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THE INTERNATIONAL TELEGRAPH AND TELEPHONE CONSULTATIVE COMMITTEE

CCITT

SIXTH PLENARY ASSEMBLY

GENEVA, 27 SEPTEMBER - 8 OCTOBER 1976

ORANGE BOOK

VOLUME II.3

TELEGRAPH OPERATION AND TARIFFS

Published by the
INTERNATIONAL TELECOMMUNICATION UNION
GENEVA, 1977



COVERING NOTE

GENERAL SECRETARIAT INTERNATIONAL TELECOMMUNICATION UNION

Subject: Documents of the VIth P.A.
of the CCITT, Geneva 1976

GENÈVE,
PLACE DES NATIONS
10 April 1978

CORRIGENDUM TO VOLUME II.3

Please find enclosed the various sections of Volume II.3
of the Orange Book to which amendments have been made.

CORRIGENDUM TO THE ENGLISH VERSION OF VOLUME II.3 OF THE ORANGE BOOK

Recommendation F.1, page 6, 1.3

Change from: In relations between offices that are permanently open, the between the offices concerned.

to : In relations between offices that are permanently open, the closing of daily sessions shall take place at a time agreed upon between the offices concerned.

Recommendation F.1, page 10, 4.1.4

Change from: quotation marks (inverted commas) ”

to : quotation marks (inverted commas) “ ”

Recommendation F.1, page 12, 6.4.4.3

Change from: The service instruction **VIA**, if not indicated, must...

to : The service instruction **VIA**, if indicated, must...

Recommendation F.1, page 23, 3.8, last line

Change from: ... telegram giving confirmation of delivery **CR**, see A377).

to : ... telegram giving confirmation of delivery (**CR**, see A377).

Recommendation F.1, page 34, 5.17, last line

Change from: The retention of the service indication **PC** shall not involve payment...

to : The retention of the service indication **PC** shall not involve further payment...

Recommendation F.1, page 41, 4.6.1, second line

Change from: ... example 1' 15'', the apostrophe signal (· — — — ·) must...

to : ... example 1' 15'' — the apostrophe signal (· — — — ·) must...

Recommendation F.1, page 51, III, 1.

Change from: (C38 to C92, C129 to C137)

to : (C83 to C92, C129 to C137)

Recommendation F.1, page 53, 2.10

Change from: **COL 1'5<=====**

to : **COL 15<=====**

Recommendation F.1, page 56, 3.3

Change from: ... telegram correctly received **LR** ...) shall...

to : ... telegram correctly received (**LR** ...) shall...

Recommendation F.1, page 59, 9.1, third line

Change from: ...When receiving from a telegram centre...

to : ... When receiving from a telegram retransmission centre...

Recommendation F.1, page 61, 13.4, third line

Change from: ... the telegram shall be sent on marked CTF, and...

to : ... the telegram shall be sent on marked **CTF**, and...

Recommendation F.1, page 62, 17.1.1, fifteenth line

Change from: NNNN ✕<≡⁵

to : NNNN ✕<≡^{1,5}

eighteenth line

Change from: ¹ Method of operating in accordance with 113 and C123.

to : ¹ Method of operating in accordance with C113 and C123.

Recommendation F.1, page 66, 2.2.1.1, third line

Change from: ... (or a particular network in the destination country and...

to : ... (or a particular network in the destination country) and...

Recommendation F.1, page 68, 2.5

Change from: If the operator, in preparing a telegram, detects an error in the set-up of the numbering line or the pilot line, he must destroy the part already started, the operator shall send the code expression **ANUL** space **ANUL** followed by ten line-feeds and the end-of-message signal.

to : If the operator, in preparing a telegram, detects an error in the set-up of the numbering line or the pilot line, he must destroy the part already set up and start his telegram again. But if the transmission of these two lines has already started, the operator shall send the code expression **ANUL** space **ANUL** followed by ten line-feeds and the end-of-message signal.

Recommendation F.1, page 74, 6.9

Change from: **NNNN**^{4,5} ✕ <≡

to : **NNNN** ✕ <≡^{4,5}

Recommendation F.1, page 76, II, 1.4

Change from: ... in the cases specified D14.⁷⁾

to : ... in the cases specified D14.⁶⁾

Recommendation F.42, page 125, 5.b)

Change from: from 10 000 to 30 000 gold francs

to : from 10 000 to 300 000 gold francs

Recommendation F.61, page 148, 3.2, third line

Change from: ... that make it possible to assess the call durations...

to : ... that make it impossible to assess the call durations...

Recommendation F.69, page 178, List of telex destination codes*

Change from: 760 to 769 Available
770 New Hebrides

to : 760 to 770 Available
771 New Hebrides

Recommendation F.96, page 215, 2., third and fourth lines

Change from: ... An additional combination of the third and fourth letters is required...

to : ... An additional combination of the first and second letters is required...

* The change for the *List of telex destination codes* given here is to correct an error in the *List* at the time of the printing of the Orange Book. In order to maintain an up-to-date *List*, it is necessary to consult the ITU *Notifications*.

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VOLUME II.3

TELEGRAPH OPERATION AND TARIFFS



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CONTENTS OF THE CCITT BOOK
APPLICABLE AFTER THE SIXTH PLENARY ASSEMBLY (1976)

ORANGE BOOK

- Volume I** — Minutes and reports of the VIth Plenary Assembly of the CCITT.
— Resolutions and Opinions issued by the CCITT.
— General table of Study Groups and Working Parties for the period 1977-1980.
— Summary table of abridged titles of Questions under study in the period 1977-1980.
— Recommendations (Series A) on the organization of the work of the CCITT.
— Recommendations (Series B) relating to means of expression.
— Recommendations (Series C) relating to general telecommunication statistics.
- Volume II.1** — General tariff principles — Lease of circuits for private service: Series D Recommendations and Questions (Study Group III).
- Volume II.2** — Telephone operation, quality of service and tariffs: Series E Recommendations and Questions (Study Group II).
- Volume II.3** — Telegraph operations and tariffs: Series F Recommendations and Questions (Study Group I).
- Volume III** — Line transmission: Series G, H and J Recommendations and Questions (Study Groups XV, XVI, XVIII, CMBD).
- Volume IV.1** — Line maintenance and measurement: Series M and N Recommendations and Questions (Study Group IV).
- Volume IV.2** — Specifications of measuring equipment: Series O Recommendations and Questions (Study Group IV).
- Volume V** — Telephone transmission quality and telephone sets: Series P Recommendations and Questions (Study Group XII).
- Volume VI.1** — General Recommendations relating to telephone switching and signalling: Series Q Recommendations and Questions (Study Group XI).
- Volume VI.2** — Signalling System No. 6: Recommendations.
- Volume VI.3** — Signalling Systems R1 and R2: Recommendations.
- Volume VI.4** — Programming languages for stored-programme control exchanges: Series Z Recommendations.
- Volume VII** — Telegraph technique: Series R, S, T and U Recommendations and Questions (Study Groups VIII, IX, X, XIV).
- Volume VIII.1** — Data transmission over the telephone network: Series V Recommendations and Questions (Study Group XVII).
- Volume VIII.2** — Public data networks: Series X Recommendations and Questions (Study Group VII).
- Volume IX** — Protection: Series K and L Recommendations and Questions (Study Groups V, VI).

Each volume also contains, for its field and where appropriate:

- definitions of specific terms used;
- supplements for information and documentary purposes.

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PART I

Series F Recommendations

TELEGRAPH OPERATIONS AND TARIFFS

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SECTION 1

OPERATING METHODS FOR THE INTERNATIONAL PUBLIC TELEGRAM SERVICE

Recommendation F.1

OPERATIONAL PROVISIONS FOR THE INTERNATIONAL PUBLIC TELEGRAM SERVICE

(Geneva, 1972; amended at Geneva, 1976)

SUMMARY

- Division A — General provisions applying to all methods of working
- Division B — Operational provisions applying to Morse and sounder working
- Division C — Operational provisions applying to printing telegraph systems
- Division D — Telegraph service correspondence

Introductory Notes

1. Attention is drawn to Regional Recommendations (see Recommendation F.45) concerning, among other things, the possible introduction of a binary tariff system in Europe. Further study is required with a view to possible amendments to Recommendations F.1 and F.42.
2. Telegram examples given in this Recommendation are only intended to illustrate the correct formatting of telegrams. Groups such as gentex answer-back codes, channel indicators, telegram identification groups, destination indicators, origin indicators and postal codes do not necessarily reflect current usage or routing arrangements in the telegraph offices concerned.
3. Letters, figures and signs that are transmitted electrically are shown in the following font: **TLX420216**.
4. Marginal reference numbers are shown in italics (e.g. *A60*) for those provisions that parallel the *Telegraph Regulations*, (Geneva, 1973).

DIVISION A

GENERAL PROVISIONS APPLYING TO ALL METHODS OF WORKING

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DIVISION A

GENERAL PROVISIONS APPLYING TO ALL METHODS OF WORKING

I. Hours of service of offices

1. *Duration and closing of service—Legal time*

- A1 1.1 Each Administration* shall fix the hours during which its offices shall be open for international service.
- A2 1.2 International communications established between important offices shall, so far as practicable, work without interruption.
- A3 1.3 In relations between offices that are permanently open, the between the offices concerned.
- A4 1.4 In relations between offices that are not permanently open, a terminal office may not close before having exchanged all outstanding international telegrams with an office that is open later and before having obtained confirmation that all telegrams have been received.
- A5 1.5 Between two directly communicating offices in different countries, close of work may take place only by agreement between these offices. If these offices have different hours of closing, the office that closes earlier shall request the close of work. If they have the same closing time, the close of work shall be requested by the office of the country, the capital of which has a longitude to the east of the other capital.
- A6 1.6 Offices shall use the legal time of their country or of their zone.

* or recognized private operating agency/agencies.

II. Classification of correspondence in the international public telegram service

1. *Telegrams and special services*

1.1 *Obligatory telegrams*

- A7** 1.1.1 The following classes of telegrams shall be accepted in the international public telegram service (for the application of service indications, see A62 to A70):

	SERVICE INDICATION
Telegrams relating to the safety of life	SVH
Telegrams relative to the application of the United Nations Charter	ETATPRIORITENATIONS
Government telegrams	ETATPRIORITE or ETAT
Meteorological telegrams	OBS
Telegrams concerning persons protected in time of war by the Geneva Conventions of 12 August 1949	RCT
Ordinary private telegrams	
Telegraph service correspondence	
Service telegrams or advices	A
Service telegrams or advices with urgent transmission and delivery	AURGENT
Service telegrams or advices relating to serious interruption of telecommunication routes	ADG
Paid service advices	ST
Replies to paid service advices	RST

1.2 *Optional telegrams and special services*

- A8** 1.2.1 Administrations* have the option of admitting the telegrams listed in A10 and telegrams with the special services listed in A11.
- A9** 1.2.2 However, Administrations* that do not admit the telegrams listed in A10 and/or telegrams with the special services listed in A11 in their own services, must let them pass in transit except in case of suspension of service provided for in Article 20 of the Convention (Malaga-Torremolinos, 1973).

A10 1.2.3 *Optional telegrams*

Money order telegrams
 Postal cheque telegrams
 Letter telegrams
 Government letter telegrams
 Franking privilege telegrams (ITU)
 Press telegrams

SERVICE INDICATION

MANDAT**VIREMENT****LT****LTF****CONFERENCE****PRESSE**A11 1.2.4 *Special services*

Urgent transmission and delivery
 Prepaid reply

 Request for confirmation of delivery
 Confirmation of delivery
 Reforwarding at the sender's request
 Reforwarding at the sender's request from
 given address(es)

URGENT**RP_x**

(x = amount in gold francs)

PC**CR****FS****FSDE_x**(x = name(s) of
the office(s) of
reforwarding)**REEXPEDIEDE_x**(x = name(s) of
the office(s) of
redirection)

Redirection at the addressee's request

LX**LXDEUIL**

De luxe form

De luxe form of condolence

Period of retention of radiotelegrams at land
 stations (see *Additional Radio Regulations*)

J_x

(x = number of days)

Telephone delivery

TF_x

(x = telephone number)

Telex delivery

TLX_x

(x = telex number)

III. Preparation and handing in of telegrams

1. *Plain and secret languages—Acceptance of these languages*

- A12 1.1 The text and the signature of telegrams may be expressed in plain language or in secret language. These languages may be used together in the same telegram.
- A13 1.2 All Administrations* shall accept, in all their relations, telegrams in plain language. They may refuse to admit, both in acceptance and in delivery, private telegrams wholly or partly in secret language, but they must allow these telegrams to pass in transit, except in the case of suspension defined in Article 20 of the Convention.
- A14 1.3 The sender of a telegram in secret language must produce the code from which the text or part of the text or the signature of the telegram is compiled if the office of origin or the Administration to which this office belongs asks him for it. This provision shall not apply to government telegrams.
- A15 1.4 Government telegrams and service telegrams may be expressed in secret language in all relations.

2. *Plain language*

- A16 2.1 Plain language is that which presents an intelligible meaning in one or more of the languages admitted for international telegraph correspondence; each word and each expression having the meaning normally assigned to it in the language to which it belongs.
- A17 2.2 Each Administration shall indicate, from among the languages in use in its country, that (or those) which it wants to be admitted as plain language. Latin and Esperanto may also be admitted. In the absence of advice to the contrary notified through the General Secretariat, Administrations shall be considered as admitting all the languages indicated.
- A18 2.3 The text and signature of telegrams from or to China may be drafted in the Chinese phonetic alphabet (issued by the Government of the People's Republic of China) or in groups of four figures or three roman characters listed in the standard code book compiled by the Ministry of Posts and Telecommunications of the People's Republic of China. Such telegrams shall be considered as drafted in plain language.
- A19 2.4 Telegrams in plain language are those of which the text and signature are wholly in plain language.
- A20 2.5 A telegram in plain language may also contain:
- A21 2.5.1 numbers written in letters or figures;
- A22 2.5.2 proper names or abbreviated addresses;
- A23 2.5.3 groups comprising letters, figures, signs or any combination of them, provided that they *have no secret meaning*. Such groups shall not contain accented letters.

3. *Secret language*

- A24 3.1 Telegrams in secret language are those containing in their text or signature one or more words in secret language.
- A25 3.2 Secret language comprises:
- A26 3.2.1 groups of letters, figures, signs or any combination of letters, figures or signs *having a secret meaning*. Such groups shall not contain accented letters;
- A27 3.2.2 real words belonging to one or more of the languages admitted for telegraph correspondence in plain language that are not used with the meaning normally assigned to them in the language to which they belong and consequently do not form intelligible phrases;
- A28 3.2.3 other words or expressions not fulfilling the conditions laid down for plain language.

4. Characters that may be used for the preparation of telegrams

A29 4.1 The original telegram must be written in characters that are used in the country of origin and that have an equivalent in the table of telegraph signals given below:

A30 4.1.1 Letters: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A31 4.1.2 Figures: 1 2 3 4 5 6 7 8 9 0

A32 4.1.3 Punctuation marks and miscellaneous signs:

Full stop
Comma	,
Colon or division sign	:
Question mark	?
Apostrophe	'
Cross or addition sign	+
Hyphen or dash or subtraction sign	—
Fraction bar or division sign	/
Double hyphen	=
Left-hand bracket (parenthesis)	(
Right-hand bracket (parenthesis))

A33 4.1.4 Characters for which some instruments do not provide special signs:

accented letter e	é, è, etc.
Roman figures	I, II, etc.
multiplication sign	×
percentage sign	%
per thousand sign	‰
quotation marks (inverted commas)	”

A34 4.2 The cross sign (+) used as a sign of addition may be utilized in a group but not as an isolated sign.

A35 4.3 Every footnote, insertion, erasure, elimination or correction must be approved by the sender or his representative.

A36 4.4 The following letters may also be used in exceptional cases in relations between countries that accept them:

ä, æ, á, â, ñ, ø, ö, ü

A37 4.5 Roman figures shall be transmitted as Arabic figures. If the sender of a telegram desires the addressee to be informed that Roman figures are intended, he shall write the Arabic figure or figures and shall insert the French word *romain*, or a corresponding word in the language in which the telegram is drafted, in front of each such figure or group of figures.

A38 4.6 As some expressions such as 30^a, 30^{me}, 1^o, 2^o, \Diamond , cannot be reproduced by all instruments, senders must substitute an equivalent that can be telegraphed; thus, for example, for the expressions quoted above: **30 POWER A** (or **30 A**), **TRENTIEME**, **PRIMO**, **SECUNDO**, **B IN DIAMOND**, etc.

A39 4.7 However, if the expressions 30^a, 30^b, etc., 30 bis, 30 ter, etc., 30 I, 30 II, etc., 30A, 30B, etc., 30¹, 30², etc., indicating a house number, appear in the address, the accepting officer shall separate the main number from the number qualifying it, or from the accompanying letters or digits, by a fraction bar. These expressions shall consequently be transmitted in the following form in the address of a telegram: **30/A**, **30/B**, etc., **30/BIS**, **30/TER**, etc., **30/1**, **30/2**, etc., **30/A**, **30/B**, etc., **30/1**, **30/2**, etc.

5. Order of arrangement of the various parts of a telegram

A40 5.1 Every telegram must have a heading, which shall include the information needed for identification and, if necessary, for the routing of the telegram.

- A41 5.2 The other parts of which a telegram may consist must be arranged as follows:
- A42 5.2.1 the address (including the service indications, if any);
- A43 5.2.2 the text (including the signature, if any);
- A44 5.2.3 the routine repetition (if required).

6. *Heading*

- A45 6.1 The heading of a telegram consists of the lines listed in A46 to A48:
- A46 6.2 the *numbering line* containing the information to identify the telegram (for example the originating office number) or telegram identification group and the serial and/or reference numbers used in transmitting the telegram. The numbering of telegrams to be transmitted over international circuits depends on the particular mode of operation employed. See B67 to B78, C40 to C48 and C172 to C183.
- A47 6.3 the *pilot line* (where this is required) prepared in accordance with C184 to C204.
- A48 6.4 the *preamble line* which consists of:
- A49 6.4.1 The name of the office of origin as it appears in the first column of the *List of Telegraph Offices*;
- A50 6.4.1.1 the name of the office must not be abbreviated or combined into a single word. Examples: **LA UNION** and not **LAUNION** ; **S.ALBAN-D'AY** and not **SALBANDAY** ;
- A51 6.4.1.2 if necessary, this name may be suffixed by particulars intended to distinguish it from other offices of the locality. Such a suffix should be joined to the name of the office of origin by a fraction bar;
Examples: **BERLIN/CHARLOTTENBURG**
BERLIN/19 ;
- A52 6.4.1.3 when the opening of the office of origin has not yet been notified by the General Secretariat, the name of the office, the territorial subdivision, and the country must be indicated;
- A53 6.4.1.4 when a telegram is telephoned to a telegraph office (Exeter, for example) by a customer located somewhere else (Honiton, for example), the office of origin may be transmitted as follows:
either a) **HONITON** ;
or b) **EXETER TELEPHONED FROM HONITON** ;
or c) **EXETER TELEPHONE** .
- A54 6.4.1.5 should a telegram be sent in by telex to a telegraph office (Oslo, for example) by a subscriber located somewhere else (say Sandefjord), the office of origin may be transmitted as follows:
either a) **SANDEFJORD** ;
or b) **OSLO TELEXED FROM SANDEFJORD** ;
or c) **OSLO TELEX** .
- A55 6.4.1.6 it shall be understood that in case c) in both A53 and A54 above the subscriber offering the telegram may not necessarily be in the locality of the telegraph office.
- A56 6.4.2 The number of words, see A153 and A154;
- A57 6.4.3 The date and time of handing in of the telegram. The date and time shall be shown by two groups of figures, the first indicating the day of the month and the second consisting of a group of four figures (0001 to 2400) indicating the hours and minutes (see A6);
- A58 6.4.4 Service instructions, if any.
- A59 6.4.4.1 A service instruction is an instruction added to a telegram by the office of origin or by another office to give additional information about the telegram.

- A60 6.4.4.2 The service instructions and the abbreviated form in which they may be indicated are shown in the following list:

Route to be followed	VIA
Transmitted by an alternative route	DEVIE
Correction follows	CTF
Telegram sent a second time	AMPLIATION
Telegram the text of which contains only figures	EN CHIFFRES
Redirection charge to be collected from the addressee	PERCEVOIR
Redirection charge collected	TAXE PERCUE
Name of the code used in drafting a telegram in secret language when this is required by the country of origin or the country of destination	x

- A61 6.4.4.3 These instructions are placed at the end of the preamble line and are not chargeable. The service instruction **VIA**, if not indicated, must always be shown at the end of the preamble line; it may be followed only by the service instruction **DEVIE**.

7. *The address part*

7.1 *The service indications*

- A62 7.1.1 Service indications, if any, shall be shown separately in the first line of the address part. The service indications on a telegram:
- A63 a) identify it as within a particular class of telegram;
- A64 b) denote a special service requested by the sender, or in some cases by the addressee.
- A65 7.1.2 Service indications may be written by the sender in full or abbreviated form. If necessary, the accepting officer shall substitute the appropriate service indications shown in A7, A10 and A11.
- A66 7.1.3 When a single service indication is written as more than one word, the accepting officer shall join the words together. If this distorts the expressions, the accepting officer shall indicate the join by a fraction bar. Example: **FSDEERICE/IRA**.
- A67 7.1.4 The service indications identifying the class of telegram are shown in A7 and A10.
- A68 7.1.5 If there are several service indications in a telegram, the service indication identifying class shall come first, for example **LT LX**.
- A69 7.1.6 In the case of money order and postal cheque telegrams transmitted at letter rate, the service indication **LT** should be shown first.
- A70 7.1.7 Exceptionally the service indication **URGENT**, if present shall precede the indication of class, for example **URGENT RCT**.

7.2 *General provisions for the address*

- A71 7.2.1 The address must contain all the particulars necessary to ensure delivery of the telegram to the addressee without inquiries or requests for information.
- A72 7.2.2 With three exceptions, every address, to be admissible, must contain at least two words, the first designating the addressee and the second the name of the telegraph office of destination. The exceptions are:
- A73 a) **SVH** telegrams (see A255);
- A74 b) money order telegrams (see A303 to A308);
- A75 c) postal cheque telegrams (see A309 to A314).

- A76 7.2.3 The following categories of address are permitted (where appropriate, supplemented by a postal code designation):
- A77 a) full address;
 - A78 b) registered address;
 - A79 c) telephonic address;
 - A80 d) telex address;
 - A81 e) *poste restante* or *telegraphe restant* address;
 - A82 f) post office box address.
- A83 7.2.4 When a telegram is addressed to a person at the address of another, the address must contain, immediately after the name of the actual addressee, the expression *chez*, *care of* or other equivalent expression.
- A84 7.2.5 When the destination is not served by international communication circuits, A234 shall be observed.
- A85 7.2.6 The name of the telegraph office of destination must be placed after the words in the address that designate the addressee and where given, his residence. It must be written as it appears in the first column of the *List of Telegraph Offices*.
- A86 7.2.7 If necessary this name may be suffixed by particulars intended to distinguish it from other offices of the locality. Such a suffix should be joined to the name of the office of destination by a fraction bar:
- Example: **BORDEAUX/SAINTPROJET**
- A87 7.2.8 The name of the telegraph office of destination may also be preceded or followed by the postal code as given by the sender. The postal code should be enclosed in brackets by the accepting officer and the whole should be transmitted as one actual word:
- Examples: **LONDON(EC2V6JH)**
(00152)ROMA
MOSKVA(K375)
(CH-1200)GENEVE
- A88 7.2.9 The name of the telegraph office of destination (completed if necessary by the additions shown in A86 and A87) may be followed only by the name of the territorial subdivision or by the name of the country, or by both. If both are used, the name of the territorial subdivision must come immediately after the name of the office of destination.
- A89 7.2.10 When the name of the place given as the destination, or that of the land station chosen for the transmission of a radiotelegram, does not appear in the *List of Telegraph Offices* or the *List of Coast Stations*, as the case may be, this name must be followed either by the name of the territorial subdivision, or by the name of the destination country, or by both these names or by other particulars that are considered adequate for the forwarding of the telegram. The same course shall be followed when there are several offices of the same name and the sender is not in a position to furnish definite information from which the official designation of the locality can be identified. In either case, the telegram shall be accepted only at the risk of the sender.
- A90 7.2.11 In radiotelegrams the name of the destination mobile station should be written as it appears in the appropriate ITU List, or, if not so listed, the call sign or other particulars should also be given, if necessary.
- A91 7.2.12 When the different parts of each of the expressions specified in A85 to A90 are not already joined up, the accepting officer shall do so. If this alters the name of the office of destination, the accepting officer shall join the different parts with a fraction bar.
- A92 7.2.13 If the address does not conform with A72 to A75, A89 and A90, the telegram shall be refused.
- A93 7.2.14 In all cases of insufficient address, the telegram shall be accepted only at the risk of the sender, if he insists on sending it. In any event, the sender shall bear the consequences of an insufficient address.

7.3 *Full address*

- A94 7.3.1 The full address must, as a general rule, include:
- A95 a) the designation of the addressee;
- A96 b) the name of the street, boulevard, avenue, etc. of his abode together, if necessary, with the number;
- A97 c) the office of destination.
- A98 7.3.2 In the absence of the particulars mentioned in A96, the address must state, so far as possible, the occupation of the addressee or give any other useful information.
- A99 7.3.3 Even for small localities, the designation of the addressee must be supplemented, so far as practicable, by further particulars for the guidance of the delivery office.
- A100 7.3.4 Surnames, given (christian) names, names of firms and particulars of abode shall be accepted as the sender writes them. Any other particulars in the address must be written in the language or languages of the destination country. The name of the office of destination must be written in accordance with the particulars in the first column of the *List of Telegraph Offices*.
- A101 7.3.5 In telegrams for China, the Chinese phonetic alphabet, groups of four figures or groups of three roman characters (as provided in A18) may be used to designate the name and abode of the addressee.
- A102 7.3.6 Telegrams may be addressed or delivered to travellers in trains or in aircraft. Such telegrams are accepted only at the sender's risk and the sender must indicate, in the address, in addition to the name of the addressee and the name of the telegraph office of destination:
- A103 a) the word *passenger* or *crew* as appropriate;
- A104 b) the name of the railway station or airport at which the train or aircraft stops;
- A105 c) for trains, the address should also include the number or the name of the train or, in the absence of these particulars, the scheduled time of departure or arrival and the place of departure and destination;
- A106 d) for aircraft, the address must give the name or abbreviation of the airline company and the number or name of the aircraft or, in the absence of these particulars, the flight number or the scheduled time of departure and destination.
- A107 7.3.7 In telegrams bearing such an address, the only service indication admitted shall be **URGENT**.
- A108 7.3.8 Administrations who admit this service shall inform the other Administrations* thereof through the medium of the General Secretariat.

7.4 *Registered address*

- A109 7.4.1 A registered address is one in which the full address (excluding the office of destination) is replaced by a single conventional or abridged indication.
- A110 7.4.2 Such an address is registered in the destination country and represents the full address of the addressee and, if necessary, instructions for the delivery of his telegrams.
- A111 7.4.3 The right to delivery of telegrams so addressed shall be subject to arrangements between the addressee and the telegraph office of destination.
- A112 7.4.4 When, exceptionally, the registered address is preceded or followed by an additional indication **CHEZ**, **CARE OF** or any other equivalent and/or the name of a third person, it should normally only be used to reconstitute the full address of the addressee.

7.5 *Telephonic address*

- A113 7.5.1 If the sender desires his telegram to be delivered by telephone, he shall write before the address (name of the addressee and the office of destination) the service indication **TFx** (x being the telephone number of the addressee with, if necessary, the name or access number of the network).

A114 7.5.2 The address thus appears in the following form:

TF873455	or	TFBINDONABBEY246
WILLI SCHUTZ		JOHN BROWN
HAMBURG		WOOL

7.6 *Telex address*

A115 7.6.1 If the sender desires his telegram to be delivered by telex, he shall write before the address (name of the addressee and the office of destination) the service indication **TLXx** (x being the number of the addressee's telex station).

A116 7.6.2 The address thus appears as follows:

TLX200745
MARIE DUBOIS
PARIS

7.7 *Poste restante, or telegraphe restant address*

A117 7.7.1 The address of telegrams intended to be delivered to a *poste restante* or *telegraphe restant* must be composed of:

- A118 a) the name of the addressee including, where possible, his given (christian) name or initials;
- A119 b) the words *poste restante*, *telegraphe restant* (or the equivalent in a language of the destination country); and
- A120 c) the name of the telegraph office of destination.

A121 7.7.2 Administrations who do not admit telegrams with *poste restante* or *telegraphe restant* as part of the address shall inform other Administrations* through the medium of the General Secretariat.

A122 7.7.3 Initials alone, figures, given (christian) name only, fictitious names or arbitrary signs of any kind shall not be allowed in the address.

7.8 *Post office box address*

A123 7.8.1 A post office box address must be composed of:

- A124 a) the name of the addressee;
- A125 b) the designation *boîte postale* (or its equivalent in a language of the destination country) with the box number; and
- A126 c) the name of the telegraph office of destination.

A127 7.8.2 The name of the office to which the addressee's post office box belongs should, if necessary, be supplemented by particulars to distinguish it from other local offices.

For example: **DUPONT BOITE POSTALE 275**
PARIS/24

8. *The text part*

8.1 *The text*

A128 8.1.1 The text of a telegram must be written in accordance with A12 to A39.

A129 8.1.2 Telegrams that contain only an address, whether or not preceded by one or more service indications, shall not be admitted.

8.2 *The signature*

A130 8.2.1 A signature shall not be compulsory. It may be written by the sender in any form.

- A131 8.2.2 The sender shall have the right to include in his telegram the verification of his signature. The verification shall be placed after the signature of the telegram and shall be transmitted either as it is written or in the form **SIGNATURE VERIFIED BY ...**
- A132 8.2.3 The office of origin shall satisfy itself that the verification is genuine. It must refuse to accept and transmit the verification if it has not been attested in accordance with the laws of the country of origin.

9. *The routine repetition*

- A133 9.1 The routine repetition, if required, shall be in accordance with A202 to A205.

10. *Identification and address of the sender*

- A134 10.1 The sender of a telegram must prove his identity when requested to do so by the office of origin.
- A135 10.2 The office of origin shall recommend that the sender give his name and full address (including, where applicable, his telephone or telex number) so as to be in a position, if necessary, to supply or to ask for any information regarding his telegram.
- A136 10.3 However, the sender must supply these particulars if the special service (for example, **PC** or **FS**) requested by him requires them. If he refuses, the office shall be exempted from any obligation to provide the service.

11. *Cancellation of telegrams at the request of the sender*

- A137 11.1 The sender of a telegram or his authorized representative may, on establishing his status and identity, cancel his telegram only if it has not been transmitted by the office of origin.

IV. Counting of words

1. *General provisions*

- A138 1.1 In the counting of words, a distinction shall be made between:
- A139 1.1.1 the number of actual words—each separate word or group of characters shall be counted as one actual word;
- A140 1.1.2 the number of chargeable words—the provisions for counting the number of chargeable words are shown in A149 to A152.
- A141 1.2 Everything that the sender asks to have transmitted shall be chargeable, with the exception of the route indication and the name of the code used for the wording of a secret language telegram, when this information is required by the origin or the destination country.
- A142 1.3 The following, however, shall not be included in the number of actual and chargeable words nor shall they be transmitted:
- A143 1.3.1 dashes used only to separate on the sender's copy the different words or groups;
- A144 1.3.2 other isolated signs, unless the sender has specifically requested their transmission.
- A145 1.4 The heading (see A45 to A61) and the routine repetition (see A202 to A205) shall not be included in the number of actual and chargeable words.
- A146 1.5 Service indications (if any) shall be included in the number of chargeable words in all chargeable telegrams and in the number of actual words in all telegrams.
- A147 1.6 The verification of the signature, if the sender asks for it to be transmitted, shall be included in the number of actual and chargeable words.
- A148 1.7 At the time of acceptance of a telegram of more than fifty words, the accepting officer shall mark, with a symbol, the last word of each section of fifty actual words (irrespective of the rules of charging). The service indications (if any) and the words in the address shall be included in the first section. The symbol shall be followed by a figure showing the number of actual words. The symbols and the figures shall not be included in the number of actual and chargeable words.

2. *Counting the number of chargeable words*

A149 2.1 Words, groups of characters or expressions:

A150 2.1.1 not exceeding ten characters shall be counted as one chargeable word each;

A151 2.1.2 exceeding ten characters shall be counted at the rate of one chargeable word for each ten characters or part thereof.

A152 2.2 The characters to be taken into account for charging purposes are those shown in A30 to A32 or their equivalents as well as, exceptionally, those shown in A36. The other characters used in the preparation of telegrams, particularly those indicated in A33, are counted for charging in the form in which they are transmitted or substituted.

3. *Indication of the number of words in the preamble line*

A153 3.1 When the number of chargeable words is the same as the number of actual words it shall be shown as a single number.

A154 3.2 When the number of chargeable words is different from the number of actual words, both shall be shown, separated by a fraction bar. The number of chargeable words shall be shown first.

4. *Irregularities in the counting of words*

A155 4.1 Except for the case of telegrams originated by a mobile station, the counting of words by the office of origin shall be decisive both for transmission and for the international accounts.

A156 4.2 In the case of a telegram originated by a mobile station, the counting of words by the land station is decisive.

A157 4.3 Nevertheless, a transit office or the office of destination shall be entitled to call the attention of the office of origin (or, in the case of a telegram originated by a mobile station, the land station) to counting irregularities.

A158 4.4 A transit office may not suspend transmission of a telegram because of irregularities in the counting of words.

A159 4.5 When an office of destination observes that a press telegram does not comply with the conditions prescribed for this class of telegrams (see A338 to A353), it may collect from the addressee the difference between the charge for the press telegram and that for an ordinary private telegram of the same priority.

A160 4.6 If the addressee refuses to pay the difference referred to in A159, the delivery office may decline to deliver the telegram.

A161 4.7 In the case of refusal to pay, a service advice outlining the circumstances shall be sent to the office of origin.

A162 4.8 If the sender, on being informed of the circumstances, agrees to pay the deficiency, a service advice containing this information shall be sent to the office of destination.

A163 4.9 On receipt of this service advice, the delivery office shall deliver the telegram if it has been withheld.

V. *Routing of telegrams*

1. *Route to be followed by telegrams*

A164 1.1 The sender may request that his telegram should follow a prescribed route, if the origin Administration* permits such procedure. In this case he shall write the indication of the appropriate route on his telegram form.

A165 1.2 If the telegram mentions the route to be followed, the offices concerned shall use this route so far as practicable.

- A166 1.3 If the telegram does not mention the route to be followed, each office from which there are alternative routes shall decide by which route the telegram shall be forwarded.
- A167 1.4 The different routes that telegrams may follow shall be described by concise or abbreviated indications agreed upon by the Administrations* concerned. Only the agreed indications may be used; arbitrary abbreviations shall not be permitted.
- A168 1.5 The route to be followed, if one is indicated, must always be shown as the service instruction **VIA** and the appropriate route indication at the end of the preamble line. It may be followed only by the service instruction **DEVIE**. However, within the destination country, retransmission of these expressions shall be optional.

2. *Routing errors*

- A169 2.1 When the receiving office notices that a telegram has been routed by mistake over a route that is not the cheapest or one of the cheapest possible routes, nor the one specified by the sender, and it points out such a mistake to the sending office, the latter shall immediately cancel the telegram by means of a service advice using the code expression **AZWET** (cancel ... for abstract and accounting purposes, misrouted, now reforwarded correct route) and shall reforward it over the normal route.
- A170 2.2 If, however, the routing error has not been pointed out and the telegram hence continues to its destination, the telegram should not be reforwarded as this might lead to double delivery.

VI. **Transmission of telegrams**

1. *Order of transmission of telegrams*

- A171 1.1 The transmission of telegrams shall take place in the following order except where technically impracticable:
- A172 1.1.1 telegrams relating to the safety of life;
- A173 1.1.2 telegrams relative to the application of the United Nations Charter;
- A174 1.1.3 service telegrams or advices relating to serious interruption of telecommunication routes;
- A175 1.1.4 government telegrams with priority;
- A176 1.1.5 meteorological telegrams;
- A177 1.1.6 service telegrams and service advices with urgent transmission and delivery and paid service advices;
- A178 1.1.7 ordinary private telegrams, **RCT** telegrams and press telegrams when urgent transmission and delivery for such telegrams has been requested;
- A179 1.1.8 service telegrams, service advices and telegrams giving confirmation of delivery;
- A180 1.1.9 government telegrams other than those indicated in A175 and A181, ordinary private telegrams, **RCT** telegrams and press telegrams;
- A181 1.1.10 letter telegrams (including government letter telegrams).
- A182 1.2 Every office that receives, on an international circuit, a telegram presented as an **SVH** telegram, a government telegram (see also A270 and A271), a service telegram or a meteorological telegram, shall forward it as such.
- A183 1.3 Except where technically impracticable, telegrams having the same priority shall be transmitted by the sending office in the order of their time of handing in, and by transit offices in the order of their time of receipt.
- A184 1.4 At transit offices, originating telegrams and transit telegrams to be transmitted over the same routes shall, except where technically impracticable, be placed together and transmitted according to the time of handing in or receipt, subject to the order laid down in A171 to A183.

2. *Order of transmission of the various parts of a telegram*

- A185 2.1 The various parts of a telegram shall be transmitted as follows:
- A186 2.1.1 the heading;
- A187 2.1.2 the address part (including the service indications if any);
- A188 2.1.3 the text part (including the signature, if any, and, where required, its verification);
- A189 2.1.4 the routine repetition if required.
- A190 2.2 Expressions that the accepting officer has joined up shall be transmitted as one actual word.

3. *Transmission of the heading*

- A191 3.1 The provisions regarding the formation of the heading of a telegram are given in A45 to A61. Following the transmission of the numbering line and the pilot line (if required) the various parts of the preamble line shall be transmitted in the following order:
- A192 3.1.1 the name of the office of origin;
- A193 3.1.2 the number of words;
- A194 3.1.3 the date and time of handing in of the telegram;
- A195 3.1.4 any service instructions.

4. *Transmission of the other parts of a telegram*

- A196 4.1 Every telegram must be transmitted as received from the sender, subject to the exceptions mentioned in A142 to A144 and A197.
- A197 4.2 Where a telegram received from the sender already bears a repetition of some groups after the signature, the repeated groups shall be used to check the text of the sender's copy, if necessary in consultation with the sender. When the telegram is transmitted, the sender's repetition shall be ignored and a routine repetition prepared in accordance with A202 to A205.
- A198 4.3 With the exception of service indications, which must always be transmitted in the form shown in A7, A10 or A11, and in cases settled by agreement between the various Administrations*, the use of any abbreviations whatsoever and alterations of any kind shall be prohibited.

5. *Reception*

- A199 5.1 With the exception of mobile radio stations, no office may refuse to receive telegrams offered by a sending office, whatever their destination. However, in the case of an obvious mistake in routing or other manifest irregularity, the receiving operator shall point it out to the sending office. If the latter fails to respond, a service advice shall be forwarded after receipt of the telegram and the sending office shall rectify the error by service advice.
- A200 5.2 A telegram must not be refused or delayed because of irregularities in the service instructions, service indications, or in the address or text parts. The telegram must be accepted and then, if necessary, a service advice sent to the office of origin requesting rectification.
- A201 5.3 As soon as possible after reception, in each telegram the number of words received shall be compared with the number of words shown in the preamble line. When the number of chargeable and actual words is given, this comparison, except in the case of an obvious error, shall refer only to the number of actual words.

6. *Routine repetition*

- A202 6.1 Routine repetition means the repetition in whole or in part of a telegram by the office responsible for its transmission. Any such repetition shall be preceded by the abbreviation COL.

- A203 6.2 For all telegrams, routine repetition shall be compulsory for figures or mixed groups of letters, figures or signs in the address or text parts.
- A204 6.3 In telegrams of more than 50 words, routine repetition shall be given at the end of every page.
- A205 6.4 Routine repetition may not be delayed or interrupted to give place to a communication of higher priority except in the case of absolute urgency.

7. *Errors and interruptions*

- A206 7.1 When operators are in doubt as to the accuracy of the transmission or reception, they shall give or request the partial or complete repetition of telegrams that they have either sent or received. Any such repetition shall be preceded by the abbreviation **COL**.
- A207 7.2 Corrections and requests for information relating to telegrams already sent on by the office in correspondence shall be made by urgent service advice (**AURGENT**).
- A208 7.3 Telegrams containing obvious errors can be retained only in cases where the rectifications can be obtained quickly. They must be retransmitted without delay with the service instruction **CTF** at the end of the preamble line. This instruction is supplemented by information about the nature of the rectification; for example, **CTF FOURTH**, meaning that the fourth word will be corrected. Immediately after the retransmission of the telegram, the rectification shall be requested by urgent service advice (**AURGENT**).
- A209 7.4 Delayed rectifications must be expressly designated as urgent service advices (**AURGENT**).
- A210 7.5 If, through interruption or any other cause, it is not practicable to give or receive the repetition [or acknowledgement of receipt (see B60)], this circumstance shall not prevent the office that has received the telegrams from sending them on, the service instruction **CTF** being inserted at the end of the preamble line, any necessary correction following later.
- A211 7.6 In cases of interruption, the receiving office shall immediately request the completion of an unfinished telegram and, when necessary, give an acknowledgement of receipt (see B60), either by another direct circuit if there is one in service or, if not, by an urgent service advice (**AURGENT**), forwarded by whatever means is available.
- A212 7.7 When the transmission of a telegram has not been completed or the acknowledgement of receipt is not received within a reasonable time, the telegram shall be transmitted afresh with the service instruction **AMPLIATION** inserted at the end of the preamble line, except in the case of a money order telegram or a postal cheque telegram. The meaning of this service instruction, **AMPLIATION**, may be indicated on the addressee's copy by the destination office.
- A213 7.8 Where this second transmission is made by a route other than that used originally for forwarding the telegram, only the second transmission must be included in the international accounts. The sending office shall then make the necessary arrangements with the offices concerned, by service advice, with the object of excluding the original transmission of the telegram from the international accounts.

VII. *Interruption of telegram communications*

1. *Diversion of telegrams*

- A214 1.1 When the ordinary telegram communications are found to be interrupted, the office beyond which the interruption occurs or an office situated further back having at its disposal alternative routes shall forward the telegrams immediately by one of these routes or, failing that, by post (whenever practicable by registered letter) or by special messenger. The cost of forwarding, other than that of telegraphic transmission, shall be borne by the office that makes use of this method of forwarding. The letter forwarded by post must bear the inscription *Express Telegram*. Telegrams forwarded by telegraph under these conditions shall be marked with the service instruction **DEVIE**, accompanied by the name of the office that effects the diversion. This service instruction shall be transmitted at the end of the preamble line, following the route indication if there is one.
- A215 1.2 The transmission of the first telegram bearing the service instruction **DEVIE** will be considered as taking the place of the official notification of the interruption.

- A216 1.3 Telegrams shall not, however, be retransmitted by a more costly route unless they have been handed in at, or reach, the office responsible for retransmitting them within a maximum period of 24 hours following the notification of the interruption.
- A217 1.4 In relations between offices connected by short channels of communications, in frontier services with small amounts of traffic and in exceptional cases, the transmission of telegrams by telephone or telex shall also be admitted, by previous arrangement between the Administrations* concerned.
- A218 1.5 An office that has to resort to a method of retransmission other than telegraph shall address the telegram, according to circumstances, either to the nearest telegraph office in a position to retransmit it or to the office of destination, or to the addressee himself when this retransmission takes place within the destination country. As soon as communication is restored, the telegram shall be transmitted again by telegraph, unless its receipt has already been acknowledged, or, by reason of exceptional congestion of traffic, the retransmission would obviously be prejudicial to the service as a whole. When a telegram is sent direct to the addressee, it shall be accompanied by an advice notifying the interruption of the circuits.
- A219 1.6 In the case of a money order telegram or a postal cheque telegram, the second transmission shall be effected by a service advice indicating that the money order or postal cheque telegram has already been transmitted once and giving the route that it followed.
- A220 1.7 When, for any reason, an office is obliged to forward telegrams to a telegraph office by means other than telegraph, telex or telephone (by post, train, etc.), it shall prepare copies of such telegrams. It shall send these copies accompanied by a numbered abstract and keep the originals. At the same time, if the state of telegraphic communication permits, the office that makes the dispatch shall notify the office to which it is sent by a service advice indicating the number of telegrams forwarded and the time of their dispatch.
- A221 1.8 On the arrival of the mail, the office concerned shall verify that the number of telegrams received agrees with the number of telegrams indicated. If so, it shall acknowledge their receipt on the abstract, which it shall return immediately to the sending office. After the restoration of telegraphic communications, the office shall repeat the acknowledgement of receipt by a service advice in the following form: **RECEIVED 63 TELEGRAMS AS INDICATED IN ABSTRACT NR 18 OF 30 MARCH**. These provisions shall also apply to the case where a telegraph office receives by post a packet of telegrams without previous notice.
- A222 1.9 When a packet of telegrams of which notice has been given does not arrive by the mail indicated, the sending office must be advised at once. According to circumstances, the latter must either transmit the telegrams immediately if telegraphic communications have been restored, or send the telegrams on again by any means of transport available.
- A223 1.10 The office that retransmits, by telegraph, telegrams already transmitted by post, shall notify the office to which they have been directed, by service advice indicating the number of telegrams transmitted in duplicate. When telegrams are retransmitted by telegraph, the service instruction **AMPLIATION** shall be transmitted at the end of the preamble line of each telegram.
- A224 1.11 The same service instruction shall be entered in the preamble line of telegrams transmitted a second time for any other reason.

VIII. Delivery at destination

1. General provisions

- A225 1.1 The addressee of a telegram must prove his identity when requested to do so by the office of destination.
- A226 1.2 On the telegram delivered to the addressee the following information from the preamble line of the telegram handed in at the office of origin shall always be given:
- A227 1.2.1 the name of the office of origin;
- A228 1.2.2 the number of words;
- A229 1.2.3 the date and the time of handing in;
- A230 1.2.4 those service instructions that reach the office of destination.

2. *Methods of delivery*

- A231 2.1 Telegrams shall be delivered by any means available according to their addresses, either to a private house, office, business house, etc., of the addressee, or to a place where he is living or staying temporarily (hotel, etc.) or to a *telegraphe restant*, a *poste restante* or to a post office box.
- A232 2.2 Telegrams shall be delivered to the addressee by telephone or telex as far as practicable where this method of delivery has been requested, unless the regulations of the destination Administration* are contrary to such a procedure or unless the addressee has specifically requested that his telegrams should not be delivered by telephone or telex.
- A233 2.3 Telegrams may also be delivered by telephone or by telex in accordance with conditions laid down by the Administrations*.
- A234 2.4 Telegrams addressed to localities not served by international telecommunication circuits may be delivered to their address from a telegraph office of the country in which the place of destination is situated, either by post or, if these services exist, by express or by airmail. Nevertheless, delivery may be effected by such means from a telegraph office of another country when the destination country is not connected to the international telecommunication system or when the destination cannot be reached by the telecommunication system of that country.
- A235 2.5 Telegrams shall be delivered or forwarded to their destination in the order of their receipt and priority, except in the cases specified for the delivery of letter telegrams. **SVH** telegrams as well as government telegrams with priority or telegrams relative to the application of the United Nations Charter shall be delivered without delay.
- A236 2.6 Telegrams addressed to places in the locality served by the telegraph office shall be delivered without delay to their addresses subject to the limitation imposed by the working hours of delivery offices. Telegrams received during the night may be delivered immediately when they are recognized by the office of destination to be of an urgent nature of if they bear the service indication **URGENT**.
- A237 2.7 Telegrams may be delivered either to the addressee, to an adult member of his family, to any person in his service, to his lodgers or guests, or to the receptionist at the hotel or the house, unless the addressee has designated in writing a special representative.
- A238 2.8 If at the address indicated the messenger finds no one willing to accept the telegram on behalf of the addressee, a notice shall be left at the address, and the telegram shall be taken back to the office, to be delivered to the addressee or his representative upon application. However, telegrams for which the delivery is not subject to special precautions, may be placed in the addressee's letter box when there is no doubt regarding his place of residence. When the addressee, after being notified of the arrival of a telegram, does not take delivery within a period not exceeding 48 hours, action shall be taken to notify the office of origin of the delay in delivery in accordance with A243 to A245.
- A239 2.9 Telegrams that have to be placed as *poste restante* in a post office box or forwarded by post shall be handed without delay to the postal service by the telegraph office of destination.
- A240 2.10 Telegrams addressed *poste restante* or delivered by post shall, with respect to delivery and period of retention, be subject to the same rules as postal correspondence. As regards non-delivery they shall be subject to the provisions relative to the non-delivery of telegrams.
- A241 2.11 When a telegram is addressed *telegraphe restant* it shall be claimed at the telegraph counter by the addressee or his duly authorized representative who shall, if so requested, prove his identity.
- A242 2.12 Telegrams to be delivered to passengers in a ship or aircraft may be delivered to the representatives of the shipping line or of the airline. If the ship is entering port, the telegram shall be delivered preferably to the addressee himself, before disembarkation where practicable, and where it does not entail additional expense (for boat hire, for example).

3. *Non-delivery and delayed delivery*

- A243 3.1 When a telegram cannot be delivered, the office of destination shall send, with the minimum delay, a service advice to the office of origin stating the cause of the non-delivery, with the text worded as follows:

REFERENCES (full numbering line and date of telegram) **JOHNSTON 14/A VICTORIASTREET** (service indications if any and name and address of telegram exactly as received) **RUCOS** (meaning *undelivered, house no longer exists*) or **RAJSA** (meaning *undelivered, addressee has changed residence without leaving a forwarding address*); other appropriate code words or plain language may also be used. If **RAHOT** (*undelivered, addressee left, forwarded by post to ...*) is used, see also A408

Note. — For a layout of this telegram see D54.

- A244 3.2 The address repeated in the service advice shall also include the name of the office of destination if this information is considered necessary. According to the circumstances, this advice shall be completed with the reason for refusal or with a statement of the charges to be collected from the sender or the person who has given the order to reforward a telegram.
- A245 3.3 When a telegram with *telegraphe restant* or *poste restante* delivery, or a telegram to be delivered to a hotel, club, shipping or tourist agency, etc. has not been claimed by the addressee and is returned to the telegraph service, the office of destination shall without delay notify non-delivery to the office of origin.
- A246 3.4 The office of origin shall check the address and, if it has been altered, rectify it at once by a reply advice. The service advice shall contain any instructions necessary to correct any errors, with the text expressed in the following form:

REFERENCES (full numbering line and date of received service advice, numbering line and date of the subject telegram as quoted in the received service advice) **JOHNSTON** (service indications if any and name of addressee) **JEHAT** (meaning *deliver to ...*); other appropriate code words or plain language may also be used **144/A VICTORIASTREET** (corrected address)

Note. — For layout of this telegram see D55 and D56.

- A247 3.5 If practicable, when a transit office receives a service advice of non-delivery, it shall check the address from the transit form of the original telegram and, if it observes an error, shall itself transmit to the office of destination the correction in the form indicated in A246. If it does not observe an error, it shall transmit the service advice to the office of origin (see D39).
- A248 3.6 If the address has not been altered, the office of origin, whenever practicable, shall communicate the service advice of non-delivery to the sender. Failure to communicate this advice or delay in doing so shall not give a right to the refund of the charge paid for the telegram.
- A249 3.7 The addressee of a service advice of non-delivery may complete, rectify or confirm the address of the original telegram only by means of a paid service advice (see D21).
- A250 3.8 If, after the service advice of non-delivery has been sent, the telegram is claimed by the addressee, or if the office of destination is able to deliver the telegram without having received a correcting advice, it shall transmit to the office of origin a second service advice advising details of the delivery. The text of this service advice shall be expressed as follows:

REFERENCES (full numbering line and date of telegram) **SCHMIDT** (service indications if any and name of addressee) **PYSAT** (meaning *delivered subsequently, cancel advice of non-delivery*); other appropriate code words or plain language may also be used

Note. — For a layout of this telegram see D57.

This second service advice shall not be transmitted when delivery is notified by means of a telegram giving confirmation of delivery **CR.**, see A377).

- A251 3.9 The service advice of delivery shall be communicated to the sender, if he was notified of the non-delivery.
- A252 3.10 When it has not been possible to deliver a telegram to the addressee within a period of 42 days from the date of its receipt at the office of destination, such a telegram may be disposed of, subject to the national regulations of the destination country.

IX. **Obligatory telegrams**1. *Telegrams relating to the safety of life (SVH)*

- A253 1.1 In accordance with Article 25 of the Convention, telegrams relating to the safety of life on land, at sea, in the air or in outer space, and exceptionally urgent epidemiological telegrams of the World Health Organization shall have absolute priority over all other telegrams.
- A254 1.2 **SVH** telegrams, whether sent by an authority or private person, must refer to the safety of life in cases of exceptional urgency which are obviously of general interest.
- A255 1.3 Exceptionally, an **SVH** telegram may be accepted without the name of an addressee.
- A256 1.4 **SVH** telegrams sent by the Headquarters of the World Health Organization or by the regional epidemiological centres of that Organization shall be certified as really being telegrams of exceptional urgency relating to the safety of life.
- A257 1.5 The service indication **SVH** shall be shown before the address. No service indications other than **SVH** shall be admitted in safety of life telegrams. This service indication shall be included in the telegram:
- A258 1.5.1 by the office of origin in the case of an **SVH** telegram handed in at a telegraph office;
- A259 1.5.2 by the receiving land station in the case of an **SVH** telegram following a distress signal from a ship or an aircraft.
- A260 1.6 The text and signature of **SVH** telegrams handed in at a telegraph office shall be in plain language.
- A261 1.7 The accounting rate for **SVH** telegrams and the minimum number of chargeable words shall be the same as for ordinary private telegrams in the same relation.
- A262 1.8 Nevertheless, Administrations may agree between themselves to reduce or to forego the accounting rate for **SVH** telegrams.

2. *Government telegrams and telegrams relative to the application of the United Nations Charter*

- A263 2.1 Government telegrams are, according to the definition of the Convention, telegrams originating with any of the authorities specified below:
- the Head of a State;
 - the Head of a government and members of a government;
 - Commanders-in-Chief of military forces, land, sea or air;
 - diplomatic or consular agents;
 - the Secretary-General of the United Nations; Heads of the principal organs of the United Nations;¹⁾
 - the International Court of Justice.
- A264 2.1.1 Replies to government telegrams shall also be regarded as government telegrams.
- A265 2.2 Government telegrams must bear the seal or stamp of the authority that sends them. This shall not be required when the authenticity of the telegram is not in doubt.
- A266 2.3 The right to send a reply as a government telegram shall be established by the production of the original government telegram.
- A267 2.4 The telegrams of consular agents carrying on private business shall only be regarded as government telegrams when they are addressed to an official person and relate to official matters. Telegrams that do not fulfil these latter conditions shall, however, be accepted by telegraph offices and transmitted as government telegrams, but these offices shall at once report the matter to their Administration.

¹⁾ However, the Heads of the specialized agencies of the United Nations are not included among the authorities entitled to send government telegrams (see Resolution No. 34 of the Plenipotentiary Conference of the International Telecommunication Union, Malaga-Torremolinos, 1973).

