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FASCICLE I.2

RESOLUTIONS ADOPTED AND OPINIONS EXPRESSED

BY THE PLENARY ASSEMBLIES

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RESOLUTIONS

Resolution No.

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18 Future evolution of the CCITT working methods and structure

RESOLUTION No. 1

Rules of procedure of the CCITT in addition to

those in the International Telecommunication Convention

(Geneva, 1956 and 1958; New Delhi, 1960; Geneva, 1964;

Mar del Plata, 1968; Geneva, 1972, 1976 and 1980,

Malaga-Torremolinos, 1984; Melbourne, 1988)

The CCITT,

in view of

Articles 11, 14, 16 and 68-76 of the International Telecommunication Convention (Nairobi, 1982);

decides

that, as far as the CCITT is concerned, the General Regulations of the Nairobi Convention, 1982, shall be amplified as follows:

I. *Plenary Assembly* | PA)

1 If the PA meets at the seat of the Union, the precise date of the meeting shall be decided by the Director of the CCITT in agreement with the Secretary-General of the Union. If the PA does not meet at the seat of the Union, the exact date of the meeting shall be decided by the inviting government in agreement with the Director of the CCITT.

2 The Director of the CCITT shall send an invitation to participate in the PA to all Members of the Union. The invitation shall also be sent to recognized private operating agencies (RPOAs) which are members of the CCITT. If the PA does not meet at the seat of the Union, the Director of the CCITT shall issue the above-mentioned invitation on behalf of the inviting government.

3 Members of the CCITT wishing to participate in the PA are required to advise the Director of the CCITT, by letter or telegram, at least one month before the meeting, of the names of the delegates of Administrations especially the Heads of Delegation and representatives of recognized private operating agencies who will attend meetings of the PA. The Director of the CCITT shall forward this information to the Administration of the inviting government, if any.

4 The Director of the CCITT shall invite the Director of the CCIR, the United Nations, the Specialized Agencies of the United Nations which reciprocally allow representatives of the Union to attend their conferences, and the international organizations and regional telecommunication organizations entitled to participate in the work of the CCITT under No. 398 of the Convention (Nairobi, 1982), to attend the PA in an advisory capacity. The United Nations, the specialized agencies and other international and regional telecommunication organizations are required to notify the names of their observers in the manner specified in § 3 above for members of the CCITT.

5 Prior to the official opening of the PA the Heads of delegation shall meet:

a) to prepare, on the basis of proposals by the Director of the CCITT, the programme of work of the PA, for submission to the latter at its first meeting;

b) to designate the persons who will be proposed as Vice-Chairmen and, if necessary (when the PA meets at the seat of the Union), Chairman of the PA;

c) to determine the Committees to be proposed to the PA for establishment.

6 In general, the following Committees are proposed:

a) ‘‘Committee on the Organization and Working Methods of the CCITT’’ (Committee A),

which examines the organization and working methods of the CCITT.

b) ‘‘Committee on the CCITT Work Programme’’ (Committee B),

which first considers the Questions proposed for study (or further study) by the Study Groups, decides whether they are suitable for study, checks that there is no duplication of Questions referred to different Study Groups, assembles related Questions, and, secondly, submits a report to the PA setting out the wording of the Questions which it proposes for study, their allocation to Study Groups and their degree of priority.

This Work Programme Committee shall be composed of:

— the Chairmen of the Study Groups and other groups set up by the PA;

— members of delegations.

c) ‘‘Budget Control Committee’’ (Committee C), which examines the estimate of the financial needs of the CCITT up to the next PA and the accounts for expenditure incurred by the current PA, in accordance with Nos. 410 and 476 of the Convention, (Nairobi, 1982).

d) ‘‘Technical Assistance Committee’’ (Committee D),

which defines the policy to be adopted by the PA for dealing with subjects concerning the planning, establishment and management of national telecommunication networks which are of general interest to all countries Members of the ITU.

