INTERNATIONAL TELECOMMUNICATION UNION

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

A.12
(10/2000)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

Identification and layout of ITU-T Recommendations

ITU-T Recommendation A.12

(Formerly CCITT Recommendation)

ITU-T Recommendation A.12

Identification and layout of ITU-T Recommendations

Summary

This Recommendation provides information on the means on assigning the letter series designations for ITU-T Recommendations.

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.

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ITU-T Recommendation A.12

Identification and layout of ITU-T Recommendations

(Montreal, 2000)

1 Scope

The Telecommunication Standardization Advisory Group (TSAG) periodically reviews the methods of identifying and laying out Recommendations as well as the Author's Guide for drafting ITU-T Recommendations, prepared and updated by the Telecommunication Standardization Bureau (TSB), providing thus detailed guidelines on format and style. This Recommendation provides principles that are applied in identifying and laying out Recommendations.

2 Identification and layout of Recommendations

2.1 All ITU-T Recommendations shall be numbered. The number of each Recommendation shall have a letter prefix referring to the series as well as a number identifying the particular subject in that series. The numbering shall be done in a manner which permits clear, unequivocal identification and facilitates electronic storage of information concerning the Recommendation. The Recommendation number shall be associated on the cover with the date of approval in the format YYYY. The month may be added if required for uniqueness.

2.2 The scope of the series identified by the letter shall be as follows:

A   Organization of the work of ITU-T

B   *Not allocated*

C   *Not allocated*

D   General tariff principles

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

F   Non-telephone telecommunication services

G   Transmission systems and media, digital systems and networks

H   Audiovisual and multimedia systems

I   Integrated services digital network

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

K   Protection against interference

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

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

N   Maintenance: international sound-programme and television-transmission circuits

O   Specifications of measuring equipment

P   Telephone transmission quality, telephone installations, local line networks

Q   Switching and signalling

R   Telegraph transmission

S   Telegraph services terminal equipment

T   Terminals for telematic services

U   Telegraph switching

V   Data communication over the telephone network

W   *Not allocated*

X   Data networks and open system communications

Y   Global information infrastructure and Internet protocol aspects

Z   Languages and general software aspects for telecommunication systems

2.3   Recommendations in each series shall be classified in sections according to subject.

2.4   The title of each Recommendation should be concise (preferably no more than one line) but unique, meaningful and unambiguous. The details identifying the precise intent and coverage should be contained in the text where possible (e.g. under scope).

2.5   The date of formal approval of the Recommendation or its revision and the study group(s) responsible for coordinating proposals for any future revision shall be clearly indicated in the foreword.

2.6   The author of a new or revised Recommendation shall provide, in front of the main body of the Recommendation, a summary as outlined in the "Author's Guide for drafting ITU-T Recommendations" prepared by TSB. The author may also provide other up-front elements such as background information and keywords as provided for in the Guide.

2.7   The "Author's Guide for drafting ITU-T Recommendations" prepared by TSB should be applied in drafting new Recommendations, and, wherever practicable, in revising existing Recommendations.

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