- A268 2.5 In government telegrams for which the sender does not request priority, the service indication **ETAT** shall be shown before the address.
- A269 2.6 In government telegrams for which the sender desires priority the service indication **ETATPRIORITE** shall be shown before the address.
- A270 2.7 Exceptionally, and subject to the application of the provisions of Articles 25 and 36 of the Convention, Administrations and recognized private operating agencies shall take the necessary steps to secure a special priority for telegrams relative to the application of the provisions of Chapters VI, VII and VIII of the United Nations Charter, exchanged in an emergency, between the following persons:
- the President of the Security Council;
 - the President of the General Assembly;
 - the Secretary-General of the United Nations;
 - the Chairman of the Military Staff Committee;
 - the Chairman of a regional sub-committee of the Military Staff Committee;
 - a representative to the Security Council or to the General Assembly;
 - a Member of the Military Staff Committee;
 - the Chairman or the Principal Secretary of a committee set up by the Security Council or the General Assembly;
 - a person performing a mission on behalf of the United Nations;
 - a head of State;
 - a minister member of a Government;
 - the Administrative Head of a trust territory designated as a strategic area.
- A271 2.7.1 Such telegrams, which do not fall under the class of government telegrams, shall be regarded as government telegrams and shall be accepted only if they bear the personal authorization of one of the officials mentioned above.
- A272 2.7.2 The service indication **ETATPRIORITENATIONS** shall be shown before the address.
- A273 2.7.3 These telegrams shall have priority over all other telegrams (except **SVH** telegrams) in the order of transmission and delivery, including those bearing the service indication **ETATPRIORITE** mentioned in Article 26 of the Convention.
- A274 2.8 Telegrams bearing the service indication **ETATPRIORITE** shall be dealt with, in the order of transmission and delivery, after **SVH** telegrams, **ETATPRIORITENATIONS** telegrams and the **ADG** service telegrams or advices relating to serious interruptions of telecommunication routes.
- A275 2.9 Telegrams bearing the service indication **ETAT** shall be dealt with, in the order of transmission, as well as for delivery, as ordinary private telegrams.
- A276 2.10 The minimum number of chargeable words for government telegrams shall be the same as for ordinary private telegrams.
- A277 2.11 The accounting rate for **ETATPRIORITENATIONS**, **ETATPRIORITE** and **ETAT** telegrams should normally be the same as for ordinary private telegrams in the same relations. (Government letter telegrams are covered in A319.) Where special arrangements or regional arrangements concluded under Articles 31 and 32 of the Convention exist, the identity of the government or of the organization should appear in the preamble line using, wherever possible, the two letters of the destination indicator designating the government of the country concerned (or the two letters identifying the organization) followed by a space and the abbreviation **GOVT**.
- A278 2.12 When a request has been made for the routing of a government telegram by a prescribed route, and such request has been accepted, the telegram may not be transmitted by a route other than the requested route unless the sender, duly consulted, has authorized such procedure.
- A279 2.13 Government telegrams that do not fulfil the conditions stated for plain and secret language shall not be refused, but they shall be reported to its Administration by the office that observes the irregularities.

A280 2.14 Provision A14 regarding the production at the office of origin of the code from which the text or part of the text has been compiled shall not be applicable to government telegrams.

A281 2.15 The authorities entitled under the Convention to send government telegrams may send letter telegrams with the service indication **LTF**.

3. *Meteorological telegrams*

A282 3.1 The term *meteorological telegram* denotes a telegram sent by an official meteorological service or by a station in official relation with such a service, and addressed to such a service or to such a station, and which consists solely of meteorological observations or forecasts. A telegram of this kind must always be regarded as drawn up in plain language.

A283 3.2 The service indication **OBS** shall be shown before the address. No service indication other than **OBS** shall be admitted in meteorological telegrams.

A284 3.3 The accounting rate for meteorological telegrams should be the same as for ordinary private telegrams in the same relation reduced by 50 per cent.

A285 3.4 The minimum number of chargeable words for meteorological telegrams shall be the same as for ordinary private telegrams.

A286 3.5 On request by the accepting officer, the sender must affirm that the text of his telegram fulfils the conditions prescribed for meteorological telegrams.

4. *Telegrams concerning persons protected in time of war by the Geneva Conventions of 12 August 1949*

A287 4.1 In the following telegrams the service indication **RCT** shall be shown before the address:

A288 4.1.1 telegrams addressed to prisoners of war, civilian internees or their representatives (prisoners' representatives, internee committees) by recognized relief societies assisting war victims;²⁾

A289 4.1.2 telegrams that prisoners of war and civilian internees are permitted to send or those sent by their representatives (prisoners' representatives, internee committees) in the course of their duties under the Convention;²⁾

A290 4.1.3 telegrams sent in the course of their duties under the Conventions by the national information bureaux or the Central Information Agency for which provision is made in the Geneva Conventions, or by delegations of such bureaux or Agency, concerning prisoners of war, civilians who are interned or whose liberty is restricted, or the death of military personnel or civilians in the course of hostilities.³⁾

A291 4.2 In telegrams bearing the service indication **RCT** the only special services that shall be admitted are the following: urgent transmission and delivery (**URGENT**), prepaid reply (**RPx**), request for confirmation of delivery (**PC**) (if such services are admitted by the origin and destination countries).

A292 4.3 The accounting rate for telegrams bearing the service indication **RCT** shall be the same as for ordinary private telegrams in the same relation reduced by 75 per cent.

A293 4.4 The accounting rate for telegrams bearing the service indications **URGENT RCT** shall be the same as for ordinary private telegrams in the same relation.

A294 4.5 The minimum number of chargeable words for **RCT** telegrams shall be the same as for ordinary private telegrams.

A295 4.6 As regards priority of transmission and delivery, **RCT** telegrams shall rank with ordinary private telegrams of the same priority.

²⁾ Article 71, paragraph 2; Article 74, paragraph 5 and Article 81, paragraph 4 of the Geneva Convention of 12 August 1949, relative to the Treatment of Prisoners of War; Article 104, paragraph 3; Article 107, paragraph 2 and Article 110, paragraph 5 of the Geneva Convention of 12 August 1949, relative to the Protection of Civilian Persons in Time of War.

³⁾ Articles 122, 123 and 124 of the Geneva Convention of 12 August 1949, relative to the Treatment of Prisoners of War, Articles 136, 140 and 141 of the Geneva Convention of 12 August 1949, relative to the Protection of Civilian Persons in Time of War.

- A296 4.7 Telegrams sent by prisoners of war, civilian internees or their representatives shall bear the official stamp of the camp or the signature of the camp commandant or one of his deputies.
- A297 4.8 Telegrams sent by the national information bureaux and the Central Information Agency for which provision is made in the Geneva Conventions, or by delegations thereof, as well as telegrams sent by recognized relief societies assisting war victims, shall bear the official stamp of the bureau, agency, delegation or society that sends them.

5. *Ordinary private telegrams*

- A298 5.1 Ordinary private telegrams are obligatory private telegrams other than those bearing the service indications **SVH**, **OBS** or **RCT**. The principles for accounting rates and collection charges for ordinary private telegrams are defined in Recommendation F.42. The order of transmission of ordinary private telegrams is indicated in A178 and A180. Ordinary private telegrams may be attributed special services in which case the relevant service indications in A11 should be shown before the address.
- A299 5.2 The minimum number of chargeable words for ordinary private telegrams shall be fixed at seven.

6. *Telegraph service correspondence*

- A300 6.1 Telegraph service correspondence consists of service telegrams, service advices and paid service advices (see Division D).

X. **Optional telegrams**

1. *Money order telegrams and postal cheque telegrams*

1.1 *General*

- A301 1.1.1 The issue, wording of the text and payment of money order telegrams and postal cheque telegrams are regulated by the Universal Postal Union.
- A302 1.1.2 The transmission of money order telegrams and postal cheque telegrams between Administrations admitting them shall be subject to the same rules as other telegrams, and subject to special provisions regarding diversion of such telegrams.

1.2 *Money order telegrams*

- A303 1.2.1 Money order telegrams shall bear the service indication **MANDAT** as the first line of the address part. Only the service indications **URGENT** or **LT** may precede the service indication **MANDAT**.
- A304 1.2.2 The postal issuing number and any postal service indications (**AVIS PAIEMENT** and **PAIEMENT MAIN PROPRE**) shall be shown on the second line of the address part.
- A305 1.2.3 The office of destination shall be shown as the last line of the address part.
- A306 1.2.4 If the locality in which the post office of payment is situated has no telegraph office, the money order telegram must bear the name of the post office of payment and that of the telegraph office which serves it.
- A307 1.2.5 Money order telegrams may be admitted as letter telegrams. They shall bear the service indication **LT** and be subject to the provisions prescribed for letter telegrams.
- A308 1.2.6 An example of the format of a money order telegram is given in C81.

1.3 *Postal cheque telegrams*

- A309 1.3.1 Postal cheque telegrams shall bear the service indication **VIREMENT** as the first line of the address part. Only the service indications **URGENT** or **LT** may precede the service indication **VIREMENT**.
- A310 1.3.2 The postal issuing number and any postal service indication (**AVIS INSCRIPTION**) shall be shown on the second line of the address part.
- A311 1.3.3 The office of destination shall be shown as the last line of the address part.
- A312 1.3.4 Postal cheque telegrams may be admitted as letter telegrams. They shall bear the service indication **LT** and be subject to the provisions prescribed for letter telegrams.
- A313 1.3.5 In postal cheque telegrams, only the special service urgent transmission and delivery (**URGENT**) shall be admitted.
- A314 1.3.6 An example of the format of a postal cheque telegram is given in C82.

2. *Letter telegrams*

- A315 2.1 Letter telegrams are telegrams for which special provisions concerning accounting rates, priority of transmission, and delivery are applied. The minimum number of chargeable words for letter telegrams shall be fixed at twenty-two.
- A316 2.2 The accounting rate for letter telegrams shall be the same as those for ordinary private telegrams in the same relation reduced by 50 per cent.
- A317 2.3 Administrations* that do not accept and deliver letter telegrams must admit them in transit; the transit rate applicable to ordinary private telegrams accruing to these Administrations* shall be reduced by 50 per cent.
- A318 2.4 The service indication **LT** (letter telegram) or **LTF** (government letter telegram) shall be shown before the address.
- A319 2.5 Letter telegrams bearing the service indication **LTF** shall have the same accounting rate and shall be subject, as regards transmission and delivery, to the same conditions as **LT** telegrams. As regards acceptance, they shall be subject to the same conditions as government telegrams.
- A320 2.6 However, the provisions of Article 19 of the Convention (see A423 to A429), relating to stoppage of telegrams, shall not apply to government letter telegrams (**LTF**).
- A321 2.7 As regards acceptance, transmission and delivery, letter telegrams shall be subject to the limitations set out in A322 to A332.
- A322 2.8 Radiotelegrams shall not be admitted as letter telegrams.
- A323 2.9 The text of letter telegrams may be expressed in plain and/or secret language.
- A324 2.10 The only special services admitted in letter telegrams shall be the following: prepaid reply (**RPx**), reforwarding at the sender's request (**FS**), redirection at the addressee's request (**REEXPEDIEDEx**), telephone delivery (**TFx**), telex delivery (**TLXx**) and de luxe form (**LX** or **LXDEUIL**).
- A325 2.11 Telegraphic reforwarding or redirection shall be carried out after the deletion or alteration, if necessary, of the service indication **LT** or **LTF**, subject to the admittance of these telegrams in relations between the country of reforwarding or redirection and the destination country.
- A326 2.12 Letter telegrams exchanged between two countries within the same continental system may not be delivered until after a period of not less than five hours, reckoned from the time of handing in.
- A327 2.13 If, in certain relations, the application of A326 results in making the delivery service for letter telegrams substantially equivalent to the delivery service for ordinary private telegrams, the Administrations* of the countries concerned may take the necessary measures to ensure that letter telegrams shall not be delivered until after 0800 hours local time on the day after the date of handing in.
- A328 2.14 The delivery of letter telegrams exchanged between two countries that are not within the same continental system shall take place after 0800 hours local time on the day after the date of handing in.

- A329 2.15 If, in certain relations, the application of A328 results in making the delivery service for letter telegrams substantially equivalent to the delivery service for ordinary private telegrams, the Administrations* of the destination countries concerned may take the necessary measures in order that letter telegrams shall not be delivered until after 1400 hours local time the day after the date of handing in or the second day after 0800 hours.
- A330 2.16 If, in certain relations, the application of A328 slows up the delivery of letter telegrams by more than twenty-four hours, the Administrations* of the destination countries concerned may deliver such letter telegrams after 1400 hours local time on the date of handing in.
- A331 2.17 In the context of A326 to A330, continents are regarded as Africa, Asia, Australia (including Oceania), Europe, North America and South America. Normally, a continental system shall comprise all the countries of the respective continent and exceptionally those countries outside that continent that are declared by the respective Administrations to belong to that continental system.
- A332 2.18 Letter telegrams may be delivered by post, by messenger, by telephone, by telex or by any other means, according to the decision of the Administration* to which the office of destination is subject.

3. *Franking privilege telegrams* ⁴⁾

3.1 *Private franking privilege telegrams*

- A333 3.1.1 Private ITU franking privilege telegrams are free telegrams exchanged between beneficiaries of franking privileges at ITU conferences and their families.
- A334 3.1.2 In private ITU franking privilege telegrams, secret language and/or special services apart from **TFx** shall not be admitted.

3.2 *Official franking privilege telegrams*

- A335 3.2.1 Official ITU franking privilege telegrams are free telegrams exchanged between delegates, representatives, members of the Administrative Council, the Secretary-General, the Deputy Secretary-General, the Director of the CCITT, the Director of the CCIR and Members of the IFRB and their Administrations or the seat of the Union, as the case may be.
- A336 3.2.2 In official ITU franking privilege telegrams secret language and/or special services apart from **TFx** and **TLXx** shall not be admitted. Exceptionally, however, Heads of delegations or their deputies and members of the Administrative Council may exchange such telegrams in secret language and/or with urgent transmission and delivery.
- A337 3.3 Franking privilege telegrams shall bear the service indication **CONFERENCE**.

4. *Press telegrams*

4.1 *Definition and conditions of acceptance*

- A338 4.1.1 Press telegrams are telegrams the texts of which are made up of information and news for publication in newspapers and other periodical publications or for radio or television broadcasting. They shall enjoy a special reduced rate.
- A339 4.1.2 Press telegrams must be addressed only to newspapers or periodical publications, to news agencies or bureaux, to press services of diplomatic missions or to authorized radio or television broadcasting companies, organizations or stations and not to the name of a person connected in any capacity whatsoever with any of these entities.
- A340 4.1.3 Administrations* may require that press telegrams shall be accepted only from authorized representatives of newspapers, periodical publications, news agencies or bureaux, or press services of diplomatic missions, or authorized radio or television broadcasting companies, organizations or stations. Administrations* may require the sender of a press telegram to be registered as the accredited correspondent of the addressee and may issue cards of identification without which the telegram need not be accorded press rates.

⁴⁾ See *Telegraph Regulations* (Geneva 1973), Opinion No. 1.

A341 4.1.4 The service indication **PRESSE** shall be shown before the address.

A342 4.1.5 The only special service allowed is urgent transmission and delivery (**URGENT**), if this service is admitted by the origin and destination countries.

4.2 *Contents, wording, languages*

A343 4.2.1 Subject to A346, press telegrams may contain only material for publication, radio or television broadcasting. They must not contain any passage, announcement or communication having the character of private correspondence, nor any advertisement or communication for insertion in any publication, for radio or television broadcasting whether or not payment is received for such advertisement or communication.

A344 4.2.2 Stock exchange and market quotations, results of sporting events and meteorological observations and forecasts, with or without explanatory text, shall be admitted in press telegrams.

A345 4.2.3 In case of doubt, the sender must satisfy the accepting officer that the groups of figures appearing in the telegram actually represent stock exchange and market quotations, results of sporting events or meteorological observations and forecasts.

A346 4.2.4 Comments relative to the publication or broadcasting of the telegram shall be admitted, provided that such comments are placed between brackets at the beginning or at the end of the text. The number of chargeable words thus added to the text shall not exceed ten per cent of the total number of chargeable words in the text, and shall not exceed twenty. The comments are charged at the same rate as the text.

A347 4.2.5 Press telegrams must be expressed in plain language, in one of the languages admitted for international telegraph correspondence in plain language, chosen from amongst the following languages:

A348 a) the French language;

A349 b) the language of the newspaper, periodical publication or news agency bulletin to which the telegram is addressed or the language in which the radio or television broadcast is carried out;

A350 c) the national language or languages of the origin or destination countries as designated by the Administrations concerned;

A351 d) one or more additional languages that may be designated by the origin or destination Administrations as being used in their territories.

A352 4.2.6 The sender of a press telegram drawn up in accordance with A349 may be required to furnish proof that there is a newspaper, periodical publication or news agency bulletin in the destination country, published in the language chosen, or that the radio or television broadcast is carried out in this language.

A353 4.2.7 The languages mentioned in A347 to A351 may be used for quotations conjointly with the language in which the telegram is worded.

4.3 *Tariff and charging*

A354 4.3.1 The accounting rate for press telegrams shall be the same as for ordinary private telegrams in the same relation reduced by 66 2/3 per cent. In relations where press telegrams are exchanged between two countries within the same continental system (see A331), Administrations* may agree to establish accounting rates for press telegrams that are equivalent to those of ordinary private telegrams reduced by 50 per cent.

A355 4.3.2 The accounting rate for press telegrams with urgent transmission and delivery shall be the same as for ordinary private telegrams in the same relation.

A356 4.3.3 The minimum number of chargeable words for press telegrams shall be fixed at fourteen.

A357 4.3.4 When telegrams presented as press telegrams do not fulfil the conditions set out for such telegrams the service indication **PRESSE** shall be deleted by the office of origin and these telegrams shall be charged for at the rate for ordinary private telegrams with the same priority as that requested for the press telegram.

A358 4.3.5 The balance of the charge may be collected from the addressee when a telegram that does not meet the conditions set forth for press telegrams reaches the office of destination with the service indication **PRESSE** (see A159 to A163).

4.4 *Miscellaneous*

- A359 4.4.1 Administrations* that do not admit press telegrams must accept them in transit with transit rates accruing to them in accordance with A354 and A355.
- A360 4.4.2 As regards priority of transmission and delivery, press telegrams shall rank with ordinary private telegrams of the same priority.
- A361 4.4.3 With respect to any matter not provided for in A338 to A360, press telegrams shall be subject to this Recommendation and to special arrangements concluded by Administrations*.

XI. Special services

1. *General provisions*

- A362 1.1 The provisions that form the subject of the other Chapters shall apply in their entirety to telegrams with special services, subject to the modifications prescribed in A364 to A422.
- A363 1.2 In the application of A364 to A422, the special services offered to the public may be combined subject to the class of the telegram and the acceptance of the special services in question by the Administration* of the office of origin and the office of destination.

2. *Urgent transmission and delivery*

- A364 2.1 The sender of an ordinary private telegram may obtain priority in transmission and delivery by requesting the special service urgent transmission and delivery (**URGENT**). The service indication **URGENT** shall be shown before the address.
- A365 2.2 The accounting rate for ordinary private telegrams bearing the service indication **URGENT** shall be the same as for ordinary private telegrams in the same relation increased by 100 per cent. The minimum number of chargeable words shall be seven.
- A366 2.3 Telegrams with urgent transmission and delivery shall be transmitted with the priority indicated in A171 to A184. Their precedence among themselves shall be settled by the time of their handing in at the office of origin and receipt at transit offices except where technically impracticable.
- A367 2.4 Administrations* that accept telegrams with urgent transmission and delivery only in transit must admit them among telegrams of the same origin and destination either on the circuits where there is direct transmission across their territory or in their retransmitting offices. A transit rate equal to double the transit rate for an ordinary private telegram of the same length shall accrue to them as is the case for the other parts of the route. For **RCT** and **PRESSE** telegrams with the service indication **URGENT**, the transit rate shall be equal to that of ordinary private telegrams.

3. *Prepaid reply*

- A368 3.1 The sender of a telegram may prepay the cost of any telegram to be sent by his correspondent.
- A369 3.2 The service indication **RPx** shall be shown before the address. The **x** shall represent the amount in gold francs and centimes paid for the reply. (Examples: **RP3.00**, **RP3.05**, **RP3.40**.)
- A370 3.3 The office of delivery shall issue to the addressee a voucher for an amount equivalent to that stated in the original telegram. This voucher shall give the right to send, up to its value, a telegram with or without special services, to any destination from any office of the Administration* to which the office issuing the voucher is subject, or in the case of a radiotelegram addressed to a mobile station, from the station issuing the voucher.
- A371 3.4 The voucher can only be used to pay for a telegram within a period of three months following the date of its issue.
- A372 3.5 When the charge for a telegram paid for by a voucher exceeds the value of the voucher, the excess charge must be paid by the sender using the voucher.

4. *Confirmation of delivery*

A373 4.1 The sender of a telegram may ask for notification of the date on, and the time at, which his telegram was delivered to the addressee, by telegram immediately after delivery.

A374 4.2 This notification shall be given by telegram immediately after delivery of the original telegram.

A375 4.3 For this purpose the sender must pay a charge equivalent to that for a seven-word ordinary private telegram for the same destination sent by the same route.

A376 4.4 The service indication **PC** shall be shown before the address.

Note. — For a layout of this telegram see D58.

A377 4.5 Telegrams giving confirmation of delivery (service indication **CR**) shall be treated as service advices, irrespective of the class of the telegram to which they relate. The confirmation shall be expressed as follows:

REFERENCES (full numbering line and date of telegram) **URGENT PC EARL** (service indications if any and name of addressee) **DELIVERED 19/1830** (date and time telegram delivered)

Note. — For a layout of this telegram see D59.

A378 4.6 When the telegram has been posted or delivered in the care of any third party, other than persons at the usual abode of the addressee, the confirmation of delivery shall so state:

REFERENCES (full numbering line and date of telegram) **PC MERCER** (service indications if any and name of addressee) **DELIVERED HOTEL 19/1830** (date and time of delivery to address other than the addressee's home address; could also be **RAILWAY STATION, AIRPORT RECEPTION**, etc.)

Note. — For a layout of this telegram see D60.

A379 4.7 When the telegram is forwarded to its ultimate destination by post, deposited in a *poste restante* or delivered by telephone, by telex, by private telegraph circuit or in the care of any third party, the above-mentioned confirmation shall give the date and time of such forwarding, deposit or delivery.

A380 4.8 In the case of a radiotelegram the land station shall issue the confirmation of delivery, which must contain the date and time of transmission to the ship or aircraft station:

REFERENCES (full numbering line and date of telegram) **PC MACPHERSON PASSENGER** (service indications if any and name and status of addressee) **TRANSMITTED TO SHIP (or AIRCRAFT) 19/0735** (date and time of transmission to ship or aircraft)

Note. — For a layout of this telegram see D61.

A381 4.9 When a telegram for which confirmation of delivery has been requested cannot be delivered, a service advice reporting the non-delivery shall be sent to the office of origin in the usual way.

A382 4.10 If later within the period set for retention of the telegram, the telegram can be delivered to the addressee, the confirmation of delivery shall be forwarded immediately.

A383 4.11 At the end of the period of retention, if the telegram has not been delivered, the charge for a confirmation of delivery may be refunded to the sender on application.

5. *Reforwarding at the sender's request*

A384 5.1 The sender may request the office of destination to have the telegram follow the addressee.

A385 5.2 The service indication **FS** shall be shown before the address.

A386 5.3 The sender of a telegram to follow must be informed that, if the telegram is reforwarded, he will have to pay any reforwarding charges not collected on delivery.

- A387 5.4 When a telegram with the service indication **FS** bears one address only, the office of destination shall replace this address by the new address, if any, furnished at the addressee's abode, and send on the telegram to the new destination. The same procedure shall be followed until the telegram is delivered or no further address is furnished; in the latter case the telegram should be treated as undelivered.
- A388 5.5 If the service indication **FS** is accompanied by a series of addresses, the telegram shall be forwarded to each of the destinations given, up to the last if necessary. The last office, if it cannot effect delivery, shall act in accordance with the provisions governing the non-delivery of such telegrams, see A392 to A394.
- A389 5.6 The office of origin, date and time of handing in to be shown in the preamble line of the reforwarded telegram shall be the office, date and time of handing in of the original telegram.
- A390 5.7 In the address, the delivery instructions relating to the offices to which the telegram has already been forwarded shall be omitted and the service indication **FSDE_x**, where **x** represents the name of the office or offices through which the telegram has already passed, shall be added.

For example, the address of a telegram worded at the outset:

FS
HAGGIS CHEZ DEKEYSERS
LONDON
HOTEL RITZ
PARIS
NORTH BRITISH HOTEL
MONTREAL

would be worded on leaving Paris, the office of second reforwarding, in the form:

FSDELONDONPARIS
HAGGIS NORTH BRITISH HOTEL
MONTREAL

- A391 5.8 At each reforwarding, the number of words shall be counted anew and the preamble line altered accordingly.
- A392 5.9 When delivery cannot be made and no further address is furnished, the last office of destination shall send a service advice of non-delivery. This service advice must notify the amount of the reforwarding charge that it has not been possible to collect from the addressee and which should be collected from the sender. The text shall be worded as follows:
- REFERENCES** (full numbering line and date of telegram) **FSDEPARISBONN BOOTH** (service indication with previous offices to which telegram forwarded and name of addressee) **REFORWARDED TO 19 HAYESROAD BRIGHTON** (last address) **RAJFU** (meaning *undelivered, addressee left without leaving address*, other appropriate code words or plain language may also be used) **COLLECT xx** (amount of charges to be collected)
- Note.* — For a layout of this telegram see D64.
- A393 5.10 If an office cannot deliver the telegram because the address given is insufficient, subsequent transmission shall be suspended by the office concerned and a service advice of non-delivery issued.
- A394 5.11 Any non-delivery service advice necessary shall be addressed to the office that last reforwarded the telegram, and then to the office previous to that, and thus successively to each reforwarding office in turn to the office of origin, which shall collect the reforwarding charges from the sender of the telegram and communicate the non-delivery service advice to him.
- A395 5.12 The last office of destination shall retain the telegram for the appropriate period (see A252).
- A396 5.13 The charge to be collected at the outset for telegrams to be reforwarded at the sender's request shall be the charge for the first section only, the whole address being included in the number of words. Any supplementary charge shall be collected from the addressee and shall be calculated on the basis of the number of words transmitted at each reforwarding.
- A397 5.14 When an office of destination has to reforward by telegraph a telegram with prepaid reply, it shall retain before the address, the service indication **RP_x** as received, and shall cancel the voucher, if one has been prepared.

- A398 5.15 The charge paid for reply shall be credited by the reforwarding Administration* to the Administration* to which the telegram is reforwarded.
- A399 5.16 When an office of destination has to reforward by post a copy of a telegram with prepaid reply, it shall attach the voucher to the copy.
- A400 5.17 When an office of destination has to reforward by telegraph a telegram for which confirmation of delivery has been requested, it shall retain, in front of the address, the service indication **PC**. The confirmation of delivery shall then be issued by the final office of destination with the text worded as follows:
- REFERENCES** (full numbering line and date of telegram) **PC BURNS 143 CLYDEBANK GLASGOW REFORWARDED 73 WALSALLROAD WOLVERHAMPTON**
(service indications if any and name of addressee, the full address to which the telegram is reforwarded)
DELIVERED 20/0920 (date and time of delivery)

Note. — For a layout of this telegram see D62.

The retention of the service indication **PC** shall not involve payment for this special service.

- A401 5.18 When the addressee refuses to pay the reforwarding charges, the telegram shall nevertheless be delivered. The office of origin shall be informed by service advice of the refusal to pay and of the amount of the charge to be collected from the sender.
- A402 5.19 The charge to be collected from the addressee for the subsequent sections must be added at each reforwarding, starting from the first office given in the address. The total amount shall be entered at the end of the preamble line.
- A403 5.20 This entry shall be worded as follows: **PERCEVOIR** ... If the reforwardings take place within the limits of the country of the office of destination, the supplementary charge to be collected from the addressee shall be reckoned for each reforwarding at the internal tariff of that country. If the reforwardings are beyond these limits, the supplementary charge shall be calculated by taking each international reforwarding as a separate telegram. The rate per word for each reforwarding shall be the rate applicable to a telegram of the same class between the country which reforwards and that to which the telegram is reforwarded. If telegrams of such class are not admitted, the rate of an ordinary private telegram shall be applicable.

6. *Redirection at the addressee's request*

- A404 6.1 Any person, furnishing the necessary credentials, may request that telegrams addressed to him be redirected to a new address. Requests for redirection must be made through the medium of a telegraph office. The request can be made either by the addressee or in his name by one of the persons qualified to receive telegrams on behalf of the addressee, see A237. The person making such a request shall guarantee the payment, upon delivery, of the cost of redirection of any such telegram and shall also have the right to pay the charge, upon requesting redirection, provided that the redirection is to one *office* only. In the latter case the service instruction **TAXE PERCUE** must be inserted at the end of the preamble line.
- A405 6.2 The service indication **REEXPEDIEDEx** shall be shown before the address. The x represents the name of the office or offices redirecting.
- A406 6.3 Each Administration* shall reserve to itself the right to redirect by telegraph, in accordance with the particulars given at the addressee's abode, telegrams for which no special instructions have been furnished.
- A407 6.4 If the new address of a telegram not bearing the service indication **FS** is given at the addressee's abode without an instruction to redirect by telegraph, Administrations* must forward a copy of the telegram by post, unless they have been asked to keep the telegram until called for or they redirect by telegraph on their own initiative.
- A408 6.5 Postal redirection shall be made by ordinary mail without charge to the sender or addressee. However, if redirection is requested by registered letter or airmail, the person ordering the redirection shall defray the corresponding expenses.
- A409 6.6 Telegrams of which a copy is forwarded by post must be made the subject of an ordinary service advice of non-delivery. The information **REDIRECTED POST TO** ... (new address) shall in that case be added to the telegraphic service advice of non-delivery.

- A410 6.7 When a telegram telegraphically redirected is not delivered, either because the addressee declines to pay the redirection costs or for any reason whatsoever, the last office of destination shall send a service advice of non-delivery, the text worded as follows:

REFERENCES (full numbering line and date of telegram) **BARBADOS** (original office of origin) **TRUEMAN** (service indications if any and name of addressee) **REDIRECTED TO 61 WELLSROAD BRISTOL/8** (address to which telegram reforwarded) **RAFJU** (meaning *undelivered, addressee left without leaving address*, other code words or plain language may also be used) **COLLECT xx** (amount of charges, in gold francs, for the redirection fee not collected)

Note. — For a layout of this telegram see D63.

- A411 6.8 This service advice shall be addressed first to the office that made the last redirection, then to the one before and so on in turn to each redirecting office in order that each of these offices may make any necessary correction and may add the address under which it received the telegram.
- A412 6.9 According to circumstances, the offices concerned must collect the outstanding charges from the persons who gave instructions to redirect and who are responsible for the respective charges.
- A413 6.10 The service advice shall finally be transmitted to the office of origin for communication to the sender from whom the redirection charges shall not be claimed.
- A414 6.11 When an office of destination has to redirect by telegraph a telegram with the service indications **RPx** or **PC**, A397, A398 and A400 shall apply. When an office of destination has to redirect by post a telegram with the service indication **RPx**, A399 shall apply.
- A415 6.12 When a telegram is to be redirected to a given address, the person giving the order to send on the telegram may request redirection as a telegram of another priority, thus:
- A416 6.12.1 an ordinary private telegram may be redirected with urgent transmission and delivery;
- A417 6.12.2 an ordinary private telegram with urgent transmission and delivery may be redirected as an ordinary private telegram;
- A418 6.12.3 an ordinary private telegram with or without urgent transmission and delivery may be redirected as a letter telegram, and vice versa, provided that letter telegrams and ordinary private telegrams with service indication **URGENT** are accepted by the destination country.
- A419 6.13 If the person ordering redirection of the telegram requests that it be transmitted as a telegram at a higher rate per word, he shall be required to pay the corresponding charge. If necessary, the office that accedes to such a request shall delete the original service indication and, if necessary, shall insert the new service indication. In this case and also when the right mentioned in A415 is exercised, the service instruction **PERCEVOIR ...** as prescribed in A403 shall be replaced by the service instruction **TAXE PERCUE**.

7. *De luxe form*

- A420 7.1 The sender of a telegram may request the de luxe service for his telegram, which will then be delivered on a special de luxe form and/or in a special envelope.
- A421 7.2 When the sender wishes the de luxe service to be used, the service indication **LX** should be shown before the address of telegrams sent on joyful occasions; for telegrams sent on an occasion of mourning, the service indication **LXDEUIL** should be used.
- A422 7.3 The service shall be organized by special arrangements between the Administrations* concerned, and any supplementary charge for the service shall not enter into the international accounts. These arrangements shall specify, in particular, the different occasions on which these telegrams may be used.

XII. Stoppage of telegrams

1. *Transmission of certain telegrams as of right — Notification of stoppage*

- A423 1.1 The right to stop transmission of certain private telegrams as provided for in Article 19 ⁵⁾ of the Convention shall be exercised by the terminal or transit telegraph offices subject to reference to the appropriate authority, which shall decide without appeal.
- A424 1.2 **SVH** telegrams, government telegrams and service telegrams shall be entitled to transmission as of right. Telegraph offices shall exercise no control over these telegrams.
- A425 1.3 Administrations* shall undertake to stop, at their respective offices, the acceptance, transmission and delivery of telegrams addressed to telegraphic reforwarding agencies and other organizations set up to forward telegrams on behalf of third parties so as to evade full payment of the charges due for the complete route. The office stopping the telegram shall at once inform the office of origin.
- A426 1.4 Telegrams that have been reforwarded by such an agency may likewise be stopped by the office of ultimate destination.
- A427 1.5 The office of origin must refuse telegrams addressed to a reforwarding agency when it has been notified of the existence of that agency.
- A428 1.6 Administrations* shall undertake to stop, at their respective offices, telegrams that these offices receive from abroad by any means whatever (post, telegraph, telephone or otherwise) to be reforwarded by telegraph with the object of enabling these messages to evade the full payment of the charges due for the complete route.
- A429 1.7 The origin Administration* of the telegrams must be notified of the stoppage.

XIII. Archives

1. *Archives*

- A430 1.1 The original or facsimile copies of telegrams and the relevant documents relating to handing in, transmission (if practicable) and delivery, which should be retained by the Administrations*, shall be preserved with all precautions necessary to ensure secrecy, until the accounts relative thereto are settled and, in any case, for at least six months counted from the month after that in which the telegram was handed in. Administrations* may preserve the information by any other means, e.g. magnetic or electronic records.
- A431 1.2 However, should an Administration* deem it desirable to destroy such documents before the above-mentioned period, and hence is not in a position to carry out an enquiry in respect of the services for which it is responsible, such Administration* shall bear all the consequences both as regards refund of charges and any difference in international accounts that might otherwise have been observed.

2. *Inspection of original forms of telegrams—Supplying copies of telegrams*

- A432 2.1 Subject to the exceptions contemplated in Article 22 (No. 114) of the Convention, originals or copies of telegrams may be shown only to the sender or the addressee, after verification of his identity, or to the authorized representative of one of them.
- A433 2.2 A charge may be levied by Administrations* for this service.

⁵⁾ Article 19 of the Convention — Stoppage of Telecommunications

1. Members (of the Union) reserve the right to stop the transmission of any private telegram which may appear dangerous to the security of the State or contrary to their laws, to public order or to decency, provided that they immediately notify the office of origin of the stoppage of any such telegram or any part thereof, except when such notification may appear dangerous to the security of the State.

2. Members (of the Union) also reserve the right to cut off any other private telecommunications which may appear dangerous to the security of the State or contrary to their laws, to public order or to decency.

- A434 2.3 During the minimum period fixed for preservation of the records (6 months, excluding the month in which the telegram was handed in), the sender and the addressee of a telegram or their authorized representatives shall have the right to obtain certified copies or facsimiles:
- A435 2.3.1 of this telegram;
- A436 2.3.2 of the delivery copy, if this copy or a duplicate of it has been preserved by the destination Administration*.
- A437 2.4 Administrations* may fix a charge for copies and facsimiles of originals or of copies delivered in accordance with A432 to A436.
- A438 2.5 Administrations* shall not be bound to show or to furnish copies or facsimiles of the documents mentioned above unless the senders, the addressees or their authorized representatives furnish the particulars necessary for tracing the telegrams to which their requests relate.

DIVISION B

OPERATIONAL PROVISIONS APPLYING TO MORSE AND SOUNDER WORKING

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DIVISION B

OPERATIONAL PROVISIONS APPLYING TO MORSE AND SOUNDER WORKING

I. Morse code

1. *Morse code signals*

B1 1.1 The following are the written characters that may be used and the corresponding Morse code signals:

B2 1.1.1 *Letters*

a	· —	i	··	r	· — ·
b	— · · ·	j	· — — — ·	s	· · ·
c	— · — ·	k	— · —	t	—
d	— · ·	l	· — · ·	u	· · —
e	·	m	— —	v	· · · —
accented e	· · — · ·	n	— ·	w	· — —
f	· · — ·	o	— — —	x	— · · —
g	— — ·	p	· — — ·	y	— · — —
h	· · · ·	q	— — — —	z	— — — ·

B3 1.1.2 *Figures*

1	· — — — —	6	— · · · ·
2	· · — — —	7	— — · · ·
3	· · · — —	8	— — — · ·
4	· · · · —	9	— — — — ·
5	· · · · ·	0	— — — — —

B4 1.1.3 *Punctuation marks and miscellaneous signs*

Full stop (period)	[.]	· — · — ·
Comma	[,]	— · — · —
Colon or division sign	[:]	— — · · ·
Question mark (note of interrogation or request for repetition of a transmission not understood)	[?]	· · — — ·
Apostrophe	[']	· — — — —
Hyphen or dash or subtraction sign	[-]	— · · · —
Fraction bar or division sign	[/]	— · · — ·
Left-hand bracket (parenthesis)	[(— · — — ·
Right-hand bracket (parenthesis))]	— · — — —

Inverted commas (quotation marks) (before and after the words)	[“ ”]
Double hyphen	[=]
Understood
Error (eight dots)
Cross or addition sign	[+]
Invitation to transmit
Wait
End of work
Starting signal (to precede every transmission)
Multiplication sign	[x]

2. *Spacing and length of the signals*

- B5 2.1 A dash is equal to three dots.
- B6 2.2 The space between the signals forming the same letter is equal to one dot.
- B7 2.3 The space between two letters is equal to three dots.
- B8 2.4 The space between two words is equal to seven dots.
- B9 2.5 On the Wheatstone instrument, where perforators are used, the space between two letters shall be equal to one *centre hole* perforation and the space between two words shall be equal to three *centre holes*.

3. *Transmission of figures in abbreviated form*

- B10 3.1 Where there can be no misunderstanding as to the meaning, figures may be repeated in abbreviated form during routine repetitions using the following signals:

1 . —	6 —
2 . . —	7 — . . .
3 . . . —	8 — . .
4 —	9 — .
5	0 —

4. *Transmission of signs for which there is no corresponding signal in the Morse code*

- B11 4.1 Signs that have no corresponding signal in the Morse code, but that are acceptable in the writing of telegrams, shall be sent as follows:

4.2 *Roman figures*

- B12 4.2.1 Roman figures shall be transmitted as Arabic figures.
- B13 4.2.2 If the sender has written the French word *romain*, or a corresponding word in the language in which the telegram is written, in front of an Arabic figure or group of figures, this word shall be transmitted and the receiving operator shall leave this word on the telegram to be delivered followed by the Arabic figure or group of figures, see A37.

4.3 *Multiplication sign*

- B14 4.3.1 For the multiplication sign, the signal corresponding to the letter X shall be transmitted.

4.4 *Percentage or per thousand sign*

- B15 4.4.1 To indicate the signal % or ‰, the figure 0, the fraction bar and the figures 0 or 00 shall be transmitted successively (i.e. 0/0, 0/00).

- B16 4.4.2 A whole number, a fractional number, or a fraction, followed by a % or $\frac{\circ}{\circ\circ}$ sign, shall be transmitted by joining up the whole number, the fraction number, or the fraction to the % or $\frac{\circ}{\circ\circ}$ by a single hyphen.

Examples: For 2%, transmit 2-0/0 and not 20/0

For $4\frac{1}{2}\frac{\circ}{\circ\circ}$, transmit 4-1/2-0/00 and not 41/20/00

4.5 *Inverted commas (quotation marks)*

- B17 4.5.1 The special signal for inverted commas shall be transmitted before and after the word or words. However, where code converters are used, the apostrophe may be transmitted twice before and twice after the word or words to signal inverted commas (quotation marks).

4.6 *Minute and second signs*

- B18 4.6.1 To transmit the minute (') or second (") signs, when such signs follow figures—for example 1' 15", the apostrophe signal (· — — — ·) must be used once or twice as appropriate. The signal (· — · — ·) reserved for inverted commas may not be used for the second sign.

5. *Transmission of accented letters (other than e)*

- B19 5.1 In relations in which the use of certain accented letters has been authorized by special agreement between Administrations* the following letters and signals may be used:

ä or æ · — · —	ñ — — · — —
á or â · — — —	ö or ø — — — ·
ch — — — —	ü · · — —

6. *Transmission of groups of figures and letters, of ordinal numbers or of fractions*

- B20 6.1 A group consisting of figures and letters shall be transmitted without spaces between figures and letters.
- B21 6.2 Ordinal numbers composed of figures and letters, 30me, 25th, etc., shall be transmitted in the form 30ME, 25TH, etc.
- B22 6.3 A number that includes a fraction shall be transmitted with the fraction linked to the whole number by a single hyphen.

Example: For $1\frac{3}{4}$, transmit 1-3/4 and not 13/4

For $\frac{3}{4}8$, transmit 3/4-8 and not 3/48

For $363\frac{1}{2}45642$, transmit 363-1/2 4 5642 and not 3631/2 4 5642

II. General transmission rules

- B23 1. All correspondence between two offices shall begin with the call signal.
- B24 1.1 For calling, the calling office shall transmit the call sign (not more than twice) of the office required, the word **DE** followed by its own call sign, the appropriate service abbreviation to indicate a priority telegram, an indication of the reason for the call and the signal — · — unless there are special rules peculiar to the type of apparatus used. The call shall always be made at hand speed.
- B25 2. The office called must reply immediately by transmitting the call sign of the calling station, the word **DE** followed by its own call sign and the signal — · —.
- B26 2.1 If the office called is unable to receive, it shall give the *wait* signal. If it expects the wait to exceed ten minutes, the reason and probable duration shall be given.

* or recognized private operating agency/agencies.

- B27 2.2 When an office called does not reply, the call may be repeated at suitable intervals.
- B28 2.3 When the office called does not reply to the repeated call, the condition of the circuit must be examined.
- B29 3. The double hyphen (— . . . —) shall be transmitted either to separate:
- B30 3.1 the preamble from the service indications;
- B31 3.2 the service indications from each other;
- B32 3.3 the service indications from the address;
- B33 3.4 the office of destination from the text;
- B34 3.5 the text from the signature;
- B35 3.6 the signature from its verification, if included; or
- B36 3.7 the pages of a telegram comprising more than 50 words (B45 to B47).
- B37 4. A transmission, once begun, may not be interrupted to give place to a communication of higher priority except in a case of absolute urgency.
- B38 5. Every telegram shall be terminated with a cross signal (· — · — ·), which shall also be sent after the routine repetition if any.
- B39 6. The end of the transmission shall be indicated by the cross signal (· — · — ·) followed by the *invitation to transmit* signal K (— · —).
- B40 7. The end of work shall be indicated by the office that transmitted the last telegram. The correct indication is the *end of work* signal (· . . — · —).

III. Transmission of telegrams with identical text or comprising more than 50 words

1. *Identical texts*

- B41 1.1 When an office has to transmit to the same office more than five telegrams having identical texts and comprising more than 30 words, it may transmit the text once only. In that case, the text shall be transmitted in the first telegram only, and the text of all the telegrams with identical text that follow shall be replaced by the words **TEXT NR ...** (number of first telegram). The same procedure may be adopted when the number of telegrams having identical text is five or less and the text comprises more than 50 words.
- B42 1.2 This procedure necessitates the transmission in succession of all telegrams with identical text.
- B43 1.3 The receiving office must be informed of the transmission of telegrams with identical text by a service note on the following lines:
- ... TELEGRAMS WITH IDENTICAL TEXT FOLLOW**
- B44 1.4 When reception is possible by means of perforated tape, the receiving office should be informed in ample time to allow it to receive telegrams with identical text by tape.

2. *Long telegrams*

- B45 2.1 A telegram of more than 50 words, e.g. 128 words, shall be transmitted in sections of 50 words (called pages), in the following form:
- 119 AMSTERDAM 128 16 1015 PAGE 1/50 = JONES ... etc.**
... BY YOUR = 119 JONES PAGE 2/50 = EFFORTS TO ...
... PLEASE EXPLAIN = 119 JONES PAGE 3/28 = WHY IT ...
- B46 2.2 The receiving operator shall place these indications at the beginning of the page. The double hyphen, indicating the last word of each page of 50 words, shall be transmitted after that word.
- B47 2.3 If the telegram is in transit, the receiving operator shall reproduce the double hyphen; if the telegram is being received for delivery, he shall indicate each fiftieth word by a small tick.

IV. Transmission irregularities — Service notes

- B48 1. To indicate *wait*, the corresponding signal (· — · · ·) shall be transmitted.
- B49 2. If the sending operator becomes aware of an error, he shall stop, give the error signal (· · · · ·), repeat the last word correctly transmitted, and continue the transmission.
- B50 3. If it is necessary to interrupt the transmission for any reason, the procedure shall be as follows until transmission stops.
- B51 3.1 Morse simplex, transmit a series of dots.
- B52 3.2 Morse duplex, transmit the letters **BK**.
- B53 3.3 Once transmission has been stopped, the receiving operator shall repeat the last word correctly received followed by a question mark. The sending operator shall resume transmission from that word.
- B54 3.4 If a repetition is asked for after a long interruption, the telegram and the part of the telegram in question must be precisely indicated.
- B55 4. Service notes (**RQ**, **BQ** or **XQ**) can be interposed between telegrams of a series.

V. Routine repetition — Checking the number of words transmitted —
Acknowledgement of receipt

1. *Routine repetition, checking the number of words transmitted*
- B56 1.1 The general rules for routine repetition apply, see A202 to A205.
- B57 1.2 When the traffic is exchanged alternately, telegram by telegram or in series, the routine repetition, where applicable, shall be given by the sending operator.
- B58 1.3 If the receiving operator observes discrepancies between the original transmission and the matter repeated, he shall advise the sending operator by quoting the doubtful words or groups and adding a question mark after them.
- B59 1.4 Where the receiving operator finds a discrepancy between the number of actual words shown in the preamble line and the number received, he shall notify the sending operator by indicating the number of words received, followed by the first letter of each word and the first figure of each number (example: **17 WDS J C R B 2 D ...** etc.). If the sending operator has simply made an error in transmitting the number of words, he shall reply **ADMITTED** and indicate the actual number of words (example: **17 ADMITTED**); if not, he shall rectify the passage found to be incorrect according to the initials received. In both cases, he shall interrupt, if necessary, the transmission of the initials as soon as he is able to rectify or confirm the number of words.
2. *Acknowledgement of receipt*
- B60 2.1 After the verification of the number of words and the rectification of any errors, the receiving office shall acknowledge to the sending office the receipt of the telegram or telegrams forming the series.
- B61 2.2 A single telegram shall be acknowledged by the letter **R** followed by the number of the telegram received, for example: **R 436**.
- B62 2.3 For an **SVH** telegram, a government telegram with priority, or a telegram relative to the application of the United Nations Charter, receipt shall be acknowledged in the form: **R 436 SVH** or **R 436 ETAT**.
- B63 2.4 For a series of telegrams, the letter **R** shall be given with the number of telegrams received, and also the first and last numbers of the series, for example, **R 6 157 162**.
- B64 2.5 If the series includes **SVH** telegrams or government telegrams with priority, the acknowledgement of receipt shall be supplemented by the numbers of these telegrams thus:
R 6 157 162 INCLUDING 159 SVH 161 ETAT
- B65 2.6 In every case, the acknowledgement of receipt must be transmitted immediately in the following form:
LR 683 MISSING 680 RETAINED 665 (This acknowledgement of receipt contains the last received (683), the number 680 missing and the number 665 retained.)

- B66 2.7 The sending operator must request the acknowledgement of receipt immediately after the transmission of an **SVH** telegram, a government telegram with priority or a telegram relative to the application of the United Nations Charter. In such cases, the acknowledgement of receipt shall take the following form:

LR SVH 683

VI. Transmission procedures

- B67 1. Transmission may be conducted as follows, according to the volume of traffic:
- B68 1.1 alternate transmission of telegrams;
- B69 1.2 alternate transmission in series.
- B70 2. In alternate transmission, the receiving office shall not have the right to interrupt the transmission to give place to a communication of higher priority, except in cases of absolute urgency, see B37.
- B71 3. The exchange of telegrams in alternate order between two offices in direct communication shall follow the rules concerning the order of transmission.
- B72 3.1 A telegram of higher priority in order of transmission shall not count in the alternate order.
- B73 3.2 The office that has just finished a transmission shall have the right to continue when it has telegrams awaiting transmission or when telegrams reach it that are entitled to priority over those that the office in communication has to transmit, unless the latter has already begun its transmission.
- B74 3.3 When an office has finished transmitting, the office that has just received shall transmit in its turn; if the latter has nothing to transmit, the former shall continue to send its traffic. If neither has anything to transmit, the offices shall exchange the *end of work* signal.
- B75 4. When traffic so justifies, and subject to agreement between the offices in communication, telegrams shall be exchanged in series alternately.
- B76 4.1 Telegrams of the same series shall be considered as forming a single transmission. However, each correctly received telegram shall be retained at the receiving position until the next but one telegram begins or for the time normally required to transmit a telegram of average length.
- B77 4.2 Each series shall comprise a maximum of five telegrams. Nevertheless, every telegram containing more than 100 words on the Morse instrument or more than 150 words on sound-reading instruments shall count as a series or terminate a series already in course of transmission.
- B78 4.3 The sending office shall end a series in course of transmission when it has only letter telegrams to send. It shall not resume transmission until the office with which it is working has no more telegrams of higher priority on hand.

DIVISION C

OPERATIONAL PROVISIONS APPLYING TO PRINTING TELEGRAPH SYSTEMS

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DIVISION C

OPERATIONAL PROVISIONS APPLYING TO PRINTING TELEGRAPH SYSTEMS

I. Transmission signals

1. *Transmission signals of International Telegraph Alphabet No. 2*

- C1 1.1 Table 1/F.1 shows the signals of the International Telegraph Alphabet No. 2.
- C2 1.2 The following letters may be used in relations between countries that accept them and that fix the conditions for their transmission:

ä, æ, á, â, ñ, ö, ø, ü

- C3 1.3 In the interests of speed and efficiency in the movement of telegraph traffic and to further the development of a world-wide telecommunication network, the five-unit code, in accordance with International Telegraph Alphabet No. 2, is recommended. However, this provision need not apply to Administrations* that by mutual agreement in respect of a particular circuit or network have made other arrangements. In such cases, the Administrations* concerned could provide suitable facilities for converting from their method of operation to the five-unit code of International Telegraph Alphabet No. 2 whenever it becomes desirable to interconnect with offices using the latter system.

- C4 1.4 *Written characters that have a corresponding signal in International Telegraph Alphabet No. 2*

- C5 1.4.1 Letters: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- C6 1.4.2 Figures: 1 2 3 4 5 6 7 8 9 0

- C7 1.4.3 Punctuation marks and miscellaneous signs:

Full stop
Comma	,
Colon or division sign	:
Question mark	?
Apostrophe	'
Cross or addition sign	+
Hyphen or dash or subtraction sign	—
Fraction bar or division sign	/
Multiplication sign	×
Double hyphen	=
Left-hand bracket (parenthesis)	(
Right-hand bracket (parenthesis))

- C8 1.4.4 Table 1/F.1 shows the direction of current for each element for the transmission of letters, figures and signs:

* or recognized private operating agency/agencies.

TABLE 1/F.1 – International Telegraph Alphabet No. 2

Combination number	Letter case	Figure case	Element number ¹						
			Start element	1	2	3	4	5	Stop element
1	A	—	A	Z	Z	A	A	A	Z
2	B	?	A	Z	A	A	Z	Z	Z
3	C	:	A	A	Z	Z	Z	A	Z
4	D	Note 2	A	Z	A	A	Z	A	Z
5	E	3	A	Z	A	A	A	A	Z
6	F	Note 3	A	Z	A	Z	Z	A	Z
7	G		A	A	Z	A	Z	Z	Z
8	H		A	A	A	Z	A	Z	Z
9	I	8	A	A	Z	Z	A	A	Z
10	J	Audible Signal	A	Z	Z	A	Z	A	Z
11	K	(A	Z	Z	Z	Z	A	Z
12	L)	A	A	Z	A	A	Z	Z
13	M	.	A	A	A	Z	Z	Z	Z
14	N	,	A	A	A	Z	Z	A	Z
15	O	9	A	A	A	A	Z	Z	Z
16	P	0	A	A	Z	Z	A	Z	Z
17	Q	1	A	Z	Z	Z	A	Z	Z
18	R	4	A	A	Z	A	Z	A	Z
19	S	'	A	Z	A	Z	A	A	Z
20	T	5	A	A	A	A	A	Z	Z
21	U	7	A	Z	Z	Z	A	A	Z
22	V	=	A	A	Z	Z	Z	Z	Z
23	W	2	A	Z	Z	A	A	Z	Z
24	X	/	A	Z	A	Z	Z	Z	Z
25	Y	6	A	Z	A	Z	A	Z	Z
26	Z	+	A	Z	A	A	A	Z	Z
27	Carriage-return ⁴		A	A	A	A	Z	A	Z
28	Line-feed ⁴		A	A	Z	A	A	A	Z
29	Letter-shift ^{5,6}		A	Z	Z	Z	Z	Z	Z
30	Figure-shift ⁶		A	Z	Z	A	Z	Z	Z
31	Space		A	A	A	Z	A	A	Z
32	Not normally used		A	A	A	A	A	A	Z

Notes:

¹ For element numbers 1 to 5 in perforated tape working:

A represents no perforation;
Z represents a perforation.

A and Z have the meaning assigned to them in the *List of Definitions of Essential Telecommunication Terms* (31.38).

² a) To operate the answerback unit of the corresponding instrument in the international telex and gentex services.

b) Available for the internal service of Administrations*.

³ Available for the internal service of each Administration*.

⁴ For page printers.

⁵ Also used as *erasure* in case of automatic working.

⁶ Combination Nos. 29 (letter-shift) and 30 (figure-shift) shall not affect the spacing movement, except where their reception is indicated by printing a symbol (see C9).

- C9 1.4.5 Administrations* that wish to indicate the reception or transmission of certain combinations shall effect this by printing the symbols shown in Table 2/F.1.

Combination Number	Case	Symbol
4	figure	✕
10	figure	⌒
27	either	<
28	either	≡
29	either	↓
30	either	↑

- C10 1.4.6 To indicate a *blank*, the signal *space* shall be transmitted.
- C11 1.4.7 To indicate a transmission error, the letter **E** and the signal *space* shall be repeated alternately three times. Transmission shall be resumed beginning with the last word correctly sent. When transmitting with perforated tape and provision exists for eliminating incorrectly perforated characters, such means of correction shall be used. (If automatic error correction devices are used, see C165.)
- C12 1.4.8 To indicate *wait*, the characters **MOM** shall be transmitted.

2. *Transmission of signs for which there is no corresponding signal in the telegraph alphabet*

- C13 2.1 Signs that have no corresponding signal in a telegraph alphabet but that are acceptable in the writing of telegrams, shall be sent as follows:
- C14 2.1.1 *Accented é or è*: The letter **E** shall be transmitted. When an accent on the **E** is essential to the meaning, the transmitting operator shall repeat the word in the routine repetition putting a space either side of the **E** to be accented to indicate to the receiving operator that the accent must be inserted by hand.
- 2.1.2 *Roman figures*:
- C15 2.1.2.1 Roman figures shall be transmitted as Arabic figures.
- C16 2.1.2.2 If the sender has written the French word *romain*, or a corresponding word in the language in which the telegram is written, in front of an Arabic figure or group of figures, this word shall be transmitted and the receiving operator shall leave this word on the telegram to be delivered, followed by the Arabic figure or group of figures, see A37.
- C17 2.1.3 *Addition sign (+)*: Transmit the cross sign (+).
- C18 2.1.4 *Subtraction sign (—)*: Transmit the dash (—).
- C19 2.1.5 *Multiplication sign (×)*: Transmit the letter **X**.
- C20 2.1.6 *Division sign (÷)*: Transmit the colon (:).
- C21 2.1.7 *Division sign (/)*: Transmit the fraction bar (/).
- C22 2.1.8 *Percentage sign (%)*: Successively transmit the figure **0**, the fraction bar and the figure **0** (example: **0/0**).
- C23 2.1.9 *Per thousand sign (‰)*: The ‰ sign shall be indicated by transmitting the figure **0** followed by the fraction bar and the figures **00** (example: **0/00**).

- C24 2.1.10 *Combination of numbers and % or $\frac{\text{ }}{\text{00}}$* : A whole number, a fractional number, or a fraction, followed by a % or a $\frac{\text{ }}{\text{00}}$ sign, shall be transmitted by joining up the whole number, the fractional number or the fraction to the % or $\frac{\text{ }}{\text{00}}$ sign by a dash.