It shall make a preliminary examination of the reports on the work of the Special Autonomous Study Groups (GAS). It shall define the guidance to be given for the next study period with a view to the publication of new manuals or of new sections to existing manuals. It shall consider the advisability of establishing new GAS.

It shall propose to the PA any useful provisions required for the organization of seminars or symposia to be arranged in conjunction with CCITT meetings held away from ITU headquarters (particularly meetings of the Regional Plan Committees) or within the framework of the United Nations Development Programme (UNDP) or the programmes of other international organizations;

e) ‘‘Editorial Committee.’’

7 Any other PA Committee may be set up if the Heads of Delegation deem it advisable.

8 During the PA, the Heads of Delegation shall meet:

a) to consider the proposals of the Committee on the Organization and Working Methods of the CCITT concerning the constitution of Study Groups in particular;

b) to draw up proposals concerning the designation of Chairmen and Vice-Chairmen of Study Groups, Plan Committees and any other groups.

9 The PA shall set up the committees listed in §§ 6 and 7 above. On the basis of both the proposals by the Committee on the Organization and Working Methods of the CCITT and the Technical Assistance Committee and the assessment of those proposals by the Heads of Delegation, it shall also set up Study Groups and, where appropriate, other groups. The PA shall designate the Chairmen and Vice-Chairmen of Study Groups, Plan Committees and any other groups, after considering the proposals made by the heads of Delegation (see § 8 above).

10 The programme of work of the PA shall be designed to provide adequate time for consideration of the important administrative and organizational aspects of the CCITT for the next study period. As a general rule, the following sequence of work is recommended:

10.1 The PA shall examine the final reports of the Study Groups and the report of the Director of the CCITT on activities in the previous study period, approve Recommendations and note the lists of Questions appearing in these reports.

While the PA is in session, Study Group Chairmen shall make themselves available to the PA to supply information on matters which concern their Study Groups.

10.2 The Committee on the Organization and Working Methods of the CCITT shall meet to prepare proposals on the orgnization of the work of the CCITT.

10.3 The Budget Control Committee shall meet to approve the budget of the current PA and prepare a report proposing that the PA should approve an estimate of the financial needs of the CCITT until the next PA, for subsequent submission to the ITU Administrative Council in accordance with No. 410 of the Convention (Nairobi, 1982).

10.4 The Technical Assistance Committee may meet at the same time.

10.5 The PA shall appoint the Chairmen and Vice-Chairmen of Study Groups, Plan Committees and any other groups for the new study period.

10.6 The Committee on the CCITT Work Programme shall meet to prepare a draft programme of work [see § 6 b) above].

11 On the proposal of the Committee on the CCITT Work Programme, the PA shall:

a) prepare the list and text of Questions set for study or further study until the next PA;

b) allocate these Questions to Study Groups and other groups;

c) decide, when a Question concerns several Study Groups, whether:

— to set up a Joint Working Party comprising members of the Study Groups concerned, or

— to entrust the study to a single Study Group, the necessary coordination being effected within the framework of national organizations;

d) where appropriate, set up coordinating groups for each family of Study Groups, comprising the Chairmen and Vice-Chairmen of the Study Groups in the family concerned, to coordinate any studies shared by Study Groups in that family.

12 Recommendations prepared by Study Groups and put to the vote during a PA shall be considered as approved if they obtain a majority of votes; the minutes of the PA shall give the result of the vote without listing the delegations which voted for or against, unless a delegation expressly asks for its vote to be mentioned.

13 When a Recommendation is approved by the PA by a vote that is not unanimous, the result of the vote shall be recorded in the Recommendation as follows: ‘‘The CCITT issues Recommendation . | | by a majority (of . | | votes to . | | , with . | | abstentions).’’

14 When a country is not represented by an Administration, the representatives of its recognized private operating agencies shall be entitled jointly, whatever their number, to a single vote.

15 The PA shall receive and consider the reports of the Committees it has set up and take final decisions on the proposals submitted to it by those Committees.

