



INTERNATIONAL TELECOMMUNICATION UNION

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

A.11
(10/2000)

SERIES A: ORGANIZATION OF THE WORK OF ITU-T

**Publication of ITU-T Recommendations and
WTSA proceedings**

ITU-T Recommendation A.11

(Formerly CCITT Recommendation)

ITU-T Recommendation A.11

Publication of ITU-T Recommendations and WTSA proceedings

Summary

This Recommendation provides information on the procedures to be followed for publication of ITU-T Recommendations and the results of WTSAs.

Source

ITU-T Recommendation A.11 was prepared by TSAG (1997-2000) and approved by WTSA (27 September – 6 October 2000).

FOREWORD

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

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

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

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

NOTE

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

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ITU-T Recommendation A.11

Publication of ITU-T Recommendations and WTSA proceedings

(Montreal, 2000)

1 Introduction

Article 5 (No. 98) of the ITU Convention charges the Secretary-General with the task of publishing Recommendations, and Recommendation A.12 sets out the identification and layout of ITU-T Recommendations. In addition to the publication of ITU-T Recommendations, the procedures for publishing the proceedings of the world telecommunication standardization assembly (WTSA) are specified below.

It should be noted that although the designation "CCITT" has not been applied to new publications for some time, references to CCITT and ITU-T Recommendations are contained in numerous legal documents throughout the world.

2 Publication of Recommendations

2.1 Each new and revised Recommendation should be made available to the public as soon as practicable after it has been approved and in each language as soon as it is available (see Annex A).

2.2 Each new and revised Recommendation should be added to a directly accessible database of ITU-T Recommendations.

2.3 Where appropriate, these Recommendations should also be published in booklet form using A4 format¹.

2.4 Instructions (see Recommendation C.3) may be published in a different format, e.g. an A5 booklet, where appropriate.

2.5 The collection of approved Recommendations should also be published on an appropriate distribution medium.

2.6 Adequate indexing should be provided on all media.

2.7 The current status of each Recommendation in the complete range of Recommendations, including those approved by CCITT prior to 1993, should be accessible online.

2.8 At regular intervals (in principle every six months), a list of the titles of all new and revised Recommendations approved during that time should be published and made available together with a summary giving a brief outline of the purpose and content of each Recommendation.

3 Publication of WTSA proceedings

3.1 To provide a record of the proceedings of this Assembly, an ITU-T *Orange Book* should be published with the contents restricted to the following in principle:

- Resolutions and Opinions adopted by this Assembly;

¹ Where appropriate, texts may be grouped together in these booklets to suit market needs, as noted in Resolution 1, in which case publications may be delayed in agreement with the chairman of the study group concerned, to allow grouping of texts. A few Recommendations are not appropriate for paper publication (e.g. test suites, image files).

- Recommendations on the organization of the work of ITU-T (A-series);
- a list of the study groups, the Advisory Group and any other groups established or maintained by this Assembly, with their titles and general areas of work;
- titles of the Questions (continuing or newly approved for study) and their allocation;
- minutes and summary records of the meetings of this Assembly;
- reports of the committees of this Assembly;
- list of participants and list of documents at this Assembly.

3.2 Resolutions and A-series Recommendations should also be published individually in electronic form.

3.3 The colour of the cover of the ITU-T Book recording the results of WTSA will rotate successively through the colours of previous Books in their chronological order, i.e. white, green, orange, yellow, red and blue.

4 Associated activities

4.1 The Director of TSB should observe the annexed guidelines (see Annex A) when managing the continuing process of publishing Recommendations during the 2001-2004 study period.

4.2 The Director of TSB should report to the next WTSA and to the intervening meetings of the TSAG on any difficulties encountered in the timely publication of texts, with proposals for remedial action.

5 Relation with Council

The Director of TSB should invite Council to consider what adjustments, if any, may be needed to the ITU policy on publication, pricing, etc. in order to facilitate the rapid, wide and effective dissemination of ITU-T Recommendations.

ANNEX A

Guidelines on publication of ITU-T Recommendations

A.1 The following guidelines have been drawn up to assist in the timely publication of the approved ITU-T Recommendations. These guidelines should apply to those ITU services involved in publication and distribution of Recommendations, and (to the extent relevant) to other organizations permitted by ITU to publish and distribute Recommendations under conditions and arrangements established with ITU.

A.2 From the users' viewpoint, the main principles that need to be applied are:

- a) the maximum feasible use of electronic publishing of Recommendations through direct online access to databases which are updated as soon as possible after approval of the Recommendations and by periodic (e.g. quarterly) publication on an appropriate distribution medium;
- b) unambiguous labelling of Recommendations to identify successive versions (see ITU-T A.12);
- c) convenient (e.g. online or on a distribution medium) access to appropriate guidance and definitive information on prices, availability and current status of Recommendations;

- d) simple-to-use indexes and search facilities to locate specific subjects without necessarily knowing the titles or understanding the general structure and letter series used to designate ITU-T Recommendations.

A.3 Immediately after the conditions for its approval have been met, a new or revised Recommendation should be made available to the public in accordance with the conditions established by ITU.

The Recommendations should be made available in appropriate formats such as:

- online access – as soon as practicable;
- CD-ROM – periodically (e.g. quarterly);
- paper copy.

Minor modifications may be covered by publishing amendments or corrigenda rather than reissuing the complete Recommendation.

A.4 The current status of the complete range of Recommendations must be accessible on a database at any time. The current status should also be published twice per year.

A.5 Adequate indexing and search facilities should be provided both on a database and in hard copy.

A.6 For research and reference purposes, ITU should maintain an official copy in an archive of all Recommendations that are or were valid in the preceding twelve years.

A.7 The generally accessible database should contain currently in force versions of Recommendations.

A.8 ITU Copyright should be strictly enforced on all formats of ITU-T Recommendations.

SERIES OF ITU-T RECOMMENDATIONS

Series A Organization of the work of ITU-T

Series B	Means of expression: definitions, symbols, classification
Series C	General telecommunication statistics
Series D	General tariff principles
Series E	Overall network operation, telephone service, service operation and human factors
Series F	Non-telephone telecommunication services
Series G	Transmission systems and media, digital systems and networks
Series H	Audiovisual and multimedia systems
Series I	Integrated services digital network
Series J	Cable networks and transmission of television, sound programme and other multimedia signals
Series K	Protection against interference
Series L	Construction, installation and protection of cables and other elements of outside plant
Series M	TMN and network maintenance: international transmission systems, telephone circuits, telegraphy, facsimile and leased circuits
Series N	Maintenance: international sound programme and television transmission circuits
Series O	Specifications of measuring equipment
Series P	Telephone transmission quality, telephone installations, local line networks
Series Q	Switching and signalling
Series R	Telegraph transmission
Series S	Telegraph services terminal equipment
Series T	Terminals for telematic services
Series U	Telegraph switching
Series V	Data communication over the telephone network
Series X	Data networks and open system communications
Series Y	Global information infrastructure and Internet protocol aspects
Series Z	Languages and general software aspects for telecommunication systems