Examples: For 2% transmit **2-0/0** and not **20/0**

For $4\frac{1}{2}\frac{\text{ }}{\text{00}}$ transmit **4-1/2-0/00** and not **41/20/00**

- C25 2.1.11 *Inverted commas (quotation marks) (")*: Transmit the apostrophe (') twice at the beginning and end of the text within the inverted commas (" ").
- C26 2.1.12 *Minute (') and second (") signs*: The minute sign and the second sign shall be transmitted by means of the apostrophe sign, transmitted once for the minute sign, and twice for the second sign.

3. *Transmission of ordinal numbers, groups of figures and letters or of numbers that include fractions*

- C27 3.1 Ordinal numbers composed of figures and letters: 30^{me}, 25th, etc., shall be transmitted in the form of **30ME**, **25TH**, etc.

- C28 3.2 Letters or groups of letters followed by letters or figures placed above or below the line shall be transmitted in the form substituted for them by the sender.

- C29 3.2.1 If, however, the expressions 30^a, 30^b, etc., 30bis, 30ter, etc., 30 I, 30 II, etc., 30 A, 30 B, etc., 30¹, 30², etc. indicating a house number, appear in the address of a telegram, the accepting officer shall separate the number from the letters or figures accompanying it by a fraction bar. The expression in question shall consequently be transmitted in the following way in the address of a telegram: **30/A**, **30/B**, etc., **30/BIS**, **30/TER**, etc., **30/1**, **30/2**, etc., **30/A**, **30/B**, etc., **30/1**, **30/2**, etc.

- C30 3.3 Except as provided in C29, groups consisting of figures and letters must be transmitted as set forth in the telegram.

Examples: 3B is transmitted as **3B**

AG 25 is transmitted as **AG 25**

- C31 3.4 A number that includes a fraction shall be transmitted with the fraction linked to the whole number by a single hyphen.

Examples: For $1\frac{3}{4}$, transmit **1-3/4**, and not **13/4**

For $\frac{3}{4}8$, transmit **3/4-8**, and not **3/48**

For $363\frac{1}{2}45642$ transmit **363-1/2 4 5642**, and not **3631/2 4 5642**

II. General provisions for transmission of telegrams

1. *Calling*

- C32 1.1 Correspondence between two offices shall begin with the call signal. However, on circuits operated by start-stop apparatus, unless a different arrangement has been made, the apparatus must be connected in such a way that the transmitting office may start transmission of telegrams without a special call or previous notice to the receiving office.

- C33 1.2 A transmission, once begun, may not be interrupted to give place to a communication of higher priority except in case of absolute urgency.

- C34 1.3 To call another office, the calling office shall transmit the call sign or abbreviated name of the office required and the word **DE** followed by its own identification, unless there are special rules peculiar to the type of apparatus used.

- C35 1.4 On circuits operated by start-stop apparatus, Administrations* may agree that the apparatus be equipped with an answer-back unit so that the transmitting office may satisfy itself that a circuit is in good order and that the receiving apparatus, whose identity is thus verified, is ready to work. Calling shall be effected by transmitting the signals *figure-shift* and *D* (or *Who are you?*). The correct reception of the answer-back from the required office shall constitute a reply to the call.

- C36 1.5 The office called must reply immediately, except in the case of start-stop correspondence, subject to C35.

- C37 1.6 If the office called is unable to receive, it shall give the *wait* signal **MOM**. If it expects the wait to exceed ten minutes, the reason and probable duration shall be given.
- C38 1.7 When an office called does not reply, the call may be repeated at suitable intervals.
- C39 1.8 When the office called does not reply to the repeated call, the condition of the circuit must be examined:

2. *Transmission with running series of numbers*

- C40 2.1 Each Administration* shall have the right to number in series telegrams to be transmitted over international circuits. In each case it shall notify its intention to the Administrations* concerned.
- C41 2.2 The serial number shall be transmitted at the beginning in the numbering line. Administrations* shall each decide as far as it is concerned, whether the office number shall be transmitted. If so, it will be included in the numbering line.
- C42 2.3 When serial numbers are used, all telegrams shall be numbered in unbroken series. A special series may be used for each section or circuit by agreement between the Administrations* concerned. This series shall then differ from the series used for the other sections or circuits by distinguishing figures or a prefix composed of letters. A special series may be assigned to each class of telegram.
- C43 2.4 Offices in correspondence shall agree upon the start and finish of the series of numbers.
- C44 2.5 The offices in correspondence shall agree whether to start the new series of numbers each day with the numbers 1, 2001, etc. Each series shall be started by the same number or by another number which the receiving office shall communicate to the sending office each day before starting the new series.
- C45 2.6 When telegrams have to be diverted and it has been accepted by the transit office in question that their serial numbers should not be altered because they have already been prepared for transmission, the office that effects the diversion shall inform by service advice the office to which the telegrams would otherwise have been transmitted and the office to which they are actually transmitted. The receiving office to which the telegrams should have been sent shall indicate on its list the numbers of the telegrams which it is informed are being diverted.
- C46 2.7 In all other cases, telegrams that are to be diverted shall receive new serial numbers.
- C47 2.8 When the receiving office observes that a serial number is missing, it must inform the sending office at once in order that the necessary inquiries may be made.
- C48 2.9 When it is necessary to strike out a serial number that has already been used, the transmitting office shall inform the receiving office by service advice.

3. *Routine repetition*

- C49 3.1 The routine repetition (A202 to A205) shall be given by the sending operator immediately after the telegram. In the case of multi-page telegrams, routine repetition shall be transmitted immediately after each page of the telegram.

III. *General provisions for reception*

- C50 1. When reception is unintelligible, the operator shall act according to the special rules given for the different methods of operation (C38 to C92, C129 to C137).
- C51 2. If there is a discrepancy between the number of actual words shown in the preamble line and the number received or any other irregularities the operator shall act according to the special provisions given for the different methods of operation (C87 to C93, C142 to C151, C220 to C223).
- C52 3. When any discrepancy or irregularity does not arise from a mistake in transmission, the rectification can only be made by agreement reached, if necessary, by service advice between the office of origin and the office in correspondence. Failing such agreement, the number of words indicated by the office of origin or any other irregularity shall be admitted, the telegram being forwarded, meanwhile, with the service instruction "Correction to follow ..." transmitted in the abbreviated form

(example: **CTF ... WORD(S)**), the meaning of which shall be indicated by the office of destination on the copy delivered to the addressee. The correction shall be requested by service advice from the office of origin by the office that has inserted the service instruction **CTF ...**

- C53 4. If there is a difference between the transmission and the routine repetition, the operator shall notify his correspondent by an **RQ** quoting the doubtful passages. If necessary, he shall also repeat the word preceding and the word following.
- C54 5. Repetitions shall be requested and given briefly and clearly.

IV. Special provisions for point-to-point operations

1. *Transmission of telegrams to tape-printing systems*

- C55 1.1 The double hyphen (=), which is always preceded by a space but must never be followed by a space, shall be transmitted either to separate:
- C56 1.1.1 the preamble line from the service indications;
- C57 1.1.2 the service indications from each other;
- C58 1.1.3 the service indications from the address;
- C59 1.1.4 the office of destination from the preceding parts of the address;
- C60 1.1.5 the office of destination from the text;
- C61 1.1.6 the text from the signature;
- C62 1.1.7 the signature from its verification if included; or
- C63 1.1.8 the pages of a telegram comprising more than 50 words (see C65).
- C64 1.2 Each telegram shall be terminated by a cross (+), which is also transmitted after the routine repetition, if any. The cross must always be preceded and followed by a space.
- C65 1.3 A telegram of more than 50 words, e.g. 128 words, shall be transmitted in sections of 50 words (called pages), in the following form:
- 119 AMSTERDAM 128 16 1015 PAGE 1/50 =JONES ... etc.
... BY YOUR =119 JONES PAGE 2/50 =EFFORTS TO ...
... PLEASE EXPLAIN =119 JONES PAGE 3/28 =WHY IT ...**
- C66 1.4 The receiving operator shall place these indications at the beginning of the page. The double hyphen, indicating the last word of each section of 50 words, shall be transmitted after that word.
- C67 1.5 On tape-printing teleprinters the receiving operator at the transit office shall maintain the double hyphen. At the office of destination, it shall be deleted and each fiftieth word shall be indicated by a small tick.
- C68 1.6 If the sending operator becomes aware of an error, he shall stop, give the signal *error* (C11), repeat the last word correctly transmitted and continue the corrected transmission. When perforated-tape transmission devices enabling incorrectly punched characters to be eliminated are used, the signals corresponding to these characters shall be erased by letter-shifts.
- C69 1.7 Example of format to be used in tape-printing systems:
- MOH143¹ KIEV 12 18 0830² =URGENT =KARL MUELLER
ROSSMARKT 13/1 =HAMBURG =WIR KOMMEN SCHON HEUTE
ABEND =KARIN + COL 13/1 +**

¹ Distinguishing letters and/or serial number (C40 to C48).

² Preamble line, the parts referred to in A48 to A61.

2. *Transmission of telegrams to page-printing systems*

- C70 2.1 When page-printing teleprinters are used for reception, the transmitting office or offices should transmit traffic to the receiving office without error according to the layouts shown in the following examples, C79 to C82.

- C71 2.2 Each line of the address part (with the exception of the service indication line) must consist of not more than 43 characters (including spaces) and must be preceded by the realignment function. The office of destination must always appear on a separate line.

Example: **MR FRANK CONTI US DELEGATION ILO CONFERENCE**
EUROPEAN UNO HEAD OFFICE
GENEVE

- C72 2.3 Every other line must consist of not more than 69 printing characters (including spaces).
- C73 2.4 So far as practicable the transmitting operator should transmit each word as a whole and should avoid dividing words between the end of line and the beginning of the next.
- C74 2.5 The sending office should eliminate errors before transmission.
- C75 2.6 Telegrams of more than 50 actual words should be divided into sections of 50 actual words, called pages, in accordance with A148. These pages should be numbered in a continuous series for the whole of the telegram; the last page may consist of less than 50 words. Each page should be separated from the next by four line-feeds. On the second and subsequent pages the text should be separated from the reference line, on which the identification number is repeated, by three line-feeds (see C80).
- C76 2.7 In telegrams of more than 50 words, routine repetition, if any, shall be given at the end of every page.
- C77 2.8 In a telegram with the service indication **FS** and several addresses, each address must be transmitted separately in accordance with C71. In the case of telegrams prepared with a pilot line the operator must show the destination indicator referring to the first address.
- C78 2.9 When preparing telegrams in page format that may be circulated over the gentex network or via the telegram retransmission system, the additional provisions contained in C94 to C241 should be observed.
- C79 2.10 Example: *Ordinary private telegram*

<=
ZCZC LPA264 LGE906 PLG408<= ¹
FRXX CO GBLG 020<= ²
LONDON/LG 20 26 1405<=== ³

DUPONT<=
15 RUE DE LA REPUBLIQUE<=
NANTES<===

JOHN AND SUE LEAVE BY ROAD TODAY EXPECTED TO ARRIVE<=
EARLY TOMORROW<=
DAD<=== ⁴

COL 15<=====

NNNN ⁵

¹ Distinguishing letters and/or serial number (C40 to C48).

² The pilot line may be omitted when transmitting to systems that do not demand it.

³ Preamble line, the parts referred to in A48 to A61.

⁴ Minimum of five spaces before the signature.

⁵ Ten letter-shifts follow NNNN, except in relations that do not require them.

C80 2.11 Example: *Multi-page telegram*

<=
 ZCZC GWB608 MKA296 AZT044<=
 GBLV HL URNY 076<=¹
 NEW YORK 76/72 10 1826 PAGE 1/50<===

LT<=
 SOAPBOX<=
 LIVERPOOL<===

00503 YOUR TELEGRAM MODEV6 OF MARCH 1 FOR<=
 GRADUATE VOLUNTEERS GRATEFUL FOR WHAT YOU PROPOSE<=
 STOP WOULD ONLY PRESS FOR THIRD CATEGORY NAMED IF<=
 RESULTS OF RECRUITMENT PERMITTED BUT FOR<=
 PRACTICAL REASONS WOULD BE GLAD IF THEY DID SO<=
 PLEASE TELEGRAPH PROSPECTS FOR EXPORT ACTIVITY<=
 DISTRIBUTION ARRANGEMENTS<===

COL 00503 MODEV6 1<===

AZT044 SOAPBOX PAGE 2/22<===

URGENT X CAN WE SHIP 5000 LBS K685 EX PUK ON<=
 BRAEMAR SAILING LONDON MARCH 18 X CABLE<=
 MACKENZIES KAMPALA IMMEDIATELY<=
 SMITHCO<===²

COL 5000 K685 18<=====

NNNN³

¹ The pilot line may be omitted when transmitting to systems that do not demand it.

² Minimum of five spaces before the signature.

³ Ten letter-shifts follow NNNN except in relations that do not require them.

C81 2.12 Example: *Money order telegram with postal service indications*

<=
 ZCZC AKW112 MDT8067<=
 INBY CJ GBMT 022<=¹
 LONDON/MT 22/21 26 1130<====

MANDAT<=
 2793 AVIS PAIEMENT<=
 BOMBAY<====

BRADFORD 10610 G.-BRET MOHD YOUNAS 500 FIVEHUNDRED RUPEES<=
 M JEAN 1)DE/BIASE 74 APOLLO BUNDO HAPPY BIRTHDAY<====

COL 2793 10610 G.-BRET 500 1)DE/BIASE 74<=====

NNNN²

¹ The pilot line may be omitted when transmitting to systems that do not demand it.

² Ten letter-shifts follow NNNN except in relations that do not require them.

C82 2.13 Example: *Postal cheque telegram*

<=
 ZCZC ABC123 BBAA8371<=
 FRPA CJ CHBX 014<=¹
 BERN/1/SCHANZENPOST 14 15 1105<====

VIREMENT<=
 34688<=
 PARIS<====

ANTON SCHMIDT 30-53998 BERNE 500 CINQCENTS FRANCS FRANCAIS<=
 PIERRE DUBOIS 56-231089<====

COL 34688 30-53998 500 56-231089<=====

NNNN²

¹ The pilot line may be omitted when transmitting to systems that do not demand it.

² Ten letter-shifts follow NNNN except in relations that do not require them.

3. *Reception*

- C83 3.1 When reception is unintelligible the receiving operator shall interrupt the transmitting office or cause the transmission to be interrupted.
- C84 3.2 To interrupt transmission from an office, transmit a succession of letters **P** or figures **0** or, on duplex circuits, transmit a call followed by the abbreviation **BK** and an audible signal which may be repeatedly transmitted.
- C85 3.3 When interrupting the transmitting office, the reason for the interruption shall be given (paper, multilined, etc.) and the last word, to which a question mark must be added, or the number of the last telegram correctly received **LR ...**) shall be indicated.
- C86 3.4 The sending operator shall go back and continue the transmission from that word or telegram, after having been instructed to continue by **GA**, **RPT AA ...**, etc.
- C87 3.5 If there is a difference between the number of actual words shown in the preamble line and the number received, the operator shall send an **RQ** to the transmitting office, indicating the serial number of the telegram in question, the abbreviation **CK**, the number of words received, and the first letter of each word and the first figure of each number. In telegrams with more than ten actual words it is admissible to indicate each fifth or tenth actual word instead of the first letter or figure of each word or group. In this case the indicated words shall be preceded by the abbreviation **FVS** (fives) or **TNS** (tens) respectively. For the words behind the last indicated fives or tens, the first letter of each word or the first figure of each number shall be given. If the sending operator has simply made an error in transmitting the number of words, he shall reply by a **BQ** indicating and confirming the actual number of words; if not, he shall rectify by an appropriate **BQ** the passage found to be incorrect according to the words and/or initial letters or figures of the words received.
- C88 3.6 In telegrams divided into pages, the receiving operator shall give only the necessary information for the page containing the error.
- C89 3.7 Examples of **RQ** and **BQ** for transmission to an office where tape-printers are in use for reception.

RQ 186 CK 8 JCRB2DW4 +
RQ 187 CK 17 FVS 210 WINDOW CARGO C F +
RQ 188 RPT ... +
BQ 187 CK 17 OK +

- C90 3.8 In **RQ** and **BQ** for transmission to an office where page-printers are used for reception, the layouts shown in examples C91 and C92 may be used. Where it has been agreed otherwise the procedure in C93 applies.
- C91 3.8.1 Example: **RQ**

<=
ZCZC LAJ913 QLB619<=
HXHK CN GBLB 000<=¹
LONDON/LB<===

RQ<=
HONGKONG<===

JAL836/AKZ429/13 LT BENBOW LONDON<=
4TH ZCD<=====

NNNN²

¹ The pilot line may be omitted when transmitting to systems that do not demand it.

² Ten letter-shifts follow **NNNN** except in relations that do not require them.

C92 3.8.2 Example: BQ

<=
 ZCZC JAL861 XYZ137<=
 GBLB CN HXHK 000<=¹
 HONGKONG<===

 BQ<=
 LONDON/LB<===

 LAJ913/QLB619/13 JAL836/AKZ429/13 LT<=
 BENBOW LONDON 4TH 0935<=====

NNNN²

¹ The pilot line may be omitted when transmitting to systems that do not demand it.

² Ten letter-shifts follow NNNN except in relations that do not require them.

C93 3.8.3 RQ and BQ can also be transmitted to offices using page-printers for reception in the form shown in C87 to C89, but shall then be preceded by a carriage-return, a line-feed and a letter-shift and shall be terminated by — instead of the final cross — a carriage-return, ten line-feeds and ten letter-shifts.

V. Special provisions for gentex operations

1. General provisions

C94 1.1 The gentex network is made up of telegraph offices of the countries participating in the service (gentex offices), of switching centres and of telegraph channels connecting the offices to switching centres and the switching centres to one another. Either tape-printing or page-printing teleprinters are used for transmission and reception.

C95 1.2 When page-printing teleprinters are provided for the transmission and/or reception of telegrams the particular provisions and the format of C157 to C161 must be observed.

2. Routing

C96 2.1 Instructions for the routing of telegrams appear in the routing lists available to operators.

C97 2.2 Telegrams to an office that appears in the routing list shall be routed to the gentex office listed as serving that office, account being taken of C99, if appropriate.

C98 2.3 Telegrams to an office that does not appear in the routing list shall be routed in accordance with the instructions given at the beginning of the routing list of the country in which the office is located.

C99 2.4 Telegrams to limited service gentex offices shall be routed in accordance with the instructions appearing against these offices in the routing lists.

3. *Answer-back codes*

- C100 3.1 The answer-back code used in the gentex service includes:
- C101 3.1.1 the figures representing the call number;
- C102 3.1.2 for large offices, when necessary, one or two letters identifying the position;
- C103 3.1.3 name (in full or abbreviated) of the office;
- C104 3.1.4 one or two letters identifying the country (see C107).
- C105 3.2 The answer-back code of special positions dealing with service notes and advices, when they exist, includes the group of letters **INQ** (standing for *inquiries*) after the name of the office.
- C106 3.3 The answer-back code of specialized incoming positions for overflow traffic includes the group of letters **DEB** (standing for *débordements*) after the name of the office but does not include the call number.
- C107 3.4 The letter or letters identifying the country are shown, for each country, in column 3 of the *Routing Table for Offices Taking Part in the Gentex Service* (Recommendation F.93).

4. *Responsibility of transmitting or receiving stations*

- C108 4.1 The operator in the calling station is primarily responsible for the transmission of telegrams. If a telegram fails to arrive or if its text is multiluted, he will have to prove that he has followed the correct procedure.
- C109 4.2 He can provide this proof by producing the original of the telegram, the local record if there is one and by verifying that the called station's answer-back code was received without error.
- C110 4.3 The operator manning a position is responsible for seeing that there is enough paper in the machine, that the inking system is fully serviceable, and that the machine is switched to *engaged* while the ribbon and paper are being replaced. Furthermore, the operator of the receiving station shall eliminate any erroneous passages.

5. *Procedures before transmission of a telegram*

- C111 5.1 At the calling station, the telegram may be provided with a reference number, which will be transmitted before the preamble line and will serve as an additional means of identifying the telegram if required.
- C112 5.2 To set up the call with the required office, the operator of the calling station proceeds, according to the rules of his network, to obtain the required number, which is made up of:
- the prefix giving access to the called country from the calling station;
 - the number of the called office.
- C113 5.3 Having set up the call, the operator at the calling station brings into operation the answer-back device in the station obtained, together with that of his own station when these two operations are not automatically controlled by the equipment in the calling or called country. The operator at the calling station checks the answer-back code he obtains against that of the required office and, if they correspond, he then begins to transmit the telegram.
- C114 5.4 If the answer-back code received is not the code expected, the reason may be one of the following:
- C115 5.4.1 the answer-back code belongs to an overflow position which can receive the telegram; transmission of the telegram can therefore begin;
- C116 5.4.2 a wrong station has been obtained. The operator sends the signal **BK**, gives the clearing signal, and again tries to put the call through to the office required.
- C117 5.5 Should this fresh attempt end in reception of the answer-back code of a position which is not an overflow position and does not belong to the office required, the operator shall proceed in accordance with C126 and C127.
- C118 5.6 If the calling station receives the busy signal, the call shall be repeated after approximately two minutes. If the second call is unsuccessful, a third call shall be made after a further two minutes. If the busy signal is again received, telegrams shall be diverted to that telegraph office in the same country shown in the routing list as the office required in such cases.

- C119 5.7 When a call is sent to a gentex office in a country providing diversion to an overflow position, connection with the required gentex office or an overflow position may be delayed. The operator of the calling station is informed thereof by reception of **MOM**. He will then await subsequent routing of his call.

6. *Actual transmission of a telegram*

- C120 6.1 When communication has been established with the desired telegraph office or with an overflow position, the telegram shall be transmitted in the manner described in C55 to C69 or C159 to C161. The routine repetition shall always be effected by the operator at the calling station.
- C121 6.2 After transmission of the telegram, the operator obtains the answer-back code of the called station and then transmits his own.
- C122 6.3 For interconnection between a gentex office and a telegram retransmission centre see C227 to C241.

7. *Procedures following transmission of a telegram*

- C123 7.1 Following the exchange of answer-back codes, the operator of the calling station gives the clearing signal.

8. *Series transmission*

- C124 8.1 When a calling station has several telegrams for the same office, once the calling station has made contact with that office, the operator checks the answer-back code in accordance with C113, and then transmits the telegrams one after the other taking into account C120 and, if appropriate, C227 to C241. In this case, one exchange of the answer-back codes takes place between the end of one telegram and the beginning of the following one.

9. *Reception of telegrams*

- C125 9.1 The called station checks the telegram or telegrams received in accordance with the provisions of A199 to A201. If correction is necessary a request must be sent by **RQ** note to the transmitting office (see C142 to C151). When receiving from a telegram centre the request must be sent as prescribed in C220 to C223.

10. *Abnormal conditions before transmission*

- C126 10.1 Should the operator of a calling station notice, during the setting up of a call, anything that seems to him due to faulty lines or equipment he shall, if possible, transmit **DER BK** and give the clearing signal.
- C127 10.2 After approximately two minutes, he shall try to call again. If, once again, there are abnormal conditions he shall, if possible, transmit **DER BK**, give the clearing signal, record the abnormal conditions on the telegram or telegrams and dispose of it or them by an alternative route. He shall then report the fault.
- C128 10.3 Should a mutilated answer-back code be received, or should there be no answer-back code at all, the operator shall send **DER BK**, give the clearing signal and proceed as in C127.

11. *Abnormal conditions during transmission*

- C129 11.1 If the operator at the called station notes any errors in the text of a telegram that is being received, he shall send **P** or zero signals repeatedly until transmission stops. He shall then send **MUT RPT AA ...** (or possibly, the reference number (**SRL NR**) or the handing-in number (**TG NR**) of the first mutilated telegram when a series of telegrams is being received) and the last correctly received word or group. The operator at the calling station shall recommence transmission at the word or group indicated.

- C130 11.2 Should a completely mutilated text be received, including mutilation of the answer-back code of the calling station, an operator noticing this before the call is broken off shall stop the transmission by sending **P** (in either shift) repeatedly until transmission stops. He shall then send **MUT RPT ALL**.
- C131 11.3 If the operator at the called station cannot stop a transmission, or if the text received when the transmission is resumed continues to be mutilated, he shall send **DER BK** and give the clearing signal.
- C132 11.4 If the answer-back code of the called station is not received or is incorrectly received at the end of transmission of a telegram, the calling station sends **DER BK** and gives the clearing signal.
- C133 11.5 The calling station then proceeds once more to call the required office and recommences transmission of the telegram including the service instruction **AMPLIATION** at the end of the preamble line. However, in the case of money order or postal cheque telegrams, the repetition is sent by service advice stating that this money order or postal cheque telegram has already been sent once, and giving the routing of it.
- C134 11.6 The procedure described under C133 above is also applied when the call is accidentally interrupted during transmission by the calling station.
- C135 11.7 If a call is accidentally interrupted during transmission, or if a call has been cleared after transmission of **BK**, the called office holds the texts received until the calling office resumes transmission. If transmission is not resumed within twenty minutes, the called office sends a service note to the calling office, requesting any corrections or repetitions that may be necessary.
- C136 11.8 When a completely mutilated text is received, and the answer-back code of the calling station is also mutilated, if the call has already been cleared, the received text shall be kept for enquiry purposes. The name of the receiving station and the time of receipt shall be marked on the form. Since the receiving station cannot, in such circumstances, transmit a request to the transmitting station, the telegram will be lost if the transmitting station has failed to notice the fault.
- C137 11.9 Shortage of paper can in certain machines cause the clearing signal to be sent automatically. A break in the tape or faulty tape feed shall, where possible, give rise to a local signal if the clearing signal is not sent automatically.

12. *Misrouted telegrams*

- C138 12.1 If during the transmission of a telegram, the receiving operator notices that it has been misrouted:
- C139 12.1.1 When the office of destination is located in the same country as the office receiving it, the latter must accept the telegram and retransmit it to the office of destination.
- C140 12.1.2 When the office of destination is not in the same country as the office receiving the telegram, the receiving operator shall interrupt the transmission and give notice of the routing error.
- C141 12.2 If the fact that the telegram has been misrouted is noticed only after the call has been cleared, the receiving office shall retransmit it without delay and with priority over other telegrams in the same category, to the office of destination, even when the latter is in another country.

13. *Service notes*

- C142 13.1 When reception of a telegram is checked and mistakes are noted, a service note (**RQ**) shall be transmitted to the office that has transmitted the telegram. This latter office transmits the reply by a service note (**BQ**) as quickly as possible.
- C143 13.2 The same treatment shall be given to calls for service notes (**RQ**) or (**BQ**) as to those for a telegram.
- C144 13.3 A request or reply (**RQ**) or (**BQ**) must contain the following indications:
- C145 13.3.1 **RQ** or **BQ** ;
- C146 13.3.2 office to which the **RQ** or **BQ** note is being sent;
- C147 13.3.3 time at which transmission of the telegram has finished (or, if given by the automatic switching equipment, time at which the call was set up);

C148 13.3.4 designation of the telegram in question by the handing-in number (and, if applicable, the reference number) of the telegram followed by that of the operating position that has transmitted the telegram, separated by a fraction bar (e.g. **17/385/TE**);

C149 13.3.5 the request or reply itself.

C150 13.3.6 Examples:

For **RQ**:

RQ LYON 1030 17/385/TE 9 W =CFLAM8ABH +

For **BQ**:

BQ AMSTERDAM 1030 17/385/TE 9 W OK +

For **RQ** (in the case of an irregularity in a page of a long telegram):

RQ LYON 1030 376/TE PAGE 3 =RPT WA ... +

C151 13.4 If a reply to an (**RQ**) note has not been received after a maximum period of 20 minutes, a second (**RQ**) note including the code word **RAFSSO**, shall be transmitted to the calling office. If no reply is received after a further 10 minutes, the telegram shall be sent on marked CTF, and the type of correction indicated (see C52). The same applies when it is obvious from the outset that the clarification of an irregularity will be delayed (for instance, after the closing time of a telegraph office).

14. *Service advices (A)*

C152 14.1 When a telegram is sent on, marked **CTF**, due to a long-delayed reply (**BQ**) to a note (**RQ**), the office to which the **RQ** note has been sent shall be informed of the fact by a service advice (**A**).

C153 14.2 Requests that are transmitted one or more days after the telegram has been received shall be made by means of service advices (**A**).

15. *Use of codes*

C154 15.1 Service notes and advices shall make use of the codes listed in C168 and also the five-letter codes appearing in *Codes and Abbreviations for the Use of International Telecommunication Services* (Recommendation F.92).

C155 15.2 The codes listed in C168 shall also be used when, in exceptional circumstances, operators have to communicate while a call is still connected.

C156 15.3 The expression **UTCOD** (*use the gentex code*) should be used to inform the corresponding office that it is necessary to use the code expression of the gentex service.

16. *Particular provisions for the use of page-printing teleprinters, format converters and/or error correction devices in the gentex service*

C157 16.1 If the necessary arrangements have been made with the other Administrations*, provisions C159 to C167 shall be observed.

C158 16.2 Unless otherwise specified hereafter, the special provisions for gentex operations (see C94 to C156) are applicable.

17. *Traffic between gentex offices equipped with page-printing teleprinters*

C159 17.1 Provisions C70 to C82 or C160 and C161 should be followed, the format being slightly modified to meet the requirements of the gentex service.

C160 17.1.1 Example:

✱<≡¹
 16250Z OSLO N<≡
 4071TC FFM D<≡
 ZCZC 18<≡²
 NOOO CQ DPFF 014<≡³
 FRANKFURT AM MAIN/9 14/13 25 0935<≡≡≡

RP2.50<≡
 INTERFER<≡
 OSLO<≡≡≡

ARRIVING WEDNESDAY KLM FLIGHT 308 KINDLY<≡
 ARRANGE HOTEL RESERVATION<≡
 JUDY<≡≡≡⁴

COL RP2.50 308<≡≡≡≡≡≡≡≡

NNNN✱<≡⁵
 16250Z OSLO N<≡
 4071TC FFM D

¹ Method of operating in accordance with 113 and C123. The symbol ✱ indicates the *Who are you?* signal.

² Transmission serial number.

³ The pilot line may be omitted when transmitting to systems that do not demand it.

⁴ Minimum of five spaces before the signature.

⁵ Ten letter-shifts follow NNNN except in relations that do not require them.

C161 17.2 Administrations* may nevertheless mutually agree to ignore the provision that the transmission should be free of errors.

18. *Interworking between tape-printing and page-printing teleprinters*

C162 18.1 When tape-printing teleprinters are used to transmit page format they should generally be equipped in accordance with Recommendation S.5 and operated in accordance with C70 to C82. When page-printing teleprinters are used to transmit towards tape-printing teleprinters, C70 to C82 or C160 and C161 should be followed.

19. *Special transmission procedures for use with format converters and/or automatic error correction devices*

C163 19.1 Besides the transmission procedure laid down in C120, it is admissible:

C164 19.1.1 that gentex offices equipped with tape-printing teleprinters may use the double hyphen (=, combination No. 22, figure case) whenever the carriage-return and line-feed signals

(combinations Nos. 27 and 28) are used in the format C70 to C82 (notwithstanding C55 to C63). No space is shown between the double hyphen(s) and the following word. These offices will also have to transmit five spaces before the signature;

- C165 19.1.2 that gentex offices, whether equipped with page- or tape-printing teleprinters may also use the error signal **XXXXXX** (at least five times the letter **X** without spacing) joined to the erroneous word, followed immediately by the retransmission correctly of the erroneous word, instead of the error signal **E E E** followed by the repetition of the last word correctly transmitted, as laid down in C68.
- C166 19.2 If a space has been transmitted after the erroneous word the automatic error correction device will not suppress the error; if in this case error-free reception is necessary, the telegram will have to be cancelled by transmitting the expression **ANUL** space **ANUL** and ten double hyphens. The telegram in question must then be transmitted again including all the exchanges of answer-back codes.
- C167 19.3 By mutual agreement between Administrations*, the foregoing procedures may also be adopted when format converters or error-correcting devices are not employed in order to enable operators to observe a uniform transmission procedure.

C168 20. *Service codes and abbreviations to be used in gentex operation*

ABBREVIATION	MEANING
ABS	Telegraph office closed
ADRS	Address
ANH	Congestion
ANUL ...	Delete ...
BK	I cut off
BQ	Reply to RQ
CALL NR	National call number of a gentex office
CCT	Circuit
CFM	Please confirm/I confirm
CK	Please check number of words
CLA	Class of telegram
COL	Collation: Please give/I give routine repetition
CRV	How do you receive?
CTF	Correction to follow
DBL	Double word(s)
DEB	Overflow position
DER	Out of order
DER BK	Out of order, I cut off
DER MOM	Bad reception, do not cut off, we are testing the line
DETR ...	I am re-routing to .../Re-route to .../Alternative route?
DIF	Different
DTE	Date of handing-in
E E E	Error signal
FIG	Figure(s)
FVS	Fives
GA	You may transmit
IND	Answer-back code

ABBREVIATION	MEANING
INQ	Position specializing in the handling of service notes and advices
LTR	Letter(s)
MNS	Minutes
MOM	Please wait!
MOM PPR	Please wait! I have paper trouble
MUT	Mutilated
NA BK	Correspondence with this telegraph office is not admitted. I cut off
NC	No circuit
NCH	Number changed
NOT R	Not received
NP	The called number is not/no longer in use
NR	Number
OCC	Busy
O/D	Telegraph office of destination
OK	Agreed
OMTD	Omitted
O/O	Telegraph office of handing-in
P (in either shift) repeated	Stop your transmission
PBL	Preamble of telegram
PPR	Paper
QGA	May I transmit?
QOK	Do you agree?
R ...	Received ...
RAFSO	Second application
RAP	I shall call you again
REF ...	With reference to ...
ROUTE	Route to .../I am routing to .../Route?
RPFR	Please prepare your reperforator
RPFR TXT	Prepare your reperforator because of long or difficult text or because of telegrams having the same text
RPT	Repeat please/I repeat
RPT AA ...	Repeat all after ...
RPT AB ...	Repeat all before ...
RPT ALL	Repeat the whole telegram
RPT BN ...	Repeat all between ... and ...
RPT SRL NR ...	Repeat reference number given by the transmitting office ...
RPT TG NR	Repeat telegram number
RPT TXT	Repeat text
RPT WA ...	Repeat word after ...
RPT WB ...	Repeat word before ...

ABBREVIATION	MEANING
RQ	Announcement of a request
SIG	Signature
SRL NR	Reference number given by a gentex transmitting office
SVIN	Service indication
SVP	Please
TCHN	Technical service/I shall advise the technical service
TEST MSG	Please send a test message
TG	Telegram
TG NR ...	Telegram number given by the handing-in office ...
TNS	Tens
TPLE	Triple word(s)
TPR	Teleprinter
TXT	Text
UTCOD	Use the gentex code
W	Word(s)
WEFXU	Waiting reply to our service advice
WTG	We are waiting/I am waiting
XXXXX	Error signal
+?	I have finished my transmission. Do you wish to transmit?

VI. Special provisions for the telegram retransmission system

1. General provisions

- C169 1.1 The offices where telegrams enter or leave the telegram retransmission system are linked to at least one retransmission centre; such offices are described as *linked* offices. In the case of a particular telegram, the linked office through which the telegram enters the system is known as the linked entry office, the linked office through which the telegram leaves the system is known as the linked exit office. These offices may be identical with the office of origin or destination of the telegram.
- C170 1.2 The provisions of this Chapter have been drawn up for fully automatic working but may be used for semi-automatic and manual working.
- C171 1.3 Each telegram must be treated independently, even if several telegrams for the same destination arrive in series at a linked entry office.

2. Telegram format

- C172 2.1 The first line of the telegram (known as the numbering line) shall be preceded by a carriage-return, a line-feed and a letter-shift. The numbering line shall start with:
- C173 2.1.1 *The start-of-message signal (SOM)*
- C174 2.1.1.1 This signal is made up by the sequence of combinations **ZCZC** followed by:
- C175 2.1.2 *The channel sequence number*
- C176 2.1.2.1 Telegrams transmitted over a channel shall be numbered according to a series of numbers for each channel. The channel sequence number will therefore be composed of three letters characteristic of the channel used (channel indicator) followed by a number showing the order of this

telegram in the series sent over this channel. The channel sequence numbers shall be in sequence from 001 to 999 and change automatically from 999 to 001 at the end of a numbering cycle.

C177 2.1.2.2 When the telegram passes from one channel to another in a network each new channel sequence number shall be inserted immediately after the start-of-message signal. The channel sequence numbers will appear in the numbering line of the telegram in the opposite order to that in which the telegram passed through the network.

C178 2.1.2.3 The channel sequence number shall be transmitted as:

- space;
- three letters constituting the channel indicator;
- figure-shift;
- three figures constituting the number in the series on the channel.

C179 2.1.2.4 Service advices, and **XQ**, **BQ**, **RQ**, will be numbered in the channel series unless agreed otherwise by the Administrations and recognized private operating agencies concerned. The channel sequence number(s) is followed by:

C180 2.1.3 *The telegram identification group (TIG)*

C181 2.1.3.1 The telegram identification group enables the office of origin to recognize the telegram. This group must not exceed 15 printing characters, which may be composed of any combination of letters and/or figures. (The necessary shifts must, of course, be added to the group, but no space may be introduced as the presence of a space is liable to cause only the part of the group following this space to be regarded as the telegram identification group.)

C182 2.1.3.2 The telegram identification group shall be transmitted as:

- space;
- letter-shift (if necessary);
- not more than 15 printing characters;

followed by:

C183 2.1.4 *End of line*

- carriage-return;
- line-feed;

which will mark the end of the numbering line, followed by:

C184 2.2 The second line of the telegram (known as the pilot line) shall start with:

C185 2.2.1 *The destination indicator*

C186 2.2.1.1 This indicator is extracted from the *List of Destination Indicators and Telex Network Identification Codes*, issued by the ITU, and consists of four letters; the first two characterize the destination country (or a particular network in the destination country and the following two letters characterize an office of that country).

C187 2.2.1.2 The destination indicator shall be transmitted as:

- letter-shift;
- four letters;

followed by:

C188 2.2.2 *The priority and tariff indicator*

C189 2.2.2.1 This indicator consists of two letters.

C190 2.2.2.2 The *first letter* will designate priority of transmission according to the following table:

- A Telegrams relating to safety of life (**SVH**)
- Telegrams relating to the application of the United Nations Charter (**ETATPRIORITENATIONS**)
- Service telegrams or advices relating to serious interruption of telecommunication routes
- ADG**

- B** Government telegrams with priority (**ETATPRIORITE**)
 Meteorological telegrams (**OBS**)
 Service telegrams with urgent transmission and delivery
 Service advices with urgent transmission and delivery
 Paid service advices
 Ordinary private telegrams with urgent transmission and delivery
RCT telegrams with urgent transmission and delivery
 Press telegrams with urgent transmission and delivery
- C** Service telegrams
 Service advices
 Telegrams giving confirmation of delivery
 Government telegrams other than those indicated under **B** or **H**
 Ordinary private telegrams
RCT telegrams
 Press telegrams
- H** Letter telegrams (including government letter telegrams)

This table takes account of the order of transmission given in A171 to A181.

C191 2.2.2.3 A telegram that has been abnormally delayed can be upgraded to a higher priority group. Such promotion can be effected only in the linked entry office; in this case, a category **H** telegram could be marked **C** and a category **C** telegram marked **B**, but a telegram with lower priority than **A** can never be promoted to category **A**.

C192 2.2.2.4 The *second letter* will designate the tariff class to be used according to the following table:

- D** Press telegrams with urgent transmission and delivery
- E** **EFM** telegrams
- G** **GLT** telegrams
- J**¹ Money order and postal cheque telegrams
- K** Government telegrams where preferential rate is to be charged
- L** Letter telegrams
- M** Meteorological telegrams
- N** Non-chargeable telegrams
- O** Ordinary private telegrams
- P** Press telegrams
- Q**¹ Telegrams involving special accounting features
- R** **RCT** telegrams
- U** Telegrams (other than **RCT** and press telegrams) with urgent transmission and delivery
- V**¹ Divided telegrams
- X** For use by transit offices when inserting the pilot line on transit telegrams
- Y** Government full-rate telegrams
- Z** Government letter-rate telegrams

¹ where there is a choice of tariff indicator the one marked with a ¹ takes precedence.

C193 2.2.2.5 The priority and tariff indicator shall be transmitted as:

- space;
- two letters;

followed by:

C194 2.2.3 *The origin indicator*

C195 2.2.3.1 The origin indicator consists of four letters; the first two will be the same as those used in the destination indicators for the originating Administration or network; the third and fourth will represent:

C196 a) a particular city or town within that country or network; or

C197 b) the office or department to which service correspondence regarding the telegram should be addressed.

C198 2.2.3.2 The origin indicator shall be transmitted as:

— space;

— four letters;

followed by:

C199 2.2.4 *The number of chargeable words*

C200 2.2.4.1 The number of chargeable words shall be transmitted in the form of a three-figure number (for example **009**) using the number of chargeable words shown in the preamble line (not the minimum) for the telegram in question (see C214). For a non-chargeable telegram the number **000** will be shown.

C201 2.2.4.2 The number of chargeable words shall be transmitted as:

— space;

— figure-shift;

— three figures;

followed by:

C202 2.2.5 *A customer identification group* (optional): characterizing the customer for accounting purposes. This group can be composed of any combination of letters and/or figures. It will not be transmitted beyond the first retransmission centre.

C203 2.2.5.1 The customer identification group shall be transmitted as:

— space;

— the customer identification group;

followed by:

C204 2.2.6 *End of line*

— carriage-return;

— line-feed;

which will mark the end of the second line (pilot line), followed by:

C205 2.3 The third line (known as the preamble line) followed by the remainder of the telegram. The preamble line, service indications, if any, the address, the text, the signature and/or routine repetition, if any, shall be transmitted taking into account C70 to C78 and using the format shown in C79 to C82, C91, C92 and C224 to C226.

C206 2.4 *The end-of-message signal (EOM)* shall be transmitted as:

— letter-shift;

— **NNNN**;

— ten letter-shifts (except when not required).

C207 2.5 If the operator, in preparing a telegram, detects an error in the set-up of the numbering line or the pilot line, he must destroy the part already started, the operator shall send the code expression **ANUL** space **ANUL** followed by ten line-feeds and the end-of-message signal.

3. *Procedure for telegrams of more than 300 words*

- C208 3.1 Telegrams of more than 300 actual words shall be divided into separate telegrams of 300 actual words, plus one telegram for the remainder, unless this remainder is less than 10 words.
- C209 3.2 This division shall be made by the Administration*; it shall not be the sender's responsibility.
- C210 3.3 When the original telegram has been divided, the resulting telegrams shall:
- C211 3.3.1 be transmitted in accordance with C172 to C207; where the service indication **RPx** and/or the service instruction **PERCEVOIR** are included in the original telegram they shall only be shown on the first division of the telegram;
- C212 3.3.2 bear the special tariff indicator **V**. In such cases this tariff indicator will replace the tariff indicator that would have been shown had the telegram not been divided;
- C213 3.3.3 be paged in accordance with C75 but the pages shall be numbered in a continuous series for all the divisions of the original telegram and not in a separate series for each division of the telegram;
- C214 3.3.4 bear the same telegram identification group and the same preamble line; the number of chargeable words shown in the pilot line shall be the number for that division of the telegram.
- C215 3.4 An example for treatment of a long telegram of more than 300 words is given in C225.

4. *Treatment of re-runs and put-backs*

4.1 *Definitions*

C216 4.1.1 *Re-run*

The repetition, between two directly connected centres or offices, of one or more telegrams that have previously been sent.

C217 4.1.2 *Put-back*

Stopping a transmission on a channel, recommencing at a particular telegram previously transmitted and continuing from there.

4.2 *Procedures to be followed*

- C218 Re-runs and put-backs should only consist of information that was initially transmitted. Requests for re-runs will only occur between the directly connected centres concerned. Telegrams so repeated shall be transmitted under their original channel sequence numbers only.
- C219 4.2.2 When put-back and re-run procedures are no longer possible, the request for a copy of an individual telegram should be included in a service advice to the office sending the series (or the office of origin, if appropriate) which should embody the copy in the text of a reply service advice (see D50).
- C220 4.2.3 In the case of mutilation or other irregularities in a received telegram, the procedure shall be as follows:
- C221 4.2.3.1 If there is a mutilation to the text of a telegram, a difference between the number of actual words shown in the preamble line and the number received or a discrepancy in the routine repetition, the incident will be dealt with by end-to-end servicing (see D23) since the mutilation or discrepancy will be noted in practice only at the linked exit office.
- C222 4.2.3.2 If there is a mutilation to a channel sequence number which may be noted automatically when entering an office, a request for re-run, either by means of **RQ** or by service advice, as applicable, indicating the queried sequence number will be sent to the preceding office, which will then re-run the telegram in question.
- C223 4.2.3.3 For inquiries about a telegram whose telegram identification group has been mutilated, investigations will be made by going back along the route from office to office and by identifying the telegram by means of operating information (channel sequence numbers, number of words, etc.).

5. *Examples of the recommended format*C224 5.1 *Example of a telegram with less than 50 words*

<=
 ZCZC GEB099 WY79<=¹
 GBLD HL URWA 012 57825<=^{2,3}
 WASHINGTON DC 12 13 1205<===

LT<=
 MIDBANK<=
 LONDON/EC1<===

FORWARD SOONEST PRESENT ACCOUNT BALANCE<=
 JONES NUMBER 78A765<=
 JOHNSON<===⁴

COL LONDON/EC1 78A765<=====

NNNN⁵

¹ Not more than 15 printing characters for the identification group of the telegram.

² The pilot line may be omitted when transmitting to systems that do not demand it.

³ The customer identification group will not be transmitted beyond the first retransmission centre.

⁴ Minimum of five spaces before the signature.

⁵ Ten letter-shifts follow NNNN, except in relations that do not require them.

C225 5.2 *Example of a telegram of more than 300 words divided into two individual telegrams*

FIRST PAGE

<=
 ZCZC GEB099 WY79<=¹
 GBLD HV URWA 302 57825<=^{2,3}
 WASHINGTON DC 438/436 13 1205 PAGE 1/50<===

LT<=
 MIDBANK<=
 LONDON/EC1<===

text<===

COL LONDON/EC1<=====

SECOND PAGE

WY79 MIDBANK PAGE 2/50<===

text<===

COL ...<=====

THIRD PAGE

WY79 MIDBANK PAGE 3/50<===

text<===

COL ...<=====

.....

SIXTH PAGE

WY79 MIDBANK PAGE 6/50<===

text<===

COL ...<=====

NNNN⁵

SEVENTH PAGE

<=

ZCZC GEB102 WY79<=¹

GBLD HV URWA 136 57825<=^{2,3}

WASHINGTON DC 438/436 13 1205 PAGE 7/50<=====

LT<=

MIDBANK<=

LONDON/EC1<=====

text<=====

COL LONDON/EC1<=====

EIGHTH PAGE

WY79 MIDBANK PAGE 8/50<=====

text<=====

COL ...<=====

NINTH PAGE

WY79 MIDBANK PAGE 9/36<===

text<=

signature<===⁴

COL ...<=====

NNNN⁵¹ Not more than 15 printing characters for the identification group of the telegram.² The pilot line may be omitted when transmitting to systems that do not demand it.³ The customer identification group will not be transmitted beyond the first retransmission centre.⁴ Minimum of five spaces before the signature.⁵ Ten letter-shifts follow NNNN, except in relations that do not require them.C226 5.3 *Examples for RQ, BQ (or XQ) (see also notes a to d)*

<=

ZCZC LAJ913 QLB619 RQ000<=

HXHK CN GBLB 000<=¹

LONDON/LB<===

RQ<=

HONGKONG<===

JAL836/AKZ429/13 LT BENBOW LONDON<=

4TH ZCD<=====

NNNN²

<=

ZCZC JAL861 XYZ137 BQ000<=

GBLB CN HXHK 000<=¹

HONGKONG<===

BQ<=

LONDON/LB<===

LAJ913/QLB619/13 JAL836/AKZ429/13 LT<=

BENBOW LONDON 4TH 0935<=====

NNNN²¹ The pilot line may be omitted when transmitting to systems that do not demand it.² Ten letter-shifts follow NNNN, except in relations that do not require them.

Notes. — a) The two letters **RQ**, **BQ** (and **XQ**) as appropriate shall form the first two letters of the telegram identification group in the first line;

b) the routine repetition is not required; it may be transmitted by Administrations* that want to give this further protection to their traffic;

c) **RQ**, **BQ** and **XQ** will be numbered in the normal series, unless otherwise agreed by the Administrations* concerned;

d) the preamble line may be reduced to the office of origin only.

6. *Interworking between the telegram retransmission system and the gentex network*

- C227 6.1 The special provisions for gentex operation (C94 to C168), except as specified below, will be applied to traffic between gentex telegraph offices and telegram retransmission centres in both directions.
- C228 6.2 Administrations* will designate the gentex offices open to traffic with telegram retransmission centres and will publish this information in the *Routing Table for Offices Taking Part in the Gentex Service* (Recommendation F.93) and in the *List of Indicators for the Telegram Retransmission System and Telex Network Identification Codes* (Recommendation F.96).
- C229 6.3 The format and arrangements described in C172 to C226 shall apply except that channel sequence numbering is not applicable in either direction on the channels connecting the two systems.
- C230 6.4 In the direction gentex to telegram retransmission system the telegram identification group, which will immediately follow the start-of-message signal, shall be composed of two letters identifying the originating country or Administration (in accordance with Recommendation F.96), the call-number of the gentex office followed by one or two letters identifying the gentex position and the serial number of the telegram which that position is transmitting. The group shall not include a space nor exceed 15 printing characters.
- C231 6.5 In the direction telegram retransmission system to gentex all preceding channel sequence numbers and the telegram identification group will be transmitted.
- C232 6.6 The transmission of each telegram should be immediately preceded and followed by the exchange of the answer-back codes.
- C233 6.7 By mutual agreement of the Administrations* concerned the gentex call number of the office of destination may be entered into the pilot line immediately following the number of chargeable words and separated from it by a space.
- C234 6.8 *Exceptions to provisions C55 to C168*
- C235 6.8.1 The signals, service codes and abbreviations (bell signal, **RPFR**, **MOM**, etc.) proper to the gentex service to announce or to draw attention to an abnormal situation must not be used.
- C236 6.8.2 Except where otherwise agreed, only the clearing signal may be used to interrupt transmission. In this case the calling station shall recommence transmission at the beginning of the interrupted telegram.
- C237 6.8.3 The service notes **RQ/BQ/XQ** should be transmitted in the form of service advices.
- C238 6.8.4 An error noted after the end-of-message signal **NNNN** has been sent will be corrected by sending a service advice.
- C239 6.8.5 Except where otherwise agreed, the answer-back code of the receiving station correctly received at the end of transmission serves as proof of reception for all classes of telegrams.
- C240 6.8.6 Repetition of a telegram that has already been completely transmitted will be effected in the form of a service advice (see D32 to D39 and D50). The service instruction **AMPLIATION** is not used (see C133).

- C241 6.9 *Example of the recommended format for transmission between the gentex network and the telegram retransmission system*

✱<≡
 1299RC NYC UI<≡
 4144A DARMST D<≡
 ZCZC DP4144A154<≡¹
 UINY HQ DPDA 028<≡²
 JUGENHEIM A D BERGSTRASSE 28/25 12 1926<≡≡≡

LT RP20.00<≡
 MISS GISELLA COHEN 67 BROADSTREET<≡
 NEWYORK(10004)<≡≡≡

1000 DOLLARS CABLED TO NEWYORK THROUGH SWISS<≡
 BANK CORPORATION STOP PLEASE CABLE IF NOT<≡
 RECEIVED LOVE<≡
 DADDY<≡≡≡³

COL RP20.00 67 NEWYORK(10004) 1000<≡≡≡≡≡≡≡≡≡

NNNN^{4,5} ✱<≡
 1299RC NYC UI<≡
 4144A DARMST D

¹ In the direction gentex to telegram retransmission system only the telegram identification group shall be transmitted. In the direction telegram retransmission system to gentex all preceding channel sequence numbers and the telegram identification group will be transmitted.

² The pilot line may be omitted when transmitting to systems that do not demand it.

³ Minimum of five spaces before the signature.

⁴ Ten letter-shifts follow NNNN, except in relations that do not require them.

⁵ The symbol ✱ indicates the *Who are you?* signal.

DIVISION D

TELEGRAPH SERVICE CORRESPONDENCE

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DIVISION D

TELEGRAPH SERVICE CORRESPONDENCE

I. Telegraph service correspondence

1. Definitions

- D1** 1.1 *Service telegrams* are telegrams that relate to public international telecommunication and are exchanged between:
- D2** 1.1.1 Administrations;
- D3** 1.1.2 Recognized private operating agencies;
- D4** 1.1.3 Administrations and recognized private operating agencies;
- D5** 1.1.4 Administrations and recognized private operating agencies on the one hand and the Secretary-General of the ITU on the other hand.
- D6** 1.2 *Service advices* relate to details of service or to the working of circuits and telegraph offices and to transmission of traffic. They shall be exchanged between telegraph offices.
- D7** 1.3 *Paid service advices* are initiated by the sender or addressee of any telegram to give instructions or to obtain information about that telegram.

II. Service telegrams, service advices and paid service advices

1. General provisions

- D8** 1.1 Service telegrams and service advices must be used only where essential and must be worded as briefly as possible. Telegraph offices and all persons authorized to use service telegrams shall take all necessary steps to restrict, so far as practicable, the number and length of those telegrams.
- D9** 1.2 Service telegrams may be exchanged between Administrations and recognized private operating agencies on the one hand and the Secretary-General of the ITU, the Chairman of the Administrative Council of the ITU, the Director of the CCITT, the Director of the CCIR and the Chairman of the IFRB and all persons authorized to use service telegrams on the other hand relating to the official business of the ITU.
- D10** 1.3 They shall be expressed in French or in English unless the Administrations* concerned have agreed to use another language.
- D11** 1.4 They shall be transmitted free of charge in all relations except in the cases specified in D14.⁹⁾

* or recognized private operating agency/agencies.

⁹⁾ It is agreed that recognized private operating agencies shall not be obliged to accept free of charge service telegrams originating in or destined for the United States of America and Canada or in transit through the United States of America or Canada that do not concern operation of the telegraph service and have not been sent by or addressed to an Administration* actually operating an international telegraph service.

- D12 1.5 Service telegrams and service advices shall be denoted by one of the following service indications:
- 1.5.1 service telegrams or advices relating to serious interruption of telecommunication routes — **ADG**
 - 1.5.2 service telegrams or advices with urgent transmission and delivery — **AURGENT**
 - 1.5.3 service telegrams or advices — **A**
- D13 1.6 The priority of transmission of service telegrams, service advices and paid service advices is shown in A171 to A181.
- D14 1.7 The provisions of this Chapter shall not be considered as authorizing the free transmission by mobile radio stations of service telegrams relating exclusively to the telegraph service, nor the free transmission over the telegraph system of service telegrams relating exclusively to the service of mobile stations, nor the free transmission by any telecommunication route of service telegrams on the business of a competing route.
- D15 1.8 By agreement between the Administrations* concerned, the free use of the telephone and telex services may be authorized by these Administrations* for the transmission of service telegrams and service advices and for the exchange of calls relating to the working of the international telegram service. These calls shall then be regarded as service calls.
- D16 1.9 By way of reciprocity, the agreements mentioned in D15 may provide that, in the same relations, the telephone and telex services may use free of charge the telegram service conducted by the Administrations* for the transmission of telegrams relating to the working of the international telephone and telex services. These telegrams shall then be regarded as service telegrams.

2. *Service telegrams*

- D17 2.1 Service telegrams must contain in the preamble line the name of the office of origin, the number of actual words and the date and time of issue or handing in. Service telegrams may have a signature. (See D51.)
- D18 2.2 Service telegrams must bear a registered address (see A109).
- D19 2.3 The text of service telegrams may be expressed in secret language in all relations.