II. *The Director*

1 The Director shall take the necessary preparatory measures for meetings of the PA, Study Groups and other groups, and coordinate their work so that the meetings produce the best results in the shortest possible time. To this end he may decide, with the agreement of the Chairmen of Study Groups, to set up Working Parties attached to one Study Group or Joint Working Parties involving several Study Groups, for the purpose of studying a Question or group of Questions. He shall fix, by agreement with the Chairmen, the dates and programmes of Study Group and Working Party meetings and shall group these meetings in time according to the nature of the work and the availability of the CCITT Secretariat.

2 In his estimate of the financial needs of the CCITT until the next PA, the Director shall communicate to the PA (for information) a summary of the accounts for the years which have elapsed since the preceding PA and the estimated expenses of the CCITT to cover the latter’s financial requirements until the next PA.

The estimated expenses of the CCITT shall first be submitted for preliminary examination to the Budget Control Committee; whose Chairman shall prepare a report on the subject for the PA. After approval, the estimated expenses of the CCITT shall be sent by the Director of the CCITT to the Secretary-General of the Union, for submission to the Administrative Council.

3 The Director shall communicate to the Secretary-General, for inclusion in the annual budgetary estimates of the Union to be submitted to the Administrative Council, the estimated expenses of the CCITT for the following year, on the basis of the estimate of financial needs approved by the PA.

4 The Director of the CCITT shall submit for preliminary examination by the Budget Control Committee and thereafter for approval by the PA, the accounts for expenditure incurred for the current PA.

5 The Director shall submit to the PA a consolidated report on the proposals he has received concerning the organization, terms of reference and work programme of Study Groups and other groups for the next study period; he may give his views on these proposals if he so desires.

In addition, the Director may, within the limits imposed by the Convention, submit to the PA any report or proposal which he considers would help to improve the work of the CCITT, so that the PA may decide what action to take. In particular, the Director shall submit to the PA such proposals concerning the organization and terms of reference of the Study Groups for the next study period as he may consider necessary.

6 After the close of the PA, the Director shall supply Administrations of Members of the Union, recognized private operating agencies and scientific or industrial organizations taking part in the CCITT’s activities with a list of the Study Groups and other groups set up by the PA, indicating which Questions have been referred to the various Groups for Study and asking them to advise him of the Study Groups or other groups in which they wish to take part.

Furthermore, he shall supply the international organizations with a list of the Study Groups and other groups set up by the PA, asking them to advise him of the Study Groups or other groups in which they wish to participate in an advisory capacity.

7 Administrations and other participating organizations are urgently requested to supply these particulars after each PA, not later than two months after they have received the circular of the Director of the CCITT, and to update them regularly.

8 In the interval between PAs, when circumstances so demand, the Director is authorized to take exceptional measures to ensure the efficiency of work of the CCITT within the limits of the credits available.

III. *Study Groups and other groups*

1 Classification of Study Groups

1.1 Study Groups shall be classified as normal Study Groups and Joint CCITT/CCIR Study Groups.

A clear description of the work area of each Study Group should be approved by the PA.

1.2 A Joint Study Group, set up with the approval of the PA of both CCIs, shall submit its draft Recommendations to the first PA to meet after the drafts in question have been drawn up; the adoption by this PA of draft Recommendations submitted by a Joint Study Group shall be considered as provisional, pending approval by the PA of the other CCI.

One of the CCIs shall be responsible for the management of a Joint Study Group. The CCI concerned shall appoint the Chairman and the other CCI shall appoint the Vice-Chairman.

1.3 To facilitate their work, Study Groups may set up Working Parties for the preparatory study of some of the Questions assigned to them by the PA.

2 Classification of other groups

2.1 Special Autonomous Groups (GAS), which are established by and report directly to the PA, deal with studies carried out by the CCITT relating to the developing countries, in accordance with Nos. 14, 15, 20, 22, 24, 64 and 327 of the Convention (Nairobi, 1982).

