draft document can be made where cooperative work requiring cross-incorporation is being approved by ITU-T and another organization in approximately the same time-frame.

6.2.3.3 Justification for the specific incorporation, including why it is inappropriate to reference the text in the draft ITU-T Recommendation (or other draft ITU-T document).

6.2.3.4 Current information, if any, about intellectual property rights (IPR) issues (patents, copyrights, trademarks).

6.2.3.5 Other information that might be useful in describing the "quality" of the document (e.g., whether products have been implemented using it, whether conformance requirements are clear, whether the specification is readily and widely available).

6.2.3.6 The degree of stability or maturity of the document (e.g., length of time it has existed).

6.2.3.7 Relationship with other existing or emerging documents.

6.2.3.8 When text from a document is to be incorporated in an ITU-T Recommendation (or other ITU-T document), an explicit reference to the document shall be provided; all explicit references within the incorporated document should also be listed.

6.2.3.9 A full copy of the existing document. No reformatting is necessary. The objective is to have referenced documents available via the web at no cost, so that the study group (or working party) may proceed with its evaluation. Accordingly, if a document to be incorporated in whole or in part is available in this manner, it is sufficient to provide its exact location on the web. On the other hand, if the document is not available in this manner, a full copy must be provided (preferably in electronic format).

6.2.3.10 Qualification of the organization (per Annex B of [ITU-T A.5]). This needs to be done only the first time a document from the organization is being considered for incorporation, and only if such qualification information has not been already documented. Qualification of an organization is reviewed on a regular basis (any study group willing to incorporate a document from the organization may perform the review). In particular, if the patent policy of that organization has changed, it is important to check that the new patent policy is consistent with the Common Patent Policy for ITU-T/ITU-R/ISO/IEC and the Guidelines for the Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC.

6.2.4 The study group (or working party) evaluates this information and decides whether to make the incorporation. The format for documenting the study group or working party decision is given in Annex A of [ITU-T A.5]. This decision occurs, at the latest, at the time the Recommendation is determined for consultation in case of the traditional approval process (TAP) or consented for last call in case of the alternative approval process (AAP). The study group or working party report may simply note that the procedures of this Recommendation have been satisfied and provide a pointer to the document where the full details reside.

6.3 Permission arrangements

6.3.1 At the earliest possible moment, upon the request of the study group or working party, the Telecommunication Standardization Bureau (TSB) will ensure that the organization has provided a written statement in which it agrees to:

- the distribution of the material for discussions within the appropriate groups, and
- its possible use (in whole or in part, with or without modification) in any resulting ITU-T Recommendations (or other ITU-T documents) that are published.

6.3.2 Should the organization decline to provide such statement or fail to do so, the incorporation shall not be made. In this case, the decision to incorporate the reference (according to [ITU-T A.5]) instead of the text shall be made by consensus.

6.4 Copyright arrangements

The subject of modifications to texts and arrangements for royalty-free copyright licenses, including the right to sub-license, for texts accepted by ITU-T, is a matter to be agreed upon between TSB and the particular organization. However, the originating organization retains the copyright and change control for its texts, unless explicitly relinquished.

7 Generic procedures for incorporating text of ITU-T documents in the documents of other organizations

Organizations are strongly encouraged to reference approved ITU-T documents as appropriate to progress their work. This clause addresses the process of incorporating text (in whole or in part, with or without modification) from an ITU-T document in a document of another organization. This process is expected to be rarely used.

7.1 Documents sent to other organizations

7.1.1 An organization may incorporate text (in whole or in part, with or without modification) from a draft or approved ITU-T Recommendation (or of other documents produced by ITU-T), as all or part of the text of its draft document. Organizations are strongly encouraged to incorporate text without modification.

7.1.2 When an organization decides to accept ITU-T text, it notifies TSB about the actions taken concerning this text. The use, acceptance or reproduction of such text by the qualified organization is subject to the permission arrangements set out in clause 7.2 and to the copyright arrangements set out in clause 7.3.

7.2 Permission arrangements

7.2.1 At the earliest possible moment, the organization will ensure that the TSB has provided a written statement that it agrees to the distribution of the material for discussions within the appropriate groups and possible use (in whole or in part, with or without modification) in any documents of the organization.

7.2.2 Should the ITU decline to provide such statement or fail to do so, the incorporation shall not be made.

7.3 Copyright arrangements

The subject of modifications to texts and arrangements for royalty-free copyright licenses, including the right to sub-license, for texts accepted by qualified organizations and their publishers and others, is a matter to be agreed upon between TSB and the particular organization. However, the ITU retains the copyright and change control for its texts, unless explicitly relinquished.

Bibliography

- [b-ITU-T A.1] Recommendation ITU-T A.1 (2012), *Working methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)*.

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