3. *Service advices and paid service advices*

3.1 *General provisions*

- D20 3.1.1 The object of a service advice concerning a telegram already transmitted or in course of transmission is in most cases either to correct an error or to give instructions about the telegram. Such service advices are initiated by one of the offices having taken part in the transmission of the original telegram.
- D21 3.1.2 During the minimum period for preservation of records, after first, if necessary, establishing their status and identity, the sender or the addressee (or their authorized representative) of any telegram that has been transmitted may, by paid service advice, either:
- a) give instructions as to the delivery of the telegram, or
 - b) have information obtained as to the identity of the sender.
- D22 3.1.3 Paid service advices shall be denoted by one of the following service indications:
- 3.1.3.1 paid service advice — **ST**
 - 3.1.3.2 reply to a paid service advice — **RST**

3.2 *Procedure*

3.2.1 *End-to-end servicing*

- D23 3.2.1.1 End-to-end servicing is a mode of operation in which the service advices and paid service advices are passed between the office of origin and the office of destination of the relevant telegram without interception at transit offices for the purposes of adding the serial and/or the channel sequence numbers of the original telegram as references.
- D24 3.2.1.2 This mode of operation should be used whenever practicable.

3.2.2 *Follow-on service advices*

D25 3.2.2.1 A follow-on service advice is a voluntary correction or inquiry initiated by the office of origin of the subject telegram. The originating office shall quote as reference the following particulars of the original telegram (see D56):

- D26 a) the serial numbers shown in the numbering line together with the date (the number(s) and date in one group separated by a fraction bar);
- D27 b) the service indications (if any);
- D28 c) the name of the addressee;
- D29 d) the address (excluding the office of destination);
- D30 e) the signature (if any).

D31 3.2.2.2 The service advice should, as far as practicable, be forwarded on the same route as the original telegram. Transit offices may add their own serial number to the references given.

3.2.3 *Return service advices (including paid return service advices)*

D32 3.2.3.1 A return service advice is a notification or an enquiry (request service advice) initiated by the office receiving a telegram or a reply (reply service advice) to a service advice received.

D33 3.2.3.2 Return service advices (except reply service advices, see D37) shall quote as references the following particulars of the original telegram:

- D34 a) all the serial numbers shown in the numbering line together with the date (the number(s) and date in one group separated by a fraction bar);
- D35 b) service indications (if any);
- D36 c) the name of the addressee.

D37 3.2.3.3 In reply service advices the reference numbers and the date should be those of the request service advice followed by a space and the references of the subject telegram given in the request service advice.

D38 3.2.3.4 Return service advices shall be addressed to the office of origin of the subject telegram or the request service advice.

D39 3.2.3.5 Any transit office that can, without inconvenience or delay, collect the information needed for acting on the service advice shall do so, otherwise it shall send the service advice on to its destination.

3.3 *Wording*

D40 3.3.1 Service advices and paid service advices must contain in the preamble line the name of the office of origin, the number of actual words and the date and time of issue (see D52). Paid service advices must also include the number of chargeable words.

D41 3.3.1.1 Offices may add to the name of the office of origin the name, in abbreviated form of the branch issuing the service advice;

D42 3.3.1.2 The address part of a service advice or a paid service advice shall include the relevant service indication and the name of the office of destination with, if necessary, the additions mentioned in D41 if any (see D53).

D43 3.3.2 The text of a service advice or a paid service advice shall quote all the particulars necessary to facilitate the tracing of the subject telegram in accordance with D25 to D30 and D32 to D37.

D44 3.3.3 Service advices and paid service advices shall preferably be worded by using the code expressions appearing in *Codes and Abbreviations for the Use of International Telecommunication Services*.

D45 3.3.4 Examples of format and wording of service advices and paid service advices are shown in D52 to D64.

3.4 *Charging of paid service advices*

D46 3.4.1 The sender or the addressee initiating a paid service advice must guarantee the payment of the following sums:

D47 3.4.1.1 the cost of the telegram conveying the request (at the rate of an ordinary private telegram);

D48 3.4.1.2 if necessary, the cost of a reply telegram (at the rate of an ordinary private telegram). In this case a charge equivalent to seven words must be collected for the reply.

3.5 *Diversions*

D49 3.5.1 If interruptions have intervened on the route followed by the original telegram, the office transmitting the service advice on another route shall, if practicable, mark the service advice **DEVIE**. In addition, the service advice must include particulars of the route used by the original telegram. In this case, the reply service advice must be transmitted by the same route as the original service advice if the route followed by the original telegram has not yet been re-established at the time when the reply service advice is sent.

3.6 *Repetition of a telegram*

D50 3.6.1 Where a repetition of an individual telegram is required by an office using the special provisions for the telegram retransmission system, the request shall be included in a service advice to the office sending the series (or the office of origin, if appropriate). The repetition should be included in the text of a reply service advice deleting any start-of-message and end-of-message signals on the subject telegram.

III. Examples of format and wording of service correspondence

D51 (see D17 and D18)

<=
 ZCZC GHA402 SVC529<=
 GBLB CN HXSV 000<=
 HONGKONG x 6 0838<===

A<=
 POETE<=
 LONDON<===

text<=
 signature<===

COL ...<=====

NNNN (ten letter-shifts)

D53 (see D41 and D42)

<=
 ZCZC LBA123 SG42<=
 INBY CN GBLB 000<=
 LONDON/MRC x 4 1030<===

A<=
 BOMBAY<===

text<===

COL ...<=====

NNNN (ten letter-shifts)

x indicates number of actual words.

D52 (see D40)

<=
 ZCZC GHA444 SVC711<=
 GBBM CN HXSV 000<=
 HONGKONG x 6 0840<===

A<=
 BIRMINGHAM<===

text<===

COL ...<=====

NNNN (ten letter-shifts)

D54 (see A243)

<=
 ZCZC ASV632 LHZ221 QLH53<=
 GJBA CN GBLH 000<=
 LONDON/LH 7 19 1841<===

A<=
 BAHRAIN<===

ZLH082/VSA197/COF5259/19TH JOHNSTON<=
 14/A VICTORIASTREET RUCOS<===

COL ZLH082/VSA197/COF5259/19TH 14/A<=====

NNNN (ten letter-shifts)

D55 (see A246)

<=
 ZCZC ZLH971 VSA197 LD39<=
 GBLH CN GJBA 000<=
 BAHRAIN 8 20 1005<===

A<=
 LONDON/LH<===

ASV632/LHZ221/QLH53/19TH ZLH082/VSA197/COF5259/19TH<=
 JOHNSTON JEHA 144/A VICTORIASTREET<===

COL LONDON/LH ASV632/LHZ221/QLH53/19TH<=
 ZLH082/VSA197/COF5259/19TH 144/A<=====

NNNN (ten letter-shifts)

D56 (see A246 and D25 to D30)

<=
 ZCZC AWL927 QLBU556<=
 NGLS BN GBLB 000<=
 LONDON/LB 15/12 4 0945<===

ST<=
 LAGOS<===

AWL737/TLB663/4TH LT SMITH 66 VICTORIAROAD<=
 SIGN FRED JEHA 166 VICTORIAROAD<===

COL AWL737/TLB663/4TH 66 166<=====

NNNN (ten letter-shifts)

D57 (see A250)

<=
 ZCZC HGA456 LDC222 QLD12<=
 HXSX CN GBLD 000<=
 LONDON/LD 5 19 1145<===

A<=
 HONGKONG<===

CLD234/GHB197/CA2653/18TH SCHMIDT PYSAT<===

COL CLD234/GHB197/CA2653/18TH<=====

NNNN (ten letter-shifts)

D58 (see A376)

<=
ZCZC ASV673 RBA918 HA71<=
GJBA BQ WBBN 020<=
BARBADOS 20 19 1155<===

URGENT PC<=
EARL PO BOX 763<=
BAHRAIN<===

URGENT HAVE YOUR AUTHORITY PURCHASE<=
LANDTRACT 263/B BEFORE MIDDAY BARBADOS TIME 23RD<=
BRYANT<===

COL 763 263/B 23RD<=====

NNNN (ten letter-shifts)

D59 (see A377)

<=
ZCZC BRA936 VSA266 LD63<=
WBBN CN GJBA 000<=
BAHRAIN 8 20 0935<===

CR<=
BARBADOS<===

ASV673/RBA918/HA71/19TH URGENT PC EARL<=
DELIVERED 19/1830<===

COL ASV673/RBA918/HA71/19TH 19/1830<=====

NNNN (ten letter-shifts)

D60 (see A378)

<=
ZCZC ASV276 MRZ001<=
GJBA CN GBMR 000<=
MANCHESTER 8 20 1050<===

CR<=
BAHRAIN<===

ZMR363/VSA636/AC240/19TH PC MERCER<=
DELIVERED HOTEL 19/1830<===

COL ZMR363/VSA636/AC240/19TH 19/1830<=====

NNNN (ten letter-shifts)

D61 (see A380)

<=
ZCZC ZGW198 VSA628 LD86<=
GBGW CN GJBA 000<=
BAHRAIN 10 20 1145<===

CR<=
GLASGOW<===

ASV499/GWZ276/PF29/18TH PC MACPHERSON PASSENGER<=
TRANSMITTED TO SHIP 19/0735<===

COL ASV499/GWZ276/PF29/18TH 19/0735<=====

NNNN (ten letter-shifts)

D62 (see A400)

<=
 ZCZC HGA125 BMC130<=
 HXSV CN GBBM 000<=
 WOLVERHAMPTON 14 20 1330<===

CR<=
 HONGKONG<===

GW19/CGW245/GHB397/LC6621/19TH PC BURNS 143 CLYDEBANK GLASGOW<=
 REFORWARDED 73 WALSALLROAD WOLVERHAMPTON DELIVERED 20/0920<===

COL GW19/CGW245/GHB397/LC6621/19TH<=
 143 73 20/0920<=====

NNNN (ten letter-shifts)

D63 (see A410)

<=
 ZCZC BRA831 BSC425 X45<=
 WBBN CN GBBS 000<=
 BRISTOL 13 20 1400<===

A<=
 BARBADOS<===

BD8/ZBD086/RBA981/T1021/18TH BARBADOS TRUEMAN<=
 REDIRECTED TO 61 WELLSROAD BRISTOL/8<=
 RAJFU COLLECT xx<===

COL BD8/ZBD086/RBA981/T1021/18TH<=
 61 BRISTOL/8 xx<=====

NNNN (ten letter-shifts)

D64 (see A392)

<≡

ZCZC HGC224 QLBB477<≡

HXSV CN GBLB 000<≡

BRIGHTON 13 23 1830<≡≡≡

A<≡

HONGKONG<≡≡≡

POTAS/H53/23RD/BLD123/PRB456/HPA789/HX4472/19TH FSDEPARISBONN<≡

BOOTH REFORWARDED TO 19 HAYESROAD BRIGHTON RAJFU COLLECT xx<≡≡≡

COL POTAS/H53/23RD/BLD123/PRB456/HPA789/HX4472/19TH<≡

19 xx<≡≡≡≡≡≡≡≡

NNNN (ten letter-shifts)

Recommendation F.2**INSTRUCTIONS FOR THE INTERNATIONAL
PUBLIC TELEGRAM SERVICE***(Geneva, 1976)*

The CCITT,

considering Resolution No. 1 of the World Administrative Telegraph and Telephone Conference (Geneva, 1973),

unanimously declares the view

1. that Administrations* should apply the detailed operational procedures laid down in the *Instructions for the International Public Telegram Service*;
2. that these *Instructions* consist of Recommendation F.1 and Recommendation F.42.

Recommendation F.10**CHARACTER ERROR RATE OBJECTIVE
FOR TELEGRAPH COMMUNICATION
USING 5-UNIT START-STOP EQUIPMENT**

*(based on former Recommendations F.10 and F.11
as shown in Volume II.B of the Green Book; Geneva, 1976)*

The CCITT,

considering

- a) that it would be useful to have a common standard for assessing the quality of telegraph communications;
- b) that the error rate of a telegraph communication (definition 33.19, *List of Definitions of Essential Telecommunication Terms*, ITU, Geneva, 1961) would be suitable for this purpose;
- c) that a defined error rate objective should be established;
- d) that all forms of current wideband transmission techniques have intrinsic characteristics that make some errors economically unavoidable;
- e) that occasional bursts of errors occur (errors that are concentrated into a relatively short time interval, i.e. seconds);

unanimously declares the view

- 1. that the quality of service must be the same for telegraph communication in the public telegram service, the telex service and the leased circuit service;
- 2. that the objective, irrespective of transmission media and intervening equipment, should be an error rate not greater than 3 in 100 000 alphabetic telegraph signals transmitted;
- 3. that the error rate objective should have not less than a 95% probability;
- 4. that, in the determination of error rate, measurements should be made for relatively long time periods, i.e. for at least several hours (see *Note 1*);
- 5. that the effects of operator error rates (e.g. in the public telegram service) and of local ends and their terminations (e.g. teleprinters) should be excluded when determining the error rate.

Note 1. — The minimum time interval should include the busy hour and be of at least 12 hours duration.

Note 2. — The absolute value for the error rate objective requires further study.

SECTION 2

THE GENTEX NETWORK

Recommendation F.20

THE INTERNATIONAL GENTEX SERVICE

(based on former Recommendations F.20 and F.22 as shown in Volume II-B of the Green Book; Geneva, 1976)

The CCITT,

unanimously declares the view

- i) that the following provisions should be adopted for the gentex service;
- ii) that Administrations* should make arrangements for their offices to apply these provisions.

1. *General*

1.1 The gentex network is made up of telegraph offices, switching centres and telegraph channels, interconnecting the offices to switching centres and the switching centres to each other.

1.2 The gentex network is operated by fully automatic switching.

1.3 Gentex signalling shall be in accordance with CCITT Recommendations relative to telegraph switching technique.

2. *Call-numbers and answer-back codes*

2.1 Unless other arrangements are made, the call-number dialled by a gentex office to call a gentex office in another country is made up of:

- the prefix giving access to the called country from the calling country;
- the call number of the called office, which must comprise figures only; up to a maximum of 8 figures; the call from the national network or another number especially selected for the purpose.

2.2 The answer-back codes of the equipment used in the gentex service are made up of 20 signals.

2.3 The composition of answer-back codes shall be in accordance with the provisions of Recommendation F.21.

3. *Equipment of positions in telegraph offices*

3.1 Transmitting or receiving positions in the gentex service shall be equipped with tape-printing or page-printing teleprinters using International Telegraph Alphabet No. 2, possessing an answer-back unit and able to work, if necessary, in simplex.

* or recognized private operating agency/agencies.

3.2 Positions shall be equipped for the following:

- the setting-up of calls;
- the clearing of calls;
- reception of the bell (figure J) signal;
- an alarm or transmission of the clearing signal if the paper runs out.

3.3 As far as possible, these positions shall also be equipped to signal the following:

- equipment out of service;
- tape broken;
- faulty tape feed.

3.4 In an office, the positions used in the gentex service can be grouped into those specializing in transmission and those specializing in reception. Administrations* shall arrange this specialization so that the incoming grade of service shall not be less than the CCITT recommended limits.

3.5 Both-way and incoming-only positions in the same office shall all have a common call-number. When one of these positions is engaged or faulty, a call arriving at that office shall be directed to a free position in the same group.

4. Routing lists

4.1 All countries taking part in the gentex service shall draw up a routing list containing information about the routing of traffic, and shall supply this list to the ITU for distribution to the other countries concerned. This list shall comprise:

- a) the telegraph offices connected to the gentex network. The sign \diamond shall precede the name of every office taking part in telegram transmission only; but available for a direct call when service correspondence (RQ BQ) has to be exchanged;
- b) offices that, while not connected, normally deal with a fair amount of international traffic.

4.2 Routing lists should be of the A4 size (210 × 297 mm) and should contain the following information:

- a) in the first column, the alphabetical list of the offices chosen in accordance with 4.1 above (names of telegraph offices connected to the gentex network are in heavy type);
- b) in the second column, the call-number of the gentex office to be called for routing traffic to the office shown in the first column, with no restriction sign (a space is left in this column for inserting the prefix or prefixes to obtain access to the country concerned);
- c) in the third column, the answer-back codes of the offices connected to the gentex network, or of the gentex office serving an office that is not connected to this network (without the characteristic letter or letters of the specialized receiving positions);
- d) in the fourth column, the service hours of offices connected to the gentex network or of the gentex office serving an unconnected office, or the indication *office which merely transmits*; service hours are given in local time. Some offices work different hours on Sundays and public holidays, in which case the column is sub-divided and a list of public holidays is given at the beginning of the list. The abbreviations used in this column have the following meanings:

N = office permanently open (day and night)
 P = office with extended service
 — = office closed

- e) in the fifth column, the name of the gentex office that should be called for alternative routing when the office given in the third column is closed, out of order or engaged. This information may also be provided in the preliminary note.

4.3 This list shall be preceded by a preliminary note indicating the routing of telegrams to offices not mentioned in the list.

TABLE 1/F.20

GERMANY (Fed. Rep. of)

Bureau télégraphique <i>Telegraph office</i> Oficina telegráfica	Central gentex desservant le bureau <i>Gentex office serving the office</i> Central gèntex que sirve la oficina					Détournement en cas de clôture du service, d'occupation ou de dérangement du central gentex <i>Alternative routing when the gentex office is closed, engaged or out of order</i> Desviación en caso de cierre del servicio, de ocupación o de avería de la central gèntex	
	Pré- fixe <i>Pre- fix</i> Pre- fijo	N° d'appel <i>Call No.</i> N.º de llamada	Indicatif <i>Answer-back code</i> Distintivo	Heures de service (H.E.C.) <i>Service hours (C.E.T.)</i> Horas de servicio (H.E.C.)			
				Lundi au Vendredi <i>Monday to Friday</i> De lunes a viernes	Samedi <i>Saturday</i> Sábado		Dimanches et jours fériés <i>Sundays and holidays</i> Domingos y días festivos
1	2	3	4a	4b	4c	5	
Aachen	8311	8311 AACHEN D	N	N	N	7711 FREIB D	
Aalen, Wuertt	7411	7411 ULM D	N	N	N		
Achern, Baden	7511	7511 OFFBG D	07-22	07-22	07-19		
Ahrensburg	2071	2071 HAMB D	N	N	N		
	2031*	2031 HAMB D					
Alfeld, Leine	9111	9111 HAN D	N	N	N	4811 GSSN D	
	9031*	9031 HAN D					
Alsdorf, Rheinl	8311	8311 AACHEN D	N	N	N		
Alsfeld	4911	4911 FULDA D	07-22	07-22	07-21		
Altena, Westf	3111	3111 DTMD D	N	N	N		
	3031*	3031 DTMD D				5111 MCHN D 5031* MCHN D	
Altoetting	5611	5611 TRAUN D	07-22	07-20	07-20		
Amberg, Oberpf	6511	6511 RGSB D	N	N	N		
Andernach	4411	4411 KBLZ D	N	N	N		
Ansbach, Mittelfr	6111	6111 NBG D	N	N	N		
	6031*	6031 NBG D				3111 DTMD D 3031* DTMD D	
Arnsberg, Westf	3811	3811 MESCH D	07-22	07-22	07-22		
Arolsen	9411	9411 KASSEL D	N	N	N		
Aschaffenburg	4071	4071 FFM D	N	N	N		
	4031*	4031 FFM D					
Augsburg	5311	5311 AUGSB D	N	N	N	3111 DTMD D 3031* DTMD D	
Backnang	7111	7111 STGT D	N	N	N		
	7031*	7031 STGT D	N	N	N		
Bad Aibling	5111	5111 MCHN D	N	N	N		
	5031*	5031 MCHN D					
Bad Berleburg	3211	3211 SIEGEN D	07-22	07-22	07-22	3111 DTMD D 3031* DTMD D	
Bad Ems	4411	4411 KBLZ D	N	N	N		

* Positions de réception avec téléimprimeurs sur page — *Receiving positions with page-printers* — Posiciones de recepción con teleimpresores en página.

4.4 When certain important gentex offices possess specialized positions to deal with service notes and advices, or specialized positions for the reception of fault notices, the call-numbers and answer-back codes of such positions shall appear in an annex to the routing list.

4.5 If a gentex exchange is equipped with an automatic test-phrase transmitter (with or without distortion) the call-number of such a transmitter shall also be indicated in this annex.

4.6 Examples of the first part of a routing list and this annex appear in Tables 1/F.20 and 2/F.20 respectively.

TABLE 2/F.20

NUMÉROS D'APPEL DES POSITIONS SPÉCIALISÉES EN RÉP. FÉD. D'ALLEMAGNE
 CALL NUMBERS OF SPECIALIZED POSITIONS IN FED. REP. OF GERMANY
 NÚMEROS DE LLAMADA DE LAS POSICIONES ESPECIALIZADAS EN REP. FED. DE ALEMANIA

Service Service Servicio	Numéro d'appel Call Number Número de llamada	Texte des émetteurs d'indicatifs Text of answer-back codes Texto de los transmisores de distintivo
1	2	3
Position de renseignement — <i>Information position</i> — Posición de información: Frankfurt am Main Hamburg	4058 2058	4058 FFM INF 2058 HAMB INF
Position de réception des avis de dérangement — <i>Position for reception of faulty notices</i> — Posición de recepción de avisos de avería: Frankfurt am Main Hamburg	4051 2051	4051 FFM TCHN 2051 HAMB TCHN
Position de mesure de la distorsion arithmique — <i>Position for the measurement of start-stop distortion</i> — Posición de medida de la distorsión aritmética: Frankfurt am Main Hamburg	4054 2054	410961 TPRMPL 210961 TPRMPL
Emetteur central de texte avec distorsion — <i>Central transmitter of text with distortion</i> — Transmisor central de texto con distorsión: Frankfurt am Main Hamburg	4041 2041	pas d'émetteur d'indicatif <i>no answer-back code</i> no hay transmisor de distintivo
Emetteur central de texte sans distorsion — <i>Central transmitter of text without distortion</i> — Transmisor central de texto sin distorsión: Frankfurt am Main Hamburg	4045 2045	

5. *Telegram routing*

5.1 Telegrams to an office that, whether or not connected to the gentex network, appears in the routing list shall be routed using the call number shown in the List.

5.2 Telegrams to an office that does not appear in the routing list shall be routed in accordance with the instructions given at the beginning of the routing list of the country in which the office is located.

6. *Overflow*

6.1 Administrations* may make arrangements for calls to be automatically routed to overflow positions when all the receiving positions of a called office are busy.

7. *Prohibition of communications with telex subscribers in other countries*

7.1 An office connected to the gentex network shall not, under any circumstances, call a telex subscriber in another country. Where possible this prohibition shall be effected by the switching equipment.

7.2 Arrangements should also be made to prevent telex subscribers from obtaining access to gentex offices.

8. *Operation of the gentex service*

8.1 The gentex service shall be operated in accordance with provisions C94 to C168 in Recommendation F.1.

Recommendation F.21

COMPOSITION OF ANSWER-BACK CODES FOR THE INTERNATIONAL GENTEX SERVICE

*(Geneva, 1958; amended at New Delhi, 1960,
Geneva, 1964, 1972 and 1976)*

a) The answer-back code sent by teleprinter equipment in the gentex service should provide as much useful information as possible for the operational services. Procedures for checking answer-back codes should be simple and speedy because the average time taken to transmit the text of a telegram in the gentex system is about one minute and this means that roughly every minute three answer-back codes have to be checked by the operator (two at the beginning of the telegram, the answer-back code of the station obtained and the answer-back code of the calling station, and one at the end: the answer-back code of the station obtained).

b) The answer-back code in the international gentex service should therefore include the call-number of the office and as much of the name of this office as possible.

c) It is also essential to show in the answer-back code one or two characteristic letters of the country in which the teleprinter equipment is situated, for the worst routing mistake is that of sending a telegram to the wrong country.

d) Administrations* may identify, by additional letters in the answer-back code, not only the office but also the nature of the position in the office (outgoing position, incoming position), or the identity of the position among all similarly specialized positions, so as to facilitate the location of any faults in the equipment or the tracing of any telegrams in dispute.

e) The initial letters of the alphabet: **A**, **B**, **C**, etc., are to be used for identifying specialized outgoing positions and one of the final letters of the alphabet **Z**, **Y**, **X**, etc. for identifying specialized incoming positions. For very large offices, where groups of machines having the same specialized function, outgoing or incoming, may comprise more than 12 machines, it will be necessary to use additional specialization letters:

- T** to indicate a position specializing in transmission;
- R** to indicate a position specializing in reception.

f) If an office that uses letters denoting specialization is also equipped with combined incoming/outgoing positions, such positions will be identified by the same specialization letter as the incoming positions.

g) Should outgoing or incoming groups comprise more than 26 machines, the letters **S** and **Q**, denoting outgoing or incoming specialization respectively, may be used in conjunction with the letters **T** and **R**, thus increasing the possibility of identification in a group of machines to 52.

h) In the case of overflow positions, they must indicate very clearly the name of the office obtained, for this name belongs to an office other than the one called. For this purpose, the call-number of the overflow office will not appear in the answer-back code of such a position, so as to leave space for the name of the office as complete as possible and the characteristic indication **DEB**, which has been chosen to denote *overflow*.

i) Because machines in the gentex service can be page-printing machines, it is necessary to provide carriage-return and line-feed signals at the beginning of the answer-back code and for technical reasons the last character of the answer-back code must be the letter-shift signal.

In view of the above, the CCITT *unanimously declares the view*

1. that answer-back codes of machines used in the international gentex service should be made up of 20 signals;

2. that, for machines other than those used on positions specialized for receiving overflow traffic, the series of 20 signals in the answer-back code should, in principle, be as follows:

- carriage-return,
- line-feed,
- figure-shift,
- the figures of the call-number by which the office is to be called when a telegram is sent to it; [in some large offices a position (or group of positions) may specialize in dealing with service advices, and in this case it is provided with a special call-number and answer-back code — see 6. below.]
- letter-shift,
- space,
- letters indicating as explicitly as possible the name of the office,
- space,
- the characteristic letters of the name of the country, in accordance with the code listed under 9. below,
- letter-shift;

Note. — Some teleprinters are permanently arranged to transmit letter-shift as the first character of the answer-back. In this case the letter-shift should precede the carriage-return and will reduce the number of characters available for the name of the office by one.

3. that, for Administrations* that wish to give the specialization and identity of the positions with which equipment is associated in large offices, the series of 20 signals in the answer-back code should be made up as follows, according to the size of such offices:

- carriage-return,
- line-feed,
- figure-shift,
- the call number as indicated under 2. of this Recommendation,

- letter-shift,
- one or two letters chosen in accordance with Table A/F.21,
- space,
- the name of the office,
- space,
- the characteristic letters of the name of the country,
- letter shift;

TABLE A/F.21

Size of office	For a specialized outgoing position	For a specialized incoming position
Large office	one letter from A to L	one letter from Z to O
Very large office	the letter T and one letter from A to Z	the letter R and one letter from A to Z
Exceptionally large office	the letter T or the letter S and one letter from A to Z	the letter R or the letter Q and one letter from A to Z

4. if, in the exchanges referred to in 3. above, combined incoming/outgoing positions are used in addition to specialized incoming or outgoing positions, the answer-back codes of these combined positions should be composed in the same way as the answer-back codes of a specialized incoming position;

5. the specialization letter T should be preferred to the letter S and the letter R to the letter Q ; the letters S and Q should be used only when such use is justified by the exchange equipment;

6. that, for the positions specialized in dealing with service messages, the series of 20 signals of the answer-back code should be as follows:

- carriage-return,
- line-feed,
- figure-shift,
- the call-number of the specialized position or group of positions,
- letter-shift,
- space,
- the name of the office,
- space,
- letters INQ ,
- letter-shift;

7. that, for positions specialized in the reception of overflow traffic, the series of 20 signals in the answer-back code should be as follows:

- carriage-return,
- line-feed,
- letter-shift,
- position identification letter(s),
- space,
- the name of the office,
- space,
- letters **DEB**,
- letter-shift;

8. that, if an answer-back code does not fill the 20 places available, the unused places should be filled by the necessary number of space signals between the name of the office and the country code;

9. that the characteristic letters of names of countries should be the same as the telex network identification code shown in the *List of Destination Indicators and Telex Network Identification Codes* with the exception of the countries below, which use the characteristic letters shown:

CS Czechoslovakia
GB United Kingdom

I Italy
L Luxembourg

Recommendation F.23

GRADE OF SERVICE FOR LONG-DISTANCE INTERNATIONAL GENTEX CIRCUITS

*(formerly CCIT Recommendation F.18, Geneva, 1956;
amended at Geneva, 1976)*

The CCITT,

considering

that the main purpose of the gentex service is to ensure that traffic shall be passed without delay, whilst also ensuring a sufficient use of groups of long-distance international circuits intended to carry traffic,

unanimously declares the view,

that the grade of service corresponding to a loss probability of 1 in 50, as set out in Table B, Recommendation F.64, should apply to the groups of long-distance international circuits used in the gentex service.

Recommendation F.24**AVERAGE GRADE OF SERVICE FROM COUNTRY TO COUNTRY
IN THE GENTEX SERVICE***(New Delhi, 1960)*

- a) Recommendation F.23 gives a recommended grade of service for groups of long-distance international circuits used in the gentex service.
- b) However, it would be helpful for outgoing countries to be certain that gentex calls can be put through with a loss probability sufficient to maintain the grade of gentex service without delay working.
- c) Small offices connected to the gentex network cannot ensure, at the incoming end, a very high grade of service, otherwise their equipment would be uneconomically used.
- d) It is sufficient for an outgoing country to be able to count on an average grade of service for all gentex calls to a given incoming country.

In view of the foregoing, the CCITT *unanimously declares the view:*

- 1. that it is helpful to define an average grade of service between countries for gentex calls;
- 2. that this grade of service should be expressed as the proportion of calls that reach the incoming country participating in the gentex service, but that fail to get through to its gentex stations; and
- 3. that this grade of service should not involve more than an average of 1 lost call in 10 during the busy hour on a normal day. Calls routed to an overflow position are considered as successful calls.

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SECTION 3

THE TELEGRAM RETRANSMISSION SYSTEM

Recommendation F.30

USE OF VARIOUS SEQUENCES OF COMBINATIONS FOR SPECIAL PURPOSES

(New Delhi, 1960; amended at Geneva, 1964, 1972 and 1976)

The CCITT,

unanimously declares the following views:

1. When it is necessary to provide for switching of telegrams to different routes in semi-automatic or fully automatic telegram retransmission systems, the beginning and ending of each telegram are identified by the insertion of start-of-message and end-of-message signals.
2. The start-of-message signal consists of the sequence **ZCZC** in letter case.
3. The end-of-message signal consists of the sequence **NNNN** in letter case;
4. The equipment that recognizes the start-of-message and end-of-message signals may be designed to do so by searching only for the sequence of four combinations corresponding to **ZCZC** or **NNNN** respectively (i.e. combinations 26, 3, 26, 3 or 14, 14, 14, 14 in International Telegraph Alphabet No. 2 regardless of whether they are in letter or figure case).
5. Table 1/F.30 lists other sequences of combinations used for special purposes.

TABLE 1/F.30

Purpose of sequence	Sequence of combinations	Printed indication		Recommendation reference
		Letter case	Figure case	
Connection of reperforator (or equivalent device)	3 3 3 3	CCCC	::::	S.4
Disconnection of reperforator (or equivalent device)	6 6 6 6	FFFF	Note 1	S.4
Suppression of delay signals	8 8 8 8	HHHH	Note 1	S.4, U.22
Ready for test	11 11 11 11	KKKK	(((R.79, R.79 bis
End of message or enabling of delay signals	14 14 14 14	NNNN	,,,,	F.1, F.31, S.4, U.22
Connection of data equipment	19 19 19 19	SSSS	'''	S.15
Error signal	24 24 24 24 24	XXXXX	/////	F.1 (C165)
Start of message	26 3 26 3	ZCZC	+ : + :	F.1, F.31
End of telegram	26 26 26 26	ZZZZ	+ + + +	S.4

Note 1. — As noted in Recommendation F.1, C8, the figure case of combinations 6, 7 and 8 are available for the internal service of each Administration or recognized private operating agency.

Recommendation F.31**TELEGRAM RETRANSMISSION SYSTEM**

*(Geneva, 1964; amended at Mar del Plata, 1968,
Geneva, 1972 and 1976)*

a) For the routing of telegram traffic Administrations* can use the *Telegram Retransmission System*. This system comprises a network of interconnected telegram retransmission centres, which carry out the switching and retransmission functions. The indications needed to route the telegram are included with the telegram when it enters the system and are retransmitted with the telegram from one centre to another.

b) The offices where telegrams enter or leave the telegram retransmission system are linked to at least one retransmission centre; such offices are described as *linked* offices. In the case of a particular telegram, the linked office through which the telegram enters the system is known as the linked entry office; the linked office through which the telegram leaves the system is known as the linked exit office.

c) The present Recommendation has been drawn up for fully automatic working, but may be used for semi-automatic and manual working.

d) To facilitate world-wide operation of the telegram retransmission system, to simplify the transfer of telegrams between the retransmission network and other networks and to enable the switching and accounting equipment needed for the retransmission centres to be designed, the CCITT

unanimously declares the following view

1. Each telegram must be treated independently, even if several telegrams for the same destination arrive in series at a linked entry office.

2. The format to be used in preparing the telegram for transmission shall be as follows:

2.1 The heading of the telegram shall start with the *numbering line* preceded by a carriage-return, a line-feed and a letter-shift. The numbering line consists of:

2.1.1 *The start-of-message signal (SOM)*

This signal is made up by the sequence of combinations Nos. 26, 3, 26, 3 of International Telegraph Alphabet No. 2 (ZCZC) followed by:

2.1.2 *The channel sequence number*

Telegrams transmitted over a channel shall be numbered according to a series of numbers for each channel. The channel sequence number will therefore be composed of three letters characteristic of the channel used (channel indicator) followed by a number showing the order of this telegram in the series sent over this channel. The channel sequence numbers shall be in sequence from **001** to **999** and change automatically from **999** to **001** at the end of a numbering cycle.

When the telegram passes from one channel to another in a network, each new channel sequence number shall be inserted immediately after the start-of-message signal. The channel sequence numbers will appear in the numbering line of the telegram in the opposite order to that in which the telegram passed through the network.

The channel sequence number shall be transmitted as:

- space;
- three letters constituting the channel indicator;
- figure-shift;
- three figures constituting the number in the series on the channel.

* or recognized private operating agency/agencies.

Service advices and **XQ**, **BQ**, **RQ**, will be numbered in the channel series unless agreed otherwise by the Administrations and recognized private operating agencies concerned. The channel sequence number(s) is followed by:

2.1.3 *The telegram identification group (TIG)*

The telegram identification group enables the office of origin to recognize the telegram. This group must not exceed 15 printing characters, which may be composed of any combination of letters and/or figures. In the special case of a telegram from the gentex network to the telegram retransmission system, the telegram identification group will be the only reference in the numbering line and will consist of two letters identifying the originating country or a particular network therein (in accordance with Recommendation F.96), the call number of the gentex office followed by one or two letters identifying the gentex position and the serial number of the telegram which that position is transmitting. (The necessary shifts must of course be added to the group, but no space must be introduced as the presence of a space is liable to cause only the part of the group following this space to be regarded as the telegram identification group.)

The telegram identification group shall be transmitted as:

- space;
- letter-shift (if necessary);
- not more than 15 printing characters;

followed by:

2.1.4 *End of line*

- carriage-return;
- line-feed;

which will mark the end of the numbering line, followed by:

2.2 The second line of the heading is the *pilot line* which consists of:

2.2.1 *The destination indicator*

This indicator is extracted from the *List of Destination Indicators and Telex Network Identification Codes* issued by the ITU, and consists of four letters; the first two characterize the destination country (or a particular network in the destination country) and the following two letters characterize an office of that country (see also 5. below).

The destination indicator shall be transmitted as:

- letter-shift;
- four letters;

followed by:

2.2.2 *The priority and tariff indicator*

This indicator consists of two letters chosen in such a way that the priority letters of the indicator differ from each other by at least two unit elements and the same letter does not appear twice in the same indicator, thus reducing the possibilities of error.

The first letter will designate the priority of transmission and the second letter will designate the tariff class to be used.

The letters used for the priority indicators are **A**, **B**, **C**, and **H**. Those used for the tariff indicators are **D**, **E**, **G**, **J**, **K**, **L**, **M**, **N**, **O**, **P**, **Q**, **R**, **U**, **V**, **X**, **Y** and **Z**. Letters **F**, **I**, **S**, **T** and **W** are available for assignment when required. The meaning given to the letters is shown in Recommendation F.1, C190 and C192. Administrations* may agree mutually to accept additional tariff indicators.

A telegram that has been abnormally delayed can be upgraded to a higher priority group. Such promotion can be effected only in the linked entry office of the telegram retransmission system; in this case, a category **H** telegram could be marked **C** and a category **C** telegram marked **B** but a telegram with a lower priority can never be promoted to category **A**.

The priority and tariff indicator shall be transmitted as:

- space;
- two letters;

followed by:

2.2.3 *The origin indicator*

The origin indicator consists of four letters; the first two will be the same as those used in the destination indicators for the originating Administration or network; the third and fourth will represent:

- a) a particular city or town within that country or network; or
- b) the office or department to which service correspondence regarding the telegram should be addressed.

Administrations* may select the last two letters to satisfy the requirements of their internal organization but where there is more than one entry point to a country or network from any station the choice of letter combinations must be negotiated with that station where they differ from the destination indicator for the office in question. Administrations* that take advantage of this facility should notify the CCITT of the origin indicators in use in their system.

The origin indicator shall be transmitted as:

- space;
- four letters;

followed by:

2.2.4 *The number of chargeable words*

The number of chargeable words shall be transmitted in the form of a three-figure number (for example **009**) using the number of chargeable words shown in the preamble line (not the minimum) for the telegram in question (see 3.4 below). For a non-chargeable telegram the number **000** will be shown.

The number of chargeable words shall be transmitted as:

- space;
- figure-shift;
- three figures;

followed by:

2.2.5 *A customer identification group* (optional): This group characterizes the customer for accounting purposes and can be composed of any combination of letters and/or figures. It will not be transmitted beyond the first retransmission centre.

The customer identification group shall be transmitted as:

- space;
- the customer identification group;

followed by:

2.2.6 *End of line*

- carriage-return;
- line-feed;

which will mark the end of the second line (pilot line), followed by:

2.3 The third line of the heading is the *preamble line* and shall be transmitted as shown in Recommendation F.1, A 191 to A 195, including any service instructions, followed by:

- carriage-return;
- three line-feeds;

followed by:

2.4 *The address part*

2.4.1 *The service indication line* (where required)

Any service indications should be placed on a separate line immediately before the address. Each indication shall be transmitted as one word, if there are several indications they will be separated from each by a space.

The service indication line is transmitted as:

- letter-shift (if necessary);
- the service indications;
- carriage-return;
- line-feed;

followed by:

2.4.2 *The address lines*

Each line of the address must not exceed 43 characters (including spaces). The office of destination (as it is shown in the *List of Telegraph Offices*) must always appear by itself as the last line.

The address of a telegram shall be transmitted as:

- letter-shift (if necessary);
- the address (one or more lines as required);
- carriage-return;
- line-feed;
- name of the office of destination;
- carriage-return;
- three line-feeds;

followed by:

2.5 *The text part*

2.5.1 *The text* shall be transmitted as:

- letter-shift (if necessary);
 - text;
 - carriage-return;
 - line-feed
(if signature present)
- or — three line-feeds
(if no signature present);

2.5.2 *The signature* shall be transmitted as:

- minimum five spaces;
- signature;
- carriage-return;
- three line-feeds, or if there is no routine repetition, ten line-feeds.

2.6 *The routine repetition* shall be transmitted as:

- **COL** ;
- space;
- collated groups;
- carriage-return;
- ten line-feeds.

2.7 *The end-of-message signal (EOM)* shall be transmitted as:

- letter-shift;
- **NNNN** ;
- ten letter-shifts (except where not required).

2.8 *Format examples*

The Annex gives an example of the format of a typical ordinary private telegram showing all the functional signals. Formats of other telegrams will be found in Recommendation F.1.

3. *Procedure for telegrams of more than 300 words*

3.1 Telegrams of more than 300 actual words shall be divided into separate telegrams each of 300 actual words, plus one telegram for the remainder, unless this remainder is less than 10 words.

3.2 This division shall be made by the Administration*, it shall not be the sender's responsibility.

3.3 When the original telegram has been divided, the resulting telegrams shall:

3.3.1 be transmitted in accordance with the procedure outlined in 2. above;

3.3.2 bear the special tariff indicator **V**. In such cases this tariff indicator will replace the tariff indicator that would have been shown had the telegram not been divided;

3.3.3 be paged in accordance with Recommendation F.1, C75, but the pages shall be numbered in a continuous series for all the divisions of the original telegram and not in a separate series for each division of the telegram;

3.3.4 bear the same telegram identification group and the same preamble line; the number of chargeable words shown in the pilot line shall be the number for that division of the telegram.

3.4 An example of the format for a telegram of more than 300 words is given in Recommendation F.1, C225.

Note. — Where the service indication **RPx** and/or the service instruction **PERCEVOIR** are included in the original telegram they shall only be shown on the first division of the divided telegram.

4. *Choice of destination indicator*

4.1 The linked entry office of the telegram retransmission network selects the destination indicator to be entered in the pilot line of a telegram.

4.2 Apart from the exceptions given in paragraphs 4.3, 4.4 and 4.5 the destination indicator shall be selected from the *List of Destination Indicators and Telex Network Identification Codes* published by the ITU (see Recommendation F.96) according to the rules in Table 1/F.31.

TABLE 1/F.31 — Rules for selecting the destination indicator

	A A single network in destination country	B Several networks in destination country	C
		Telegram showing routing	Telegram not showing routing
1. Destination town directly connected with telegram retransmission system, or to which a destination indicator is allocated.	Use destination indicator given in the <i>List</i> against the town concerned	Use destination indicator with the two letters for the network in the <i>List</i> followed by the two letters for the town in the <i>List</i>	Use destination indicator with the two letters for <i>unrouted</i> for the country concerned followed by the two letters for the town in the <i>List</i>
2. Other destinations	Use destination indicator <i>all others</i> given in the <i>List</i> for destination country	Use destination indicator with two letters for the network in the <i>List</i> , followed by the two letters corresponding to <i>all others</i> for the country concerned	Use destination indicator with the two letters for <i>unrouted</i> for the country concerned, followed by two letters for <i>all others</i> for the country

4.3 Administrations* wishing to do so may use the destination indicator *all others* (or one of the *all others* indicators) of the country of the office concerned for the telegrams to an office appearing in the list of indicators, but not directly connected to the telegram retransmission network.

4.4 By private agreement between the Administrations* concerned, the destination indicator to be used for each town of a country may be selected from any of the destination indicators for the country according to the internal routing of the country.

4.5 For return service advices, etc., relating to a telegram, the destination indicator shall be the origin indicator given in the telegram.

5. Routing

5.1 Within a telegram retransmission centre, a telegram shall be directed to the following channel in the chain of connections by the destination indicator shown on the pilot line of the telegram, in accordance with the traffic circulation scheme of the telegram retransmission centre.

5.2 If the appropriate subsequent route for the telegram is not connected with the telegram retransmission equipment, the destination indicator shall direct the telegram to a place in the centre where it can be handled and reforwarded.

6. Tolerances as to the format and checking of format

6.1 Switching equipment shall tolerate:

- a space and letter-shift transposition or a space and figure-shift transposition in a sequence normally prescribed as having to be a space followed by a shift;
- the repetition of a function signal, except for the space between the destination indicator and the priority indicator;

- c) the reception of characters between successive end-of-message signals and start-of-message signals (for example: spurious signals, letter-shifts or other functional signals) without affecting the proper functioning of the equipment. (Any transmission from the sending end of a channel between an end-of-message signals and the subsequent start-of-message signal should be limited to those characters that have a function at the receiving end of the channel).

6.2 If a repetition or a transposition in the sequence carriage-return, line-feed, letter-shift separating the numbering line from the pilot line cannot be tolerated by the switching equipment, the telegram affected by such a defect will be directed towards a manual service position.

6.3 Any deviation from the format that might be recognized by a centre and that goes beyond the acceptable tolerances as given herein shall as far as possible be corrected before retransmission to another switching centre.

6.4 If the operator in preparing a telegram detects an error in the set-up of the numbering line or the pilot line, he must destroy the part already set up and start preparation of his telegram again. But if the transmission of these two lines has already started, the operator shall send the code expression ANUL space ANUL followed by ten line-feeds and the end-of-message signal. Any telegram so terminated shall not, if possible, be retransmitted by the first switching equipment to receive it.

7. *Protection against loss of telegrams*

7.1 *Transmission*

7.1.1 Whenever a retransmission is made, a channel sequence number is sent, showing the channel used for retransmission and the sequence of the telegram on that channel.

7.1.2 The numbering procedure to be used if the transmission of the telegram fails and it is terminated by the code expression ANUL ANUL followed by the EOM sequence is the subject of further discussion by Study Group I under Question 4/I.

7.2 *Reception*

7.2.1 A check is made to verify the regular sequence of the channel numbers of telegrams received on each incoming channel. Should there be any irregularity, an alarm will warn the supervisory staff.

7.2.2 The action to be taken with the channel sequence number of a telegram that is terminated by the code expression ANUL ANUL followed by the EOM sequence is the subject of further discussion by Study Group I under Question 4/I.

7.2.3 A check must be made in every retransmission centre, either automatically or by an operator, to prove that every telegram received is retransmitted.

8. *Starting of motors*

8.1 In general the motors of terminal equipment will always be running, at least on intercontinental circuits.

8.2 However, the two Administrations* concerned may agree to operate a channel with terminal equipment fitted with time-delay devices to start and stop the motor. They will agree mutually on arrangements for controlling the start of the motor. The provisions of Recommendation S.7 seem to be the most applicable.

9. *Automatic service procedures*

9.1 *Repetition, re-runs and put-backs*

9.1.1 Repetition, re-runs and put-backs should only consist of information that was initially transmitted. Request for re-runs will only occur between the directly connected centres concerned. Telegrams so repeated shall be transmitted under their original channel sequence numbers only.

9.1.2 If a re-run or repetition of any telegram is given automatically by a telegram retransmission centre, such re-run or repetition should be restricted to that telegram retransmission centre or linked office to which the traffic was initially transmitted, or a centre or linked office to which the traffic has been diverted.

9.2 *Mutilation*

In the case of mutilation of a telegram, the procedure shall be as follows:

9.2.1 if there is a mutilation to the text of a telegram, the incident will be dealt with by end-to-end servicing since the alteration will be noted in practice only at the linked exit office;

9.2.2 if there is a mutilation to a channel sequence number, which may be noted automatically when entering an office, a request for re-run, either by means of **RQ** or by service advice, as applicable, indicating the queried sequence number will be sent to the preceding office on the channel chain, which will then re-run the telegram in question;

9.2.3 for inquiries about a telegram whose telegram identification group has been mutilated, investigations will be made by going back along the route from office to office and by identifying the telegram by means of operating information.

9.3 *Automatic service advices*

9.3.1 Automatic service advices are designed to trigger an automatic action at a telegram retransmission centre. They may or may not be generated automatically, but they shall be numbered in the normal sequence.

9.3.2 Automatic service advices shall contain a pilot line with a special destination indicator composed of the country code followed by **ZZ**; the **B** priority indicator must be used.

9.3.3 A preamble line must appear in these advices, but it may be in an abbreviated form, e.g. a date/time group only.

9.3.4 The text must commence with a 4-letter code designating the action required. Composition of these codes is the subject of further discussion by Study Group I under Question 4/I.

9.4 *Automatically generated notes*

9.4.1 Where automatically generated notes are not numbered in the normal sequence and where automatic action is not required, the numbering line shall be composed as follows:

ZCZC ABC000 or ZCZC XQ

9.4.2 Automatically generated notes are, for example, circuit control notes, continuity checks, etc.

9.5 *Telegram retransmission centre failure*

9.5.1 In the case of a total system failure affecting a telegram retransmission centre, a service note including a numbering line consisting only of **ZCZC XQ** and having a special destination indicator **XQXQ** in the pilot line may be used to notify all connected Administrations*. The message may take the following form:

```
<=
ZCZC→XQ<=
XQXQ→BN→GBSV→ 000<=
081145<===

BK→STOP→TO→LONDON<=====
```

NNNN

10. *Use of tape-printing equipment*

10.1 CCITT Recommendation S.5 should be followed with regard to the use of tape-printing equipment in the telegram retransmission system.

11. *Offices operated semi-automatically or manually*

11.1 For offices that are connected to fully automatic systems, Administrations* should follow as closely as possible the format recommended in this Recommendation.

11.2 Other offices should also follow the recommended format on any telegram that will enter the telegram retransmission system on a second or subsequent link.

ANNEX

(to Recommendation F.31)

Format examples

1. *Ordinary private telegram with service indication (showing all functional signals)*

```

<=
↓ZCZC→AOE↑262→↓LDB↑814→↓PLD↑606<= 1
↓AASD→CO→GBLD→↑018<=
↓LONDON/LD→↑18/16→22→1430<=== 2

↓PC<=
HARRIS→↑2462→↓SOUTHERNHIGHWAY<=
SYDNEY<===

CONGRATULATIONS→ON→YOUR→PROMOTION→AND<=
BEST→WISHES→FOR→THE→FUTURE<=
→→→→JOHN<=== 3

COL→↑2462<=====

↓NNNN ↓↓↓↓↓↓↓↓↓↓ 4

```

¹ Channel sequence numbers and telegram identification group (see 2.1 of this Recommendation).

² Preamble line, the parts referred to in Recommendation F.1, A191 to A195.

³ Minimum of 5 spaces before the signature.

⁴ 10 letter-shifts follow NNNN except in relations where they are not required.

2. *Automatic service advice*

<=
ZCZC PLA123<=
GBZZ BN FRSV 000<=
011043<===

text<=====

NNNN

3. *Automatically generated notes*

<=
ZCZC PLA000<=
GBXQ BN FRXQ 000<=
291159<===

text<=====

NNNN

<=
or ZCZC XQ<=
GBXQ BN FRXQ 000<=
291159<===

text<=====

NNNN

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SECTION 4

TARIFFS AND ACCOUNTING METHODS FOR THE INTERNATIONAL PUBLIC TELEGRAM SERVICE

Recommendation F.41

THE TRANSFERRED ACCOUNT TELEGRAPH SERVICE

(Mar del Plata, 1968; amended at Geneva, 1976)

1. *Definition*

1.1 The international transferred account telegraph service is a service in which the Administrations* concerned agree that the charge for telegraph services be paid by a party that has accepted responsibility for payment, instead of being paid by the sender.

1.2 This service shall be known as the *TA Service*.

1.3 The term *Guarantor Administration** as used herein refers to the Administration* responsible for the collection of TA charges and for the payment of such charges to the Administration* of origin of TA traffic.

2. *General*

2.1 The TA service applies to all telegraph services available at public telegraph offices on a TA basis and may include:

- a) telegrams;
- b) telex calls from a public booth;
- c) phototelegrams handed in at public telegraph offices;
- d) switched data calls through a public telegraph office ¹⁾;
- e) public document facsimile service at a public telegraph office ¹⁾.

2.2 In principle TA telegraph services can be requested only by the holder of a TA card (see 4. below) and only on presentation of the card.

2.3 The TA service is an optional service. The Administrations* that agree to participate in it shall inform the ITU General Secretariat thereof and shall also indicate which of the telegraph services mentioned in 2.1 above are provided in the TA service. The General Secretariat shall keep a table of the information received (see 5. below).

* Or recognized private operating agency/agencies.

¹⁾ At the time of publication there were no CCITT Recommendations dealing with these services.

3. *Requests for admission*

3.1 Application for admission to the TA service must be made to an Administration* and include the following particulars:

- a) the full name of the person (or full title of the corporate body) wishing to use the TA service;
- b) the full name and address of the person or corporate body responsible for payment of the charges;
- c) duration of validity requested for the TA card.

3.2 The request for admission to the TA service shall be submitted to the Administration* of:

- a) the country in which the person or corporate body responsible for payment of charges is resident; or
- b) any other country participating in the service.

3.2.1 In case a), admission to the TA service may be authorized directly by the Administration* receiving the request.

3.2.2 In case b), the Administration* receiving the request should consult with the Guarantor Administration* to confirm that the latter agrees to guarantee the charges. Admission to the TA service, and the issue of the TA card, will be contingent on this advance agreement.

3.3 The Guarantor Administration* may request the customer responsible for payment of the charges to make a guarantee deposit, the amount of which shall be fixed by the Administration*.

4. *TA cards*

4.1 The Administration* that receives the request for admission to the TA service shall issue to the applicant a TA card of the standard model or ask the Administration* of the country in which the sender is located to issue a TA card.

4.2 When the TA card is delivered, the Administration* shall give the holder a sheet containing the *Terms of Issue* (see Annex 3).

4.3 The General Secretariat shall have TA cards printed in accordance with the specifications laid down in Annex 1 and on request shall supply such cards to Administrations* participating in the service.

4.4 Inland cards issued by Administrations* for use only within their own country must be quite different in appearance from the ITU cards.

4.5 *Withdrawal of the right to use the TA service; lost or stolen TA cards.*

4.5.1 The Administration* authorizing the use of the TA service shall reserve the right to withdraw its authorization, given just cause, and the holder of the TA card must then surrender it on request.

4.5.2 If a TA card is lost or stolen, the TA card holder or the customer responsible for payment should immediately inform the Administration* that issued it or the Administration* that authorized its use. On receipt of such advice an Administration* that issued the TA card as the agent of an authorizing Administration* must notify that Administration* as soon as possible.

4.5.3 In the case of withdrawal of the right to use the TA service where the TA card cannot be obtained from the holder, or in the case of a lost or stolen TA card, the authorizing Administration* should immediately notify:

4.5.3.1 The General Secretariat so that advice may be placed in the next ITU *Operational Bulletin*;
and

4.5.3.2 Administrations* with whom it is thought TA traffic may be lodged against the TA card.

4.5.4 On receipt of such notification, whether direct or through the ITU *Operational Bulletin*, Administrations* should take all reasonable precautions to prevent the TA card being honoured and, if possible, should recover the TA card should it be presented.

4.5.5 Notwithstanding the requirement in 4.5.4, if the TA card is used in accordance with all other relevant provisions governing the TA service then the authorizing Administration* remains liable for payment of charges to the Administration* accepting the TA traffic.

4.6 The authorizing Administration* shall cause the following to be inserted on each TA card:

4.6.1 The card number comprised of:

- a) two letters indicating the Administration* that issued the card [these letters shall be taken from the ITU *List of Indicators for the Telegram Retransmission System* (Recommendation F.96)];
- b) a number composed of a maximum of 6 digits, allocated by the Administration* issuing the card;
- c) two letters, chosen as in a), indicating the Guarantor Administration*.

4.6.2 the expiration date;

4.6.3 the name of the card holder;

4.6.4 the signature of the card holder;

4.6.5 the full name of the issuing Administration*;

4.6.6 the name and address of the person or corporate body responsible for the payment of TA charges;

4.6.7 the signature of an officer of the issuing Administration*.

4.7 TA cards shall not be transferable. The period of validity shall not exceed one year.

5. *TA Table*

5.1 The ITU General Secretariat shall publish a table in alphabetical order of country, as spelled in the French language, containing the following information in respect of each Administration* participating in the TA service:

5.1.1 the name of the Administration* and the abbreviation applicable to it (such abbreviations shall be taken from the ITU *List of Indicators for the Telegram Retransmission System*);

5.1.2 any surcharges or special charges applicable;

5.1.3 the address to which correspondence concerning the operation of the TA service should be sent;

5.1.4 any special observations or instructions;

5.1.5 appropriate advice if the Administration* does not agree both to guarantee TA cards for its own customers and to accept TA cards guaranteed by other Administrations*;

5.1.6 the telegraph services provided.

6. *Treatment of TA traffic*

6.1 Except for surcharges and special charges (see 7. below), TA traffic shall be accepted, routed and delivered under the same conditions as other traffic of the same category.

6.2 During routing within the origin country, TA telegrams may be completed by various indications for the purpose of accounting checks. Such indications should be deleted before transmission of the telegrams over the international network or appear, only if they are essential, at the end of the preamble line. These should consist of the indication TA, followed or not by other indications.

7. *Surcharges and special charges*

7.1 The origin Administration* and the Guarantor Administration* may levy a surcharge for each TA telegram, telex call, phototelegram, switched data call or facsimile message/call.

7.2 The Administration* that issues a TA card may also levy a special charge to cover the cost of preparing the card.

7.3 These surcharges shall accrue to the Administration* that levies them.

8. *Accounting*

8.1 Traffic of the TA service shall not be distinguished from other traffic in the international accounts exchanged between Administrations*. In particular, the indication TA shall not be mentioned in the monthly traffic accounts.