2.2 A Joint Working Party, set up with the approval of the PA, shall submit draft Recommendations to the controlling Study Group designated by the PA which established it.

2.3 A Regional Group may be established to deal with Questions and studies of particular interest to a group of countries and Administrations in an ITU region (e.g. the TAF Group).

3 Meetings outside Geneva

3.1 In accordance with Opinion No. 1, Study Groups or Working Parties may meet outside Geneva if invited to do so by Administrations or recognized private operating agencies of countries that are Members of the Union and if the holding of a meeting outside Geneva is desirable (e.g. in association with symposiums or siminars). Such invitations shall be considered only if they are submitted to a PA or a CCITT Study Group meeting and they shall be finally accepted after consultation with the Director and if they are compatible with the credits allocated to the CCITT by the Administrative Council.

3.2 The invitations mentioned in § 3.1 above shall be issued and accepted and the corresponding meetings outside Geneva organized only if the conditions laid down in Resolution No. 3 annexed to the Convention (Nairobi, 1982) and the ITU Administrative Council Decision No. 304 are met.

3.3 Should an invitation be cancelled for any reason, it shall be proposed to Administrations that the meeting be convened in Geneva, in principle on the date originally planned.

4 Participation in meetings

4.1 Administrations, recognized private operating agencies and scientific or industrial organizations shall be represented, in the Study Groups and other Groups in whose work they wish to take part, by participants appointed by name and chosen by them as experts qualified to investigate technically and economically satisfactory solutions to the Questions under study. Exceptionally, however, registration with a Study Group or other Group may be made without specifying the name of the participants concerned. International organizations shall give the names of the observers by whom they wish to be represented.

Organizations participating in an advisory capacity in the work of the CCITT as recognized in Articles 68 and 72 of the International Telecommunications Convention.

4.2 To study Questions of common interest to the CCITT and the CCIR, Administrations, recognized private operating agencies and scientific or industrial organizations may also appoint participants in the CCIR to a Study Group of the CCITT; such an appointment does not entail any obligation to share in the expenses of the CCITT.

5 Frequency of meetings

5.1 Study Groups shall normally meet once in the period between the end of a PA and the meetings mentioned in § 5.5 below. However, additional meetings may be held, with the approval of the Director of the CCITT, to discuss questions which cannot be resolved by correspondence [No. 427 of the Convention (Nairobi, 1982)]. In particular, such extra meetings could facilitate the approval of new Recommendations using the procedure in Resolution No. 2.

5.2 In the establishment of the work programme, the timetable of meetings must take into account the time required for Administrations, RPOAs, ISOs and international organizations (participating bodies) to react and prepare Contributions. Meetings should not be held more frequently than is necessary to make effective progress and should take into account the Secretariat’s capabilities to provide the necessary documentation. A meeting scheduled so that its separation from a preceding meeting, upon which it depends, is less than 6 to 8 months, may incur the possibility of full documentation not being available.

5.3 Meetings of Study Groups having common interests or dealing with problems possessing affinities should, if possible, be arranged so as to enable participating bodies to send one delegate or representative to cover several meetings. As far as possible, the arrangement chosen should enable the Study Groups meeting during the period to exchange any information they may require without delay. Furthermore, it should enable specialists from all over the world in the same or related subjects to have direct contacts with each other of benefit to their organizations. It should likewise enable the specialists concerned to avoid leaving their home countries too often.

5.4 The timetable of meetings shall be prepared and communicated to participating bodies well in advance (one year), to give time to study problems and submit Contributions within the prescribed time-limits and to give the CCITT Secretariat time to distribute the Contributions. In this way, Study Group Chairmen and delegates will be given the opportunity to consider the Contributions in advance, thus helping to make meetings more efficient and reduce their length.

5.5 The final meetings of Study Groups late in each study period shall end not less than four months before the beginning of the PA, to ensure the preparation of full and homogeneous final reports and to give delegates to the PA an opportunity to study them thoroughly.

5.6 To meet the objectives stated in § III.10 below, the schedule of final Study Group meetings shall be drawn up in the light of circumstances by the Director of the CCITT in consultation with the Chairman of each Study Group.

5.7 A study Group may schedule meetings to be conducted on ongoing activities under the existing organization of the Study Group in the time period between the final meeting and its first meeting in the new study period in consultation with the Director of the CCITT. Such ongoing activities shall be listed in the report of its final meeting.

6 Preparation of studies and meetings

6.1 At the beginning of each study period an organization proposal and an action plan for the study period shall be prepared by each Chairman with the help of the CCITT Secretariat. The plan should take into account any priorities and coordination arrangements decided by the Plenary Assembly.

How the proposed action plan is implemented will depend upon the Contributions received from the members of the CCITT and the view expressed by participants in the meetings.

6.2 A Collective-letter with an agenda of the meeting, a draft work plan and a listing of the Questions to be examined shall be prepared by the the CCITT Secretariat with the help of the Chairman.

The work plan should state which Questions are to be studied on each day, but it must be regarded as subject to change in the light of the rate at which work proceeds. Chairmen should try to follow it as far as possible.

This Collective-letter should be received by bodies participating in the activities of particular CCITT Study Groups, as far as practicable, two months before the beginning of the meeting. The Collective-letter shall include a registration form for these bodies to indicate participation in the meeting. This registration form should be returned to the CCITT Secretariat so that it is received one month before the start of the meeting. The registration form should indicate the names of the expected participants. In the event that names cannot be provided, the expected number of participants should be indicated. Such information will facilitate the registration process and the timely preparation of registration materials. Individuals who attend the meeting without pre-registration may experience a delay in receiving their documents.

If the meeting in question has not been previously planned and scheculed or if an approval under Resolution No. 2 is intended, a Circular should be received at least three months before the meeting.

6.3 If an insufficient number of Contributions or notification of delayed Contributions has been submitted, no meeting should be held. The decision whether to cancel a meeting or not shall be taken by the Director of the CCITT, in agreement with the Chairman of the Study Group or Working Party concerned.

6.4 If it appears from the Contributions received that there is agreement on the reply to a Question (or part of a Question), the Chairman, with the assistance of the CCITT Secretariat, may submit a draft reply, possibly accompanied by a draft Recommendation.

6.5 If the Contributions received reveal divergent proposals or points of view, the Secretariat, in collaboration with the Chairman, may prepare a summary of the different positions on the Question and the stage reached in the study.

7 Conduct of meetings

7.1 The Chairman shall direct the debates during the meeting, with the assistance of the CCITT Secretariat.

7.2 The Chairman is authorized to decide that there shall be no discussion on Questions on which an insufficient number of Contributions have been received.

7.3 Questions which have not elicited any Contribution should not be placed on the agenda of the meeting, and at the end of the study period should be deleted from the list of Questions to be studied.

7.4 Study Groups and Working Parties may set up working teams (which should be as small as possible) during their meetings, to study Questions allocated to those Study Groups and Working Parties.

7.5 A Study Group may entrust a Question or group of Questions to an ad hoc Working Party for preliminary study. It may, by agreement with another Study Group (or, if necessary, with other Study Groups) entrust an ad hoc Joint Working Party with the study of a Question or group of Questions of common interest to the Study Groups concerned. If urgent, it may be established by agreement among the relevant Study Group Chairmen and in consultation with the Director of the CCITT. One of these Study Groups, known as the controlling Study Group, shall have final responsibility for the study. The Contributions used as a basis for discussion in the ad hoc Joint Working Party shall be sent exclusively to those registered in the ad hoc Joint Working Party; only the reports of ad hoc Joint Working Parties shall be sent to all participating bodies of the Study Groups concerned.