9. *Establishment and exchange of TA accounts*

9.1 The origin Administration* of the telegram/call shall prepare a monthly transferred account for each person or corporate body responsible for the payment of charges. Such statements shall include the following information:

9.1.1 name of the origin Administration*;

9.1.2 month of acceptance of TA telegrams, telex calls, phototelegrams, switched data calls or facsimile messages/calls;

9.1.3 name and address of the Administration* responsible for collecting the charges;

9.1.4 name of person or corporate body that has undertaken to pay the charges, together with the address when known;

9.1.5 country and, if possible, office of acceptance;

9.1.6 office of destination and, if necessary, the country;

9.1.7 identification group of the card and name of card holder;

9.1.8 date of acceptance of the TA traffic;

9.1.9 name of addressee, or telex number and answer-back code of recipient;

9.1.10 class of correspondence;

9.1.11 number of chargeable words for telegrams, chargeable time for telex or switched data calls or size and/or charging scale for phototelegrams and facsimile messages/calls;

9.1.12 total charges, including surcharges in the currency of the origin country;

9.1.13 total charges in gold francs (or other agreed currency), together with the relevant conversion rate.

9.2 Any TA accounts omitting these details may be referred back to the origin Administration* and the credit due to it reduced by the total of the rejected accounts.

9.3 A monthly recapitulatory statement of TA accounts shall be prepared by the origin Administration* for each Guarantor Administration*. This statement shall recapitulate the individual accounts of the persons or organizations responsible for the payment of TA traffic charges.

9.4 A maximum of three copies of the recapitulatory statement and also of the individual statements shall be sent to the Guarantor Administration*.

9.5 The recapitulatory statement and the attached individual accounts may be sent to the Guarantor Administration* either direct or through another Administration* that has accounting relations with the Guarantor Administration*.

9.6 A period of up to three months following the acceptance of the traffic may be allowed for the preparation and dispatch of these accounting documents to the Administration* concerned.

9.7 Any complementary information required for monthly TA statements shall be requested by the Guarantor Administration* from the Administration* that has prepared the accounts within three months of receipt of the TA accounts. When this period expires, the amount concerned shall be included for settlement in quarterly accounts for the TA service (see 10. below).

9.8 Adjustments arising from discrepancies unresolved on expiry of the three months referred to in 9.7 shall be settled in subsequent accounts, as agreed between the Administrations* concerned.

10. *Settlement of TA accounts*

10.1 In the absence of alternative settlement procedures agreed between the Administration* concerned, settlement of quarterly TA balances shall be effected in accordance with the settlement provisions of the *International Telecommunication Convention* and the *Telegraph Regulations* annexed thereto.

11. *Liability for collection of charges*

11.1 The Administration* that has accepted responsibility for the collection of charges guarantees payment of the TA charges to other Administrations*.

12. *Entry into force*

12.1 The new plastic card shall be issued as from 1 January 1977.


12.2 Administrations* will honour both types of cards up to and including 31 December 1977.

12.3 By 1 January 1978 Administrations* will have replaced all cards issued prior to 1 January 1977 by the new plastic card.

ANNEX 1

(to Recommendation F.41)

Reproduction and Specifications of International Standardized Plastic TA Card

UNION INTERNATIONALE DES TELECOMMUNICATIONS		
1. CARD NUMBER	2. EXPIRY DATE	
3. NAME OF THE CARD HOLDER		
4. SIGNATURE OF CARD HOLDER		
SERVICES TÉLÉGRAPHIQUES TELEGRAPH SERVICES	電報業務	SERVICIOS TELEGRAFICOS ТЕЛЕГРАФНЫЕ СЛУЖБЫ

5. NAME OF ISSUING ADMINISTRATION
6. NAME AND ADDRESS OF PAYER
7. SIGNATURE OF ISSUING OFFICER

ANNEX 2

(to Recommendation F.41)

Instructions for filling in international TA cards

Latin characters and Arabic numerals should be used throughout. The various sections of the card should be filled in, preferably by typewriter, as follows:

Section No. 1

The composition of the card number (or identification group) is specified in the provisions governing the TA service (see 4.6 of this Recommendation).

Section No. 2

Enter the date until which the card is valid. This date should be composed as follows:

- the month (in Arabic numerals); card validity will always expire at the end of the month shown, January, being month No. 1;
- the year (in Arabic numerals).

Section No. 3

Enter here the name of the holder with the surname in capital letters and the first name(s) in small letters.

Section No. 4

Ensure the holder of the card signs here.

Section No. 5

Enter here the full name of the issuing Administration*.

Section No. 6

Enter here the name and address of the person or corporate body responsible for the payment of TA charges.

Section No. 7

The signature of an officer of the issuing Administration*.

ANNEX 3

(to Recommendation F.41)

Terms of issue

1. This card is not transferable.
2. This card must be produced when telegrams or phototelegrams are handed in to a telegraph office and when telex calls, switched data calls or facsimile messages/calls are requested at public booths.

3. The holder must enter his name and title (Mr., Mrs., etc.) and the number of this card on the telegrams or phototelegrams handed in.
4. Administrations* reserve the right to withdraw at any time the authorization to use this card. The holder must surrender this card on request.
5. This card must be returned to the issuing Administration* as soon as the holder is unable or no longer intends to use it, regardless of whether its period of validity has expired or not.
6. In case of loss, the issuing or guaranteeing Administration* must be informed immediately. Otherwise, the person or corporate body responsible for the payment of charges will be required to pay any charge resulting from fraudulent use of this card.

Recommendation F.42

CHARGING, ACCOUNTING AND REFUNDS IN THE INTERNATIONAL PUBLIC TELEGRAM SERVICE

(Geneva, 1972; amended at Geneva, 1976)

SUMMARY

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Introductory notes

1. Attention is drawn to Regional Recommendations (see Recommendation F.45) concerning, among other things, the possible introduction of a binary tariff system in Europe. Further study is required with a view to possible amendments to Recommendations F.1 and F.42.
2. Marginal reference numbers are shown in italics (e.g. *A2*) for those provisions that parallel the *Telegraph Regulations* (Geneva, 1973).

DIVISION A

ACCOUNTING RATES AND COLLECTION CHARGES

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DIVISION A

ACCOUNTING RATES AND COLLECTION CHARGES

I. Accounting rates

1. *Composition of accounting rates*

- A1 1.1 The accounting rates shall be established per word. They may, however, be established according to the number of printing characters or the duration of the transmission.
- A2 1.2 The overall accounting rate shall be made up of the sum of:
- A3 1.2.1 the terminal rates of the origin and destination countries;
- A4 1.2.2 the transit rates of intermediate Administrations*, whose territory, installations or circuits are used for the transmission of telegrams;
- A5 1.2.3 where the case arises, the rates for any connecting circuits provided by radio, by submarine cable or by any other means.
- A6 1.3 In conformity with Article 30 of the Convention (Malaga-Torremolinos, 1973), the overall accounting rate shall be expressed in gold francs. The overall accounting rate shall be the same between the offices of any two countries by the same route and in the two directions.
- A7 1.4 The rate defined in A6 shall serve for the establishment of international accounts.
- A8 1.5 The overall accounting rate to be applied between two countries should in principle be that which, by application of the rates indicated in A3 to A5, gives the lowest figure.
- A9 1.6 Administrations* may by agreement fix the overall accounting rate applicable in a given relation and may divide that rate into terminal shares payable to the terminal countries and, where appropriate, into transit shares payable to the transit countries.
- A10 1.7 For each chargeable telegram, a minimum accounting rate shall be fixed that corresponds to the accounting rate for seven chargeable words; however, for letter telegrams, this minimum accounting rate shall be fixed at twenty-two chargeable words (see Recommendation F.1, A315), and for press telegrams of fourteen chargeable words (see Recommendation F.1, A356).
- A11 1.8 The overall accounting rate shall exclude any fiscal tax or duty (see A20).

2. *Fixing of accounting rates*

- A12 2.1 The Administrations or, at the discretion of the Administrations, the recognized private operating agencies, shall fix their terminal and transit rates taking into account the provisions of Section 4 of the Series F Recommendations, and the real cost. The terminal rates fixed by an Administration* for a particular relation with another country shall be the same regardless of which route is used.
- A13 2.2 Administrations* shall notify their terminal and transit rates to the General Secretariat.
- A14 2.3 The normal route (or routes) corresponds to the overall accounting rate as defined in A8 or A9.

* or recognized private operating agency/agencies.

- A15 2.4 If routes other than the normal routes are established between two terminal countries, the total transit rate for these routes may be reduced to the amount of the total transit rate over the normal route(s). This transit rate shall be shared by agreement between the transit Administrations* concerned.

3. *Interval before application of new accounting rates*

- A16 3.1 No new rate and no modification, either general or of detail, relative to the accounting rates shall be effective for countries other than those that establish the new rate or rate modification until fifteen days after it has been notified by the General Secretariat in the *Operational Bulletin* or, if necessary, in a circular telegram, excluding the dates of these communications, and it shall not be applied until the first of the month following the expiration of this period.

- A17 3.2 For radiotelegrams originating in mobile stations, modifications of telegraph rates shall not be applicable until a month after the period fixed in A16.

II. Collection charges

1. *Fixing of collection charges*

- A18 1.1 The collection charges shall be established per word. They may, however, be established according to the number of printing characters or the duration of the transmission.

- A19 1.2 Each Administration* shall, subject to the applicable provisions of national law, fix the charges to be collected from its public. In fixing these charges Administrations* should make every effort to avoid too large a difference between the charges applicable in each direction of the same relation.

- A20 1.3 Any country which for its own benefit levies a fiscal tax on international telegrams shall collect this tax in addition to the charges and only from senders of telegrams deposited in its territory.

- A21 1.4 The charge to the public in the origin country should in principle be the same, in a given relation, regardless of the route used for transmission of telegrams.

- A22 1.5 If, however, the sender, taking advantage of the option allowed to him (see Recommendation F.1, A164), has prescribed a route to be followed that is not one of the normal or established routes, he must pay the charge proper to that route.

- A23 1.6 For each chargeable telegram Administrations* shall collect a minimum charge corresponding to seven chargeable words. However, for letter telegrams this minimum charge shall be fixed at twenty-two chargeable words, and for press telegrams at fourteen chargeable words.

2. *Collection of charges*

- A24 2.1 The charges shall normally be collected from the sender, except when otherwise provided for in A25 and A28 to A30.

- A25 2.2 When a charge is due on delivery, the telegram shall be delivered to the addressee only on payment of the amount due, except when otherwise provided for in Recommendation F.1, A396 to A403.

- A26 2.3 If the charge due on delivery is not collected from the sender or addressee, with the exception provided in Recommendation F.1, A401, the loss shall be borne by the Administration* of delivery.

- A27 2.4 Administrations* shall, as far as practicable, take measures (by obtaining, when necessary, a deposit from the sender) to ensure that when charges payable on delivery are not collected, either through the addressee's refusal to pay or through inability to find him, they shall be recovered from the sender, except where A28 to A30 provide otherwise.

3. *Telegrams payable by the addressee or a third party — the TA service*

- A28 3.1 Administrations* may, either by participating in the Transferred Account Telegraph Service (the TA service) provided for in Recommendation F.41, or by special agreement and at the express request of the addressee or other party undertaking payment, admit telegrams of all classes without payment of charges in the origin country. These charges shall be collected from the addressee or other party undertaking payment.
- A29 3.2 In the cases specified in A28, the origin Administration* and/or the Administration* responsible for the collection of charges may apply a surcharge.
- A30 3.3 If the amount due in respect of charges and surcharges provided for in A28 and A29 is not collected, the loss shall be borne by the Administration* responsible for the collection.

4. *Prohibition of rebates*

- A31 4.1 Administrations* shall not grant rebates on the rates appearing in the applicable official tariff lists to senders or addressees of telegrams in any form whatsoever (for example, per word, per telegram, by means of discounts, etc.).

5. *Errors in collection*

- A32 5.1 If, owing to an error, a telegram is undercharged, the balance necessary to make up the full charge must be collected from the sender, in accordance with the internal regulations of each country.
- A33 5.2 Amounts overcharged in error shall be refunded to the sender in accordance with the internal regulations of each country.

DIVISION B

ACCOUNTING

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DIVISION B

ACCOUNTING

I. General Provisions

- B1 1. The gold franc as defined by Article 30 of the Convention shall be used as the monetary unit in the establishment of the international accounts.
- B2 2. Unless otherwise agreed upon, the origin Administration* shall prepare the account of the accounting rates in respect of all telegrams that it has transmitted and forward the account to each of the Administrations* concerned (see B3 to B6).
- B3 2.1 In direct relations the origin Administration* shall credit the destination Administration* and transit Administrations*, if any, with the share of the accounting rates accruing to each of them.
- B4 2.2 In indirect relations the origin Administration* shall credit the transit Administration*, with the shares of the overall accounting rates accruing to it and the destination Administration*. The transit Administration* shall credit the destination Administration* with the share of the accounting rates accruing to the latter.
- B5 2.3 When two or more transit Administrations* are involved, each transit Administration* shall credit the next Administration* with the total share of the accounting rates accruing to the latter and all the Administrations* beyond its territory.
- B6 2.4 In the case of telegrams exchanged between countries within the same continental system, the origin Administration* may, by agreement with all Administrations* concerned, prepare the account of the accounting rates due in respect of all sections of the route to the destination, indicating separately the share that accrues to each Administration*.
- B7 3. The Administration* of the Member country of the Union in direct relation with the Administration* of a country that is not a Member of the Union shall settle the accounts between the latter and the other contracting Administrations* to which it has been intermediary in transmission.

II. Establishment of accounts

- B8 1. The accounts should normally be based on the number of words transmitted during the month, distinction being made between the various classes of telegram, and account being taken:
- B9 1.1 when necessary, of certain special charges (detailed in B15);
- B10 1.2 of the minimum accounting rate(s) as specified in A10.
- B11 2. The accounting rates applicable to telegrams transmitted with the charges to be collected on delivery or through operation of the transferred account telegram service provided for in Recommendation F.41, should be entered into the accounts in the regular manner.
- B12 3. The accounting rate that serves as the basis for division between Administrations* should be that which results from the ordinary application of the accounting rates arranged between the Administrations* concerned, without regard to errors in charging which may have occurred.
- B13 4. The number of chargeable words indicated by the office of origin should serve as the basis for the application of the accounting rate, except in cases where, following an error in transmission, a correction has been made by agreement between the office of origin and the office with which it is in correspondence.

- B14 5. Accessory charges, with the exception of those that are the subject of B15 and of charges not recovered by the office of destination and collected by any other office, should be excluded from the accounts. Re-direction charges collected from the addressee at the end of the route, as well as charges relative to paid service advices and to **SVH** telegrams for which the charges have not been collected by the office of origin or the office of re-direction, shall also be excluded from the accounts. This rule shall be subject to the following exception.
- B15 5.1 The amount collected in advance for a prepaid reply should be entered in the accounts and should accrue in its entirety to the destination Administration* of the telegram with the prepaid reply. The charge for a telegram paid for, wholly or partly, by means of a reply paid voucher shall be included in the accounts and divided between the Administrations* concerned as if it had been prepaid. The amounts collected for reply telegrams as part of the charge for service advices (**ST**) should not, however, be entered in the international accounts; they should accrue in their entirety to the Administration* that has collected them, in the same way as the charges for service advices.
- B16 6. When the transmission diverges from the route established by agreement in accordance with A9, the overall accounting rate shall be divided by agreement among all Administrations* that have cooperated in the transmission of the telegram. Failing such agreement the provisions of B18, B19 and B20 shall apply.
- B17 6.1 When the traffic diverges from the route that served as the basis for fixing the accounting rate, the accounting rate available from the point where that route was left should be divided between the Administrations* that have cooperated in the transmission of the telegram, including the one that effected the diversion. This division should be effected as follows:
- B18 6.1.1 the terminal rates should remain unchanged;
- B19 6.1.2 the transit rates of Administrations* concerned in the diversion may if they agree be reduced proportionately in such a way that the total of the reduced transit rates shall be equal to the total of the transit rates for this section by the normal route;
- B20 6.1.3 alternatively, the transit rates of Administrations* that have not previously agreed to the diversion should remain unchanged.
- B21 6.2 Telegrams transmitted exceptionally by telephone or telex shall be accounted for as telegrams.
- B22 6.3 The above provisions shall apply equally to telegrams transmitted by a more costly route under the conditions indicated in Recommendation F.1, A169 and A216.
- B23 6.4 In the case referred to in Recommendation F.1, A216, no Administration* may, as a result of the diversion, receive a higher share of the accounting rate than that which it would have received if the telegram had been transmitted by the interrupted route. If the accounting rate for the route actually followed is higher, the total rate that would normally have been applied shall be divided *pro rata* as described above in B17 to B22.
- B24 7. When telegrams exchanged between bordering countries follow an indirect route, the Administration* that has transmitted the telegrams should credit the one that has received the telegrams with the amount of the normal accounting rates under the conditions prescribed in B1 to B7, unless otherwise arranged.
- B25 8. Administrations* may, by agreement of all parties involved, establish the accounts on the basis of a statistical or any other formula.

III. Exchange and verification of accounts

- B26 1. Unless otherwise agreed upon, the Administration* responsible for collecting the charges shall establish a monthly account showing all the amounts owed and forward it to the Administrations* concerned.
- B27 2. The accounts shall be sent as promptly as possible but in any case before the end of the third month following that to which they relate.
- B28 3. In principle, an account shall be considered as accepted without the need for specific notification of acceptance to the Administration* that sent it.

- B29 4. Nevertheless, any Administration* shall have the right to query the data in question during a period of two months after the receipt of the account but only to the extent necessary to bring any differences within mutually agreed limits.
- B30 5. In the absence of a specific agreement, it is recommended that enquiries related to monthly accounts should not be made unless the differences involved exceed those shown in the following table:

<i>Amount of the Creditor's Account</i>	<i>Difference Exceeding</i>
a) less than 10 000 gold francs	100 gold francs
b) from 10 000 to 30 000 gold francs	1% of the total of the creditor's account
c) more than 300 000 gold francs	3000 gold francs

As soon as the difference involved no longer exceeds these limits, the revision should be stopped.

- B31 6. However, to avoid repetition of differences that are too small to entail a revision of the accounts, an Administration* may draw the attention of the corresponding Administration*, which has prepared the monthly account, to obvious errors and the latter Administration* must take action on this information as soon as practicable to avoid similar errors occurring in the future.
- B32 7. In relations where specific agreements do not exist, a quarterly settlement statement showing the balances from the monthly accounts for the period to which it relates shall be prepared as quickly as possible by the creditor Administration* and be forwarded in duplicate to the debtor Administration* which, after verification, shall return one of the copies endorsed with its acceptance.

IV. Payment of balances of accounts

- B33 1. Payment of balances shall be made in accordance with Article 11 and Appendix 1 of the *Telegraph Regulations* (Geneva, 1973).

DIVISION C

PARTIAL AND TOTAL REFUND OF CHARGES

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DIVISION C

PARTIAL AND TOTAL REFUND OF CHARGES

I. General provisions

1. *Conditions and procedure for refunds*

- C1 1.1 On request or following a claim regarding the performance of the service, a refund shall be made to the person who made the payment, subject to the conditions specified in C7 to C41.
- C2 1.2 All claims for a refund of charges must be presented within four months from the date on which the telegram was handed in.
- C3 1.3 In general, every claim should be presented to the origin Administration* and, whenever possible, should be accompanied by written evidence.
- C4 1.4 The claim may, however, be made by the addressee to the destination Administration*, which shall decide whether it can take the necessary action or whether it should forward the claim to the origin Administration*.
- C5 1.5 When a claim is recognized as well-founded by the Administrations* concerned, subject to the conditions specified in C42, C43 and C52, the prescribed refund shall be made by the origin Administration*.
- C6 1.6 A sender who does not reside in the country in which he tendered his telegram may make his claim to the origin Administration* through another Administration*. In this case the Administration* that received the claim shall, if necessary, be deputed to effect the refund.

II. Cases of refund of charges

1. *Telegrams not delivered to their destination or delivered too late*

- C7 1.1 The total charge for a telegram that has not been delivered or has been delivered to the addressee too late shall be refunded subject to the conditions indicated in C8 to C21. The refund shall not be made if non-delivery or delay is the result of an insufficient address or indistinct writing by the sender.
- C8 1.2 Provision C7 applies for any telegram that, through the fault of the telegram service, has not reached the destination or has not been delivered to the addressee or to a postal service within a period of:
- C9 1.2.1 6 hours in the case of a telegram exchanged between two countries within the same continental system that are connected by a direct telegraph circuit;
- C10 1.2.2 12 hours in the case of a telegram exchanged between two countries within the same continental system but that are not connected by a direct telegraph circuit;
- C11 1.2.3 12 hours in the case of a telegram exchanged between two countries that are not within the same continental system but that are connected by a direct telegraph circuit;
- C12 1.2.4 24 hours in all other cases.
- C13 1.3 The periods of 12 and 24 hours mentioned above shall be reduced by half for **SVH** telegrams, telegrams relative to the application of the United Nations Charter, government telegrams with priority, meteorological telegrams, and also for ordinary private telegrams, **RCT** telegrams and press telegrams when urgent transmission and delivery for such telegrams has been requested, and for paid service advices.

- C14 1.4 In the context of C9 to C12, continents are regarded as Africa, Asia, Australia (including Oceania), Europe, North America and South America. Normally a continental system shall comprise all the countries of the respective continent and exceptionally those countries outside that continent that are declared by the respective Administrations to belong to that continental system.
- C15 1.5 Except for letter telegrams, for which the delay in delivery shall be calculated from the moment when such telegrams should normally have been delivered in accordance with the provisions of Recommendation F.1, A326 to A329, the time periods indicated in C8 to C13 above shall be reckoned from the time of acceptance of the telegram.
- C16 1.6 The following shall not be included in the time periods indicated above:
- C17 1.6.1 The period during which offices are closed in respect of any relation when that is the cause of delay;
- C18 1.6.2 the night period;
- C19 1.6.3 the time occupied in postal conveyance;
- C20 1.6.4 the time occupied in express conveyance;
- C21 1.6.5 the period of retention of radiotelegrams at the land station, or on board a mobile station, as well as the time taken for the transmission over the radio circuits.
- C22 1.7 If the telegram has been the subject of a service advice of non-delivery because the address has been inadequate or has not been registered and if, later, the address has been corrected or supplemented by a paid service advice at the sender's request, the time periods for delivery shall be calculated as from the moment when this paid service advice was issued.

2. *Telegrams that have been stopped or cancelled*

- C23 2.1 The total charge shall be refunded for any telegram that has been stopped in the course of transmission as the result of the interruption of a route, subject to the office of origin's having been advised of the stoppage of the telegram concerned.
- C24 2.2 The total charge shall be refunded for any telegram stopped through the application of the provisions of Articles 19 and 20 of the Convention.
- C25 2.3 For a telegram cancelled at the request of the sender before its transmission has begun, the charge shall be refunded.

3. *Alterations or omissions*

- C26 3.1 The total charge for the telegram shall be refunded when the name of the office of origin or the date of acceptance have been changed or altered in course of transmission with the result that the telegram has not fulfilled its purpose.
- C27 3.2 The charge for a word or words omitted in transmission shall be refunded, unless the total charge is refunded by application of C28, or the error has been remedied by means of a service advice.
- C28 3.3 Unless the error has been remedied by means of a service advice, the total charge for a telegram shall be refunded when errors have been made in transmission or by omission of words and the origin Administration* is satisfied that, in consequence, the meaning of a plain language telegram has been altered or rendered unintelligible.

4. *Prepaid reply vouchers*

- C29 4.1 The total charge for the original telegram, including the amount for the prepaid reply, shall be refunded when the prepaid reply has obviously failed to fulfil its purpose owing to an error of service in the original telegram or in the reply telegram or in the treatment of one of these telegrams.
- C30 4.2 When the addressee, for any reason, does not use the voucher and it is surrendered to an office of the Administration* of the origin or destination country, the value of the voucher shall be refunded to the sender of the telegram if application is made either by him or by the addressee within a period of four months following the date of issue of the voucher.

- C31 4.3 The amount paid for the reply shall be refunded, even without a claim from the sender of the original telegram, provided it is possible to find and identify him, when the prepaid reply voucher has been refused by the addressee of the telegram or not delivered because the addressee cannot be found. In the latter case, the destination Administration* will arrange for the refund to the sender of the amount of the unused voucher by informing the origin Administration*.
- C32 4.4 When the amount of the prepaid reply voucher is greater than the charge for the telegram paid for by means of the voucher, the difference between the two amounts shall be refunded to the sender of the original telegram on condition that the difference is equal to at least two gold francs (g. fr. 2.00) and that application is made within four months of the date of issue of the voucher.
- C33 4.5 Refund of prepaid reply amounts shall be borne in accordance with C52.

5. *Special services*

- C34 5.1 The charges for special services not performed because of an error of service and also the charge for the relevant service indications shall be refunded.
- C35 5.2 The charge for a request for confirmation of delivery and the charge for the corresponding service indication **PC** may be refunded to the sender on application when the **CR** telegram has not been forwarded because it has proved impossible to deliver the telegram.
- C36 5.3 The total charge for a request for confirmation of delivery and the charge for the corresponding service indication shall be refunded when the **CR** telegram has been delivered to the sender of the original telegram after the time periods laid down in C8 to C12 and C15, reckoning from the moment when the telegram is delivered to the addressee.

6. *Miscellaneous provisions*

- C37 6.1 In the case provided for in C7 to C22, C23 and C26 to C28, the refund shall apply only to the actual telegrams that have failed to be delivered or that have been cancelled, delayed or altered, including unused accessory charges, but not to telegrams that may have been caused, or rendered useless, by the non-delivery, delay or alteration.
- C38 6.2 When a land station advises the office of origin that a radiotelegram cannot be transmitted to the destination mobile station, the origin Administration* shall immediately take steps to refund to the sender the charges for any special services relating to the radiotelegram that have not been carried out.
- C39 6.3 If a land station does not receive an acknowledgement of receipt in respect of a transmitted radiotelegram, the charges for any special services that have not been carried out shall be refunded only when it has been shown that the radiotelegram gives rise to a refund.
- C40 6.4 When errors due to the telegram service have been corrected by service advice within the time periods resulting from the application of C8 to C21, no refund shall be due for the original telegram.
- C41 6.5 When errors due to the telegram service have not been corrected by service advices but by telegrams exchanged directly between the sender and the addressee, no refund shall be granted for such telegrams.

III. Refund of charges in different cases

1. *Refund of charges in cases specified in C7 to C41*

- C42 1.1 Whenever refund of charges arises from an error of service, it shall be borne by the origin Administration* if the amount to be refunded based on the overall accounting rate for the whole or part of the telegram concerned does not exceed fifty gold francs (g. fr. 50.00) (see C44).

- C43 1.2 In cases where the amount to be refunded as specified in C42 exceeds fifty gold francs (g. fr. 50.00), such refund shall be borne by the Administrations* that have participated in the handling of the telegram, each of them foregoing the share of the overall accounting rate that has accrued to it.
- C44 1.3 In reckoning the limit of fifty gold francs (g. fr. 50.00) only the overall accounting rate per chargeable word of the original telegram shall be considered, excluding the charges for special services (e.g. **RPx**, **PC**, etc.).
- C45 1.4 The origin Administration* shall refund the charge without preliminary inquiry if:
- C46 1.4.1 in case of non-delivery, the sender produces a statement by the office of destination certifying that the telegram was not received;
- C47 1.4.2 in case of delay or alteration, the sender proves the delay or alteration by producing the copy of the telegram delivered to the addressee or a certified copy or facsimile of the telegram;
- C48 1.4.3 in case of the reply paid voucher's not being used, the sender produces the said voucher.
- C49 1.5 The decision of the Administration* that makes the refund shall be without appeal when the refund has been in conformity with this Recommendation.
- C50 1.6 When a refund has to be shared by the various Administrations* concerned in the transmission, the origin Administration* shall circulate the claim to the Administrations* in question with a view to the application of C43. The origin Administration* shall also have the right to circulate any complaint, when, in the interest of the service, it considers an inquiry to be necessary.
- C51 1.7 In cases provided for in C43, refund of the charges applicable to a special service not performed shall be borne by the Administration* to which the charge has accrued.
- C52 1.8 Refund of the whole or part of the charge paid for a reply when the voucher has not been used or has only been partly used, shall be borne by the origin Administration*, if the sum to be refunded does not exceed fifty gold francs (g. fr. 50.00). Refund of prepaid reply amounts exceeding fifty gold francs (g. fr. 50.00) shall be borne by the destination Administration* subject to the actual amount's having been included in a monthly telegraph account.
- C53 1.9 In the cases contemplated in C43, when a claim has been made and circulated within the period fixed in C2 and the result has not been notified within the period fixed for the preservation of records, the Administration* that received the claim shall refund the charge claimed and the refund shall be shared by the various Administrations* that participated in the forwarding of the telegram.
- C54 1.10 Refund of charges for paid service advices shall be borne by the Administration* that collected the charges.

2. *Special provisions regarding refund of charges in the case of stoppage of telegrams*

- C55 2.1 The refund of the charge for a telegram stopped by virtue of Articles 19 and 20 of the Convention shall be borne by the Administration* responsible to the Member that stopped the telegram. The limit fixed in C42 does not apply.
- C56 2.2 When, however, that Member has notified in accordance with Article 20 of the Convention, the suspension of certain kinds of traffic, refund of charges of telegrams of this kind shall be borne by the origin Administration* from the day following that on which the notification reached it.

Recommendation F.43

**TRANSFER IN ENCODED FORM OF MONTHLY
INTERNATIONAL ACCOUNTING INFORMATION**

(Geneva, 1976)

See Recommendation E.275 in Volume II.2

Recommendation F.45

**REGIONAL TARIFF RECOMMENDATIONS FOR
THE INTERNATIONAL PUBLIC TELEGRAM SERVICE**

(Geneva, 1976)

The regional tariff groups have drawn up the following Recommendations concerning tariffs for the international public telegram service for application within their respective regions:

D.302 R — Determination of accounting-rate quotas and collection charges for the international public telegram service applicable to telegrams exchanged between countries in Europe and the Mediterranean Basin.

Recommendation F.51

**ACCOUNTING PROCEDURE TO BE APPLIED
WHEN A CIRCUIT CARRYING VF TELEGRAPHY
IS REPLACED BY ANOTHER HAVING A DIFFERENT ROUTING**

(Geneva, 1956; amended at New Delhi, 1960 and Geneva, 1976)

The CCITT

Unanimously declares the view that the following accounting procedure should be applied.

1. The durations of the diversions during a whole month (Sundays excepted) are added together, each diversion being reckoned in minutes. The total number of minutes, after agreement between the Administrations* at the two ends of the diverted voice-frequency system, is divided by 60 (any remainder being disregarded) giving as a result the number of full hours during the relevant month.
2. Division by 24 gives the number of full days for which payment should be made. If the remainder exceeds 11 hours, it is counted as a whole day; if it is 11 or less it is disregarded. If the total number of hours is less than 2 the same procedure is followed (11 hours or less to be disregarded, as expressed in 1. above).
3. The number of days thus obtained is expressed as a percentage of a whole month of 25 days (hereinafter called A%). A% of the month's traffic shall be considered as having been routed via the diverted route. Hence:

$$A = \frac{\text{number of days of change-over} \times 100}{25}$$

4. Where there are two or more voice-frequency systems on the same route between the same two terminal points, and one (or more) of these systems is diverted to another route, the following procedure will apply for public telegram and telex services:

4.1 for each diverted voice-frequency system the A% shall be calculated separately in the normal way;

4.2 the volume of traffic handled via the circuits of the diverted voice-frequency system(s) shall be derived from the total traffic in the month on the basis of the proportion between the number of circuits in the diverted system(s) and the total number of circuits on the route used for the service in question on the 15th day of the month concerned.

5. For the *public telegram service*, the Administration* establishing the monthly accounts first considers all the telegrams as having been exchanged over normal circuits. The number of words is converted into equated words. A% of this figure then represents the traffic sent over the emergency circuit. The Administration* responsible for establishing the accounts indicates this percentage of the total traffic separately.

6. When the accounts are established in accordance with Recommendation F.42, B3 to B5 the Administration* to which the normal transit rate accrues shall pay the new transit Administration(s)* its (their) quota(s) for A% of the total traffic, the balance of the total traffic (100% minus A%) being accounted for as if transmitted via the normal route.

7. When the accounts are established in accordance with Recommendation F.42, B6, the Administration* responsible for preparing the accounts shall send sufficient extra copies of the accounts to the origin Administration* to enable the latter to forward one copy to each of the new transit Administrations*.

8. In the monthly *telex* accounts the total traffic is divided into two portions, one of which (100% minus A%) exchanged by the normal route is accounted for at normal quotas, and the other (A%) is accounted for at quotas appropriate to the diversion route.

9. The rental of *leased circuits* for each monthly or quarterly period will be paid by the renter in the normal way, as if no diversion had taken place. If no special arrangement has been made between the Administration* concerned, the Administration(s)* that, in accordance with the agreement in force for the rented circuit in question, collect(s) the transit amount relating to the voice-frequency system section from the renter(s) shall, in case of diversion of the voice-frequency system, distribute the said amount to the Administration(s)* on the normal route (100% minus A%) and the new Administration(s)* (A%) for the months concerned.

10. In cases where only a section of the voice-frequency system is diverted, the Administrations* that make the diversion inform the Administrations* at the two ends of the voice-frequency system.

11. Where working channels in a diverted voice-frequency system extend beyond the countries at the ends of the system, each of the two Administrations* at the ends of the voice-frequency system is responsible for notifying the above-mentioned A% to those terminal Administrations* of the extended channels lying beyond its territory.

12. The value of A, for the purposes of 10 and 11, should be determined by the Administrations* concerned not later than the fifth day of the following month.

13. The quotas applying to extra transit Administrations* that handle traffic via alternate routes shall be given by the following rules, unless otherwise agreed between the countries in question.

13.1 *Public telegram service*: The amount for the new transit Administrations* shall be the notified transit quotas or, as the case may be, the available transit share proportionately divided into quotas. If no transit share is available between adjacent countries, payment of a transit share shall be subject to special agreement.

13.2 *Telex service*: Charges shall be apportioned in accordance with Recommendation F.67, Division D, Section 12.

13.3 *Leased circuits*: Any transit quota is shared equally by the new transit countries. Where no transit quota is available between neighbouring countries, the payment of any such quota shall be the subject of special agreement.

* or recognized private operating agency/agencies.

SECTION 5

TELEX

Recommendation F.60

OPERATIONAL PROVISIONS FOR THE INTERNATIONAL TELEX SERVICE

*(based on former Recommendation F.60 as shown in
Volume II.B of the Green Book; Geneva, 1976)*

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1. Introduction

1.1 Scope

1.1.1 These provisions fix the rules to be followed in the international telex service. Telex is a telegraph service for subscribers whereby they can communicate directly and temporarily between themselves using start-stop telegraph equipment operating at 50 bauds and with International Telegraph Alphabet No. 2 (see Recommendation F.1, C8).

1.1.2 Questions of an essentially technical nature concerning the telex service are dealt with by other CCITT Recommendations.

1.2 Definitions

1.2.1 Unless otherwise indicated, terms used in these provisions, and which are defined in the *List of Definitions of Essential Telecommunication Terms – Part I* and the *1st Supplement to Part 1 of the List*, correspond to the definitions in that *List*.

1.2.2 The following terms used in these provisions have the undermentioned definitions:

Emergency Routes: The circuit(s) to be used in case of complete interruption or major breakdown of the primary and secondary routes. The emergency routes may pass through any country.

Government Telex Calls are those originating with one of the authorities which enjoy the advantages of Government Telegrams and Telephone Calls, in accordance with the *International Telecommunication Convention*. Malaga–Torremolinos, 1973.

International Telex Position: Manual position in an international telex centre for establishing telex calls between two countries.

Ordinary Private Telex Calls are all telex calls other than:

- i) service telex calls, including requests for information and franking privilege telex calls;
- ii) safety of life telex calls;
- iii) government telex calls.

Primary Routes: The circuits normally used in a given relation.

Safety of Life Telex Calls are those requested in accordance with Article 25 of the *International Telecommunication Convention*.

Secondary Routes: The circuits to be used when the primary routes are congested. The secondary route(s) may pass through the same countries as the primary routes or through different countries. In manual and semi-automatic operation, secondary routes may also be used when the transmission on the primary route is not sufficiently good, or if traffic is to be handled outside the normal hours of service on the primary routes.

Service Telex Calls are those that relate to the working of the international telecommunication services.

(Telex) Relation: A (telex) relation between two terminal countries exists when there is between them an exchange of telex traffic (and, normally, a settlement of accounts).

1.3 International Telex Circuits – Routes

1.3.1 International telex circuits are made up by using telegraph-type circuits.

1.3.2 The networks of the countries operating the telex service shall, as far as possible, be directly connected.

1.3.3 In case of breakdown, any defective international circuit (or section of an international circuit) must be repaired with all possible speed and, pending repair, every attempt must be made to provide a replacement circuit with the minimum delay.

1.3.4 For each relation, the Administrations* concerned shall, by mutual agreement, decide upon one or more primary telex routes and, to the extent necessary and possible, upon secondary telex routes.

1.3.5 In this respect, the Administrations* shall conform, as far as possible, with the principles recommended by the CCITT as regards the constitution and maintenance of circuits and installations.

1.3.6 A *Table of International Telex Relations and Traffic* is published in accordance with Recommendation F.95.

1.4 *Duration of service — Legal time*

1.4.1 Each Administration* shall fix the working hours of its centres.

1.4.2 Automatic international telex centres are in principle continuously open.

1.4.3 Manual international telex centres should, as far as possible, afford continuous service.

1.4.4 Switching centres that are not open continuously are required to extend their service beyond the normal closing hours when there are calls in progress.

1.4.5 Each centre shall use the legal time of its country or of its zone.

2. *Classes of telex call*

2.1 *General*

2.1.1 Accepted classes of telex call are:

- a) ordinary private telex calls;
- b) service telex calls, including requests for directory information between telex centres and franking privilege telex calls.

2.1.2 In the manual and semi-automatic services only, the following additional classes of call are accepted:

- a) safety of life telex calls;
- b) Government telex calls.

2.2 *Service telex calls*

2.2.1 Service telex calls (as defined in 1.2.2) may be exchanged free of charge between the Administrations* concerned with the international telex service.

2.2.2 However, by agreement between the Administrations* concerned, the telephone service may use, free of charge, the telex service provided by these Administrations* for the exchange of telex calls concerning the working of the international telephone service (including the establishment and maintenance of circuits for other telecommunications carried out through the international telephone service), which calls shall then be regarded as service telex calls.

2.2.3 By way of reciprocity, the agreements mentioned in 2.2.2 above are expected to provide that in the same relations the telex service may use, free of charge, the telephone service conducted by the Administrations* for the exchange of telephone calls relating to the working of the international telex service. These telephone calls shall then be regarded as service telephone calls.

2.2.4 Service telex calls may be requested only by persons authorized to do so by their respective Administrations*.

2.2.5 Service telex calls relating to the official business of the ITU may be exchanged free of charge between Administrations and recognized operating agencies on the one hand and the Chairman of the Administrative Council of the ITU, the Secretary-General of the ITU, the Director of the CCITT, the Director of the CCIR and the Chairman of the IFRB on the other hand.

* or recognized private operating agency/agencies.

2.2.6 Franking privilege telex calls are considered as service telex calls and are admitted on a reciprocal and optional basis [see *Telegraph Regulations* (Geneva, 1973), Opinion No. 1, part 3].

2.2.7 Service telex calls should be made, as far as possible, outside the busiest hours.

2.3 *Government telex calls* (manual and semi-automatic service only)

2.3.1 The person booking a Government telex call must state his name and rank on request.

2.3.2 A Government telex call shall have priority only if priority has been specifically requested by the calling subscriber.

3. *Operation of the telex service*

3.1 *Operating systems*

3.1.1 The telex service is operated:

- automatically;
- semi-automatically; or
- manually.

3.1.2 Administrations* shall reach mutual agreement upon the most appropriate method of operation to be applied in the international relations that concern them.

3.2 *Automatic operation*

3.2.1 It is strongly recommended that the telex network of each country be on an automatic switching basis and that it be possible for subscribers to reach one another by fully automatic selection.

3.2.2 To establish an international call in the automatic service the subscriber shall normally select:

- a) the access code to the international network, which is fixed according to national rules,
- b) the telex destination code, which as far as possible should correspond to the list given in Recommendation F.69, and
- c) the call-number of the distant subscriber.

3.2.3 In the automatic service no priority shall be given to the various classes of call.

3.2.4 The duration of calls in the automatic service should not be limited.

3.2.5 For any given traffic relation between two countries, the number of circuits provided should be arranged such that, during the busy hour, the probability of lost calls due to the lack of international circuits should not exceed one call in 50. For the calculation of the number of circuits, the requirements of CCITT Recommendation F.64 should apply.

3.3 *Semi-automatic and manual operation*

3.3.1 *General provisions*

3.3.1.1 Wherever fully automatic selection has not yet been adopted, it is recommended that semi-automatic operation should be introduced, whereby the operator of the originating international telex position receives the booking, sets up and controls the call.

3.3.1.2 Where semi-automatic service is not possible, calls shall be established manually by means of two or more international telex positions in tandem whereby the operator of the originating international telex position normally receives the booking.

3.3.1.3 The operator of the originating international position must be acquainted with the necessary operating particulars of the networks in the destination country. The incoming Administration* will give all the necessary technical information to the outgoing Administration*.

3.3.1.4 Any faults in installations noted by international telex positions must be reported without delay to the technical service responsible for their maintenance.

3.3.1.5 The technical services responsible for the maintenance of telex circuits are recommended to use the abbreviations given in the *List of service abbreviations for maintenance of telegraph circuits*, annexed to CCITT Recommendation R.90.

3.3.1.6 The number of circuits between two networks and the switching equipment should in all cases be calculated as far as possible for a no-delay telex service.

3.3.2 *Booking of telex calls*

3.3.2.1 In the booking of a call, the telex installation of the subscriber required must be designated by the name of the country, the subscriber's exchange if necessary, and his call-number.

3.3.2.2 Bookings of telex calls not completed shall cease to be valid:

Where all the offices concerned are open continuously:

- a) at midnight if the telex call has been booked before 10 p.m. on the same day;
- b) at 8 a.m. if the telex call has been booked after 10 p.m. the previous evening;
- c) in each case the times indicated shall be those of the originating telex centre.

Where all the offices concerned are not open continuously:

at the telex service closing time at the end of the day.

3.3.2.3 In the case of all bookings of telex calls, and subject to the provisions relative to the validity of bookings, the caller may, so long as the required subscriber has not been obtained:

- a) cancel his booking;
- b) specify the time after which the booking should be cancelled;
- c) change the number of the station required within the destination country.

3.3.2.4 Modifications of bookings shall be permitted free of charge; the origin Administration* may, however, make a special charge covering the additional work of recording. This charge shall not enter into the international accounts.

3.3.3 *Priority of telex calls*

3.3.3.1 When the manual telex service normally provides a demand service, no priority shall be given to the various classes of call.

3.3.3.2 Under fault or congestion conditions, and in general when the telex service does not provide a demand service, either normally or temporarily, international telex calls shall be set up in the following order:

- a) calls concerning safety of life;
- b) service calls concerning the re-establishment of international telecommunication links that have been totally interrupted;
- c) Government calls for which priority has specifically been requested;
- d) Government calls for which priority has not been requested, ordinary private calls, service calls other than those mentioned in b).

3.3.3.3 In the international telex centre, calls shall take their priority according to their class and time of receipt at the exchange.

3.3.4 *Establishment and disconnection of calls by the international telex positions*

3.3.4.1 Telex calls established manually or semi-automatically will normally be controlled by the international telex position in the origin country. However, where a call is established over two or more international links and access to the second link is obtained manually in the transit country concerned, control of the call will be exercised by the operator in the transit country in the following circumstances:

- a) if the first link is provided by landline, satellite, microwave link or submarine cable and the second or subsequent link by ARQ radio;
- b) if the call is booked with the operator in the transit country and connection with the subscriber in the origin country is established semi-automatically.

3.3.4.2 International telex centres connected with each other by several international telex circuits may, by mutual agreement, allocate certain of these circuits for setting up transit calls or for the establishment of traffic in one direction only.

3.3.4.3 For the operation of international telex circuits, the French or English language shall be used between Administrations* having different languages, in the absence of special agreements between them for the use of other languages.

3.3.4.4 In the manual service, all bookings, modifications of bookings and cancellation advices shall be transmitted as quickly as possible to the international telex centre charged with establishing the calls booked.

3.3.4.5 In the manual service, calling signals on international circuits must be answered immediately.

3.3.4.6 On bothway circuits, calls of the same class are established alternately. The international telex centres may, by mutual arrangement, temporarily change to one-way working to improve the flow of traffic.

3.3.4.7 Telex calls already prepared must not be delayed for the benefit of calls of higher priority, with the exception of calls concerning safety of life.

3.3.4.8 Without prejudice to the provisions of 3.3.6, the operator directing the calls at the international telex position shall verify that transmission between the correspondents is satisfactory. He shall note the time when the call is established as well as the time when the call ends and/or its duration. He shall record service incidents and other items necessary for the preparation of the international accounts.

3.3.4.9 With the exception of the cases where the duration of calls is limited, and of cases where an infringement of the present provisions or national instructions has been noted, operators are forbidden to cut off or break into an established call that is proceeding normally.

3.3.5 *Limitation of the duration of telex calls*

3.3.5.1 In general, the duration of ordinary private calls and service calls shall not be limited. However, under congestion conditions, the international telex centres concerned may agree to limit the duration of such calls to twelve, or even six, minutes.

3.3.5.2 The duration of safety of life and Government calls shall not be limited. These calls are only available in the manual and semi-automatic service.

3.3.5.3 However, transit Administrations* shall have the right, in the case of breakdown, to limit the duration of Government calls to twelve minutes when these calls are established through the intermediary of one of their exchanges. In such a case the operator in the transit country shall advise the controlling operator that restrictions on duration are in force.

3.3.5.4 If the duration of an operator-assisted call is limited, the caller shall be informed, when the call is about to be connected, that it will be cut off after the due time.

3.3.6 *Operating procedure on international telex positions*

3.3.6.1 *Single operator case*

3.3.6.1.1 If the called subscriber can be obtained directly by the controlling international telex operator, this operator:

- a) holds the calling subscriber and selects a free circuit;
- b) selects the called subscriber;
- c) sets up the call to the called subscriber and obtains the called subscriber's answer-back, which must also be received by the calling subscriber;
- d) obtains the calling subscriber's answer-back, which must also be received by the called subscriber;
- e) operates the timing equipment;
- f) clears down the connection on reception of the clearing signal.

3.3.6.1.2 If the called subscriber is engaged, the controlling international telex operator signals **OCC** and then releases the calling subscriber. When the calling subscriber has to be recalled the signal **RAP** is sent after the **OCC** signal before releasing.

3.3.6.2 *Two-operator case*

3.3.6.2.1 If the called subscriber is obtained via two international telex positions:

- a) the controlling international operator holds the calling subscriber and selects a free circuit;
- b) the operator at the second international position announces himself by the abbreviated name of his telex exchange ¹⁾;
- c) the controlling international operator sends his own answer-back code and signals the particulars of the called subscriber;
- d) the operator of the second international position:
 - i) holds the circuit from the controlling international position,
 - ii) selects the called subscriber,
 - iii) signals the letters **DF** to the controlling international position,
 - iv) establishes the connection between it and the called subscriber;
- e) the controlling international operator:
 - i) establishes the connection with the calling subscriber and obtains the called subscriber's answer-back which must, at the same time, be received by the calling subscriber,
 - ii) obtains the calling subscriber's answer-back, which must also be received by the called subscriber,
 - iii) operates the timing equipment,
 - iv) clears down the connection on receiving the clearing signal.

3.3.6.2.2 If the called subscriber is engaged, the operator of the second international position signals **OCC** and clears down the international circuit.

3.3.6.3 *Multiple operator case*

3.3.6.3.1 If the called subscriber is obtained via more than two international telex positions:

- a) the controlling international operator holds the calling subscriber and selects a free circuit;

¹⁾ It is recommended that, as far as possible, the abbreviated name of the telex exchange shall be transmitted by means of the answer-back unit and shall be so constituted as to permit the identification of the operator's position concerned in the connection of an international call.

- b) the operator at the second international position announces himself by his abbreviated name;
- c) the controlling international operator sends his own answer-back and signals the particulars of the called subscriber;
- d) the operator at the second international position extends the call to the third international position and signals **THRU** to the calling international position;
- e) the operator of the third international position announces himself by his abbreviated name;
- f) the controlling international operator sends his own answer-back and signals the particulars of the called subscriber;
- g) the operator of the third international position:
 - i) holds the circuit from the controlling international position,
 - ii) selects the called subscriber,
 - iii) signals the letters **DF** to the controlling international position,
 - iv) establishes the connection between it and the called subscriber;
- h) the controlling international operator:
 - i) establishes the connection with the calling subscriber and obtains the called subscriber's answer-back, which must also be received by the calling subscriber,
 - ii) obtains the calling subscriber's answer-back, which must also be received by the called subscriber,
 - iii) operates the timing equipment,
 - iv) clears down the connection on receiving the clearing signal.

3.3.6.3.2 If the operator of the second international telex position finds all the circuits to the third position engaged, he should signal **NC** and clear down the international circuit.

3.3.6.3.3 If the called subscriber is engaged, the international operator of the destination exchange signals **OCC** and clears down the international circuit.

3.3.6.4 *Subscriber recall*

3.3.6.4.1 When a telex connection has to be established by recalling the calling subscriber (3.3.6.1.2 above) the operator of the position controlling the call will first select from the two correspondents the one he can reach more easily. The procedure will be analogous to that described in paragraphs 3.3.6.1, 2 and 3 above, but before connecting the two subscribers the controlling operator will transmit **DF** to the calling subscriber to advise him that he is receiving a call that he has previously booked.

3.3.6.4.2 The operator may not occupy international telex circuits while awaiting clearance of a busy subscriber line.

3.3.6.5 *Operator recall*

3.3.6.5.1 It is not possible to recall the operator of a telex position to a connection already set up, except when applying CCITT Recommendation U.21 by agreement between Administrations*. The operator-recall signal shall be acted upon by the controlling operator only. In the event of the assistance of any other operator being required, it will be obtained by the controlling operator.

3.3.6.6 *Instructions for foreign subscribers*

3.3.6.6.1 All instructions necessary for the efficient handling of a subscriber's international telex traffic may be given to that subscriber only through the medium of the international terminal exchange to which he is connected.

3.4 *Characteristics of subscribers' equipment*

3.4.1 The signals sent by the start-stop equipment used in the telex service are those of International Telegraph Alphabet No. 2 as shown in Recommendation F.1, C8.

3.4.2 Answer-back composition

3.4.2.1 The answer-back code should include:

- a) the subscriber's number;
- b) if required, the machine identity letter or letters;
- c) an (abbreviated) name designating the subscriber;
- d) the telex network identification code, preceded by a space.

3.4.2.2 Preferably the various parts of the answer-back code should be arranged in the order shown in 3.4.2.1. Nevertheless, if Administrations* alter on a network basis the form of existing answer-back codes or open new networks they must ensure that the answer-back code is composed in the form shown above.

3.4.2.3 Where a telex subscriber has more than one telex line and automatic hunting facilities are provided, the answer-back code of each machine of the group should, apart from the machine identification letter(s), be identical.

3.4.2.4 If the order shown in 3.4.2.1 is applied, the series of 20 signals in the answer-back code, as shown in CCITT Recommendations S.6, should be as follows:

- a) for machines without identification letters:
 - figure-shift or (if permanently fitted or required by the network) letter-shift;
 - carriage-return;
 - line-feed;
 - the national call number of the subscriber or (if letter-shift is fitted in the first position) figure-shift followed by the national call number of the subscriber;
 - letter-shift;
 - space;
 - letters indicating as explicitly as possible the name of the telex subscriber;
 - space;
 - the one or two letters of the telex network identification code (code listed in column 5 of the *List of Indicators for the Telegram Retransmission System and Telex Network Identification Codes* — Part A);
 - letter-shift;
- b) for machines with identification letters:
 - figure-shift or (if permanently fitted or required by the network) letter-shift;
 - carriage return;
 - line-feed;
 - the national call number of the subscriber, or (if letter-shift is fitted in the first position) figure-shift followed by the national call number of the subscriber;
 - letter-shift;
 - machine identification letter(s);
 - space;
 - letters indicating as explicitly as possible the name of the telex subscriber;
 - space;
 - the one or two letters of the telex network identification code;
 - letter-shift.

3.4.2.5 Should the signals in the answer-back code not fill the places available, the unused places should be filled by the necessary number of either:

- a) letter-shifts, which should preferably be inserted between the subscriber's name and the telex network identification code, or
- b) space signals (combination No. 31), which should preferably be inserted after the telex network identification code.

3.4.3 The subscriber's equipment must be arranged in such a way that a call can be received, the answer-back taken, the message transmitted and the connection cleared without the intervention of the called subscriber.

3.4.4 The motor of the teleprinter will rotate continuously for the duration of an established telex connection.

3.4.5 In exceptional cases, Administrations* may allow subscribers to dispense with the stipulations of paragraph 3.4.3 for periods previously notified. In such cases means must be provided for the transmission of one of the appropriate code expressions either automatically or, in the case of a manual exchange, by the incoming switchboard operator.

3.5 *Restriction on the use of a telex station*

3.5.1 Administrations reserve the right to suspend the telex service in the cases mentioned in Articles 19 and 20 of the Convention.

3.5.2 Administrations and recognized private operating agencies should refuse to make the telex service available to a telegraph forwarding agency which is known to be organized for the purpose of sending or receiving telegrams for retransmission by telegraphy with a view to evading the full charges due for the complete route.

3.5.3 Administrations* shall refuse to provide international telex service to a customer whose activity would be regarded as an infringement of the functions of an Administration* in providing a public telecommunication service.

3.6 *Subscribers' operating procedure for telex calls*

3.6.1 Administrations* may wish to advise their customers on how to make best use of the international telex service. To that end, an example for such provisions is given in the Annex. Such instructions may also include information regarding the code expressions used in the international telex service, which are listed in 4.1.

3.7 *Directories*

3.7.1 *Compilation of directories*

3.7.1.1 As far as possible each Administration* shall publish a directory of its subscribers at least once a year.

3.7.1.2 Directories should not be larger than 210 × 297 mm (A4).

3.7.1.3 The directory shall be composed of two separate lists, a list of subscribers and a list of answer-back codes.

3.7.1.3.1 The list of subscribers shall be drawn up as follows:

- either a) places where stations are located, classified in alphabetical order, and
within that classification, subscribers' names arranged in alphabetical order;

Example:

Place	Subscriber's name and address	Subscriber's exchange (where necessary)	Call number	Answer-back code
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or *b*) subscribers' names only, arranged in alphabetical order (subscribers of the same name being classified in the alphabetical order of the place in which they are located).

Example:

Subscriber's name and address, including the locality	Subscriber's exchange (where necessary)	Call number	Answer-back code
--	--	-------------	------------------

3.7.1.3.2 The list of answer-back codes shall be compiled in numerical order.

Example:

Answer-back code	Subscriber's name and place	Subscriber's exchange (where necessary)	Call number (where necessary)
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3.7.1.3.3 However, in cases where the answer-back codes are not yet arranged in the order laid down in 3.4.2.1, the list of answer-back codes may be compiled in alphabetical order.

3.7.1.4 The directories sent to Administrations* shall be set up in Roman letters. The call-number published shall be that which the calling subscriber has to transmit in order to obtain the called subscriber after he has followed the procedure prescribed in his own country to gain access to an international circuit.

3.7.1.5 When directories are written in a language other than the language used in that country, they shall be accompanied by an explanatory note to facilitate the use of such directories. This note shall be drawn up in whatever official language of the Union has been agreed upon by the Administrations* concerned.

3.7.1.6 Each directory should also contain:

- a*) the list of destination codes for the countries to which the national subscribers have access. These codes shall be supplemented by the access prefix for the international telex network;
- b*) a list of the telex network identification codes of these countries.

3.7.1.7 The telex network identification code of the country (or network) should be shown in large type on the cover and on the spine (i.e. the bound edge) of each directory.

3.7.1.8 To facilitate reference in international telex centres to a number of directories issued by various Administrations*, the orientation of the printing on the spine should be similar to that used in this volume (II.3). When directories are stored vertically on a bookshelf, the telex network identification codes should all be horizontal (like II.3) and other particulars, which cannot conveniently be printed horizontally, should all read from bottom to top (like CCITT ...).