7.6 Working Parties or Sub-Working Parties should be set up by Study Groups only after thorough consideration of the Questions. Proliferation of Working Parties and sub-groups should be avoided as far as possible.

7.7 The meetings of regional tariff groups shall, in principle, be limited to delegates and representatives of Administrations and recognized private operating agencies [for the definition of these terms see Annex 2 to the Convention (Nairobi, 1982)]. However, each regional tariff group may invite other participants to attend all or part of a meeting.

7.8 There should be an established format for liaison statements between Study Groups and/or between Working Parties. This should include:

— the origin of the liaison documents;

— the nature of information and the goal, for instance:

— documents submitted for action,

— documents submitted for comment,

— documents for information etc., . | |

8 Use of Special Rapporteurs and liaison representatives

8.1 The study of Questions by correspondence should be encouraged as far as practicable, at least during the early stages of study. For this purpose, a Study Group or Working Party may instruct a Special Rapporteur, appointed personally by the Study Group or Working Party and working alone or in collaboration with others, to make a preliminary analysis of the more complex Questions and/or to prepare a draft reply to a Question for submission to the Study Group or Working Party.

8.2 A Special Rapporteur working with a group of collaborators, shall choose the most appropriate method of work — correspondence or meetings of the group. The Special Rapporteur should establish a list of collaborators (members of the Rapporteur Group). At subsequent meetings, this list should be updated and a copy given to the CCITT Secretariat.

The Special Rapporteur shall submit a report on the results of the work for examination at the next meeting of the Study Group or Working Party.

8.3 The following are examples of ways in which a Special Rapporteur may work.

8.3.1 By one method, a single Special Rapporteur may be designated to analyse the contents of Contributions distributed in the normal manner and to draw up a report, which is itself submitted as a Contribution, setting out the results of this analysis.

8.3.2 By another method, a Special Rapporteur may be appointed for the study of a single Question requiring detailed consideration before decisions can be taken. The Special Rapporteur works primarily by correspondence with any other collaborators interested in the preliminary study of the Question. Contributions should be submitted directly to the Special Rapporteur (with a copy, if desired, to the CCITT Secretariat). The CCITT Secretariat and, through it, the ITU common services are at the disposal of the Special Rapporteur for the translation and distribution of any document. However, the distribution of preliminary documentation is limited to the members of the group collaborating with the Special Rapporteur.

There will often come a time when the study cannot progress further by correspondence alone; the Special Rapporteur, after consulting with collaborators on the necessity for a meeting and the availability of Contributions, may call a meeting of collaborators subject to the agreement of the Study Group (or Study Group Chairman, in consultation with the Director of CCITT — if for timing reasons it is not possible to obtain the Study Group's agreement). The Special Rapporteur shall be responsible for all the necessary arrangements for such meetings, ensuring that adequate notice for the meeting is given to collaborators. In the case where close coordination is required between Special Rapporteurs in several Study Groups who are dealing with closely related Questions, a meeting of these Special Rapporteurs may be called subject to the agreement of the Study Groups concerned (or Study Group Chairmen in consultation with the Director of CCITT — if for timing reasons it is not possible to obtain the Study Group's agreement).

8.3.3 When the work is completed or cannot progress any further, the Special Rapporteur prepares a document for submission to the Study Group responsible for the Question. This document, which constitutes the report of the Special Rapporteur, may include a draft Recommendation, if it is possible to formulate one. When the views expressed are too numerous and too divergent, a summary of the observations may be made and responsibility for further study of the Question will then revert to the Study Group.

8.4 When an area of study requires coordination between several Study Groups, Liaison Representatives are nominated. It is the responsibility of the Liaison Representative, together with the CCITT Secretariat, to ensure effective personal liaison with the involved Study Groups (CCITT and CCIR), based on specific terms of reference and working methods determined by the Study Group.

8.5 Progress reports with proposed draft Recommendations to be translated should be received by the Director of the CCITT two months before the next meeting of the parent Study Group or Working Party.