3.7.2 Supply of directories

3.7.2.1 Each Administration* shall supply, free of charge, to the Administrations* with which a telex service exists, a sufficient number of copies of its subscribers' directories for official use. The number of such copies shall be fixed in advance by mutual agreement and shall be regarded as applying until a request to change it is received. Such request must be made not later than 1 February each year.

3.7.2.2 Each Administration* shall supply, against payment, to the Administrations and recognized private operating agencies with which a telex service exists, a number of its subscribers' directories to be put on sale. The number of copies intended for sale shall be fixed in advance by mutual agreement and shall be regarded as applying until a request to change it is received. Such requests must be made not later than 1 February each year.

3.7.2.3 A subscriber wishing to obtain a copy of the telex directory of another country must apply to his own Administration*. If an application for its directory is received direct by an Administration* from a subscriber in a foreign country, the request shall be forwarded by that Administration* to the Administration* of the subscriber's country.

3.7.2.4 An Administration* that has supplied directories of its country intended for sale to another Administration* shall indicate the equivalent in gold francs of the sale price of the directories applied in the country of origin plus any postal charges.

4. *Miscellaneous provisions*

4.1 *Code expressions used in the international telex service*

4.1.1 In service correspondence the following code expressions should be used:

ABS	Absent subscriber/office closed
ANUL	Delete
BK	I cut off
CFM	Please confirm/I confirm
COL	Collation please/I collate
CRV	Do you receive well?/I receive well
DER	Out of order
DF	You are in communication with the called subscriber
GA	You may transmit/may I transmit?
INF	Subscriber temporarily unobtainable, call the information service
JFE	Office closed because of holiday
MNS	Minutes
MOM	Wait/waiting
MUT	Mutilated
NA	Correspondence with this subscriber is not admitted
NC	No circuits
NCH	Subscriber's number has been changed
NI	No line identification available
NP	The called party is not, or is no longer, a subscriber
NR	Indicate your call number/my call number is ...
OCC	Subscriber is engaged
OK	Agreed/do you agree?
P¹	Stop your transmission
(or figure 0 ¹)	
PPR	Paper
R	Received
RAP	I shall call you back
RPT	Repeat/I repeat
SSSS	Here ready for data transmission (see Recommendation S.15)
SVP	Please
TAX	What is the charge?/the charge is ...
TEST MSG	Please send a test message
THRU	You are in communication with a telex position
TPR	Teleprinter
W	Words
WRU	Who is there?
XXXXX	Error

¹ To be repeated until the transmission is brought to a stop.

4.2 *Printing of telex numbers*

4.2.1 Standardized printing of telex numbers on letterheads is especially valuable for international purposes. It is recommended that this printing contain the word *Telex*, followed by the subscriber's answer-back code, for example:

Telex 31005 SHELL NL

4.2.2 In those cases where there is no number in the answer-back code the word *Telex* should be followed by the telex number and the complete answer-back within inverted commas, for example:

Telex 24935 "LAPORTCHEM LDN"

ANNEX

(to Recommendation F.60)

Operating procedure for telex calls

1. *Setting up a telex call*

1.1 In the automatic service the subscriber selects the telex number required. The establishment of a connection is recognized by the reception of the answer-back from the wanted subscriber. The caller checks whether the answer-back he has received is in fact that of the appropriate subscriber. If it is not, he disconnects and reselects the number of the subscriber required. When the caller has received the correct answer-back he releases his own answer-back before starting the transmission of a message.

1.2 In the manual or semi-automatic service a connection is established through the intermediary of an international telex position. The establishment of a connection is indicated by the reception of the answer-back from the called subscriber, followed by that of the calling subscriber. The subscribers must not intervene during this procedure. The caller checks whether the answer-back he has received is in fact that of the wanted subscriber. If it is not, he should disconnect and inform the international telex position accordingly.

1.3 If the called telex station is continuously unattended, e.g. automatic answering equipment, store-and-forward equipment or other reception equipment, a dialogue with the called telex station is impossible.

1.4 If the telex machine of the called subscriber is attended, a dialogue between subscribers is possible, in which case the end of each transmission should be indicated by the plus sign and question mark (+?) followed by a letter-shift, thus inviting the other party to transmit in his turn.

2. *Setting out the message*

2.1 Where the recipient may be in doubt about the identity of the caller, it is recommended that the calling subscriber indicate:

- a) name and place of the sender, preceded by the word **FROM** ;
- b) name and place of the addressee, preceded by the word **TO** ;
- c) if required, name and place of information addressee(s), preceded by the word **COPY** .

Practice has shown that the observation of this recommendation will often save additional work for the recipient especially when messages have to be distributed for action.

2.2 After the exchange of answer-backs as set out in 1. above and following the recommendation in 2.1, the calling subscriber can transmit his message, for which the following uniform procedure is recommended:

- a) start a new line and mention own reference, if any, and the date of dispatch;
- b) start a new line and indicate the priority of the message, if desirable, such as **URGENT** , **VERY URGENT** , etc.;
- c) start a new line and indicate the subject if appropriate and/or the name of the person or department for whose attention the message is intended;

- d) start a new line and mention any references, such as **REF YOUR TELEX 123 OF 15.7, REF YOUR LETTER 456 OF 25.7, REF OUR TELECON**, etc.;
- e) start a new line and transmit the text of the message;
- f) after having completed the message, start a new line and transmit a plus sign (+) indicating the end of the message;
- g) obtain the answer-back of the called subscriber, check it in order to be sure that the connection is still in good order and generate own answer-back;
- h) if there are more messages, they should be separated from each other by at least 8 line-feeds, after the exchange of the answer-backs as mentioned in g);
- i) after transmission of the last message and the exchange of the answer-backs send at least 8 line-feeds and give the clearing signal.

3. Additional instructions

3.1 When a group, or part of a group, is composed of a whole number and an ordinary fraction, the fraction should be separated from the number by means of a dash without space.

Example: for *one and three quarters*: **1-3/4**

3.2 In order to avoid misunderstanding, a whole number, a fractional number, or a fraction followed by a % or ‰ should be transmitted by joining them up to the % or ‰ sign by a dash, or transmitted in full as appropriate.

Examples: for 2% transmit **2-0/0** or **2 PER CENT**
for $4\frac{1}{2}\%$, transmit **4-1/2-0/00** or **4-1/2 PER MILLE**

3.3 When important figures or words appear in the text it is desirable to repeat them immediately after the group followed by a space either in brackets or preceded by the word **REPEAT**.

Examples: **1500 (1500)**
1500 REPEAT 1500
NOT REPEAT NOT

3.4 To pass to the beginning of the next line, i.e. to start a new line, first press carriage-return and then line-feed.

3.5 An error is corrected in the following manner:

- a) In manual transmission, by the sequence **XXXXXX** (letter X repeated five times and followed by a space)²⁾ joined to the erroneous word.

Example: **PLEASE DISPATCH FITXXXXX FIVE PARCELS**

- b) In automatic transmission, when preparing perforated tape, by *backspacing* (if necessary by counting the number of characters to be erased, including spaces and shifts, and backspacing by that number) to the erroneous character and then operating the letter-shift key to erase all the characters up to and including the last punched character. Then start again with the character to be sent immediately after the last correctly punched character.
- c) If the procedure mentioned under b) for one reason or other cannot be followed, an error could be corrected as indicated under a).
- d) If an error is detected after the transmission of a message but before the exchange of the answer-backs it should be corrected by clearly indicating under the text of the message what change is required, e.g.:

CORRECT 4TH WORD 2ND LINE TO READ NOT REPEAT NOT
DELETE 4TH WORD 2ND LINE

INSERT THE WORD "WITH" BETWEEN THE 4TH AND 5TH WORD OF 2ND LINE

²⁾ It isto be noted that the sequence **E E E** (space and letter E repeated three times followed by a space and repetition of the last correct word) is in use but is not preferred.

- 3.6 If, for some reason or other, a message has to be cancelled during transmission this should be clearly indicated on a new line by transmitting three times the word **ANUL**.
- 3.7 In preparing a perforated tape for automatic transmission, care should be taken that:
- a) the signal *Who are you?* (figure case D) does not appear on the tape, in order to prevent the text from being garbled by the returned answer-back of the other party;
 - b) the procedure mentioned in 3.4 above is followed;
 - c) the tape is perforated to the end with a series of letter-shifts.
- 3.8 Since figure case signs or letters coupled with the letters **F**, **G** and **H** are not universally standardized, they must not be used in international communications, but should be transmitted in full, e.g. **DOLLARS**, **POUNDS STERLING**, etc.

Recommendation F.61

THE CHARGEABLE DURATION OF A TELEX CALL

(based on former Recommendations F.60 and F.67 as shown in Volume II.B of the Green Book; Geneva, 1976)

General considerations

The chargeable duration that is used in the establishment of international accounts is not necessarily the same as that used in the subscribers' accounts. The duration taken into consideration in the international accounts can be fixed precisely and independently of the characteristics of the network.

A. FULLY AUTOMATIC SERVICE

- a) With fully automatic international telex operation, call durations are registered automatically. Administrations* may not have tickets available for working out the distribution of charges on the basis of the chargeable duration of calls.
- b) In accordance with the relevant Recommendations for signalling in the telex service, the call-connected signal should start the equipment for determining the chargeable duration of the call in the case of automatic switching between subscribers.
- c) Some networks delay the start of charging in order to avoid charging ineffective calls when preceded by a *call-connected* signal.
- d) Consequently, the start of charging for calling subscribers may differ considerably from one network to another. It has been possible to note differences of 15 seconds between these starts for different networks.

For these reasons, the CCITT *unanimously recommends*

1. In order to avoid too great a dissymmetry in the charges collected one of the following two methods of charging should be used in the fully automatic international telex service:
 - 1.1 charging minute by minute;
 - 1.2 charging by periodic pulses of the type used in the national automatic service.
2. The accounts for the fully automatic international telex service should be based on the chargeable duration of a call, calculated from a conventional start fixed at between 5 and 7 seconds after the *start* of the call-connected signal and the end of the chargeable duration fixed not later than 1 second after the start of the clearing signal. This conventional start is valid for calls charged on a minute-by-minute basis and for those charged by periodic pulse metering.

* or recognized private operating agency/agencies.

3. With the agreement of the transit Administrations* concerned, two Administrations* may, if they wish, apply one of the following three methods for the establishment of their international accounts:

3.1 by basing them on the chargeable durations recorded for subscribers, when the outgoing Administration* possesses equipment capable of showing these durations;

3.2 by basing them on the total (actual) duration of calls measured on international circuits in the outgoing international exchange by means of appropriate meters. When, in relations where signalling systems are used that make it possible to assess the call durations without excessive complications, the Administrations* measure the total occupation time of the outgoing circuits; a correction factor should be applied to the traffic figures so as to assess, in total actual call duration, the traffic that is to serve as the basis for preparing the accounts. The corrections to be applied should be determined by agreement between the Administrations* concerned.

3.3 accounting may be dispensed with, or a lump-sum settlement applied, by agreement between the Administrations* concerned.

4. If a group of circuits is used both for gentex operation and for automatic telex operation, the method described under 3.2 may be allowed only if the meters concerned are not operated in the case of gentex calls.

5. If a circuit is capable of fully automatic and semi-automatic use, and if, further, the method mentioned under 3.2 is applied, the equipment in the international outgoing exchange should be capable of identifying semi-automatic calls so that the meters concerned are not operated in the case of semi-automatic calls.

6. The degree of accuracy of the call-duration measuring equipment should be $\pm 2\%$ for a set of measurements covering an adequate number of calls which, in light traffic relations, may lead to acceptance of the fact that 2% accuracy should be obtained on the overall measurements for a year but not for each of the partial measurements made during that year (monthly measurements, for example, if the monthly interval is retained for the establishment of international accounts).

B. SEMI-AUTOMATIC AND MANUAL SERVICE

The CCITT *unanimously recommends*

1. The chargeable duration of a telex call begins at the moment the connection is established between the calling and the called subscribers.

2. It ends at the moment when the clearing signal given by the calling or called subscriber is transmitted over the international circuit. To this end, the international telex position must be able to receive the clearing signal from both sides.

3. With manual or semi-automatic operation:

3.1 any telex call of three minutes duration or less shall be charged as for three minutes;

3.2 when the duration of a call exceeds three minutes, a charge per minute shall be made for the period in excess of the first three minutes. Any fraction of a minute shall be charged as for one minute.

4. With manual or semi-automatic operation, the operator of the controlling international telex position shall determine the chargeable duration, unless other arrangements have been made by agreement between the Administrations* concerned, taking into account, where necessary, any difficulties in transmission or any irregularities that he may observe.

5. When a telex call is controlled by an operator at a telex position in a transit country the chargeable duration of the call shall be notified to the international telex exchange of origin within 24 hours, giving the following details:

- the locality and number of the calling subscriber;
- the locality and number of the called subscriber;
- the time at which the call began;
- its chargeable duration in minutes.

Example: **STOCKHOLM 1846 TO ATHENS 21460 AT 1546 GMT 3 RPT 3 MNS**

Recommendation F.62**DUPLEX OPERATION IN THE TELEX SERVICE**

*(formerly CCIT Recommendation H.3, Geneva, 1956;
amended at Geneva, 1964 and 1976)*

The CCITT,

considering

- a) that the introduction of duplex operation in the international telex service may be of interest;
- b) that there is justification for prescribing certain directives to be observed by the Administrations* that desire to carry out trials of duplex operation in the international telex service;

unanimously declares the view

1. that the Administrations* that decide to authorize duplex operation in the international service should make the requisite technical arrangements to maintain the answer-back procedure recommended by the CCITT;
2. that the possibility of taking a local record should be maintained for telex installations equipped for duplex operation and, in particular that these installations should be equipped with two teleprinters when duplex working is not carried out systematically making use of an automatic transmitter;
3. that, in cases where duplex international telex communication is permitted, the tariffs for duplex calls should be on the same basis as for simplex calls;
4. that, however, Administrations* may levy a surcharge on subscribers who can use duplex operation, based either on a flat rate or on each call;

Note. — Duplex telex calls used *exclusively for data transmission* with the purpose of checking errors should not be considered as *duplex operations*.

5. that the Administrations* operating a duplex telex service either internally or in the international system should advise the CCITT of the technical arrangements and operating methods adopted.

Recommendation F.63**SPECIAL SERVICES IN THE INTERNATIONAL TELEX SERVICE**

*(formerly CCIT Recommendation H.9, 1954;
amended at Geneva, 1976)*

The CCITT,

considering

- a) that experience is so far insufficient to enable Recommendations to be drawn up on the appropriate operating and technical arrangements for establishing special international services such as conference or broadcast calls, abbreviated address calling, store and forward service and so on over the telex network;
- b) that Administrations* should continue to give attention to the methods of operating to be used in the establishment of calls in these categories, because of the difficulties caused;

* or recognized private operating agency/agencies.

unanimously declares the view

that the rapporteurs of the Administrations* permitting the establishment of special services in their internal telex network should advise the competent study group of the technical arrangements and operating procedures employed.

Recommendation F.64

DETERMINATION OF THE NUMBER OF INTERNATIONAL TELEX CIRCUITS REQUIRED TO CARRY A GIVEN VOLUME OF TRAFFIC

*(formerly CCIT Recommendation H.10, 1954;
amended at Mar del Plata, 1968 and Geneva, 1976)*

The CCITT,

considering

- a) that it is essential to provide an adequate number of circuits between two telex networks in order to provide the rapid service stipulated in Recommendation F.60;
- b) that the use of tables for the determination of the number of circuits as a function of the traffic to be dealt with during the busy hour is an established practice in all Administrations*, and is a convenient means of indicating a standard;
- c) that international telex circuits may be selected either at manual positions, or via automatic switching equipment, particularly where subscriber-to-subscriber selection is employed between two networks;

unanimously declares the view

- 1. that Administrations* should use Tables A/F.64 or B/F.64 below, according to the system of selection employed (i.e. manual selection or automatic selection) in the international service;
- 2. Administrations* should aim for full availability of circuits on intercontinental and ARQ radio routes operated with signalling in accordance with Recommendations U.1, U.11, U.12 and U.20. Where an Administration* is unable to provide the full availability, it should provide an availability to achieve not less than 90% of the full availability capacity relative to the number of circuits on the route at a grade of service of one in 50.

Introduction

- i) Table A/F.64 shows values for manual traffic carried. If for the purpose of design (as distinct from the maintenance of rapid service) it is desired to obtain values for offered traffic in erlangs, these may be determined by adding the respective values of lost traffic to the figures for carried traffic in Table A.
- ii) Table A/F.64 is directly applicable only to full-availability groups of circuits that are operated either wholly as bothway circuits, or wholly as unidirectional circuits.
- iii) Table B/F.64 shows values for traffic offered in the automatic service and is directly applicable to full-availability groups and groups with availabilities between 10 and 50.

* or recognized private operating agency/agencies.

Given the traffic offered (A) in erlangs and the availability (K), the number of circuits required to provide a loss probability (B) of 0.02 may be determined from Table B/F.64. Groups of up to 200 circuits and availabilities of 10, 20, 30, 50 and N circuits (N circuits corresponding to full availability) are covered. The method of applying the table is shown in Figure 1/F.64.

- iv) Where groups of circuits are divided into bothway and unidirectional components, the division and number of circuits in each component will be agreed between Administrations*.

TABLE A/F.64 — Traffic capacity table for manually selected telex circuits (Note 1)

Number of circuits	Average intensity for traffic carried in the busy hour, expressed in erlangs, for a grade of service (probability of loss) of:		
	1 in 10 (Note 2)	1 in 30 (Note 3)	1 in 50 (Note 3)
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>
1.	0.2	0.066	0.034
2	0.9	0.43	0.33
3	1.5	0.89	0.76
4	2.3	1.49	1.29
5	3.2	2.17	1.92
6		2.92	2.67
7		3.77	3.44
8		4.66	4.25
9		5.56	5.09
10		6.47	5.93
11		7.39	6.79
12		8.31	7.67
13		9.24	8.57
14		10.2	9.48
15		11.1	10.4
16		12.1	11.3
17		13.0	12.3
18		13.9	13.2
19		14.9	14.1
20		15.9	15.0

Note 1. — Table A/F.64 makes allowance for the manual operator to continue the search for a free line over the group of circuits concerned for a period of 30 seconds if all are engaged, after which the search is abandoned and the call suspended.

Note 2. — Column *b* of Table A/F.64 will, in general, only be used in respect of small groups of circuits of considerable length, having due regard to the desire to provide a rapid service, as well as to economic considerations.

Note 3. — In all other cases the figures of column *c* shall be used in preference to those of column *d*.

N Circuits	K	10	K Availability	50	N
100		64.0		84.1	88.0
102		65.3		85.9	89.9
104		66.5		87.6	91.9
106		67.8		89.4	93.8
N			A		
			Traffic offered (erlangs)		
196		125.4		170.4	182.2
198		126.7		172.2	184.2
200		128.0		174.1	186.2

FIGURE 1/F.64 — An example for using Table B/F.64

TABLE B/F.64 — Traffic capacity table for automatically selected circuits

N \ K					
	10	20	30	50	... N
A					
1					0.02
2					0.22
3					0.60
4					1.09
5					1.66
6					2.28
7					2.94
8					3.63
9					4.34
10	5.08				5.08
11	5.68				5.84
12	6.29				6.61
13	6.90				7.40
14	7.52				8.20
15	8.15				9.01
16	8.77				9.83
17	9.40				10.7
18	10.0				11.5
19	10.7				12.3
20	11.3	13.2			13.2
21	12.0	13.9			14.0
22	12.6	14.7			14.9
23	13.3	15.4			15.8
24	13.9	16.2			16.6
25	14.6	16.9			17.5
26	15.2	17.7			18.4
27	15.9	18.4			19.3
28	16.5	19.2			20.2
29	17.2	19.9			21.0
30	17.8	20.7	21.9		21.9
31	18.5	21.5	22.7		22.8
32	19.2	22.2	23.5		23.7
33	19.8	23.0	24.3		24.6
34	20.5	23.8	25.1		25.5
35	21.1	24.6	26.0		26.4
36	21.8	25.3	26.8		27.3
37	22.5	26.1	27.6		28.3
38	23.1	26.9	28.4		29.2
39	23.8	27.7	29.2		30.1
40	24.4	28.4	30.0		31.0
41	25.1	29.2	30.8		31.9
42	25.8	30.0	31.7		32.8
43	26.4	30.8	32.5		33.8
44	27.1	31.6	33.3		34.7
45	27.8	32.3	34.1		35.6
46	28.4	33.1	34.9		36.5
47	29.1	33.9	35.8		37.5
48	29.8	34.7	36.6		38.4
49	30.4	35.5	37.4		39.3
50	31.1	36.3	38.2	40.3	40.3

TABLE B/F.64 (continued)

N \ K	K					
		10	20	30	50	... N
	A					
50		31.1	36.3	38.2	40.3	40.3
51		31.8	37.1	39.1	41.1	41.2
52		32.4	37.9	39.9	42.0	42.1
53		33.1	38.7	40.7	42.8	43.1
54		33.8	39.4	41.6	43.7	44.0
55		34.4	40.2	42.4	44.6	44.9
56		35.1	41.0	43.2	45.4	45.9
57		35.7	41.8	44.1	46.3	46.8
58		36.4	42.6	44.9	47.2	47.8
59		37.1	43.4	45.7	48.0	48.7
60		37.7	44.2	46.6	48.9	49.6
61		38.4	45.0	47.4	49.8	50.6
62		39.1	45.8	48.2	50.6	51.5
63		39.7	46.6	49.1	51.5	52.5
64		40.4	47.4	49.9	52.4	53.4
65		41.0	48.2	50.8	53.3	54.4
66		41.7	49.0	51.6	54.1	55.3
67		42.4	49.8	52.4	55.0	56.3
68		43.0	50.6	53.3	55.9	57.2
69		43.7	51.4	54.1	56.7	58.2
70		44.4	52.2	55.0	57.6	59.1
71		45.0	53.0	55.8	58.5	60.1
72		45.7	53.8	56.6	59.4	61.0
73		46.3	54.6	57.5	60.2	62.0
74		47.0	55.4	58.3	61.1	62.9
75		47.6	56.2	59.2	62.0	63.9
76		48.3	57.0	60.0	62.9	64.9
77		49.0	57.8	60.9	63.8	65.8
78		49.6	58.6	61.7	64.6	66.8
79		50.3	59.4	62.6	65.5	67.7
80		50.9	60.2	63.4	66.4	68.7
81		51.6	61.0	64.3	67.3	69.6
82		52.2	61.8	65.1	68.2	70.6
83		52.9	62.6	66.0	69.0	71.6
84		53.6	63.4	66.8	69.9	72.5
85		54.2	64.2	67.6	70.8	73.5
86		54.9	65.0	68.5	71.7	74.5
87		55.5	65.9	69.3	72.6	75.4
88		56.2	66.7	70.2	73.5	76.4
89		56.8	67.5	71.0	74.3	77.3
90		57.5	68.3	71.9	75.2	78.3
91		58.1	69.1	72.7	76.1	79.3
92		58.8	69.9	73.6	77.0	80.2
93		59.4	70.7	74.4	77.9	81.2
94		60.1	71.5	75.3	78.8	82.2
95		60.7	72.3	76.2	79.7	83.1
96		61.4	73.1	77.0	80.5	84.1
97		62.0	73.9	77.9	81.4	85.1
98		62.7	74.7	78.7	82.3	86.0
99		63.3	75.5	79.6	83.2	87.0
100		64.0	76.3	80.4	84.1	88.0

GRADE OF SERVICE

TABLE B/F.64 (concluded)

N \ K	K	10	20	30	50	... N
	A					
100		64.0	76.3	80.4	84.1	88.0
102		65.3	77.9	82.1	85.9	89.9
104		66.5	79.6	83.8	87.6	91.9
106		67.8	81.2	85.5	89.4	93.8
108		69.1	82.8	87.3	91.2	95.7
110		70.4	84.4	89.0	93.0	97.7
112		71.7	86.0	90.7	94.8	99.6
114		72.9	87.6	92.4	96.6	101.6
116		74.2	89.3	94.1	98.3	103.5
118		75.5	90.9	95.8	100.1	105.5
120		76.8	92.5	97.5	101.9	107.4
122		78.1	94.1	99.3	103.7	109.4
124		79.3	95.7	101.0	105.5	111.3
126		80.6	97.3	102.7	107.3	113.3
128		81.9	99.0	104.4	109.1	115.2
130		83.2	100.6	106.1	110.9	117.2
132		84.5	102.2	107.9	112.7	119.1
134		85.7	103.8	109.6	114.5	121.1
136		87.0	105.4	111.3	116.3	123.1
138		88.3	107.0	113.0	118.1	125.0
140		89.6	108.7	114.7	119.9	127.0
142		90.8	110.3	116.5	121.7	128.9
144		92.1	111.9	118.2	123.5	130.9
146		93.4	113.5	119.9	125.3	132.9
148		94.7	115.1	121.6	127.1	134.8
150		96.0	116.7	123.4	128.9	136.8
152		97.2	118.3	125.1	130.7	138.8
154		98.5	120.0	126.8	132.5	140.7
156		99.8	121.6	128.5	134.3	142.7
158		101.1	123.2	130.3	136.1	144.7
160		102.4	124.8	132.0	137.9	146.6
162		103.6	126.4	133.7	139.7	148.6
164		104.9	128.0	135.4	141.5	150.6
166		106.2	129.6	137.2	143.3	152.6
168		107.5	131.2	138.9	145.1	154.5
170		108.8	132.9	140.6	146.9	156.5
172		110.0	134.5	142.3	148.7	158.5
174		111.3	136.1	144.1	150.5	160.4
176		112.6	137.7	145.8	152.3	162.4
178		113.9	139.3	147.5	154.1	164.4
180		115.2	140.9	149.2	155.9	166.4
182		116.4	142.5	151.0	157.7	168.3
184		117.7	144.1	152.7	159.6	170.3
186		119.0	145.7	154.4	161.4	172.3
188		120.3	147.3	156.2	163.2	174.3
190		121.6	148.9	157.9	165.0	176.3
192		122.8	150.6	159.6	166.8	178.2
194		124.1	152.2	161.3	168.6	180.2
196		125.4	153.8	163.1	170.4	182.2
198		126.7	155.4	164.8	172.2	184.2
200		128.0	157.0	166.5	174.1	186.2

Recommendation F.65**TIME-TO-ANSWER BY OPERATORS AT INTERNATIONAL TELEX POSITIONS**

*(formerly CCIT Recommendation H.11, 1954;
amended at Geneva, 1976)*

The CCITT,

considering

- a) that a rapid answer to calling signals by the operators at incoming international telex positions is essential to ensure a rapid telex service;
- b) that a rapid answer is a very important factor in the efficient utilization of international telex circuits;
- c) that the time-to-answer has a direct effect on the costs of staffing and of switchboard provision;

unanimously declares the view

that, wherever possible, Administrations* should give priority to the answering of incoming calling signals at international terminal exchanges and should endeavour to ensure that 95% of calls are answered within 30 seconds.

Recommendation F.66**REGIONAL TARIFF RECOMMENDATIONS FOR THE
INTERNATIONAL TELEX SERVICE**

(Geneva, 1976)

The regional tariff groups have drawn up the following Recommendations concerning tariffs for the international telex service for application within their respective regions:

- D.201 R Determination of the accounting rate quotas and collection charges in telex relations between countries in Africa
- D.301 R Determination of the accounting rate quotas and collection charges in telex relations between countries in Europe and the Mediterranean Basin
- D.401 R Accounting rates applicable to telex relations between countries in Latin America.

* or recognized private operating agency/agencies.

Recommendation F.67**CHARGING AND ACCOUNTING IN THE INTERNATIONAL TELEX SERVICE***(Geneva, 1976)***SUMMARY**

Division	Subject	Page
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D	Accounting	163
E	Adjustment of charges and refunds	169

* or recognized private operating agency/agencies.

DIVISION A

EXPLANATION OF TERMS

1. *(Telex) relation*

A (telex) relation between two terminal countries exists when there is between them an exchange of telex traffic (and, normally, a settlement of accounts).

2. *Origin country (or Administration*)*

The origin country is the country in which the calling subscriber is located.

3. *Destination country (or Administration*)*

The destination country is the country in which the called subscriber is located.

4. *Terminal country (or Administration*)*

A terminal country is both an origin country and a destination country in a given relation.

5. *Transit country (or Administration*)*

5.1 A transit country is a country through which traffic is routed between two terminal countries.

5.2 A *direct-transit country* is one through which traffic is routed on direct circuits, i.e. on circuits provided for the exclusive use of other countries.

5.3 A *switched-transit country* is a transit country through which traffic is routed by switching in an international transit exchange.

6. *International circuit*

6.1 A circuit between two international exchanges situated in different countries is called an *international circuit*.

6.2 A *continental circuit* is an international circuit between two international exchanges situated in two different countries in the same continent.

6.3 An *intercontinental circuit* is an international circuit between two international exchanges in different continents.

7. *National extension*

A national extension is that part of the connection which extends from the national side of the international exchange to the subscriber.

8. *Remuneration for shared use and exclusive use*

8.1 *Remuneration for shared use of circuits and equipment*

The expression *remuneration for shared use* refers to the remuneration paid to the Administration* of a country P that makes its facilities available to a number of Administrations* of other countries L_1, L_2, \dots, L_n for the routing of different international traffic streams. It may apply either to circuits or to switching equipment. Under the control of the owner, the use of such facilities may be shared in any appropriate manner with other Administrations* (including the Administration* that owns them). The latter sets the price for the shared use of its facilities:

8.1.1 either according to the number of traffic units; or

8.1.2 by a fixed amount covering a certain period of time and based on the estimated volume of traffic and its time characteristics.

8.2 *Remuneration for exclusive use of circuits*

8.2.1 The remuneration for exclusive use is the remuneration paid to the Administration* that makes its circuits available for direct transit, each circuit being assigned on an exclusive basis. The volume of traffic, its origin and its fluctuations in time are not the concern of the owner Administration* and have no effect on the amount of the remuneration, which is paid circuit by circuit. The owner does not control the traffic routed over the circuit. This is the conventional lease arrangement between Administrations*.

8.2.2 For further clarification, it should be mentioned that:

- a) the general term *lease* used until now applied only to the case cited in 8.2.1 where exclusive use is granted;
- b) the term *owner* in these definitions refers to an Administration* that receives the remuneration and that grants the rights to another Administration*. The owner may have real ownership or the indefeasible right of use of the facilities.

9. *Accounting rate*

The accounting rate is the rate per traffic unit agreed between the Administrations* for a given relation that is used for the establishment of international accounts.

10. *Collection charge*

The collection charge is the charge collected by an Administration* from its public for the use of the international telex service. The establishment of that charge is a national matter.

11. *Flat-rate price (per circuit) procedure*

The flat-rate price procedure is a procedure that consists of remunerating an Administration* on the basis of a flat-rate price per circuit.

12. *Traffic-unit price procedure*

The traffic-unit price procedure is the procedure whereby remuneration of an Administration* is based on traffic units.

13. *Traffic unit*

The traffic unit that is recommended for use in the traffic-unit price procedure is one minute of call duration as defined in Recommendation F.61.

DIVISION B

COLLECTION CHARGES

1. *Fixing of collection charges*

1.1 The collection charges shall be established per traffic unit.

1.2 Each Administration* shall, subject to the applicable provisions of national law, fix the charges to be collected from its public. In fixing these charges, Administrations* should make every effort to avoid too large a difference between the charges applicable in each direction of the same relation.

1.3 Any country that for its own benefit levies a fiscal tax on calls in the international telex service shall collect this tax in addition to the charges and only from senders of calls originating in its territory.

1.4 The charge to the public in the origin country should in principle be the same, in a given relation, regardless of the route used.

1.5 In considering the collection charges for a relation in which automatic and semi-automatic working both exist, each Administration* should decide to fix its charges either:

1.5.1 by establishing different charges for each method of operation; or

1.5.2 by establishing a single collection charge weighted according to the volume of each type of traffic.

1.6 Safety of life and Government telex calls shall be charged as ordinary private telex calls.

DIVISION C

REMUNERATION OF DESTINATION AND TRANSIT ADMINISTRATIONS*

1. *General*

1.1 Procedures relating to remuneration of Administrations* of destination and transit countries are as follows:

1.2 Destination Administrations* will be remunerated by a procedure whereby the origin Administration* keeps its revenue and remunerates the destination Administration* for the facilities made available, including the international circuit, the international exchange and the national extension ³⁾ either:

1.2.1 on the basis of a flat-rate price per circuit (called the flat-rate price procedure); or

1.2.2 on the basis of traffic units carried (called the traffic-unit price procedure).

1.2.3 In either case, the price will be fixed by the destination Administration*.

1.3 Transit Administrations* will be remunerated for facilities made available, either:

1.3.1 by the *flat-rate price procedure* relating in the main to direct transit operations; or

1.3.2 by the *traffic-unit price procedure* relating in the main to switched transit operations.

2. *Remuneration of the destination Administration**2.1 *Flat-rate price procedure*

2.1.1 Under this procedure the destination Administration* receives payment for the facilities made available by a flat-rate price fixed by it as a price per circuit. The price per circuit would cover:

2.1.1.1 The international circuit section provided by the destination Administration*;

2.1.1.2 the use of its international exchange;

2.1.1.3 the national extension ³⁾.

2.1.2 In fixing these flat-rate prices, Administrations* of countries within the same region should follow the principles in CCITT Recommendations.

2.2 *Traffic-unit price procedure*

2.2.1 Under this procedure, the destination Administration* receives payment on the basis of the price fixed by it per traffic unit. This price will be related to the facilities made available and will take account of:

2.2.1.1 the international circuit section provided by the destination Administration*;

2.2.1.2 the use of its international exchange;

2.2.1.3 the national extension ³⁾.

2.2.2 In fixing these traffic-unit prices, Administrations* of countries within a region should follow the principles in CCITT Recommendations.

³⁾ This element will have due regard to the location of the international exchange and the distribution of the international traffic within the destination country.

2.3 *Simplification of accounts and use of traffic sampling*

2.3.1 In certain conditions, terminal Administrations* may agree not to exchange international accounts when, for example:

- 2.3.1.1 the balance of settlement of their accounts is normally negligible;
- 2.3.1.2 the *terminal countries'* traffic levels in both directions are more or less equal;
- 2.3.1.3 there is approximate equivalence as regards their national extension ³⁾.

2.3.2 Traffic sampling may be used for the establishment of international accounts when the countries involved in a given traffic relation so agree. This sampling may then avoid the necessity for continuous traffic measurements. For example, the samples could cover five working days and could be taken at regular intervals, such as once a year or four times a year, or they could be taken on the occasion of any significant change in the number of circuits in the given relation. Sampling is particularly useful when traffic in any international relationship is reasonably stable.

3. *Remuneration of transit Administrations**

3.1 *Flat-rate price procedure*

3.1.1 It is recommended that in the case of direct transit via other countries, the Administrations* of these direct transit countries should be remunerated for the exclusive use of the facilities made available on the basis of a flat-rate price per circuit.

3.1.2 Under the flat-rate price procedure, the terminal Administrations* will ensure that the best possible use is made of the circuits because, if those Administrations*:

3.1.2.1 provide too few circuits, they pay the penalty in the form of the lower quality of service they offer to their subscribers;

3.1.2.2 provide too many circuits, they will have to pay more in remuneration and will be penalized financially.

3.1.3 The flat-rate price is fixed by the transit Administration*. In fixing these flat-rate prices, the Administrations* of countries within a region should follow the principles in CCITT Recommendations regarding the establishment of recommended values for facilities provided.

3.2 *Traffic-unit price procedure*

3.2.1 When transit traffic is not handled on direct circuits, the remuneration for the transit routing in the case of traffic passing by switched transit through one or more countries should be made to the Administration* of the first transit exchange used, which fixes a price per unit of handled traffic. This price should also include the remuneration to the other transit Administrations*, where appropriate.

3.2.2 The procedure of remuneration to the first transit Administration* for the entire routing of the traffic (remuneration of the first transit exchange) is necessary to meet the situation where traffic may be routed through subsequent transit exchanges, each of which, under automatic operation, will be unable to identify the origin country of the traffic. This procedure makes the source of the traffic irrelevant for the establishment of accounts. Depending on the accounting methods in force between Administrations*, the remuneration of the first transit centre may or may not include payments for use of the facilities of the destination country.

3.3 *Establishment of a switched-transit relation*

3.3.1 Before switching traffic via a transit exchange, the origin Administration* will request the country in which the first switching transit exchange is situated for a price quotation per transit traffic unit to the destination country.

³⁾ This element will have due regard to the location of the international exchange and the distribution of the international traffic within the destination country.

3.3.2 The Administration* of the country to which the first transit exchange belongs advises the price per traffic unit for handling the traffic from the transit exchange to the destination country, including remuneration of the latter country where appropriate. This price may be set by the Administration* to which the transit exchange belongs on the basis either of a special study or of a price already fixed for the transit routing to the same terminal country of traffic originating in other countries.

3.3.3 The Administration* of any country with traffic to be routed in transit may, of course, find it advisable to consult the Administrations* of several countries to ascertain which transit routing is the most economical.

3.3.4 The consultations by the origin Administration* regarding the transit routing (by switching) of its traffic should be in accordance with the principles of the international routing plan described in Recommendation F.68.

3.4 *Calculation of the remuneration to the first transit Administration* on the basis of traffic units*

3.4.1 Remuneration to the Administration* of the switched-transit country depends on the number of traffic units handled by its transit exchange.

3.4.2 For the establishment of international accounts, the origin Administration* should determine the volume of traffic in minutes of call duration routed each month towards each destination country through this transit exchange.

3.4.3 An alternative version of this system can be contemplated when the traffic to the destination country routed via a given international transit centre is sufficiently stable; the origin Administrations* and the first transit exchange might then agree to settlement on the basis of an estimated number of traffic units determined by means of traffic sampling and subject to periodic revision (such as once a year or four times a year).

4. *Accounting rate division — Method of remuneration for terminal and transit Administrations**

4.1 In relations where the procedures previously described for remuneration in this Recommendation are not applied, Administrations* concerned may agree to divide the total accounting rate into terminal shares payable to the terminal Administrations* and, where appropriate, into transit shares payable to the transit Administrations*.

DIVISION D

ACCOUNTING

1. *General*

1.1 The following arrangements are recommended for the drawing up, exchange and acceptance of monthly telex accounts between Administrations*.

1.2 Each origin and, where appropriate, transit Administration* shall prepare and forward monthly accounts. These should be drawn up separately on forms of the types shown as Forms 1 and 2 in the Annex.

1.3 The choice of form to be used for the accounts should be decided by the Administration* that prepares the accounts, after consultation with the other Administration* concerned. It may be convenient to use separate forms for originated and transit traffic.

1.4 The traffic details that must be included in the account are only those that are necessary for the purpose of international accounting. However, by agreement between the Administrations* concerned, traffic information that is not essential for the accounts (e.g. the number of calls where this does not affect the accounting) may be included on the account forms.

1.5 Figure 1/F.67 is inserted to illustrate the following paragraphs, which relate to the preparation of monthly accounts.

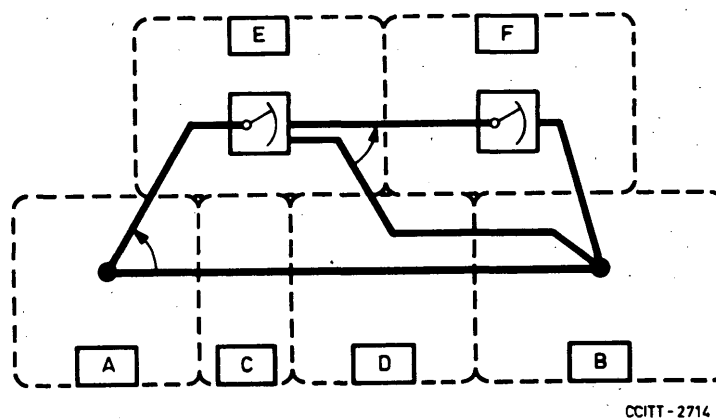


FIGURE 1/F.67

2. *For traffic on direct circuits A to B*

2.1 A shall prepare and forward to B (where appropriate via direct transit countries, C and D respectively) a monthly account crediting the amounts due from A to each of them under whatever accounting procedure has been agreed with each of them (i.e. either the traffic-unit price or the flat-rate price procedure). If the destination country is remunerated under the traffic-unit price procedure, the flat-rate amounts for direct-transit countries should be divided in appropriate shares (normally equal) between the two terminal countries and the traffic-unit per minute price for passage through those transit countries should be divided in the same proportion between the two terminal countries. The application of this rule is necessary if the traffic accounting between the two

terminal countries is to be fair, as this traffic-unit per minute price should be used by each terminal Administration* as a factor to be multiplied by the volume of outgoing traffic, which may not be the same in the two directions. Thus A will credit to B the traffic-unit price of B plus (normally) one-half of the traffic-unit price attributable to the transit of C and D.

3. *For traffic on the route A to B via switched transit country E*

3.1 A shall prepare and forward to E a monthly account crediting E for all A's traffic to B via E, at the rate quoted by E to cover both:

3.1.1 the transit of E and where appropriate of non-switched transit countries D or F respectively,

3.1.2 the remuneration due to B.

3.2 A shall not include this traffic in its monthly account with B.

4. *Accounting to be done by E in the cases described in 3 above*

4.1 E shall prepare and forward to D, F and B respectively a monthly account crediting to each of them the amounts due to them in respect of traffic originating in E, and shall include in these accounts the amounts due to them for traffic from A (and any other countries transited by E). However, if the method of remuneration from E to D, F or B is flat-rate price procedure, then E shall in principle, retain the amount received from A (or any other countries upstream from E) relating to the section through the country being remunerated by the flat-rate price procedure.

5. *General remarks on the preparation of accounts*

5.1 In the preparation of monthly accounts, the following should be taken into account.

5.2 Separate entries should be made in respect of traffic passed over secondary or emergency routes that involve special remuneration.

5.3 The measurement of call durations made by the outgoing international exchange to a given destination country need not necessarily distinguish between routes involving different transit countries, provided that the traffic is transmitted over direct circuits that constitute the normal route. If no distinction is made, then, for international accounting purposes, the total volume of traffic sent via each route is assumed to be proportional to the number of circuits in service in the various routes on the 15th of each month.

5.4 To avoid the need for an analysis of routes actually taken by calls beyond a transit exchange when several routes involving different transit countries to the destination in question are possible from the transit exchange, the distribution of transit traffic over these different routes shall be taken to be the same as the distribution of traffic originating at the transit exchange for the destination concerned. The distribution between the routes shall be assessed by the transit Administration* and communicated to the outgoing Administration* every six months.

5.5 Traffic representing test or service calls, expressed in minutes, should be deducted from the international accounts. If this deduction cannot be made directly (and this is especially the case with the method described under A 3.2 in Recommendation F.61), the Administrations* concerned should decide between themselves, after taking sample metering if necessary, on the percentage of such traffic to be deducted from the traffic measured.

5.6 When free calls are allowed (for example during international telecommunication conferences), deductions may be made in the international accounts by the Administration* of the country on whose territory a conference is held.

6. *Supply of directories*

6.1 Accounting arrangements concerning the paid supply of directories in accordance with Recommendation F.60, 3.7.2 shall be established in the following manner.

6.2 At least once a year, and preferably at the end of the current period of the directories concerned, each Administration* that has supplied to another Administration* directories, in respect of which payment is due,

shall draw up a special account for the amounts due to it for such directory supplies, including postage and/or freight, and send it to the latter Administration* for settlement. These amounts may be included in the monthly telex accounts.

6.3 Except where the Administrations* have agreed otherwise, no accounts shall be established for the paid supply of directories unless the total number delivered to an Administration* for service requirements and for sale exceeds 50. When the number is 50 or less, all directories shall be delivered free of charge.

7. *Queries relating to monthly accounts*

7.1 In the absence of a specific agreement, it is recommended that queries relating to monthly accounts should not be made unless the differences involved exceed those shown in the following table (where references to gold francs should be read as applying equally to other accounting units):

<i>Amount of the account</i>	<i>Difference exceeding</i>
a) less than 10 000 gold francs	100 gold francs
b) from 10 000 to 300 000 gold francs	1% of the total of creditor's account
c) more than 300 000 gold francs	3000 gold francs

7.2 These limits shall apply separately to each of Forms 1 and 2.

7.3 Queries shall not be further pursued once the difference involved no longer exceeds these limits.

7.4 Query may be justified, however, where a difference that does not qualify for query in an individual month appears to recur in subsequent months. In the case of a difference of opinion regarding the chargeable duration of a call or calls, the opinion of the origin Administration* shall prevail. Nevertheless, each Administration* shall have the right to advise the origin Administration* of obvious errors in the monthly account.

8. *Adjustments and refunds*

8.1 For the accounting procedure in the case of adjustments and refunds see division E of this Recommendation.

9. *Checks of accounting data*

9.1 Data relating to Forms 1 or 2 can be subject to sampling checks if the destination Administration* considers it desirable. These traffic samples will be taken as follows:

9.2 On a given day the destination Administration* has observations made of a number of calls chosen at random. For each of these the route concerned, the time, the called subscriber's number and the identity of the caller are determined. Before noon on the following day the destination Administration* asks the origin Administration* to indicate the chargeable duration shown on the records for each of these calls.

9.3 An accounting check may also be made. In particular cases, where justified by the volume of traffic and by special agreement between Administrations*, an official of the Administration* receiving the account can visit the Administration* that draws up the account, to see how the accounts are drawn up and to verify that the details of these calculations are as accurate as possible.

10. *Keeping of vouchers*

10.1 The vouchers that have served for the establishment of accounts should be preserved until those accounts have been settled, or in any case for at least six months.

11. *Settlement of accounts*

11.1 Accounts will be settled in accordance with Article 11 and Appendix 1 of the *Telegraph Regulations* (Geneva, 1973).

12. *Use of emergency routes*

12.1 When emergency telex routes are used, the following provisions shall apply, except in the case of arrangements to the contrary among the Administrations* concerned.

12.2 Charges for telex calls exchanged over emergency routes shall be the same as when the normal route is used.

12.3 All telex calls exchanged over emergency routes shall be entered in the international accounts for the whole of their chargeable duration.

12.4 When an emergency route is used, the total rate for the normal route shall be divided equally among the various Administrations* concerned with the emergency route in question, whatever may be the nature and length of the circuits used. In order that this procedure may be applied in the case of a call involving an international transit exchange, the operator at the transit exchange must in each case advise the operator at the international exchange in the originating country of the emergency route used.

12.5 *Examples:*

12.5.1 Switzerland-France. Emergency route: Zurich-Frankfurt.

Total rate for the normal route: x gold francs.

Apportionment if the emergency route is used:

Switzerland-Germany-France: each receives $x/3$ gold francs.

12.5.2 Switzerland-Great Britain. Emergency route: Zurich-Brussels.

Total rate for the normal route: y gold francs.

Apportionment if the emergency route is used:

Switzerland-France-Belgium-Great Britain: each receives $y/4$ gold francs.

13. *Accounting for telex calls circulated over international routes for which accounting rates have not been established*

13.1 Normally, when calls are circulated over international routes for which accounting rates have not been established:

- a) these calls shall be treated in the international accounts as if they had been sent via the primary route; or
- b) if no relation has been opened between two terminal countries they shall not be included in the international accounts;

provided that such calls do not exceed 25 minutes per month in any intercontinental relation or 100 minutes per month in any continental relation. The origin Administration* shall be responsible for keeping a check on the total duration of such calls, and for arranging to remunerate the Administrations* concerned if the above limits are exceeded.

13.2 However, if the amount of such traffic becomes significant or if, for any other reason, any one of the Administrations* involved wishes to have a proper accounting rate established, then all the Administrations* concerned should consult together and establish the accounting rate and divisions thereof to be used for such traffic.

ANNEX

(to Division D, Recommendation F.67)

Monthly telex account

FORM 1

Traffic from To For 19

Month	Item	Number of minutes	Credit of B		Credit of C		Credit of D	
			Share of rate per minute	Total	Share of rate per minute	Total	Share of rate per minute	Total
1	2	3	4	5	6	7	8	9
		1405	2.40	3372.00	1.40	1967.00	1.20	1686.00
Totals			—		—		—	

Explanatory notes for Form 1

1. In the heading, the Administration* initiating the account in respect of transit traffic should insert the word *transiting* in place of *from*.

2. If the account does not relate strictly to a calendar month (e.g. because of the arrangements for reading traffic meters in the automatic service), the period covered by the account should be shown.

3. Column 1, *Month* should contain the calendar month to which the data relates (e.g. in the case of transit traffic particularly, this would usually be earlier than the month of the account).

4. The form should have a *Credit of* column for each country to be remunerated.

5. Column 2, *Item* should be used and possibly sub-divided to specify any distinction required for international accounting purposes, number of calls or call classification, etc.

6. Columns 4, 6 and 8 *Share of rate per minute* should show the amount for one minute payable to the Administration* concerned.

7. Columns 5, 7 and 9 the *Total* should be obtained by multiplying the amount in columns 4, 6 and 8 respectively by the number of minutes in column 3.

FORM 2

Account from for telex traffic sent to.....

for 19

Month	From	To	Number of		Share of rate per minute	Amount due
			Calls	Minutes		
1	2	3	4	5	6	7
			37	100	4.5	450.00
			—	400	1.5	600.00

Explanatory notes for Form 2

1. In the heading, the name of the Administration* initiating the account should be shown as the *from* country and the name of the Administration* to whom the account is directed should be shown as the *to* Administration*.

2. If the account does not relate strictly to a calendar month (e.g. because of the arrangements for reading traffic meters in the automatic service), the period covered by the account should be shown.

3. Column 1, *Month*, should contain the calendar month to which the data relates.

4. Columns 2 and 3. These should contain a separate entry for each different combination of *from* and *to* Administration*. Terminating and transit traffic should be grouped separately, and the latter should be further sub-divided between direct transit and switched transit if different accounting rates apply to each of these categories.

5. Column 4, *Number of calls* may be used to show the number of calls where this is necessary for international accounting purposes.

6. Column 6, *Share of rate per minute*, indicates the share due to the *to* Administration* and, where applicable, the Administrations* beyond.

7. Column 7 *Amount due*, (to the *to* Administration*), should include the amount due to that Administration*, and for transit traffic also for the amounts due to Administrations* beyond.

DIVISION E

ADJUSTMENT OF CHARGES AND REFUNDS

1. If a subscriber claims a reduction in charges as a result of difficulties or irregularities during the call, he may be requested by his Administration* to supply copies of the message in question as transmitted and received. If the faults are clearly attributable to either of the subscribers, no reduction of the charge shall be made. If the difficulty was due to the telex service, the chargeable duration of the call shall be reduced to the total period during which telex conditions were satisfactory.
2. Any complaint made after the completion of the call shall be investigated by the international exchange of origin. According to circumstances, the international exchange or exchanges concerned shall communicate directly to the international exchange of origin the information that may be necessary for the inquiry.
3. When a refund must be granted, the international exchange responsible for charging is entitled to modify the entries in the documents used for the establishment of international accounts, if necessary after agreement with the international exchanges affected.
4. In the case of refusal by the calling station or in the absence of a reply from the latter when it is called, the cost of one minute of ordinary private call exchanged between the two stations concerned during the charge period in which the refusal or non-reply took place shall be payable. This charge shall not be posted in the international accounts. However, Administrations and recognized private operating agencies concerned may, by special agreement, collect total charges different from those mentioned above.
5. A call booked to a wrong number and established with the station having that number shall be charged as for a call with a correct number.
6. However, if the international telex position is advised by the calling subscriber immediately after the establishment of the call, the charge payable for the call to the wrong number may be an amount not exceeding the cost of one minute's telex call for the charge period during which the request for the call to the wrong number was made.
7. The amount of this charge shall not be entered in the international accounts.

Recommendation F.68

ESTABLISHMENT OF THE AUTOMATIC INTERCONTINENTAL TELEX NETWORK

(Geneva, 1964; amended at Mar del Plata, 1968, and Geneva, 1976)

PREAMBLE – DEFINITIONS CONNECTED WITH THE NUMBERING OF TELEX
SUBSCRIBERS AND THE ROUTING OF TELEX AND GENTEX CALLS
IN INTERCONTINENTAL SERVICE

These definitions are proposed to facilitate the reading of recommendations and surveys on the question of intercontinental telex and gentex traffic; they have been derived to large extent from the definitions submitted by telephone experts for studying the analogous problem in intercontinental telephone operation and adapted to the special features of the telex and gentex services.

Preliminary note. — The word *continent* is not necessarily used in its geographical sense: traffic characteristics may cause countries of geographically different continents to be included in one continent (within the meaning of these definitions).

A. Circuits

1. A *national circuit* is one connecting two exchanges in the same country.
2. An *international circuit* is one connecting two exchanges in different countries, whether or not they are in different continents.
3. A *continental circuit* is one established between two exchanges in the same continent.
4. An *intercontinental circuit* is one connecting two exchanges situated in different countries in different continents.
5. An *intercontinental transit circuit* is an intercontinental circuit used primarily for routing intercontinental transit traffic.

B. Exchanges

1. A *national exchange* is the termination centre for national circuits only.
2. An *international exchange* is a centre where international circuits, and in general national circuits, terminate.
3. A *continental exchange* is an international centre where the international circuits terminating there are solely continental circuits.
4. *Intercontinental transit exchange*: An exchange of this type would be directly connected to intercontinental transit circuits and would provide facilities to interconnect intercontinental transit circuits and trunks to terminal exchanges. It would also provide facilities for the interconnection of intercontinental transit circuits.
5. *Terminal international exchange*: An international exchange of this type would not be connected directly to intercontinental transit circuits, but would gain access to the intercontinental transit network through one (or more) intercontinental transit exchanges.

C. Connections

1. *International connection*: Any connection between two stations situated in different countries, whether established between different continents or one continent.
2. *Continental connection*: Connection established between stations within the same continent.
3. *Intercontinental connection*: Connection established between two different continents.

D. Numbering

1. *Subscriber's national telex number*: Set of figures to be selected by a caller in the same country to obtain this subscriber.
2. In national telex networks, when abridged call numbers are used for local or short-distance traffic, the abridged number is called the *local number*.
3. *Prefix giving access to the long-distance automatic telex network*: In national telex networks, when abridged call numbers are used for local or short-distance traffic, an access prefix should be selected to give access to the higher level network (long-distance level).
4. *Prefix giving access to the international automatic telex network*: This expression is taken to mean the digit or digits that a subscriber must select (if necessary after the prefix giving access to the automatic long-distance telex network) to obtain access to the automatic telegraph switching equipment for international telex traffic.

5. *Prefix giving access to the intercontinental automatic transit telex network*: This expression is taken to mean the digit or digits that a subscriber must select (if necessary after the prefix giving access to the international telex network) to obtain access to automatic telegraph switching equipment for intercontinental transit telex traffic.
6. The origin country is free to use only a common *access prefix to the international network* instead of two different prefixes for access to the international network and the intercontinental network.
7. *Telex network identification code*: Letter or group of two letters serving to identify the subscribers or stations of a country (or a network in a country).
8. *Telex destination code*: A group of digits characterizing, for routing purposes, the subscribers or stations of a country, or of a network in a country.

E. Routing

1. *Automatic alternative routing*: A facility whereby a call, which cannot find a free circuit on the primary route at an international outgoing exchange, is automatically diverted to a secondary route.
2. *Emergency Routes*: The circuit(s) to be used in case of complete interruption or major breakdown of the primary and secondary routes. The emergency routes may pass through any country.
3. *Primary Routes*: The circuits normally used in a given relation.
4. *Rerouting*: When congestion occurs at an intermediate transit exchange, rerouting permits a call to be remade via a secondary route from the outgoing international exchange.
5. *Secondary Routes*: The circuits to be used when the primary routes are congested. The secondary route(s) may pass through the same countries as the primary routes or through different countries. In manual and semi-automatic operation, secondary routes may also be used when the transmission on the primary route is not sufficiently good, or if traffic is to be handled outside the normal hours of service on the primary routes.

RECOMMENDATION FOR THE ESTABLISHMENT OF THE AUTOMATIC INTERCONTINENTAL TELEX NETWORK

a) Intercontinental telex traffic is rapidly growing; in particular, the development of automatic subscriber selection in intercontinental relations has been made possible. The time differences between terminal countries in such relations and the consequent differences in the hours of peak traffic loading may make it economical to employ tandem transit routing to a much greater extent than has been necessary in the European network. The development of a comprehensive plan for the economical employment of tandem routing depends among other considerations, on agreement on numbering and routing plans.

b) A worldwide service includes countries that are served by several telex networks. A telex subscriber's call number in a worldwide service must contain all the digits to be transmitted by the caller in order to establish the connection, irrespective of the routing channel.

c) To facilitate automatic routing and charging for calls, the number of digits to be examined by the charging equipment must be limited.

For these reasons, the CCITT *unanimously declares the following view*

1. General characteristics of the network

1.1 It must be possible to establish the intercontinental network by means of:

- 1.1.1 submarine or underground cable telegraph circuits;
- 1.1.2 telegraph circuits via telecommunication satellites; and
- 1.1.3 telegraph circuits on radio channels.

1.2 When circuits via various transmission facilities exist between two intercontinental transit exchanges, all such circuits must, for automatic selection purposes, be regarded as included in a single system.

1.3 Administrations* will agree on whether a given group of circuits should be operated on a one-way, bothway or partially divided basis.

1.4 The traffic to be routed over these circuits may be either telex or gentex traffic; it may be either transit or terminal traffic.

1.5 Countries (or networks) should be connected by direct circuits where this can be justified taking into account the relative economics of transit switching and bothway working where the time difference between the terminal centres makes this a significant factor.

1.6 Where it is not practicable to provide direct circuits, the number of transit exchanges involved in a normally routed call should be reduced in so far as possible.

1.7 Where the same group of circuits carries traffic originated by subscribers in the country providing facilities and transit traffic originated by another country, the Administration* providing the transit exchange shall ensure that the transit calls receive a grade of service not inferior to that given to their own subscribers.

2. *Identification of telex subscribers*

2.1 For international purposes, a subscriber's national number should be accompanied by one or two letters, called the *telex network identification code*, characterizing either:

2.1.1 the subscriber's country, if in that country there is only one telex network; or

2.1.2 the telex network to which the subscriber belongs in a country where there are several networks operated by different agencies.

2.2 An identification code is especially valuable for countries possessing several telex networks operated by different companies and when national numbers do not clearly distinguish between such networks. In such circumstances, it is recommended that the identification code should be clearly published in national directories. Furthermore, Administrations* shall ask subscribers to give every possible publicity to their telex identification letters (by including them in the letterheads of their correspondence for example).

2.3 The answer-back codes for subscriber equipment used in intercontinental telex services should include the telex network identification code allocated to the country or network concerned (see Recommendation F.60, 3.4.2).

2.4 For Administrations* using two-character telex network identification codes these codes should be the same as the identification codes of their country (or network) for the telegram retransmission system (see Recommendations F.31 and F.96).

2.5 The list of telex network identification codes has been compiled by the CCITT and published in accordance with Recommendation F.96.

Note. — If in any country the telex and gentex networks are separate, two identification codes might be necessary, one for telex and the other for gentex.

3. *Routing*

3.1 On international circuits digits only will be transmitted for selection control.

3.2 For each country, or for each network in countries possessing several telex networks, a group of two or three digits — the *telex destination code* — will uniformly characterize each country or network for the purposes of selection in intercontinental transit circuits. (See Recommendation F.69 for the list of telex destination codes.)

3.3 The access prefix to be selected in an outgoing country by a subscriber wanting to put through a call to another country via the intercontinental transit network shall be decided on by the Administration* responsible for the calling subscriber. This is a matter for internal regulation.

3.4 There are two possibilities in relations between the international exchange of the outgoing country and an intercontinental exchange:

3.4.1 There are direct trunk circuits between the international exchange in the outgoing country and the intercontinental exchange (see Figure 1/F.68). On these circuits, it should suffice to transmit the destination code of the country required, followed by the national number of the subscriber required;

* or recognized private operating agency/agencies.

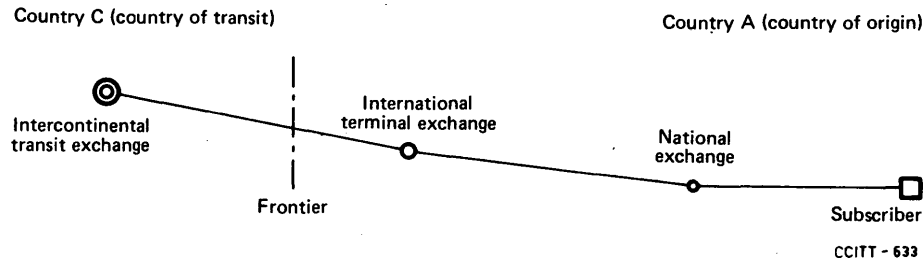


FIGURE 1/F.68

3.4.2 There are no such direct trunk circuits (see Figure 2/F.68). There are then direct circuits between the international exchange in the outgoing country and the international continental exchange in the transit country, adjacent to the intercontinental exchange. Hence this adjacent exchange will have to be traversed to reach the intercontinental network.

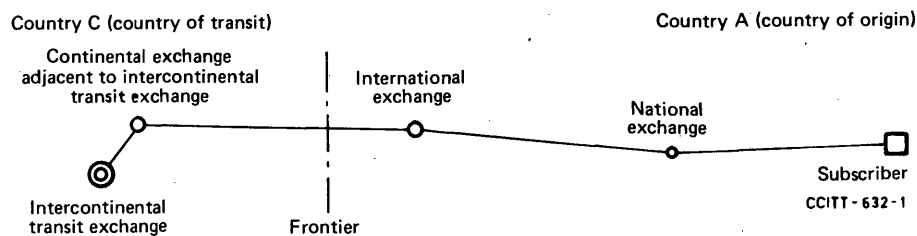


FIGURE 2/F.68

3.5 Code 00 should be used as the standard access prefix for traversing a continental exchange. A country that might experience difficulty in accepting this 00 code may choose another code for traversing its continental exchange, subject to a bilateral agreement with the other Administration* concerned.

4. Automatic alternative routing

4.1 Provision must be made for the possibility of using automatic alternative routing (see Figure 3/F.68). The putting into operation of automatic alternative routing is a question of the network situation, as it will often be preferable to create new telegraph circuits on a congested route rather than to bring automatic alternative routing into service. Be it noted that the automatic alternative routing method should be considered only if the peak hours on CD are different from those on CF and FD; otherwise, it is to be feared that transit switching equipment F will become saturated.

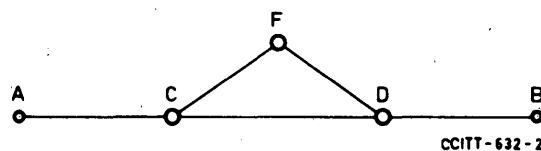


FIGURE 3/F.68

5. Automatic re-routing

5.1 The complications resulting from automatic re-routing would be out of all proportion to the benefits to be expected therefrom.

6. *Call recording*

6.1 In principle the originating exchange is responsible for timing calls, booking calls, repeated attempts, etc. The responsibility of an intercontinental transit exchange should be limited to providing a connection between the calling exchange or subscriber and the required exchange or subscriber.

6.2 In accordance with Recommendation U.23, the elapsed time is normally taken as the basis for fixing the chargeable duration even where calls are routed over HF radio circuits fitted with ARQ equipment on the first or subsequent links in the connection.

7. *Grade of service*

7.1 Refer to Recommendation F.64.

8. *Use of radiotelegraph circuits with ARQ equipment*

8.1 Fully automatic operation on a radiotelegraph circuit incorporating ARQ equipment can be considered only if this circuit possesses adequate stability.

8.2 Before incorporating a circuit with ARQ equipment in the fully automatic switched network, the Administrations* must carry out extended trials.

8.3 These trials should be made under normal traffic conditions, over a minimum period of three consecutive hours chosen from the busy period (or periods), when heavy traffic is foreseen to occur on the route under consideration (allowing for the traffic, whether terminal or transit, that prevails on the route according to the season).

8.4 The condition that must be fulfilled before a circuit can be accepted for use in a fully automatic network is that its mean efficiency factor measured over periods of 20 consecutive seconds each, shall not fall below 80% for more than 10% of the total time involved in the measurements. The measurements must be repeated as often as will be necessary for the Administration* to have an assessment of the suitability of the circuit.

8.5 The attention of the Administrations* is drawn to the fact that, before offering fully automatic transit working on a radio route incorporating ARQ equipment, the grade of service on the route under consideration must be only one call lost in 50.

8.6 If these conditions are not complied with, it would be better to retain semi-automatic operation.

Recommendation F.69

PLAN FOR TELEX DESTINATION CODES

(Geneva, 1964; amended at Geneva, 1972 and 1976)

a) For controlling the selection of international transit circuits, a group of digits, called a *telex destination code*, should be used to identify each country (or network) in a uniform manner.

b) The CCITT therefore has to set up a worldwide list of telex destination codes; for this purpose it has been necessary to decide whether such codes should always comprise three digits or whether they should be made up of one, two or three digits.

c) The advantages of uniform three-digit codes are:

- i) by allocating the same size code to all countries difficulties would not arise as to the relative importance of the various countries with regard to the telex service;
- ii) uniform codes afford some simplification of the design of registers — particularly transit registers;

- iii) for the European system a uniform three-digit system could be readily compiled by adding a uniform digit to the range of two-digit codes already in use by a number of European Administrations.
- d) The advantages of a mixed one, two or three-digit arrangement are:
 - i) the use of shorter length codes reduces the risk of errors by calling subscribers;
 - ii) the storage capacity of registers can be kept to a minimum by allocating shorter codes to systems having long subscribers' numbers;
 - iii) the holding time of circuits could be kept to a minimum;
 - iv) the maximum number of digits to be examined for routing and other purposes could be kept to a minimum by allocating shorter codes to systems in which the first two digits of a subscriber's number have to be examined in accordance with Recommendation U.7. Similarly, where a country has more than one international exchange the allocation of a shorter code would enable the routing of traffic to be controlled by the examination of a minimum number of digits.
- e) Mixed two-digit and three-digit destination codes have most advantages.

For these reasons, the CCITT *unanimously declares the following view*

1. That telex destination codes shall comprise two or three digits.

Note. — In examining the North American position, it was not possible to allocate a single-digit code that would have satisfied access to both the telex (RCA, ACR, WUI and WU domestic) networks and the TWX network in the United States. Therefore it was decided to allocate the first digits 2 and 3 to a series of two-digit and three-digit codes serving the whole of the American area.

2. With regard to the allocation of the first digit:

- 0 — not to be used as first digit
- 1 — reserved for possible use for special services
- 2 — North America and adjacent areas
- 3 — South America and adjacent areas
- 4 } — Europe, USSR and adjacent areas
- 5 }
- 6 }
- 7 — Pacific and adjacent areas
- 8 — Middle East, Far East and adjacent areas
- 9 — Africa, Near East and adjacent areas.

Notes. — a) In the proposed allocation, first digit 1 is reserved for possible use for special services, e.g. for generating a series of codes for routing calls to destinations over circuits permitting the use of telegraph signals other than conventional telex.

b) The geographical boundaries of the continents have not been rigidly followed to permit maximum flexibility within the code system.

3. The number of two-digit codes available is rather restricted. It is undesirable to allocate these to serve individual networks in countries where several networks exist but do not have a coordinated internal numbering scheme.

4. It is not advisable to allocate all possible two-digit codes, so as to maintain some flexibility to allow future development in world telex traffic to be taken into account.

5. The list of telex destination codes, as established by the World Plan Committee (Geneva, 1975) is annexed to this Recommendation.

6. The Member countries of the Union not mentioned in this list that wish to take part in the international automatic telex service should ask the Director of the CCITT for the assignment of an *available* three-digit destination code. In their request they may indicate the available three-digit code preferred.

7. If the requests submitted by Member countries of the Union involve a change in the telex destination codes already assigned to them, or if the Director of the CCITT finds difficulty in satisfying a request submitted in accordance with 6, these requests will be referred to Study Group I for guidance on technical issues, any allocation of a specific code number being decided by the World Plan Committee.

8. Additions and changes that are accepted will be published in an ITU *Notification*.

ANNEX
(to Recommendation F.69)

177

List of telex destination codes
(Mexico City, 1967; Venice, 1971 and Geneva, 1975)

200	Available	395	Grenada
201	Dominican Republic (RCA)	396	Montserrat
202	Dominican Republic (AACR)	397	St. Kitts
203	Haiti (Republic of)	398	St. Lucia
204	St. Pierre and Miquelon	399	St. Vincent
205	Puerto Rico (RCAC)	400	Available
206	Puerto Rico (AACR)	401	Available
207	Puerto Rico (C & W and WUI)	402	Luxembourg
208	Virgin Islands and St. Croix	403	Malta (Republic of) (GTC)
209	Puerto Rico (PRCA)	404	Portugal
21	Canada (except TWX)	405	Gibraltar
22	Mexico	406	Malta (Republic of) (Telemalta)
23	United States of America (except TWX)	407	Morocco (Kingdom of)
240 to 249	Available	408	Algeria (Algerian Democratic and Popular Republic)
25	United States of America (TWX)	409	Tunisia
26	Canada (TWX)	41	Germany (Federal Republic of)
270 to 279	Available	42	France
28	Cuba	43	Italy
290	Bermuda	44	Netherlands (Kingdom of the)
291	Jamaica	45	Switzerland (Confederation of)
292	British Virgin Islands	46	Belgium
293	Cayman Islands	47	Austria
294	Trinidad and Tobago	480 to 489	Available
295	Guyana	490	Bahrain (State of)
296	Turks and Caicos Islands	491	Iraq (Republic of)
297	Bahamas (Commonwealth of the)	492	Syrian Arab Republic
298	Martinique (French Dept. of)	493	Jordan (Hashemite Kingdom of)
299	Guadeloupe (French Dept. of)	494	Lebanon
300	Guiana (French Dept. of)	495	Saudi Arabia (Kingdom of)
301 to 303	Available	496	Kuwait (State of)
304	Surinam (Republic of)	497	Qatar (State of)
305	Paraguay (Republic of)	498	Oman (Sultanate of)
306	Falkland Islands and Dependencies (Malvinas)	499	Available
307	Bolivia (Republic of) (WCA)	500	Ireland
308	Ecuador	501	Iceland
309	Available	502	Faroe Islands (Denmark)
31	Venezuela (Republic of)	503	Available
32	Uruguay (Oriental Republic of)	504	Vatican City State
33	Argentine Republic	505 to 509	Available
34	Chile	51	United Kingdom of Great Britain and Northern Ireland
35	Colombia (Republic of)	52	Spain
36	Peru	530 to 539	Available
371	Belize	54	Sweden
372	Guatemala	55	Denmark
373	El Salvador (Republic of)	56	Norway
374	Honduras (Republic of)	57	Finland
375	Nicaragua	580	Maritime mobile service (available)
376	Costa Rica	581	Marisat Atlantic
377	Panama (Republic of) (TROPICAL)	582	Marisat Pacific
378	Panama (Republic of) (AACR)	583	} Maritime mobile service (available)
379	Panama (Republic of) (COMSAT/WUI)	584	
38	Brazil (Federative Republic of)	585	
390	Netherlands Antilles	586	
391	Anguilla (Netherlands)	587	
392	Barbados	588	
393	Antigua	589	
394	Dominica		

590 to 600	Available	88	Iran
601	Greece	890	Available
602	Available	891	Nepal
603	Available	892	United Arab Emirates — Dubai
604	Albania (People's Republic of)	893	United Arab Emirates — Abu Dhabi
605	Cyprus (Republic of)	894	United Arab Emirates — Ajman, Fujairah, Ras Al Khaimah, Sharjah and Umm Al Qaiwain
606	Israel (State of)	895	Yemen Arab Republic
607	Turkey	896 to 898	Available
608	Available	899	Democratic People's Republic of Korea
609	Available	900	Somali Democratic Republic
61	Hungarian People's Republic	901	Libyan Arab Republic
62	Yugoslavia (Socialist Federal Republic of)	902	Zambia (Republic of)
63	Poland (People's Republic of)	903	Burundi (Republic of)
64	Union of Soviet Socialist Republics	904	Malawi
65	Roumania (Socialist Republic of)	905	Nigeria (Federal Republic of)
66	Czechoslovak Socialist Republic	906	Senegal (Republic of the)
67	Bulgaria (People's Republic of)	907	Rhodesia
680 to 689	Available	908	Namibia
69	German Democratic Republic	909	Rwanda (Republic of)
700	Guam (United States of America) (RCA)	91	Egypt (Arab Republic of)
701	Fiji	920 to 939	Available
702	French Polynesia	94	Ghana
703	Papua New Guinea	95	South Africa (Republic of)
704	Hawaii (United States of America) (RCA)	960	Available
705	Hawaii (United States of America) (AACR)	961	Reunion (French Dept. of)
706	New Caledonia and Dependencies	962	Botswana (Republic of)
707	Wallis and Futuna	963	Lesotho (Kingdom of)
708	Hawaii (United States of America) (WUI)	964	Swaziland (Kingdom of)
709	Hawaii (United States of America) (WUH)	965	Seychelles
71	Australia	966	Mauritius
72	Japan	967 to 969	Available
73	Indonesia (Republic of)	970	Cameroon (United Republic of)
74	New Zealand	971	Central African Republic
75	Philippines (Republic of the)	972	Benin (People's Republic of)
760 to 769	Available	973	Gabon Republic
770	New Hebrides	974	Mauritania (Islamic Republic of)
772	Cook Islands	975	Niger (Republic of the)
773	Hawaii (United States of America)	976	Chad (Republic of the)
774	Available	977	Togolese Republic
775	Nauru (Republic of)	978	Upper Volta (Republic of)
776 to 778	Available	979	Afars and Issas
779	Western Samoa	980	Ethiopia
780	Bangladesh (People's Republic of) ^a	981	Congo (People's Republic of the)
781 to 789	Available	982	Zaire (Republic of)
79	Afghanistan (Republic of)	983	Ivory Coast (Republic of the)
800	Mongolian People's Republic	984	Sudan (Democratic Republic of the)
801	Korea (Republic of)	985	Mali (Republic of)
802	Hongkong	986	Madagascar (Democratic Republic of)
803	Sri Lanka (Ceylon) (Republic of)	987	Kenya (Republic of)
804	Lao People's Democratic Republic	988	Uganda (Republic of)
805	Viet Nam (Socialist Republic of)	989	Tanzania (United Republic of) (mainland)
806	Yemen (People's Democratic Republic of)	990	Zanzibar (Tanzania)
807	Khmer Republic	991	Angola (People's Republic of)
808	Macao	992	Mozambique (People's Republic of)
809	Brunei	993	Cape Verde (Republic of)
86	India (Republic of)	994	Comoros (State of the)
82	Pakistan	995	Guinea (Republic of)
83	Burma (Socialist Republic of the Union of)	996	Gambia (Republic of the)
84	Malaysia	997	Liberia (Republic of)
85	China (People's Republic of)	998	Sierra Leone
86	Thailand	999	Equatorial Guinea (Republic of)
87	Singapore (Republic of)		

^a The remaining combinations in the series 78 will not be allocated until the stock of spare 3-digit codes for the region is exhausted.

Recommendation F.70**OBSERVATIONS ON THE QUALITY OF SERVICE
IN THE INTERNATIONAL TELEX SERVICE***(Mar del Plata, 1968; amended at Geneva, 1976)*

1. Administrations* are recommended to draw up a programme for telex observations designed to evaluate the quality of the service given to subscribers in their automatic and semi-automatic international services.
2. It would be desirable for Administrations* to exchange statistics on the quality of service directly, and as soon as possible after they have been made in accordance with Table 1.
3. Observation should be made of outgoing traffic at a point decided upon by the responsible Administration*. The observations in each relation should be sufficiently numerous to be representative of the traffic concerned, i.e. at least two hundred observations, if practicable.
4. The observing Administration* should decide how frequently observations will be forwarded, but statistics should be exchanged at least once a year.
5. When forwarding the results of observations, Administrations* should also include the average results of observations made on all outgoing traffic routed over similar automatic or semi-automatic international services.

* or recognized private operating agency/agencies.

TABLE 1 — International telex service observations

Administration*

Traffic outgoing from to

Period of observation from 19... to 19...

Period of day observations made from GMT to GMT

Route busy hours (outgoing) GMT

Total number of calls observed

Mode of operation used

			<i>a</i>	<i>b</i>
EFFECTIVE CALLS	Percentage	1		
	Average setting-up time(s)	2		
	Average chargeable time (min and s)	3		
INEFFECTIVE CALLS	Percentage	4		
	Average setting-up time(s)	5		
ANALYSIS OF INEFFECTIVE CALLS OR CALL ATTEMPTS (PERCENTAGE OF TOTAL CALLS)	Cut-offs during selection of calls	6		
	Cut-offs during call progress	7		
	DER	8		
	Lack of outgoing international circuits	9		
	NC in distant network	10		
	OCC	11		
	NP	12		
	ABS	13		
	Mutilations	14		
	Wrong number obtained	15		
	NCH	16		
	NA	17		
		18		
		19		

^a Information down the table relates to outgoing traffic to one Administration*.

^b Information is the average of outgoing traffic to all Administrations* using similar automatic or semi-automatic services.

Notes on how to complete Table 1

1. Administrations* that are unable to provide all the detailed information corresponding to row 3 and to rows 6 to 17 may omit or group information. Where information is grouped the row headings should be amended to show which terms are included, e.g. it may be necessary to group rows 11 and 12 and to use a new heading to read **OCC/NP** (rows 11 and 12).

2. On the other hand, Administrations* that are able to provide additional useful information not listed in rows 6 to 17 may utilize 18 and 19 for this purpose.

3. When it is not possible to provide information in a particular row of Table 1, the row should be left blank, but if observations are made and no results are obtained the figure zero (0) should be inserted.

4. When observations recorded in a particular row do not relate to the row heading exclusively, but also contain other reasons for ineffective calls, the fact should be explained in a footnote, e.g. **OCC** may indicate not only *subscriber is engaged* but other service information resulting from service signal conversions at a transit exchange.

5. The following explanations are given for particular rows:

- Rows 1 to 3: Effective calls are those calls on which a charge is made or that were successfully completed to service positions.
- Rows 4 to 5: Ineffective calls include all calls or call attempts that did not result in an effective call.
- Rows 2 and 5: The setting-up time is defined as the period of time from the initiation of the call on the international circuit until the initiation of the return of either the call-connected signal or a service signal indicating that the call has been unsuccessful.
- Row 3: The chargeable duration is the time on which the charge for the call is calculated. This may be either the charge to the subscriber or the charge in the international accounts, whichever is more convenient.

Recommendation F.79**INSTRUCTIONS FOR THE INTERNATIONAL TELEX SERVICE**

(Geneva, 1976)

The CCITT,

considering Resolution No. 3 of the World Administrative Telegraph and Telephone Conference (Geneva, 1973),

unanimously declares the view

1. that Administrations* should apply the detailed operational procedures laid down in the *Instructions for the International Telex Service*;
2. that these *Instructions* consist of the following portions of the relevant Series F Recommendations:
 - a) Recommendation F.60, 1, 2, 3.1, 3.2, 3.3, 3.6, 4 and the Annex;
 - b) Recommendation F.61, B;
 - c) Recommendation F.67, Division E.

* or recognized private operating agency/agencies.

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SECTION 6

PHOTOTELEGRAPH SERVICES

Recommendation F.80

PROVISIONS ABOUT PHOTOTELEGRAMS

*(Geneva, 1958; amended at New Delhi, 1960, Mar del Plata, 1968,
Geneva, 1972 and 1976)*

The CCITT, *having regard* to Chapter XXV of the *Telegraph Regulations* (Geneva Revision, 1958),

unanimously declares the view that the following rules be adopted for the phototelegram service.

1. *Field of application*

1.1 These rules apply to phototelegrams in both continental and intercontinental relations (exchanged between public stations or between public stations and private stations). The provisions concerning the exchange of phototelegraph calls between private stations or from private to public stations are embodied in Recommendation F.80 *bis*.

1.2 The rules governing the method of communication between phototelegraph stations are embodied in Recommendations F.82 and F.84.

2. *General*

2.1 Private stations may be authorized by the Administrations concerned to exchange phototelegrams with public stations.

2.2 In both continental and intercontinental relations, private stations communicate directly with public stations providing that the characteristics of their equipment conform with the CCITT Recommendations.

2.3 However, in connections where radio circuits are used for phototelegraph transmission, the private station may hand in a phototelegram only at a public station of its own country.

2.4 Administrations* that do not operate a phototelegraph service can accept phototelegrams handed in at their telegraph offices for dispatch by post to the phototelegraph office of another country.

2.5 Phototelegrams to countries not connected to the phototelegraph system shall be allowed. In this case the sender should indicate the public station to which the phototelegram should be sent. The receiving phototelegraph station shall reforward such phototelegrams by prepaid letter direct to the addressee, by the fastest postal route.

2.6 Administrations* shall agree upon the working hours of their phototelegraph offices. The hours during which private offices are open shall be fixed by the private organization concerned.

* or recognized private operating agency/agencies.

3. *Conditions of acceptance*

3.1 In order to ensure satisfactory transmission of a phototelegram it is recommended that senders should be advised to avoid the use of the colours blue, lilac, green or yellow, or gilt print, or prints on yellow, red or grey paper, which lack the qualities necessary for good transmission, and to avoid handing in phototelegrams with very weak contrasts or inadequate definition.

3.2 If, after the sender has been informed that the general quality of the original phototelegram is not suitable for satisfactory transmission, he insists on handing it in, the phototelegram shall only be accepted at the risk of the sender. In this case the service instruction **RISQUES EXPEDITEUR** shall be included in the preamble.

3.3 Phototelegrams must be rectangular in shape. Each Administration* shall decide what is the maximum format capable of being sent in a single transmission by all the machines used by that Administration*. However, in relations where equipment is used permitting the single transmission of greater areas, Administrations* may authorize larger sizes.

3.4 Phototelegrams of larger dimensions than those admitted in the relation concerned must be divided into parts by the sender. The order of transmission of the parts must be indicated.

3.5 In phototelegraph transmission a strip of the edges of the phototelegram may be lost on two opposite sides of the document to be transmitted. For this reason care should be taken when dividing a phototelegram to see that there is no loss at the separation line. If there is any doubt, the sender may be advised to authorize the division of the phototelegram by the phototelegraph station.

3.6 It may happen that the format of phototelegrams is enlarged or diminished during a phototelegraph transmission, owing to the different characteristics of the sending and receiving equipment. If this is so, however, the phototelegram will be reproduced with the same proportions as the original.

4. *Arrangement of the parts of a phototelegram*

4.1 Every phototelegram must bear an address. Signature shall be optional. Both address and signature may be written on a telegram form in which case they shall be transmitted free of charge. If written on the phototelegram, they shall form part of the area of the phototelegram to be transmitted.

4.2 The indications for special services shall be written in the abbreviated form as shown in 9. below. In all cases they should be placed before the address. They shall be transmitted free of charge.

4.3 Every phototelegram shall include a preamble. The relevant instructions shall be the same as those for the preamble line of a telegram. But the number of words shall be replaced by a statement of the charging step.

5. *Handing in a phototelegram*

5.1 A phototelegram may be handed in:

- at the counter of an authorized telegraph office;
- directly at a public station (handing in by messenger).

5.2 A phototelegram from a private station which is received by a public station for delivery to the addressee or for retransmission shall be considered as having been handed in at the public station (handing in by phototelegraphy).

5.3 Depending on the method used, the time of handing in shall be:

- the time of acceptance at the counter of a telegraph office;
- the time of acceptance by the public station (in the case of direct handing in);
- the time of arrival at the public station (service from a private station to a public station).

6. *Transmission of phototelegram*

6.1 Phototelegrams of the same rank shall be transmitted by the outgoing station in the order in which they are handed in, and by the intermediate stations in the order of reception.

6.2 A phototelegram to a private station shall, after closure of its office or if its equipment is out of order, be routed to another station of the incoming country only by agreement with the sender.

6.3 A transmission that is unsuccessful because of adverse transmission conditions should be repeated as soon as circumstances permit.

6.4 But if the sender could be informed of unsatisfactory transmission conditions and if he insists upon an attempt at transmission being made, the phototelegram shall be accepted only at the risk of the sender. In this case the service instruction **RISQUES EXPEDITEUR** shall be included in the preamble. If the copy received at the receiving phototelegraph station is not satisfactory after a maximum of three attempted transmissions, no further re-runs should, in principle, be attempted. The sender should be notified of the circumstances.

6.5 Except in the case specified in 2.5, the sender may not request that a phototelegram should follow a prescribed route.

7. *Delivery of phototelegram*

7.1 Phototelegrams received by a public station shall be delivered unless they are to be retransmitted. A phototelegram may be delivered to an addressee in the locality where the public receiving station is located:

- by messenger;
- through personal collection by the addressee.

7.2 A phototelegram transmitted from a public station to a private station shall be considered as delivered to the addressee (delivery by phototelegraphy).

7.3 Phototelegrams addressed to localities that are not connected to the phototelegraph network shall be delivered by post. They shall be considered as postal correspondence from the time they are handed over to the postal service.

7.4 For special reasons, a phototelegram may be kept on hand at a public station — at the sender's request — until a private station re-calls it (collection by phototelegraphy). A public station having phototelegrams on hand intended for a private station shall not act on a request for transmission made by the private station until it has satisfied itself of the identity of the latter.

7.5 Depending on the method applied, the time of delivery of a phototelegram shall be:

- the time of delivery to the addressee;
- the time when the addressee, having been informed of the received phototelegram, expresses the intention of sending a private messenger;
- the time when the transmission is terminated, in service from a public station to a private station;
- the time of handing over the postal service in the case of delivery by post.

8. *Charging*

8.1 The rates for phototelegrams in continental and in intercontinental relations exchanged between public stations or from a public station to a private station are governed by Recommendation F.83.

9. *Special services*9.1 *In continental relations*

9.1.1 The following special services are admitted for phototelegrams exchanged between public stations:

Urgent	URGENT
Prepaid reply x	RPx
Dispatch to the sender of a print from the received film	KP

However, the special services **URGENT** and **KP** are optional. The prepaid reply voucher **RPx** may be used either to send another phototelegram or to send any other telegram.

9.1.2 The special service **URGENT** is also admitted in the case of phototelegrams transmitted from private stations to public stations, in connections where this service exists for telephone traffic.

9.1.3 A lightning call **ECLAIR** may be requested by a private station for transmission to a public station, subject to the conditions laid down for the telephone service. However, the public station shall treat the received phototelegram as an urgent phototelegram.

9.1.4 The following special services are admitted for phototelegrams exchanged between stations and for phototelegrams transmitted by private stations to public stations:

Telegraphic notification of delivery	PC
x copies in addition to the first, to be delivered to the addressee	Kx
Delivery to the addressee of the negative film instead of the positive print . . .	FILM

However, the special services **Kx** and **FILM** are optional.

9.2 *In international relations*

9.2.1 Except where Administrations* introduce restrictions, the relevant special services for phototelegrams in intercontinental relations shall be the same as for phototelegrams in continental relations.

10. *Refunds*10.1 *Between public stations*

10.1.1 A phototelegram may be cancelled only by notification to the office of origin by the sender or his authorized representative.

10.1.2 In the case of a phototelegram cancelled before transmission has begun, the charge paid shall be refunded, but the Administration* concerned may retain a cancellation charge. The latter shall be equal to one-third of the phototelegram first step charge in the service in question, when the call has been partly or completely set up.

10.1.3 If cancellation is requested after transmission has begun or is over, no charges shall be refunded.

10.1.4 In principle the provisions of 10.1.2 and 10.1.3 above shall also apply to phototelegrams payable by the addressee or by a third party.

10.1.5 The charges collected shall be refunded to the sender if the phototelegram does not reach its destination, except if it has been sent by post.

10.1.6 If the addressee lives in the locality of the incoming station, the charges shall also be refunded if the period between handing in and the time when the phototelegram is delivered to the addressee exceeds 8 hours in the European system, or 20 hours in the extra-European system.

10.1.7 When a phototelegram is sent by post to the outgoing public station, the time required for the postal delivery shall not be counted against the phototelegraph service. In this case the time of arrival at the public station should be taken into consideration when calculating any delay.

10.1.8 If the addressee does not live in the locality of the incoming station the periods specified above, which justify a refund, shall be reckoned from the time of handing in to the time of delivery to the postal service.

10.1.9 There shall be no refund of a charge that has been collected if the phototelegram includes in its preamble the service instruction **RISQUES EXPEDITEUR**.

10.2 *From a public station to a private station*

10.2.1 The points covered in 10.1.1 to 10.1.4 above are also applicable when the phototelegram is cancelled or when it is refused by the addressee.

10.2.2 Charges may not in general be refunded or waived, unless transmission has failed to take place or has been faulty, owing to circuit interruption or to faults in the public station's equipment. Refund of charges shall be left to the discretion of the Administration* to which the public station belongs.

10.3 *From a private station to a public station*

10.3.1 The provisions for the cancellation of telephone calls also apply to the cancellation of phototelegraph calls.

10.3.2 If the cancellation of a phototelegram is requested after transmission has begun or is over, no refund shall be made. On the contrary, the Administration* of the outgoing country shall collect the surcharge required for the intervention of the public station. If the private station desires, the received phototelegram will be sent to this station by post.

10.3.3 If, in the case of retransmission by a public station, cancellation is requested before the next circuit has been provided but after the phototelegram has been received by the public station responsible for the proposed retransmission, the sender shall pay at least the charge normally applicable to terminal phototelegraph traffic on the route followed.

10.3.4 The provisions of 10.1.5 to 10.1.9 above shall apply as regards the waiving of charges when phototelegrams are not delivered or are delivered too late.

11. *Accounts*

11.1 *Between public stations*

11.1.1 Accounting methods for charges levied for traffic between public stations shall be the same as for telegram charges. These accounts shall constitute a special section in the telegraph accounts.

11.1.2 Charges for the special services indicated in 9 above shall be excluded from the accounts, with the exception of those relating to prepaid reply **RPx** dispatch to the sender of a print from the film received **KP** and to extra copies for delivery to the addressee **Kx**.

11.2 *From a public station to a private station*

11.2.1 Accounting methods for charges levied for these phototelegrams shall be the same as for telegram charges. When the accounts are established by the destination country, the public station shall inform the international phototelegraph position in its country of the particular scale of charges pertaining to each phototelegram. The latter station, when booking the call, shall pass this information on to the IPP in the destination country for accounting purposes.

11.2.2 This accounting shall constitute a special section in the telegraph accounts. The special surcharge for use of the public station is retained by the Administration* governing the public station.

11.3 *From a public station to a private station*

11.3.1 Accounting methods for charges in connection with the use of telephone circuits are governed by Recommendation F.80 *bis*.

11.3.2 The special surcharge applying to the use of a public station is retained by the Administration* operating the public station.

11.3.3 The charges for special services are not included in the international accounts. They are retained by the Administration* operating the public station.

Recommendation F.80 bis

PROVISIONS RELATING TO PRIVATE PHOTOTELEGRAPH CALLS

(Mar del Plata, 1968; amended at Geneva, 1972 and 1976)

The CCITT,

considering

- a) that private phototelegraph stations require to communicate with one another;
- b) that, in accordance with Recommendation F.80, private stations also have the possibility of handing-in of phototelegrams to public phototelegraph stations;
- c) that suitable connections should be made available to private stations;

unanimously declares the view that the following provisions should be observed for international phototelegraph calls.

1. *Field of application*

1.1 These provisions apply to calls between private stations or between (outgoing) private stations and (incoming) public stations.

1.2 The rules governing phototelegrams exchanged between private stations and public stations are embodied in Recommendation F.80.

2. *General*

2.1 Private phototelegraph stations may be authorized by the Administration concerned to communicate with one another and to exchange phototelegrams with public stations.

2.2 Administrations* undertake to set up connections for such transmissions or to make suitable leased circuits available to private stations at their request.

3. *Conditions of acceptance*

3.1 Private stations may communicate with all (public and private) phototelegraph stations connected to the international phototelegraph network.

3.2 When phototelegraph links are established on radio circuits in intercontinental relations and in continental relations, direct calls between or with private stations are not allowed.

* or recognized private operating agency/agencies.

3.3 Calls between private stations set up on the international phototelegraph network are allowed without any time limit. However, when telephone traffic is subjected to restrictions, the exchange of phototelegraph calls between private stations may be delayed or limited by agreement between the terminal centres concerned.

3.4 Connections with a public station may be made available to a private station only during the business hours of the public phototelegraph office. However, the public station may not close until it has accepted all the phototelegrams that the private station has announced it wishes to hand in.

3.5 The conditions under which booked phototelegraph calls are made available are specified in Recommendation F.82.

4. *Charging*

4.1 Charges for phototelegraph calls in continental and in intercontinental relations exchanged between private stations or from a private station to a public station are governed by Recommendation F.83.

5. *Special services*

5.1 The special urgent service and the special lightning service shall be allowed in relations where such services exist for telephone traffic.

6. *Refunds*

6.1 *General*

6.1.1 The provisions relating to cancellation of a telephone call request or refusal of a call are also applicable to phototelegraph calls between private stations or between (outgoing) private stations and (incoming) public stations.

6.2 *Calls between private stations*

6.2.1 No charge is collected when, on account of faulty circuits, the transmission has not taken place or has not been concluded provided that the operator who accepted the request for the phototelegraph call has been informed of the situation.

6.2.2 To obtain refunds when it is seen that, after interruption of the call, the transmission was faulty, the phototelegraph station having paid the charge for the queried call should apply to its Administration*, accompanying its request for a refund with the original of the picture and the faulty proof received at the other end.

6.3 *Calls from a private station to a public station*

6.3.1 Charges shall not in general be waived unless transmission has failed to take place or has been defective owing to circuit interruption or to faults in the public station's equipment. Refunds shall be left to the discretion of the Administration* to which the public station belongs.

7. *Accounting*

7.1 The accounts of charges for phototelegraph calls between private stations or between an (outgoing) private station and an (incoming) public station are established in the same way as the accounts for telephone charges. They shall be shown in a special section of the telephone accounts.

7.2 If the Administration* agrees to grant a refund after a call has been cleared, the charge for the phototelegraph call shall be refunded and will not be included in the international accounts.

7.3 If the refund is granted only after dispatch of the international accounts, the cost of it shall be borne by the Administration* that posted the relevant charge to its account.

Recommendation F.82**RULES FOR PHOTOTELEGRAPH CALLS ESTABLISHED OVER CIRCUITS
NORMALLY USED FOR TELEPHONE TRAFFIC**

*(Geneva, 1958; amended at New Delhi, 1960, Geneva, 1964,
Mar del Plata, 1968, and Geneva, 1972)*

The CCITT,

considering

- a) that, in international phototelegraph communications, the occupation time of international telephone circuits often greatly exceeds the duration of the actual phototelegraph call;
- b) that this drawback results *in part* from the inadequacy of existing rules on the setting up, supervision and clearing of phototelegraph calls over circuits normally used for telephone traffic, even if these circuits have been designated in advance as capable of carrying phototelegraph calls;
- c) that phototelegraph communications between public stations on the one hand and public and private stations on the other, require close collaboration between the telegraph and telephone services of the various Administrations*;
- d) that, on the other hand, phototelegraph communications between private stations do not concern the telegraph services, although it is desirable for all phototelegraph calls between public stations, between public and private stations, and between private stations to be established in the same way;

unanimously declares the view that the following rules should be applied to the provision of international phototelegraph connections.

1. *Field of application*

1.1 The rules below define the operating procedure to be followed in the international phototelegraph service when phototelegraph calls are set up on circuits normally used for telephone traffic. They do not apply to phototelegraph transmissions on circuits in permanent use for that purpose or on leased circuits.

1.2 These rules define the procedure applicable to the setting up, supervision and clearing of international phototelegraph calls:

- between public stations;
- between a public and a private station;
- between private stations.

1.3 The procedure applicable to connections established over radio circuits or combined radio and metallic circuits is defined in Recommendation F.84.

2. *General provisions*

2.1 In relations where telephone circuits are used for both the phototelegraph service and the telephone service, the Administrations* concerned shall assign by mutual agreement a certain number of circuits for phototelegraph transmissions, taking into account the usual requirements of both phototelegraphy and the telephone service.

* or recognized private operating agency/agencies.

2.2 These circuits shall be specially marked at terminal exchanges and repeater stations with a view to the protection of the phototelegraph transmissions.

2.3 The telephone circuits used for international phototelegraph transmissions shall, as far as practicable, be four-wire circuits. For phototelegraph transmission, they shall normally be disconnected from the switching equipment used for telephone calls. Interconnection of circuits for setting up phototelegraph calls should be four-wire-four-wire, as far as possible, both on the international and the national side.

2.4 Administrations* shall designate in each international phototelegraph terminal centre an authority responsible for the international phototelegraph calls. This authority is in a position to carry out, or cause to be carried out, all the operations necessary for the establishment of international phototelegraph calls. This authority shall henceforth be called the *international phototelegraph position* (IPP).

2.5 Administrations* are recommended to centralize, as far as possible, in one place all the technical, operational and charging procedures necessary in an international centre when telephone circuits are used for phototelegraph calls.

2.6 A booking for a phototelegraph call emanating from a public or private phototelegraph station is routed to (or arrives directly at) the IPP of the origin country responsible for setting up the international phototelegraph call that has been booked. This IPP then becomes the control IPP for establishing the call.

3. *Setting up, supervision and clearing of international phototelegraph calls*

3.1 If the telephone service on the international circuit needed for setting up a phototelegraph call is operated with advance preparation, requests for phototelegraph calls rank in the order in which they are accepted among requests for telephone calls of the same category.

3.2 In this case the control IPP advises the telephone office responsible for these circuits that a phototelegraph transmission is to take place. The control IPP agrees with the telephone service on the probable time at which the phototelegraph transmission will be taking place.

3.3 The IPPs shall proceed as follows when setting up an international call.

3.3.1 The control IPP transmits the following information as quickly as possible to the destination IPP:

- designation of the transmitting station;
- designation of the destination station;
- probable time at which the phototelegraph call will take place;
- where necessary, indication of the subscriber responsible for the charges; and, in addition:
 - a) for calls requested by public stations:
 - category of phototelegram to be transmitted;
 - date and time of handing-in of the phototelegram.
 - b) for calls requested by private stations:
 - category of call requested;
 - date and time of the request.

3.3.2 The destination IPP shall take the necessary steps to advise immediately the destination phototelegraph station by telephone that a phototelegraph transmission is about to take place.

3.3.3 If the called phototelegraph station is in a position to receive the phototelegraph call at the time fixed, the destination IPP informs the control IPP. At the said time, the two IPPs take the necessary steps, in agreement with the telephone service, to establish the call. Care must be taken to avoid interrupting telephone calls in progress.

3.3.4 If the called phototelegraph station is not in a position to receive the call at the time fixed, the destination IPP fixes the time when the transmission is to take place, taking into account the information received from the receiving phototelegraph station. It then communicates the time fixed to the control IPP, which informs the calling station.

3.3.5 The control IPP then takes the necessary measures, in agreement with the telephone service, to establish the phototelegraph call between the stations concerned at the agreed time.

3.4 If the telephone service involved is demand service, the outgoing IPP shall take an available circuit for the phototelegraph call, after ensuring that telephone calls in progress are not interrupted; it shall use this circuit to call the incoming IPP.

3.4.1 To establish a phototelegraph call, it shall transmit the data mentioned under 3.3.1 above to the incoming IPP, except for the probable time of the phototelegraph call.

3.4.2 The incoming IPP shall take the necessary steps to advise immediately the called phototelegraph station by telephone that a phototelegraph transmission is about to take place.

3.4.3 If the called phototelegraph station is in a position to receive the phototelegraph call immediately, the two IPPs shall straight away establish the necessary connection.

3.4.4 If the called phototelegraph station is not in a position to receive the call immediately, the destination IPP fixes the time when the transmission is to take place, taking into account the information received from the receiving phototelegraph station. It then communicates the time fixed to the control IPP, which informs the calling station. The two immediately clear the international telephone circuit.

3.4.5 At the time agreed upon, the outgoing IPP shall take the necessary steps to establish the phototelegraph call.

3.5 The control IPP shall note the time when the phototelegraph call starts. The beginning of the call is the moment when the connection with the called station is offered to the caller. When the international circuit is extended towards a national PP at the caller's end, the latter shall determine the beginning of the call and indicate it to the IPP in its country when the call is cleared (see 3.7 below).

3.6 The control IPP supervises the transmission in progress:

- a) on the transmitting (go) path by means of a device enabling it to check, without risk of interference, that transmission is taking place;
- b) on the return path by means of a device enabling it to listen to service conversation from the phototelegraph receiving station.

Intervention in the circuits should be avoided after the call has been established, unless such intervention has been requested by one of the IPPs or one of the phototelegraph stations connected.

3.7 After consulting the receiving phototelegraph station, the calling phototelegraph station announces the end of the call either direct to its IPP, or, in the case of extension of an international circuit, to the national PP on which it depends.

3.7.1 The latter must inform its IPP as quickly as possible, giving the time at which it received notice of the end of the call. The control IPP notes the end-of-transmission time and immediately communicates the notice announcing the end to the incoming IPP and, if necessary, to the transit IPP.

3.7.2 The outgoing and incoming IPPs and any transit IPPs then take the necessary measures to restore the international circuit to the telephone service without delay.

3.7.3 It is recommended that the called station should likewise announce the end of transmission so that the called station may be cleared more quickly.

3.8 Unless the Administrations* concerned decide to the contrary, the terminal IPPs do not come to an agreement on the chargeable duration, since this is determined by the control IPP.

4. *Special procedures for phototelegraph stations*

4.1 For each phototelegram to be transmitted, the outgoing public station shall prepare a narrow tape comprising the preamble and address (and, if necessary, the signature and special service indications), unless these indications have been written on the phototelegram by the sender. This tape is transmitted with the phototelegram.

4.2 As soon as the call is established, the interconnected phototelegraph stations proceed to adjust the equipment and to transmit, in accordance with the instructions of the receiving station, adopting the following order of operations:

- a) if necessary, agreement on the index of cooperation and speed of transmission, then synchronization adjustment by means of the synchronization frequency;
- b) adjustment of the white level;

- c) adjustment of the black level;
- d) phasing;
- e) start;
- f) transmission.

4.3 If the phototelegram is passed to a public station by a private station, the public station shall ask the private station, if necessary, for information regarding establishment of the preamble and conditions of delivery to the addressee.

5. *Faulty transmissions*

5.1 In the case of fault conditions, the control IPP shall immediately make arrangements to clear the fault or make another circuit available.

5.2 When, after completion of the call, it is seen that the transmission was faulty, the receiving phototelegraph station shall inform its IPP. If it so desires, the receiving phototelegraph station can make a new booking with its IPP for a phototelegraph call, in the manner defined in 2.6, with the sending station.

5.3 If the phototelegraph station that receives the faulty picture and books a new call is a private station, its attention should be drawn to the fact that both calls will be chargeable if the faults in the picture are not due to the telephone or telegraph services.

Recommendation F.83

RATES FOR PHOTOTELEGRAMS AND PRIVATE PHOTOTELEGRAPH CALLS

*(Geneva, 1958; amended at New Delhi, 1960, Mar del Plata, 1968,
Geneva, 1972 and 1976)*

The CCITT,

considering

- a) that phototelegraph calls are frequently set up on circuits normally used for telephone traffic;
- b) that the holding time of these circuits used depends not only on the duration of the phototelegraph transmission proper but also on the time needed to prepare the call and return the circuits used to the telephone service;
- c) that when a phototelegram is handled, the cost includes the handing in and delivery expenses as well as the cost of using public phototelegraph stations;

considering, furthermore

- d) that the phototelegraph equipment in service may have different drum diameters;
- e) that the duration of transmission of a phototelegram is in fact the essential criterion for the calculation of the charge to be applied;
- f) that this duration depends simply on the dimension along the axis of the drum on the transmitting equipment;
- g) that the chargeable duration for phototelegrams should be related to the drum diameter of the sending equipment;

h) that charging of phototelegrams on the basis of their surface area should continue to be applied only in cases where the Administrations* concerned explicitly agree to do so;

unanimously declares the view

1. *In continental relations*

1.1 *General*

1.1.1 Phototelegrams deposited by a public station, either with another public station or with a private station, should be charged for according to the same principle, i.e. a fixed tariff, with various charging steps.

1.1.2 Charges for phototelegraph calls between private stations or between a private (outgoing) station and a public (incoming) station should be reckoned at the same rates as telephone calls, depending on the charging period concerned (heavy-traffic or light-traffic period).

1.1.3 However, the charge for the actual period of use should be increased by a surcharge of four minutes corresponding to the time needed to prepare the call and to restore the circuits to the telephone service.

1.1.4 In addition, for calls from a private station to a public station, the Administration* responsible for the public station should levy a special charge for the use of the public station.

1.2 *Phototelegraph calls booked by a public station*

1.2.1 The rates for phototelegrams between public stations, with the exception of charges for special services, and the shares of charges accruing to Administrations* should be calculated in accordance with Table 1/F.83.

TABLE 1/F.83

Scale of rates	Dimensions of phototelegram				Total charge in gold francs (to be levied at outgoing end)	Share accruing to the		
	1st side for the following drum diameters			2nd side (chargeable length)		Outgoing Administra- tion *	Transit Administra- tion *	Incoming Administra- tion *
	66 mm	70 mm	88 mm					
1st step				1.5 <i>D</i> or less	20+12 <i>y</i>	10+12 <i>a</i>	12 <i>b</i>	10+12 <i>a</i>
2nd step	≤ 18 cm	≤ 20 cm	≤ 24 cm	over 1.5 <i>D</i> up to 2 <i>D</i>	20+15 <i>y</i>	10+15 <i>a</i>	15 <i>b</i>	10+15 <i>a</i>
3rd step				over 2 <i>D</i> up to 2.5 <i>D</i>	20+18 <i>y</i>	10+18 <i>a</i>	18 <i>b</i>	10+18 <i>a</i>

* or recognized private operating agency/agencies.

1.2.2 The rates for phototelegrams transmitted by a public station to a private station and the shares accruing to Administrations* should be calculated in accordance with Table 2/F.83.

TABLE 2/F.83

Scale of rates	Dimensions of phototelegram				Total charge in gold francs (to be levied at outgoing end)	Share accruing to the		
	1st side for the following drum diameters			2nd side (chargeable length)		Outgoing Administration *	Transit Administration *	Incoming Administration *
	66 mm	70 mm	88 mm					
1st step				1.5 <i>D</i> or less	10+12 <i>y</i>	10+12 <i>a</i>	12 <i>b</i>	12 <i>a</i>
2nd step	≤ 18 cm	≤ 20 cm	≤ 24 cm	over 1.5 <i>D</i> up to 2 <i>D</i>	10+15 <i>y</i>	10+15 <i>a</i>	15 <i>b</i>	15 <i>a</i>
3rd step				over 2 <i>D</i> up to 2.5 <i>D</i>	10+18 <i>y</i>	10+18 <i>a</i>	18 <i>b</i>	18 <i>a</i>

Note 1. — D = the diameter of the drum of the sending phototelegraph equipment.

Note 2. — For the meaning of a , b and y , see Notes after 1.3.2 below.

Note 3. — Where the 2nd side (chargeable length) exceeds $2.5 D$, the total charge in both 1.2.1 and 1.2.2 is increased by 3y per step for each extra $0.5 D$.

1.2.3 The lengths of phototelegrams are measured in centimetres, a fraction of a centimetre being reckoned as a full centimetre.

1.2.4 For divided phototelegrams, the charge is calculated separately for each part.

1.2.5 For an **URGENT** phototelegram, the charge shall be doubled.

1.3 Phototelegraph calls booked by a private station

1.3.1 The charge for a phototelegram transmitted by a private station to a public station deposited by phototelegraphy, or vice versa, at the request of the private stations (collected by phototelegraph) and the shares accruing to Administrations* should be calculated in accordance with Table 3/F.83.

TABLE 3/F.83

Charge	In gold francs	Share accruing to the		
		Administration* of the country of the private station	Transit Administration*	Administration* of the country of the public station
Total	10+(C+4)y			
To be collected on behalf of the private station	(C+4)y	(C+4)a	(C+4)b	10+(C+4)a
To be collected on behalf of the public station	10			

1.3.2 Charges for phototelegraph calls between private stations, and the shares accruing to Administrations are calculated in accordance with Table 4/F.83.

TABLE 4/F.83

Total charge in gold francs to be collected at the outgoing end	Share accruing to the		
	Outgoing Administration *	Transit Administration *	Incoming Administration *
$(C+4)y$	$(C+4)a$	$(C+4)b$	$(C+4)a$

Notes. — In the tables shown above:

y is the charge (in gold francs) for a unit telephone call (1 minute) for the phototelegraph transmission;

a and b are the shares of the charge y accruing to the terminal and transit Administrations*;

C signifies the duration (in minutes) counted from the moment the phototelegraph connection with the called station is offered to the caller until the moment the calling station signals the end of the call.

1.3.3 If a private station books an **URGENT** or **ECLAIR** phototelegraph call, the rates for the corresponding unit telephone call should be applied.

1.3.4 In relations where reversed-charge phototelegraph calls are allowed, the rules governing such calls should be agreed upon by the Administrations* concerned.

1.4 *Special services*

1.4.1 The surcharges for the special services allowed for phototelegrams exchanged between public stations and phototelegrams deposited by private stations with public stations are as follows:

Kx 2 gold francs for each copy after the first

KP (for service between public stations) 2 gold francs for the copy and an additional surcharge of 0.80 gold franc for dispatch of the copy by registered letter.

1.4.2 For phototelegrams that have been split up with the special service indication **Kx**, the surcharges for this special service shall be reckoned separately for each station.

1.4.3 The surcharge for the special service **PC** is the same as for telegrams. The other special services are not liable to a surcharge.

1.4.4 The surcharges for special services for phototelegrams handed in by a private station at a public station shall be collected from the addressee.

2. *In intercontinental relations*

2.1 When submarine cable or satellite circuits that are used for telephone traffic are also used for phototelegraph traffic, charges for phototelegrams and for phototelegraph calls shall be based on the same principle as in continental relations (see the provisions in 1. above).

2.2 The same charges shall be applied if, in case of need, phototelegrams in these traffic relations are exceptionally transmitted by an HF radio channel. (In this case, only the exchange of phototelegrams between public stations is admitted. Phototelegraph transmissions from or to a private station should be made in accordance with Recommendation F.84.)

2.3 In traffic relations where *radio circuits* are the only means of communication, the unit charges (y) for phototelegrams (exchanged between public stations) and the appointment thereof shall be settled by agreement between the Administrations* concerned on the basis of the length of the phototelegrams. In any case, the

different scales of rates should be the same as for phototelegrams in continental relations. The chargeable length is measured in centimetres, a fraction of a centimetre being reckoned as a full centimetre. The originating Administration* collects the charges for phototelegrams.

2.4 The charges for phototelegrams that are handled over cable or satellite circuits that are permanently set up for that purpose shall be established by agreement between the Administrations* concerned. Such charges may be based on the length of the phototelegram, measured in centimetres, or on the duration of the transmission.

2.5 For divided phototelegrams in intercontinental relations, the charge is calculated separately for each part.

2.6 Unless Administrations* have introduced changes, the surcharges for the special services allowed for phototelegrams in intercontinental relations shall be the same as those in continental relations (see 1.4 above).

Recommendation F.84

RULES FOR PHOTOTELEGRAPH COMMUNICATIONS ESTABLISHED OVER RADIO CIRCUITS OR COMBINED RADIO AND METALLIC CIRCUITS

*(Geneva, 1964; amended at Mar del Plata, 1968,
Geneva, 1972 and 1976)*

The CCITT,

considering

- a) that the phototelegraph service is steadily developing in intercontinental relations;
- b) that the provisions regarding phototelegraph calls set up over circuits normally used for telephone traffic (Recommendation F.82) differ considerably from the procedures to be applied when radio paths are used;
- c) that, moreover, worldwide phototelegraph transmissions often entail the interconnection of radio and metallic circuits;
- d) that it may take an excessively long time to provide the combined radio and metallic circuits when the metallic section and the radio section are not available at the same time;

unanimously declares the view that the following rules should apply to the provision of international phototelegraph communications set up over radio circuits.

1. *Field of application*

1.1 The following rules define the procedure to be followed for operating in the international phototelegraph service when phototelegraph calls are set up over radio circuits or combined radio and metallic circuits. They do not concern phototelegraph transmissions on leased radio circuits or by broadcasting.

1.2 These rules govern the setting up, supervision and clearing of international phototelegraph calls between public stations.