The Special Rapporteurs themselves may be nominated as the Liaison Representatives to one or more Study Groups or several Liaison Representatives for a Question within a Study Group may be appointed, depending on the number of other Study Groups with which liaison is required.

Additional reports and liaison documents to be made available for a meeting of a Study Group or a Working Party should be received at the CCITT Secretariat at least seven working days before the meeting. Exceptions can be admitted only if the date of the meeting which originates the document does not allow a timely submission. In no case shall liaison documents sent from one CCITT Study Group be reproduced as white Contributions in another CCITT Study Group.

The liaison statements must be prepared on separate sheets of paper annexed to the report.

9 Preparation of reports of Study Groups, Working Parties or ad hoc Joint Working Parties, Recommendations and new Questions

9.1 A report on the work done during a meeting of a Study Group, Working Party or ad hoc Joint Working Party shall be prepared by the Secretariat of the CCITT. Reports of meetings not attended by the CCITT Secretariat should be prepared under the responsibility of the Chairman of the meeting. This report should set out, in a condensed form, the results of the meeting and the agreements reached and should identify the points left to the next meeting for further study. The number of annexes to the report should be kept to a strict minimum by means of cross-references to Contributions, reports, etc., and references to material in the documentation of a Study Group or Working Party. It would be desirable to have a concise summary of delayed Contributions (or equivalent) considered by the meeting.

The report should consist of two parts:

PART I — Organization of work, references to and possible summary of Contributions and/or documents issued during a meeting, main results, directive for future work, planned meetings or Working Parties, Sub-Working Parties and Rapporteur Groups, and condensed liaison statements endorsed at the Study Group level.

PART II — Draft Recommendations or modified Recommendations accepted by the meeting as mature.

9.2 To assist the CCITT Secretariat in this task, the Study Group or Working Party may arrange for delegates to draft some parts ot the report. The Secretariat should coordinate this drafting work. If necessary, the meeting sets up an Editorial Group to improve the texts of draft Recommendations in the three working languages.

9.3 If possible, the report shall be submitted for approval before the end of the meeting; otherwise it shall be submitted to the Chairman of the meeting for approval.

9.4 When existing and already translated CCITT texts have been used for some parts of the report, a copy of the report annotated with references to the original sources should also be sent to the CCITT Secretariat. If the report contains CCITT figures, the CCITT number should not be deleted even if the figure has been modified.

9.5 The procedure for the approval of Recommendations in Resolution No. 2 should be used when it appears to a Study Group that a draft has reached an adequate state of completion and agreement. In deciding to utilize this procedure consideration should be taken of the time remaining before the next Plenary Assembly.

9.6 Draft new Recommendations should not be submitted to the procedure of Resolution No. 2 nor to the Plenary Assembly for approval while the texts are of a provisional nature.

9.7 CCITT participating bodies are authorized to transmit Study Group or Working Party reports and documents to any experts they consider it expedient to consult, except where the Study Group or Working Party concerned has specifically decided that its report, or a document, is to be treated as confidential.

9.8 Chairmen are requested to apply more stringently the criteria of CCITT Opinion No. 3 on the preliminary examination of draft new Questions. Towards the close of each study period the attention of Study Groups should be drawn to this Opinion, so that they may apply the criteria it contains when preparing draft new Questions.

9.9 The report of a Study Group's first meeting in the study period shall include a list of all the Special Rapporteurs appointed. This list shall be updated, as required, in subsequent reports.

9.10 When Questions arise during the interval between Plenary Assemblies, they may be studied when requested or approved by correspondence by at least twenty Members of the Union.

Before such a Question can be adopted by the Study Group seeking it, the approval referred to above should be endorsed by the Director. The Director should only give this endorsement if a similar Question has not already been allocated to another Study Group.

10 Final meetings of Study Groups

10.1 All Study Groups shall meet sufficiently in advance of the PA for the final report of each Study Group to reach Administrations at least one month before the PA (see also §§ III.5.5 and III.5.6).