2. *Conditions of acceptance*

2.1 Private phototelegraph stations shall not be allowed to exchange phototelegraph calls on circuits making use of radio. But Administrations* may allow a public station in the outgoing country to arrange, subject to its supervision, for a phototelegraph transmission from a private station to pass directly to the radio circuit, or a

* or recognized private operating agency/agencies.

public station in the incoming country to forward, subject to its supervision, a phototelegram addressed to a private station to that private station, without retransmission, providing for this purpose (if necessary) a national circuit extension of the international phototelegraph link.

2.2 A phototelegram received from a private station by a public station for retransmission, or one that has been routed by a public station directly to the radio circuit, is considered as having been handed in at the public station (handing-in by phototelegraphy).

Note. — In the case of retransmission, the handing-in time is the time of arrival at the public station, whereas for ordinary direct transmission it is the time when the transmission begins.

2.3 A phototelegram received on the radio circuit by a public station and retransmitted by the latter to a private station, or one that has been directed without retransmission to a private station, is considered as having been delivered to the addressee (delivery by phototelegraphy).

Note. — The time of delivery is the time at which the retransmission or direct transmission ends.

3. *General provisions*

3.1 When no metallic circuit can be made available for phototelegraphy, the Administrations* concerned may agree to allocate certain radio circuits for phototelegraph transmissions, and may allocate frequencies to these circuits, making due allowance for the normal requirements of phototelegraphy.

3.2 The radio circuits designated for phototelegraph communications should be bothway channels, so that the phototelegraph stations may exchange service information about the transmission. If the direction of phototelegraph transmission does not suit speech transmission (communication by Morse code only for example, F4 emission), the reverse direction should as far as possible be a telephone channel.

3.3 Since every retransmission unduly delays the phototelegram and may make for poor picture reproduction, a combined metallic and radio circuit should as far as possible be made available for the phototelegraph transmission if the terminal phototelegraph station is not at the same place as the radio service office.

3.4 In practice, undue delay will arise in setting up such joint circuits when the metallic and radio sections are not available at the same time. Every effort should be made to avoid any waiting by the radio section for interconnection with the metallic section. Hence the metallic section should be available a reasonable time in advance, before the radio circuit becomes available.

3.5 If it is impossible to set up the second section of a mixed phototelegraph circuit within a reasonable time after the first section has been set up, the phototelegraph station at the point of interconnection receives the phototelegram and retransmits it as soon as the circuit in the direction of destination is available. To maintain transmission performance, storage equipment should as far as possible be used to this end.

3.6 However, if several pictures are to be transmitted in series, the interconnection between the metallic and radio sections should in any event be prepared beforehand.

3.7 With mixed phototelegraph circuits, the public phototelegraph station in the place where the radio terminal office is shall be responsible for effecting the junction between the international radio circuit and the telephone circuit (national or international) and shall supervise the procedures governing phototelegraph transmission (control station). The public station that operates the radio circuit shall be responsible for the same duties if there are direct junction lines between it and some private stations.

3.8 To ensure smooth cooperation between public phototelegraph stations at the ends of the radio circuit, the personnel employed there should, if possible, have an adequate grounding in English and French. They should in any event be thoroughly familiar with the Morse code and the international abbreviations laid down for phototelegraph service calls (see *Codes and abbreviations for the use of the international telecommunication services*, published by the ITU).

3.9 Administrations* are recommended to make a number of direct four-wire circuits available between the radio office and the public phototelegraph station, and to make them on the terminal switching panel, with a view to protecting the phototelegraph transmissions.

3.10 The public phototelegraph stations at the ends of the radio path must send, if necessary, the call sign laid down by the *Radio Regulations* (Article 19, Numbers 735-742), Geneva, 1976. This call sign must be sent over the outgoing circuit during intervals between phototelegraph transmissions, and on the return circuit during intervals between service messages.

4. *Establishment, supervision and clearing of a phototelegraph call on a radio circuit*

4.1 The public phototelegraph stations at the ends of the radio route shall proceed as follows in setting up an international call:

4.1.1 After having consulted the radio authorities, the outgoing public station at the end of the radio circuit should at once transmit a service advice (a numbered message) to the incoming public station, giving the following data:

- name of the transmitting station;
- name of the destination station;
- the category of phototelegram to be transmitted;
- the date and time of handing-in;
- name of the addressee;
- service indications such as **Kx**, etc., if any;
- number of phototelegrams on hand;
- frequency allocated for the phototelegraph call in the direction from the outgoing country;
- time at which the phototelegraph call will probably take place.

4.1.2 After consulting its radio authorities, the incoming public station urgently transmits a reply in the form of a service advice with the following data:

- agreement on the time proposed, *or* nominating the time at which the transmission must take place;
- the frequency allocated to the return channel, i.e., in the direction from the incoming country.

4.1.3 The outgoing phototelegraph station shall then inform the radio office of the above particulars.

4.1.4 At the time agreed upon, the two phototelegraph stations shall take action to set up the call in cooperation with the radio offices concerned.

4.1.5 The Administrations* concerned must take care to see that **XQ** service advices are transmitted and delivered to the destination public stations with all possible speed.

4.2 The radio offices at the two ends of the radio route shall supervise the transmission :

- a) on the outgoing transmission, by a device that makes it possible to ascertain, without risk of disturbance, whether a transmission is proceeding;
- b) on the return channel, by a device enabling the service information sent from the receiving phototelegraph station to be heard.

After the call has been set up nobody should break into the circuits, unless asked to do so by one of the phototelegraph stations concerned.

4.3 By agreement, the two phototelegraph stations shall inform their particular radio authorities of the end of the call. These latter shall take immediate steps to break off the call.

4.4 The outgoing public station notes the number of phototelegrams transmitted, the relevant reference numbers and the charging scale, together with the time at which each transmission has started and finished.

5. *Establishment, supervision and clearing of a phototelegraph call on a combined wire and radio circuit*

5.1 *Extension of the radio circuit on the sending side*

5.1.1 a) *Extension in the country where the radio circuit terminates.* — Any national public station or a private station wishing to transmit a phototelegram to a country with which such communications take place by radio, shall so inform the international public station providing the radio circuit in question.

b) *Extension to another country.* — The public stations of countries for which a transit service has been arranged shall get into touch via international phototelegraph positions (IPPs) with the international public station serving the radio circuit in question.

5.1.2 In setting up the radio circuit, the public stations at the ends of the radio path shall proceed as described in 4. above.

5.1.3 Once agreement has been reached on the time of transmission, the international public station at the outgoing side of the radio circuit shall inform the transmitting station either directly or via the IPPs.

5.1.4 At the same time, it shall ask the IPP to set up a connection (national or international) with the terminal station in question, at the same time saying when this circuit will have to be available.

5.1.5 The IPP shall proceed as described in Recommendation F.82 in making the wire section available at the right time.

5.1.6 When the radio section has been set up, the outgoing international public station shall be responsible for interconnection and shall become the controlling station for the mixed circuit.

5.2 *Extension of the radio circuit on the receiving side*

5.2.1 a) *Extension in the country where the radio circuit terminates.* — If, when the radio circuit is set up, it appears that the phototelegram is to be routed towards another public station or a private station, the international public station operating the radio circuit on the receiving side shall communicate with the receiving station in question, to inform it of this and of the time at which the transmission will probably take place.

b) *Extension to another country.* — In this case, the international public station operating the radio circuit on the incoming side sends this information to the public station of the destination country via the IPPs.

5.2.2 At the same time, it shall arrange for the national (or international) circuit to be made available at the right time, as in 5.1.4 above.

5.2.3 When the radio section is ready, the incoming international public station shall take over the interconnection and become control station for the mixed circuit.

5.2.4 For the transmission of a series of phototelegrams that have to be routed to different receiving stations, the outgoing international public station must warn the public station at the other end of the radio circuit in time, so that the latter may arrange for provision of the metallic circuit to the new destination station during the preceding phototelegraph transmission.

5.3 *Extension of the radio circuit on both sides*

5.3.1 The provisions given under 5.1 and 5.2 above shall apply simultaneously.

5.3.2 The two public stations at the ends of the radio section shall become control stations.

5.4 The controlling station shall direct operations in connection with the phototelegraph transmission and shall invite the transmitting station to comply with the receiving station's instructions. When there are two control stations, the incoming one shall repeat the service communications towards the control transmitting station.

5.5 The control stations shall make one copy of every phototelegram transmitted over the mixed circuit. If the phototelegram received by the destination station is unsatisfactory, whereas that received by a control station is satisfactory, repetition of the transmission may be limited to the second (or even third) section of the full circuit, if this section has proved faulty.

5.6 The radio offices and PPs taking part in setting up the call shall supervise transmission as described in 4.2 above and in Recommendation F.82, 3.5.

5.7 After the transmitting station has indicated the end of transmission and the destination station has notified agreement, the two public stations at the ends of the radio section shall announce the end of the call to their own radio authorities and to any PP that may have made a wire circuit available. The first-named shall take immediate action to release the radio circuit, while the latter shall release the wire circuit as soon as possible.

5.8 The public stations in the originating and transit countries shall note the number of phototelegrams transmitted, the relevant reference numbers and the charging scale, together with the times when each transmission has started and finished.

6. *Setting up, supervision and clearing of a phototelegraph call on a route consisting of two radio circuits*

6.1 The radio route required to set up an international call may have to consist of two radio circuits in series. It may also be necessary to interconnect them by a national circuit, if the transmitting and receiving stations are very distant from each other, or by an international circuit, if the two radio circuits terminate in different countries.

6.2 In this case, the phototelegraph stations shall proceed as follows.

6.2.1 The public station (A) at the outgoing end of the first radio circuit shall advise the public station (B) at the other end of this circuit of the call request by transmitting the following data:

- name of the transmitting station;
- name of the receiving station.

Station B then becomes the control station for the establishment of the entire connection.

6.2.2 The control station undertakes to set up two partial connections to be available at the same time: a forward connection with the incoming station *and* a connection back to the transmitting station, following the procedure described in 4. or 5. as appropriate.

6.2.3 When both partial connections have been set up, the control post becomes responsible for interconnection and ensures that the terminal stations are in communication. In the case of combined wire and radio circuits, the public stations at the ends of each radio circuit become control stations in accordance with the rules in 5. (in particular 5.5 above).

6.3 The call is supervised in accordance with 5.6 above.

6.4 When the end of transmission has been signalled, the two public stations at the ends of the radio route shall proceed as outlined in 5.7 above. In addition, the outgoing public station A on the radio route must inform the corresponding station B in the transit country so that the latter may take appropriate action.

6.5 The public station in the origin country and the control stations shall note the transmissions made as indicated in 5.8 above.

7. *Special procedures for phototelegraph stations*

7.1 For each phototelegram to be transmitted, the outgoing public station shall prepare a narrow tape comprising the preamble and address (and, if necessary, the signature and service indications) unless these indications have been written on the phototelegram by sender. This tape is transmitted with the phototelegram.

7.2 If the phototelegram is to be transmitted by a private station, the public station in the origin country that provides the extension to the sending private station shall draw the attention of the private station to the fact that it must prepare for transmission a narrow tape as prescribed in 7.1 above.

7.3 As soon as the call is established, the interconnected phototelegraph stations proceed to adjust the equipment and to transmit in accordance with the instructions of the receiving station, adopting the following order of operations:

- a) if necessary, agreement on the index of cooperation, the transmission speed and the direction of traverse;
- b) adjustment of the white signal;

- c) adjustment of the black signal;
- d) phasing;
- e) start;
- f) transmission.

8. Faulty transmissions

8.1 In the event of faults, the public control station shall immediately take all the necessary steps to ascertain which section of the whole link is affected. Depending on the circumstances, it shall accordingly warn the radio service office of the IPP so that they may take the necessary action to clear the fault or make another circuit available, if possible.

8.2 When, after a break in the call, it is apparent that the transmission was defective, the incoming control station at the end of the radio circuit must be informed. This control station will retransmit the phototelegram with the aid of the copy taken during the first transmission, when the latter has been satisfactory.

8.3 Otherwise, it shall ask for a new phototelegraph call with the control station at the other end of the radio path or with the transmitting station, as the case may be. A private station that has received a faulty picture must, in any case, ask the relevant public station in its country for a repetition of the phototelegraph transmission. The public station must point out that the new call will be chargeable if the faults in the picture are not the responsibility of the telephone or telegraph services.

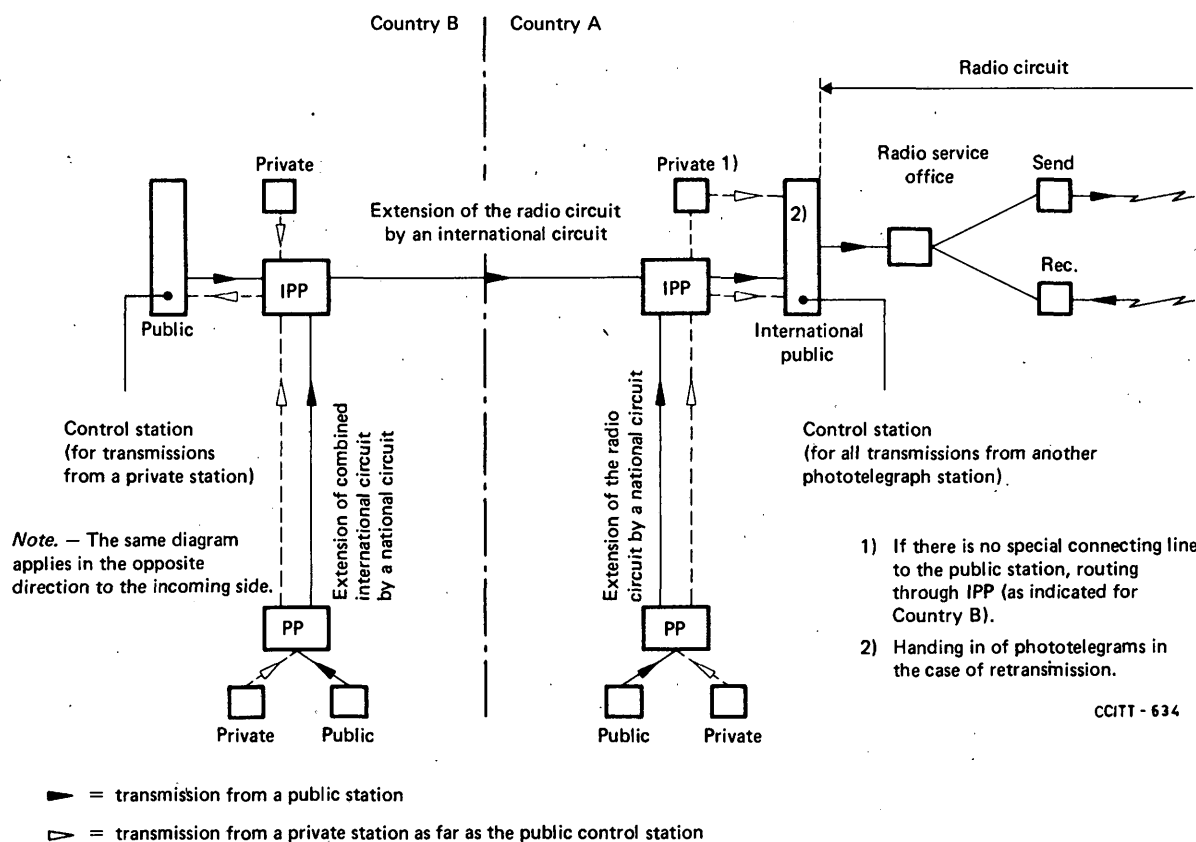


FIGURE 1/F.84 – Phototelegraph transmission over a radio circuit or combined wire and radio circuits

Recommendation F.85**RULES FOR INTERNATIONAL PHOTOTELEGRAPH COMMUNICATIONS
TO MULTIPLE DESTINATIONS***(Geneva, 1972)*

The CCITT,

considering

- a) that it seems advisable to provide for rules to which the Administrations* may refer in the case where they decide to allow calls enabling several phototelegraph stations in different countries to receive a transmission simultaneously;
- b) that for multiple calls of this kind *international dissemination* (i.e. a distribution of the transmission to different countries) is necessary and possibly *national dissemination* in the incoming countries (i.e. to the various receiving stations belonging to the same national network);
- c) that the participants in a multiple call may be both public stations and private stations (primarily press agencies);
- d) that press agencies are anxious to transmit pictures to their customers (newspaper offices) directly — without retransmission;
- e) that in the case of transmission by series, the agencies also wish to add or disconnect certain customers between two successive transmissions;
- f) that operation over the international part of the collective connection should not be held up by modifications in an incoming country;

considering further

- g) that dissemination equipment can be set up either in the offices of Administrations* or on the premises of private enterprises;
- h) that press agencies operate private phototelegraph networks for their own requirements;
- i) that private enterprises should be allowed under certain conditions to use their own equipment and networks to effect an additional dissemination service to their customers;

and recognizing

- j) that satisfactory transmission of phototelegrams to multiple destinations can be obtained only if all the countries concerned employ a uniform mode of operation;

unanimously declares the view that multiple calls may be allowed in the international service to enable several phototelegraph stations in different countries to receive a transmission from a transmitting station simultaneously.

The provisional rules below define the procedure to be followed for multiple destination calls. The conditions for ordinary connections that are part of the collective link are governed by Recommendations F.82, F.83 and F.84.

1. Conditions of acceptance

1.1 A multiple call may be requested for *primary dissemination* to various destination countries (international dissemination) and for *secondary dissemination* in the incoming countries (national dissemination). Simultaneously a national dissemination in the origin country can be combined with the international dissemination.

* or recognized private operating agency/agencies.

1.2 Private stations of a receiving country participating in a multiple call (generally press agencies) are allowed to effect simultaneously with reception *further dissemination* to other private stations (generally newspaper offices).

1.3 *Further dissemination* may be made either over a private network or over circuits of the public network made available by the Administration*. In the latter case the further dissemination is allowed only within the country where the main receiving station is situated.

1.4 The primary dissemination (including, where necessary, dissemination in the origin country) and the secondary dissemination must be effected by the Administration* concerned.

1.5 Any further dissemination over a private network shall in any case be effected by the agency to which the network belongs. When circuits on the public network are used for dissemination to subordinate stations, the Administration* concerned shall decide who should effect this further dissemination. For technical and operational reasons (see 3.4 below), it is preferable that every further dissemination should be carried out by the agency by means of its own distribution equipment, provided that the equipment has been inspected and approved by the Administration.

1.6 In any case, the installation at the main station shall be such that the operator using it can so control operations as to ensure that the subordinate stations cannot enter into communication with the transmitting station.

1.7 For relations employing radio circuits, the station making the simultaneous transmission may propose to the international public station of its country that the radio circuit be included in the international dissemination facilities. If this is agreed to, the public station becomes an actual participant in the multiple call but the phototelegraph transmission is routed under its control directly to the radio circuit (in accordance with Recommendation F.84).

2. *Setting up and constitution of a multiple call connection*

2.1 To obtain a multiple call, the transmitting station shall contact the international phototelegraph position (IPP) of its country and indicate, separately for each country, which phototelegraph stations are to receive the simultaneous transmission. Requests should be made as soon as possible, and in any case not later than two hours before the transmission is to take place, to enable the Administrations* concerned to make arrangements to set up the call.

2.2 For relations employing radio circuits, the calling party shall contact the international public station of his country (see 1.7 above).

2.3 The IPP of the origin country (see Figure 1/F.85, country A) shall inform the IPPs of the destination countries (countries B, C and D) giving the names of the called participants and the time at which the transmission is to take place (see 5.2 below). So as not to surcharge the outgoing IPP, the incoming IPPs shall, at the same time, be asked to set up an international connection from their own end at the scheduled time.

2.4 The incoming IPPs shall arrange, where necessary, to make facilities available for national dissemination to participants in the multiple call (see 5.3 below). If only one participant is designated in an incoming country (C), the international circuit shall be switched directly to the receiving station in question.

2.5 In relations employing a radio circuit, the outgoing public station, to enable national dissemination facilities to be set up in the incoming country (X) at the appropriate time, shall indicate to the public station at the other end of the radio section the names of the addressees of the phototelegrams to be transmitted.

2.6 The outgoing public station shall make the necessary arrangements to set up the radio circuit at the scheduled time in accordance with the procedure laid down in Recommendation F.84.

2.7 An intermediate connection with the international dissemination shall be requested in a transit country (B and X) for destination countries (D and Y) that it is not possible to connect directly with the dissemination effected by the origin country.

2.8 The outgoing IPP is the control IPP for the multiple call (i.e. as far as the main receiving stations). If an intermediate connection with the international dissemination service has been set up, the transit IPP acts as the sub-control IPP for the part of the multiple call farther down the circuit.

2.9 The control IPP notes the time when the multiple call begins and ends and the time and duration of any interruption or irregularity that may occur during transmission (for the purpose of calculating a refund). The start of the call is the moment at which the multiple connection has been placed at the disposal of the caller. The end of the call is the moment at which it is released by the transmitting station.

2.10 On clearing the multiple call, the control IPP must notify the incoming IPPs concerned of the time at which the call began and ended (to ensure conformity with the national dissemination charges).

3. *Extension of a multiple call*

3.1 When a private dissemination is added to the multiple call, the Administration* shall merely make the required circuits available to the user. The individual calls shall then be set up successively to the calling station and shall be charged from the moment they are made available.

3.2 The routing to public network circuits of a phototelegraph transmission received on a leased circuit (see Ag 1 of country D) is not allowed.

3.3 Each press agency is the control station for the connections with its customers. In secondary private dissemination (see Ag 1 in country D) the second connecting station becomes the sub-control station for the part farther down the circuit.

3.4 Should an Administration* ensure itself (see 1.5 above) the further dissemination on the public network (country D), two separate distribution panels (I and II, country D) will be necessary to connect the incoming circuit separately to the main station (Ag 4) and to its group of customers. To prevent subordinate stations from coming in on the international part of the collective call, the interconnection between I and II must be made by a one-way channel. The private enterprise (Ag 4) must direct the operations for which it is responsible in the two sections of the further dissemination facilities. Since the Administration* is responsible for making its dissemination facilities available at the right time, and in view of the operational difficulties, in particular resulting from any change required in this part of the further dissemination, this mode of operation is not recommended.

4. *Speech circuit*

4.1 The speech circuit is a leased telephone circuit that provides a direct connection between the site of the transmitting equipment and the control IPP. This type of connection expedites the procedures preparatory to the call and enables rapid action to be taken to overcome any difficulties experienced during transmission. It also allows timely notice to be given of the end of the multiple call and, further, it is a suitable means for determining exactly the chargeable duration of the call.

4.2 The speech circuit may, however, be replaced by a telephone connection set up from the transmitting station over the general telephone network.

5. *General provisions*

5.1 The setting up of a multiple call may involve unforeseen delays in practice, particularly when radio circuits are included in the collective connection or when intermediate connection centres are used in the international dissemination sector. For these reasons, it is impossible for Administrations* to give any guarantee that a multiple call will be made available at a specific time.

5.2 It is for the control IPP to estimate the time required to make the requested call available. For this purpose it shall, if necessary, ask the public station at what time the radio circuit will be set up. It must inform all IPPs (incoming and transit, if need be) of the time at which transmission is to take place.

5.3 The incoming IPPs must do their utmost to respect the scheduled time for setting up the international connection to the control (or sub-control) IPP. To avoid any delay in commencing the simultaneous transmission because of arrangements to be made in an incoming country, the national extension (dissemination or simple prolongation) should in all cases be ready before the international circuit is made available.

5.4 If a called station is unable to accept the call at the scheduled time, the incoming IPP shall so inform the control IPP. It will be for the station requesting the multiple call to decide whether transmission should be held up until the station is ready to receive, or whether the station should be brought in later or whether it should be excluded from the call. In any case, the call charge begins from the time the caller is informed of the position.

5.5 When it is not possible to set up an international or national connection required for the multiple call within six minutes after the appointed time, the control IPP shall draw the caller's attention to the difficulties that have arisen. Whatever course the caller decides to take, the part of the call that has taken place will be charged for.

5.6 When a request is made to extend to other relations a call (simple or multiple) that has already begun, it must be regarded as a new call request. This call will be made available to the caller as soon as it is set up, and will be charged for separately from that time. The caller must indicate the time at which it should be combined with the original call.

6. *Charging*

6.1 Multiple calls from a public station raise no problems as regards charging. Each phototelegram is charged individually, even in cases where the same picture forms subjects of different phototelegrams transmitted simultaneously.

For calls from a private station, the following provisions are to be observed:

6.2 *Charging for the wire section*

6.2.1 The charge for that part of a multiple call which is constituted by circuits of the telephone network should be composed of a main charge and possible accessory charges.

6.2.2 The *main charge* is reckoned by applying the rates for single phototelegraph calls in the relations between the outgoing country and the international centres of the destination countries, regardless of the number of correspondents (main receiving stations) in the incoming countries. However, the surcharge of four minutes provided for single calls (see Recommendation F.83) is increased to eight minutes in the case of multiple calls.

Note. — The calculation of the main charge, which relates solely to the international part of the collective call, is independent of the itinerary between the outgoing country and the incoming country. The latter may be set up:

- either via a direct international circuit (A-B);
- or by the interconnection of two (or more) international circuits in one (or more) transit countries (A-B-C);
- or by intermediate connection in a third country (A-B-D).

6.2.3 The *accessory charge* for secondary dissemination (i.e. to main receiving stations in a destination country) shall be fixed by the incoming country, taking into account:

- national connections set up beyond the international incoming centre;
- a special surcharge due to making national distribution circuits available simultaneously.

To obtain a uniform surcharge, it is recommended that a supplement of eight minutes in addition to the actual call duration also be charged in the national system.

Note. — In calculating the accessory charge, no account is taken of connections with participants who are permanently connected (by leased circuits) to the incoming IPP.

6.2.4 In the case of simple prolongation of an international circuit (country C), a surcharge of four minutes only is levied.

6.2.5 The provisions of 6.2.3 also apply to the origin country if a national dissemination is effected simultaneously with the international dissemination.

6.2.6 The *total charge* is calculated by the origin country, taking into account the accessory charges communicated by the incoming countries concerned. It shall be collected exclusively from the calling party.

6.2.7 The main charge shall be divided among the various countries concerned in accordance with the rules applicable to single phototelegraph calls (see Recommendation F.83). The accessory charges are allocated to each of the Administrations* concerned.

6.3 Charging for the radio section

6.3.1 If a radio circuit is included in the international dissemination facilities (see 1.7 above), charges are based on the number of phototelegrams transmitted simultaneously over the radio circuit.

6.3.2 The circuit set up between the control IPP and the public station serving the radio circuit is not subject to charging.

6.3.3 The *total charge* for this part of the multiple call is reckoned by applying the rates for phototelegrams exchanged between the outgoing country and the various destination countries beyond the far terminal of the radio circuit, taking into account the number of addressees in each incoming country.

6.3.4 It shall be fixed entirely by the outgoing control station and collected exclusively from the transmitting station.

6.3.5 It shall be divided among the countries concerned in accordance with the rules governing accounts for phototelegraph calls between public stations (see Recommendation F.80).

6.4 Charging for further dissemination

6.4.1 Charges for national calls set up at the request of a main receiving station, with a view to further dissemination, are collected from the calling party and are not included in international accounts.

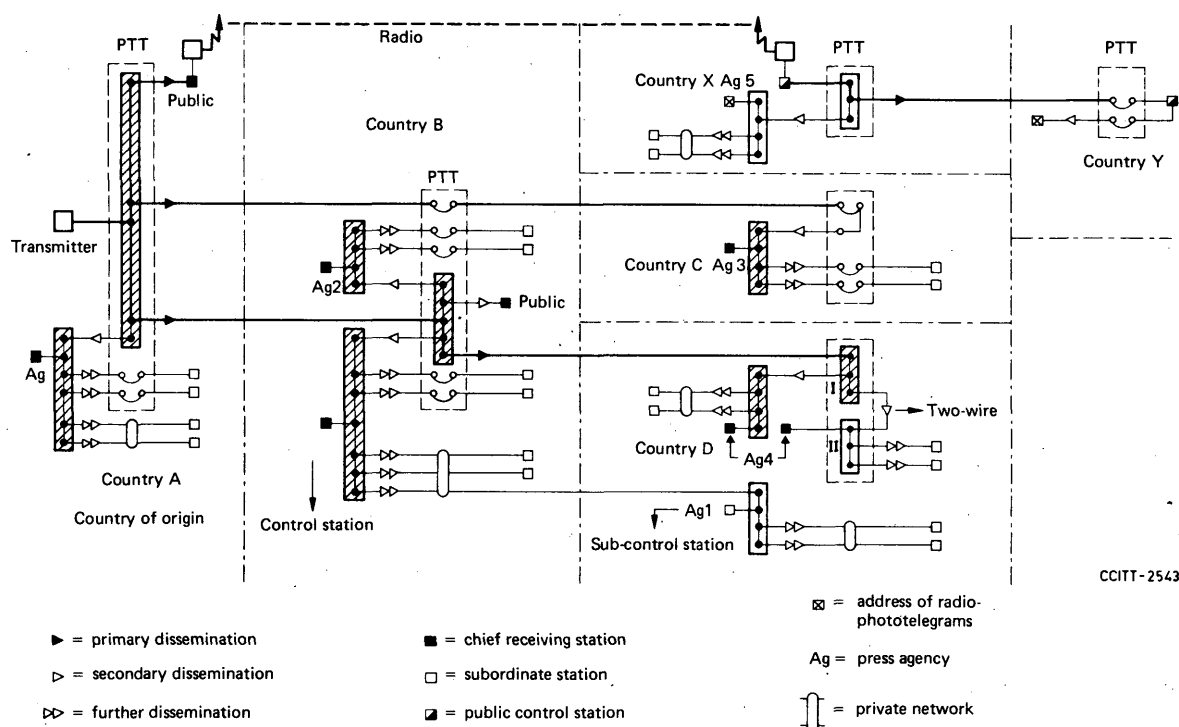


FIGURE 1/F.85 – Phototelegraph transmissions to multiple destinations

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SECTION 7

STATISTICS AND PUBLICATIONS ON INTERNATIONAL TELEGRAPH SERVICES

Recommendation F.91

GENERAL STATISTICS FOR THE TELEGRAPH SERVICES

*(formerly CCIT Recommendation F.5, Geneva, 1956;
amended at Mar del Plata, 1968 and Geneva, 1976)*

a) It is useful to have general statistics concerning the telegraph facilities provided by each country. On the other hand, the statistics should not contain information the interpretation of which can be doubtful, or information the assembling of which would involve Administrations in more work than is warranted by the usefulness of the information.

b) The general statistics should contain only items typical of the telegraph facilities of the country concerned, such as traffic in the public telegram service and the scale of the telex network.

For these reasons, the CCITT,

unanimously recommends

1. that the General Secretariat of the Union should gather all the telegraph statistics indicated in the Annex to this Recommendation;
2. that this information should be published annually;
3. that this information may be included in a publication containing other statistics requested by other CCITT Recommendations such as the *Yearbook of Common Carrier Telecommunications Statistics* (Recommendation C.1).

ANNEX

(to Recommendation F.91)

Telegraph statistics for the year

1. Population of country according to latest census
2. Public telegram service
 - 2.1 Number of national telegrams originated ¹
 - 2.2 Number of full-rate international telegrams originated ^{1,2}
 - 2.3 Number of international letter-telegrams originated ¹

3. Telex service

3.1 Number of subscriber lines ³

3.2 Originated international telex traffic in thousands of chargeable minutes

4. Phototelegram service

4.1 Number of international phototelegrams originated ⁴

¹ In thousands of paid telegrams.

² Including **URGENT** telegrams.

³ Lines on which calls are paid (i.e. excluding service and gentex connections) and which have access to the international telex network, whether by direct connection or through translation equipment.

⁴ Phototelegrams handed in at a public phototelegraph office either directly or through a private phototelegraph station.

Recommendation F.92**SERVICE CODES**

*(formerly CCITT Recommendation F.6, Geneva, 1956;
amended at New Delhi, 1960, Geneva, 1972 and 1976)*

The CCITT,

considering

a) that it would be desirable for all codes and abbreviations commonly used in telecommunication services to be published in one book;

b) that the various codes now in use, if assembled in a single volume, might provide the basis for a more unified system of service codes;

unanimously declares the view

1. that the various codes and abbreviations commonly used in international telecommunication services should be assembled in one volume and published by the ITU General Secretariat;

2. that this publication should be called *Codes and abbreviations for the use of the international telecommunication services*;

3. that the contents thereof should be arranged in three main sections, headed *Decoding, Coding and Miscellaneous*;

4. that the contents should comprise in whole or in part the codes or code documents listed below:

4.1 The service indications and service instructions as a whole as shown in CCITT Recommendation F.1;

4.2 The *Q* Code as a whole as shown in the Appendices to the *Radio Regulations*;

4.3 The miscellaneous abbreviations and signals as a whole as shown in the Appendices to the *Radio Regulations*;

- 4.4 The Phonetic Alphabet and Figure Code as a whole as shown in the Appendices to the *Radio Regulations*;
- 4.5 The SINPO Code together with the footnotes as shown in the Appendices to the *Radio Regulations*;
- 4.6 The SINPFEMO Code together with the footnotes as shown in the *Radio Regulations*;
- 4.7 The tables indicating overall rating for radiotelegraphy and telephony as shown in the Appendices to the *Radio Regulations*;
- 4.8 The code expressions used in the international telex service as a whole as shown in CCITT Recommendation F.60;
- 4.9 The service codes and abbreviations to be used in gentex operation as a whole as shown in CCITT Recommendation F.1;
- 4.10 The five-letter code groups as necessary from the former Cable and Wireless Ltd. *Service Code* book;
- 4.11 The Z Code as necessary from the former Cable and Wireless Ltd. *Service Code* book;
- 4.12 The spelling codes for telephone operators as shown in the CCITT *Instructions for the International Telephone Service*;
- 5. that the material in the sections referred to in 3. above should be set out as follows:

5.1 *Decoding section*

5.1.1 In this section, all code letter groups and abbreviations, irrespective of their source, should be listed in alphabetical order down the left-hand side of the page with their meaning given on the right.

5.1.2 The Q and Z Codes should be excluded from this alphabetical sequence; although there should be cross references in the relevant places in the sequence showing where these two codes may be found elsewhere in the book, i.e. in the Miscellaneous section.

5.2 *Coding section*

This section should comprise:

- 5.2.1 The five-letter group codes taken from the former Cable and Wireless Ltd. *Service Code*. This material should be alphabetically classified according to the fields of operation in which the codes are used.
- 5.2.2 A second part, consisting of groups of codes according to the use made of them, thus:
 - 5.2.2.1 The code expressions used in the international telex service;
 - 5.2.2.2 The service codes and expressions to be used in gentex operation;
 - 5.2.2.3 The service indications and service instructions used in the public telegram service;
 - 5.2.2.4 The miscellaneous abbreviations and signals taken from the *Radio Regulations*;
- 5.2.3 The codes and abbreviations from the foregoing services should be arranged in alphabetical order.

5.3 *Miscellaneous section*

The following should appear in the Miscellaneous section, separately, and each with its own heading:

- 5.3.1 SINPO Code;
- 5.3.2 SINPFEMO Code;

- 5.3.3 Phonetic Alphabet and Figure Code;
- 5.3.4 Spelling Code for telephone operators;
- 5.3.5 Q Code as shown in the Appendices to the *Radio Regulations*;
- 5.3.6 Z Code;
- 5.3.7 Overall rating for radiotelegraphy and radiotelephony;
- 6. that the book of *Codes and abbreviations for use in international telecommunication services* should appear in three separate booklets (one in English, one in French, and one in Spanish);
- 7. that Study Group I, being responsible inter alia for the F-Series Recommendations on telegraph operation, will periodically undertake the necessary amendments to Recommendation F.92 in the light of new requirements, taking due account of the relevant decisions by Administrative Conferences of the ITU and by Plenary Assemblies of the CCIR and CCITT.

Recommendation F.93

ROUTING TABLE FOR OFFICES CONNECTED TO THE GENTEX SERVICE

*(formerly CCIT Recommendation F.14;
revised at Geneva, 1958 and 1976)*

The CCITT,

in view of Recommendation F.20, 4.,

considering

that gentex offices need information about the routing of traffic to the offices connected to the gentex service.

unanimously declares the view

- 1. that the ITU General Secretariat should issue a document containing the routing lists supplied by the countries connected to the gentex service, in accordance with Recommendation F.20, 4.;
- 2. that changes in these lists, if notified after this document is published, should be communicated by means of the ITU *Operational Bulletin*.

Recommendation F.95

TABLE OF INTERNATIONAL TELEX RELATIONS AND TRAFFIC

*(formerly CCIT Recommendation H.12, 1954; amended at Geneva, 1964,
Mar del Plata, 1968 and Geneva, 1976)*

- a) Resolution No. 4 of the *World Administrative Telegraph and Telephone Conference* (Geneva, 1973) lays down that the General Secretariat should publish, among other things, a list of telex circuits and a list of telex routes.
- b) It would be of interest to compile the following particulars for each telex relation in one and the same list: routing; number of circuits available in the relation for direct routing (i.e. without switching in a transit country), itinerary and type of circuits, mode of operation and outgoing traffic in the relation.

For this purpose, the CCITT

unanimously declares the following view

1. All Administrations of countries taking part in the international telex service should submit to the Secretary-General of the ITU, between 1 January and 30 April of each year, a list based on the position on 31 December of the preceding year, describing the telex routes, direct telex circuits, mode of operation used on these circuits and telex traffic for each relation on which outgoing telex calls have been established. If a telex service exists with a particular country to which no telex traffic was sent during the year in question, this relation should not be included in the list.

2. This list should relate to outgoing traffic that has originated in the country responsible for the list. It should indicate normal routing for outgoing calls, the transit countries taking part in the distribution of telex charges on direct circuits, the number of telex circuits that could be used by traffic from that country, the mode of operation for outgoing calls on these circuits, and the volume of annual outgoing traffic in chargeable minutes for the relation under consideration.

3. This list should be prepared on the basis of the annexed table (in which figures are given purely by way of example).

4. The General Secretariat should publish these lists each year, at the latest in September, in a document entitled *Table of international telex relations and traffic*.

ANNEX
(to Recommendation F.95)

Year⁴

List of international telex relations and outgoing traffic for Switzerland and the Principality of Liechtenstein^{1,2}
Number of subscriber lines³ on 31 December⁴

Relation to ⁵	Routing ⁶		Number of circuits ^{9,10}						Operating Mode for outgoing calls ¹¹	Annual outgoing traffic in chargeable minutes
	Direct or Transit ⁷	Transit network or international transit exchange ⁸	Outgoing only			Bothway				
			Cable	Radio	Satellite	Cable	Radio	Satellite		
1	2	3	4	5	6	7	8	9	10	11
Abu Dhabi	Tr	Bahrain	—	—	—	—	—	—	S	7635
Alaska	Tr	Newyork	—	—	—	—	—	—	S	165
Algeria	D	Forf.	7	—	—	—	—	—	A	85171
Austria	D	—	39	—	—	—	—	—	A	1781670
Bangladesh	D	Forf.	—	—	—	—	—	1	M	7119
Belgium	D	Forf.	41	—	—	—	—	—	A	2051921
Canada	D	Forf.	6	—	11	4	—	5	A	234674
Finland	D	Forf.	12	—	—	—	—	—	A	368539
Senegal	Tr	Paris	—	—	—	—	—	—	S	20881
Czechoslovakia	D	Forf.	11	—	—	—	—	—	A	234563
Tunisie	D	Forf.	5	—	—	—	—	—	A	58721
Zaire	Tr	Brussels	—	—	—	—	—	—	S/M	23442

¹ The list should be prepared by and for every country (in the sense of a geographical entity) that provides outgoing international telex traffic.

² If there are several telex networks in one country, a single list should be prepared for that country. Similarly, in column 1, such a country should be described under a single relation and the traffic figures and number of circuits should be given as global figures.

³ Lines on which calls are paid (i.e. excluding service and gentex connections) and which have access to the international telex network, whether by direct connection or through translation equipment.

⁴ Statistical year.

⁵ The relations should be listed in French alphabetical order (reference should be made to the *List of Addresses* issued by the General Secretariat).

⁶ Both primary and secondary (but not emergency) routes should be shown where appropriate.

⁷ For direct circuits, insert D in this column, otherwise insert Tr.

⁸ If direct circuits (D), show the transit countries taking part in the distribution of telex charges in the relation, use the telex network identification codes of the networks concerned, but if they are telex circuits charged on a lump sum basis, insert Forf. For transit relations (Tr) show only the location of the first international transit centre traversed after leaving the origin country and, where more than one network operates in that transit location, the particular network should be indicated by adding its telex network identification code in brackets.

⁹ Mention the number only in respect of a direct relation (i.e. without switching in any other countries that may be crossed).

¹⁰ In the *Cable* column, indicate the number of circuits set up on cables, overhead lines, radio relay links, etc., i.e. by any means other than HF radio or satellite. In the *Radio* column, indicate the number of circuits making use of an HF radio path.

¹¹ Show the operating mode for all relations in the outgoing country by one of the following abbreviations:

A — Automatic — subscribers can select subscribers in the other country directly.

S — Semi-automatic — the operator selects subscribers in the destination country manually.

M — Manual — intervention by at least two operators is required.

Recommendation F.96**LIST OF DESTINATION INDICATORS**

(Geneva, 1964; amended at Geneva, 1972 and 1976)

To facilitate the operation of the message retransmission system in accordance with Recommendation F.31, destination indicators must be established uniformly and a list of them placed at the disposal of the offices engaged in this operation.

For this reason the CCITT

unanimously declares the following view

1. A destination indicator must be assigned to each office directly connected with the telegram retransmission system. Offices handling a large amount of international traffic should also be assigned a destination indicator. In each country at least one destination indicator (an *all others* indicator) must be chosen for offices not assigned their own destination indicator.

2. Each destination indicator consists of four letters. The first two letters¹⁾ characterize, in a uniform way, a particular destination country or a particular network in the destination country. The third and fourth letters characterize the office of destination in that country or network. An additional combination of the third and fourth letters is required for an *unrouted* indicator in countries where there are competing networks to allow for the case where the office of origin has no special preference for routing a telegram over a specific network.

3. *Particular combinations*

3.1 The last letter of an *all others* indicator will always be **X**.

3.2 Where there is only one indicator for all the offices in a country, the last two letters should be **XX**.

3.3 The combinations **SV**, **MV**, **XQ** and **YQ** as the third and fourth letters of indicators should preferably be reserved for the segregation of particular types of telegram at gateway cities or at major international telegraph offices. (See Recommendation F.31, 2.2.3 and 4.5 on the use of such special combinations, among other things, in origin indicators and in destination indicators for return service advices.)

3.4 Destination indicators having **ZZ** as the third and fourth letters should be strictly reserved for automatic service advices, which are designed to trigger an automatic action at a connected telegram retransmission centre. (See Recommendation F.31, 9.3.)

3.5 The destination indicator **XQXQ** is reserved for use in emergency broadcast messages described in Recommendation F.31, 9.5.

4. *Structure of the List*

4.1 A list of destination indicators will be maintained by the Secretary-General in accordance with notifications by Administrations*.

4.2 As far as possible the whole of the four-letter destination indicators should be such that any indicator differs in at least two letters from any other.

¹⁾ As noted in Recommendation F.68, for Administrations* using two-character telex network identification codes, these codes should be the same as the first two characters used to characterize their country (or network) in their destination codes for the telegram retransmission system.

* or recognized private operating agency/agencies.

- 4.3 Discontinued country (or network) indicators shall not be reallocated for a period of at least two years.
- 4.4 Offices connected directly with the telegram retransmission system are specially identified in the *List*.
- 4.5 Origin indicators for the special use of Administrations* in accordance with 2.2.3 of Recommendation F.31 should be included in a separate part of the *List*.
- 4.6 Another part should list two-letter indicators to be used in the preamble line of **ETATPRIORITENATIONS**, **ETATPRIORITE** or **ETAT** telegrams to designate international organizations (see provision A277 in Recommendation F.1).

5. *Publication*

- 5.1 The *List* will be issued and sold through the General Secretariat of the Union.
- 5.2 It will be kept up to date by means of amendments published in the ITU *Operational Bulletin*. The amendments will become effective on the first day of the third month following publication.

SECTION 8

SCHEDULED AND LEASED COMMUNICATION SERVICES

Recommendation F.100

SCHEDULED RADIOCOMMUNICATION SERVICE

*(formerly Chapter XXVII of the Telegraph Regulations,
Geneva Revision, 1958; Geneva, 1972)*

The CCITT

unanimously declares the view that the following rules be adopted for the scheduled radiocommunication service.

1. *General*

1.1 These rules are to be observed in the scheduled radiocommunication service in which radiocommunications are transmitted to one or more destinations.

1.2 Only those senders and addressees who satisfy the provisions and conditions agreed between the Administrations* concerned shall be allowed to participate in this service.

2. *Conditions of acceptance*

2.1 Transmissions over the scheduled radiocommunication service must consist only of information and news relating to politics, commerce, etc., and must contain no communication of a private nature and no messages on behalf of third parties. They may include, however, brief indications as to how they should be passed on and to whom, provided that the time required to transmit them does not exceed 5 per cent of the total time taken to transmit the information or news, or, where appropriate, 5 per cent of the number of words of which the information or news consists.

2.2 The sender shall communicate to the Administration of the country of emission the addresses of any intended recipient or recipients.

2.3 The radiocommunications may be expressed either in plain language or in secret language, as decided by the Administrations of the countries of emission and of reception. In the absence of special arrangements between the Administrations concerned, the only languages authorized for plain language shall be French, one of the languages designated by the country of origin or one of the languages of one of the countries of reception. The Administrations of the countries of emission and of reception shall reserve to themselves the right to require the deposit of the codes used.

2.4 The radio transmissions shall bear, as the address, an arbitrary word placed immediately before the text.

* or recognized operating agency/agencies.

3. *Conditions of transmission*

3.1 The Administration of the country of emission shall communicate to the other Administrations the address of any person residing in their territory for whom the radiocommunications are intended. It shall notify, in addition, in respect of each addressee, the date fixed for the first reception, the name of the emitting station and the address of the sender. The Administrations shall notify one another of any changes which occur in the number and the addresses of the senders and recipients.

3.2 Where the services are operated by recognized private operating agencies, Administrations may authorize such agencies to communicate the notifications required under the preceding paragraph.

3.3 Each Administration shall take, as far as is practicable, suitable measures to ensure that only the stations authorized for this special service of communication make use of the radiocommunications in question and then only of those intended for them. The provisions of the Convention relating to the secrecy of telecommunications shall apply to these radiocommunications.

3.4 These radiocommunications shall be transmitted at fixed times.

4. *Conditions of reception*

4.1 The Administration of the country of reception shall decide whether reception shall be permitted in its country. It may authorize the direct reception of such communications by the addressees designated by the sender or may itself make reception equipment available to the addressees to this end. It shall notify the Administration of the country of emission of the conditions under which reception takes place.

5. *Charging*

5.1 The charge to be collected from the sender shall be fixed by the Administration of the country of emission.

5.2 Apart from any charges levied for the establishment and working of private receiving stations or for the lease of receiver equipment, the addressees of these radiocommunications may be subjected by the Administration of their country to the payment of a receiver charge, the amount and method of assessment of which shall be decided on by that Administration.

5.3 The charges for these radiocommunications shall not enter into the international accounts.

PART II

QUESTIONS CONCERNING TELEGRAPH OPERATION AND QUALITY OF SERVICE ENTRUSTED TO STUDY GROUP I

*(For the annexes to these Questions, reference should be made to Contribution No. 1
of the period 1977-1980 of Study Group I)*

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**QUESTIONS CONCERNING TELEGRAPH OPERATION AND QUALITY
OF SERVICE ENTRUSTED TO STUDY GROUP I
FOR THE PERIOD 1977-1980**

Chairman: Mr. K. Freiburghaus (Switzerland)

Vice-Chairmen: Mrs. B. Benton (United Kingdom)
Mr. M. Israel (Canada)

Question No.	Title
4/I	Revision of the Series F Recommendations relating to the telegram service except the provisions on charging and accounting
7/I	Interconnection of maritime satellite communication services and other mobile services with the international telex network
8/I	Text communication service
11/I	Introduction of facsimile services
12/I	New services and facilities for telex and other 50-baud telegraph services
13/I	Standardization of keyboard facilities
14/I	Revision of the Series F Recommendations relating to the telex service except the provisions on charging and accounting
15/I	Review of the telex destination code plan
16/I	Future developments in the maritime services
17/I	Revision of draft Recommendations F.110 and F.111
18/I	Revision of the Series F Recommendations relating to phototelegraph services except the provisions on charging and accounting
30/I	Joint use of the public telegram and telex services

Question 4/I — Revision of the Series F Recommendations relating to the telegram service except the provisions on charging and accounting

(Geneva, 1976)

Study of possible amendments to the Recommendations concerning the telegram service including the possibility of abolishing reduced rate telegrams, taking into account the cost considerations by Study Group III (see Question 10/III).

Question 7/I — Interconnection of maritime satellite communication services and other mobile services with the international telex network

(Geneva, 1976)

(to be studied in conjunction with Study Groups III and X, see Questions 14/III and 4/X)

considering

a) Recommendation Mar2-19 of the World Maritime Administrative Radio Conference (Geneva 1974);

b) that several international organizations are considering maritime satellite communication systems for application on a worldwide basis and capable of carrying, inter alia, a telex service;

c) that such a service would be required to interwork with the international telex service and to be correlated with, for example, the numbering and routing plan, facilities, and quality of service criteria of the international telex service;

What new operational recommendations are required and what additions and/or modifications to existing Recommendations are needed to provide for interconnection of the international maritime satellite telex service and other mobile services with the international telex service?

Question 8/I — Text communication service

(Geneva, 1976)

(interests Study Group VIII; see Question 8/VIII)

Considering that there is an increasing interest in a new communication service (provisionally called *Teletex*), which — in addition to the existing telex service — would offer more sophisticated features combining both certain office typewriter facilities (including editing functions) and transmission functions to communicate with remote stations via the public switched networks; aspects including the following should be studied:

1. Which service characteristics should be standardized?

i) *Local mode*

How can undisturbed local mode operation be ensured without rejection of incoming calls?

ii) *Incoming calls*

Should calls incoming to an unattended station be printed immediately or is it sufficient to receive them into storage?

iii) *Character sets*

Which character set is needed for international interworking, for national use and for interworking with telex? Should shift signals or other means be used to select the character set?

2. Is a physical and logical compatibility needed for message storage media in equipments of different manufacture?

3. Which network, and which user classes of service in the case of a public switched data network, should be employed? Will the existing networks that are being considered satisfy the requirements of the new service?

4. If interworking between subscribers of the new teletex service and subscribers of the existing telex service is desirable, under what conditions should this interworking take place?
5. What regulatory provisions will be necessary for this new service (analogous to Recommendation F.60):
 - i) operation of the teletex service;
 - ii) subscriber directories;
 - iii) directives for subscribers?

Question 11/I — Introduction of facsimile services

(Geneva, 1976)

(see Questions 12/III and 9/XIV)

Facsimile techniques have developed to the extent that high speed/volume transmissions of graphics and alphanumerics are now practical. This has meant that the following services can be provided:

- a) document facsimile subscriber service;
- b) public document facsimile service.

Study needs to be undertaken of the following aspects of the above services:

1. the required services and facilities;
2. operational procedures, in this context consideration should be given to:
 - i) the use of existing or new telecommunications networks capable of carrying a document facsimile service;
 - ii) format requirements;
3. interconnection of the document facsimile subscriber service and the public document facsimile service;
4. overall implications of these types of service;
5. the effect on other services;
6. preparation of Recommendations as necessary.

Note. — Study Group XIV should be kept advised of the progress of the studies in order to ensure that they take into account service and operational requirements in their deliberations on the technical aspects of facsimile services.

Question 12/I — New services and facilities for telex and other 50-baud telegraph services

(Geneva, 1976)

(to be studied in conjunction with Study Groups III and X; see Questions 13/III and 5/X)

What operational provisions are necessary for proposed new services and facilities for telex and other 50-baud telegraph services?

Question 13/I — Standardization of keyboard facilities

(Geneva, 1976)

(to be studied in conjunction with Study Group VIII; see Question 5/VIII)

Considering the new operational facilities made possible by the evolving technology used in new-generation teleprinters and visual display units, the following points should be studied concerning the standardization of keyboard facilities for use in the operation of telegraph services:

1. operational and service needs in the telegraph services;
2. operational repercussions of new functions such as automatic insertion of characters;

3. operational effects of new keyboard layouts, particularly the positions and use of keys representing functions;
4. human factors aspects relating to the use of keyboard facilities by operators of Administrations* and subscribers.

Question 14/I — Revision of the Series F Recommendations relating to the telex service except the provisions on charging and accounting

(continuation of Question 24/21, 1957-1960, amended at Geneva, 1972)

Study of possible amendments to the Recommendations concerning telex, except for the provisions on charging and accounting (see Question 9/III).

Question 15/I — Review of the telex destination code plan

(Geneva, 1976)

(of interest to the World Plan Committee)

Considering

- a) the drastic reduction in the telex destination codes still spare in the *List of telex destination codes*, particularly of two-digit codes;
- b) the difficulty encountered in selecting the length of a destination code when allocating such codes;
- c) the development in international services — the maritime mobile services, for example,

What changes, if any, should be introduced into Recommendation F.69 to meet these requirements and/or to overcome these difficulties?

Question 16/I — Future developments in the maritime services

(Geneva, 1976)

(Question 16/I = 9/II = 16/III; to be studied by Joint Working Party SMM)

Considering Resolution Mar2-22 and Resolution Mar2-23 of the WMARC (Geneva, 1974), the effects of future developments on maritime telecommunications services should be studied, including the following specific points:

1. single-operator working
 - i) effects on operating procedures,
 - ii) effects on accounting and charging methods;
2. automatic operation
 - i) effects on operating procedures,
 - ii) effects on accounting and charging methods;
3. development of specific operating, accounting and charging principles and procedures that are not yet covered by existing texts and that may be required with the maritime mobile satellite service.

* or recognized private operating agency/agencies.

Question 17/I — Revision of draft Recommendations F.110 and F.111

(Geneva, 1976)

(Question 17/I = 10/II = 17/III; to be studied by Joint Working Party SMM)

1. Improvements or refinements specific to the needs of the maritime services.
2. Monitoring the activities of Study Groups I and II (and any other Study Groups that may be concerned) in order to incorporate new concepts and to avoid conflicts between Recommendations pertaining to the same service.

Question 18/I — Revision of the Series F Recommendations relating to phototelegraph services except the provisions on charging and accounting

(Geneva, 1976)

Study of possible amendments to the F.80 series Recommendations concerning the phototelegraph services, except for the provisions on charging and accounting (see Question 11/III).

Question 30/I — Joint use of the public telegram and telex services

(Mar del Plata, 1968; amended at Geneva, 1972 and 1976)

With the increasing use of computer-based telegram retransmission centres in the public telegram service and the continued expansion of the automatic telex service, the question of interconnection and joint use of the two services should be studied.

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PART III

AMENDED AND NEW DEFINITIONS

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AMENDED AND NEW DEFINITIONS

a) *Amended definitions drafted by Study Group I during the period 1973-76*

01.05 ALPHABETIC TELEGRAPHY

System of telegraphy for the transmission of written or printed information, whereby coded signals are used, each signal or group of signals corresponding to a letter, figure, punctuation mark, etc. or a group of such components.

01.11 TELEGRAPH SERVICE

Denotes the generality of the various kinds of telegraph type services therein comprised, including the telegram and radiotelegram services, the photo-telegraph service, the telex service, the data transmission service, the scheduled radiocommunication service and the leased telegraph circuit service.

01.12 PUBLIC TELEGRAPH NETWORK

A network set up to perform a telegraph service for the public. It is supplied, operated and controlled by a telecommunication operating body (Administration or recognized private operating agency), and is used to provide some or all of the various telegraph services defined in 01.11.

01.14 PUBLIC TELEGRAM SERVICE

The service which provides for the exchange of various classes of telegrams.

b) *New definitions drafted by Study Group XIV during the period 1973-76*

01.08 *bis* DOCUMENT FACSIMILE TELEGRAM

A telegram containing graphic material that would normally be transmitted by document facsimile telegraphy because it is unsuitable for transmission by alphabetic telegraphy and the use of photograph facsimile telegraphy is not necessary.

01.10 *bis* PHOTOGRAPH FACSIMILE TELEGRAM

A telegram containing continuous tonal densities that must be transmitted by photograph facsimile telegraphy because neither the use of alphabetic telegraphy nor of document facsimile telegraphy is suitable.