10.2 The Director shall advise Administrations, RPOAs, scientific and industrial organizations and international organizations of the dates of the final Study Group meetings by a Collective-letter which must be received three months in advance so that, among other things, draft Questions for study in the next study period may be submitted in accordance with Opinion No. 3.

10.3 On conclusion of the study of each Question, Study Groups may appoint one or two members to prepare a text summing up the final results of the work. This document would be of assistance to the Chairman and the CCITT Secretariat in establishing the final report.

10.4 The final report of each Study Group is the responsibility of the Study Group Chairman, and shall include:

— a short and comprehensive summary of the results achieved in the study period by submitting a synoptic tabular summary of the replies to the Questions, indicating in particular which new and amended draft Recommendations have been prepared identifying the scope, the application and the importance of these draft Recommendations;

— the final text of new draft Recommendations and of draft amendments to existing Recommendations;

— reference to any new or revised Recommendations that have been adopted during the study period under the provisions of Resolution No. 2 ;

— the list of Questions proposed to the Plenary Assembly for the following study period.

10.5 The final report shall be the document forwarded to the PA.

IV. *Submission and processing of Contributions*

1 Submission of Contributions

1.1 Administrations, recognized private operating agencies, scientific or industrial organizations and international organizations registered with a Study Group or other Group, the Chairmen and Vice-Chairmen of Study Groups and Working Parties and participants in Study Groups or Working Parties shall send their Contributions to current studies by official letter to the Director of the CCITT.

1.2 These Contributions shall contain comments or results of experiments and proposals designed to further the studies to which they relate.

2 Processing of Contributions

2.1 Contributions received at least two months before a meeting shall be published in the normal way. As far as possible, the Director shall group the Contributions received Question by Question, have the necessary translations made and send them to participants in the working language they desire, before the date laid down for the opening of the Study Group or Working Party meeting which has the Question concerned on its agenda.

2.2 If a Chairman, in agreement with the participants of his Study Group (or Working Party), states that his Study Group (or Working Party) is willing to use documents in the original working language, the Director shall send out the documents, grouped as specified in § 2.1 above, without having them translated.

2.3 Contributions received by the Director less than two months but not less than 7 working days before the date set for the opening of a meeting cannot be handled under the procedure outlined in § 2.1 above and shall be published as

This point may be subject to change following decisions of the 1989 Plenipotentiary Conference.

‘‘delayed Contributions’’ in the form in which they are received, in their original language only and (where applicable) in the second working language into which they have been translated by the sender; they shall be distributed at the beginning of the meeting to only the participants present. Draft Recommendations submitted within this period of time will be translated into working languages. As far as possible, participating bodies should advise the CCITT Secretariat about any forthcoming ‘‘delayed Contribution’’ and its contents, at least two months before the meeting.

2.4 Delayed Contributions should be available from the Secretariat at least one working day before the meeting.

2.5 Contributions received by the Director less than 7 working days before the meeting will not appear on the agenda of the meeting, will not be distributed and will be held for the next meeting. Contributions judged to be of extreme importance may be admitted by the Director at shorter notice.

2.6 The Director of the CCITT should insist that participating bodies follow the rules established for the presentation, form and timing of documents, set out in Recommendation A.1. A reminder Circular should be sent out by the Director whenever appropriate.

2.7 The Director of the CCITT, with the agreement of the Study Group Chairman, may return to the contributor any document which does not comply with the general directives set out in Recommendation A.1, so that it may be brought into line with those directives.

2.8 The CCITT Secretariat shall not reissue delayed Contributions as normal Contributions, unless otherwise decided by the Study Group or Working Party in cases of special interest and importance. Delayed Contributions shall not be included in reports as annexes.

2.9 Some Contributions of general (and not merely incidental) interest which may, for example, be of some scientific importance (measurement results), although received too late to be distributed before a meeting and therefore issued as delayed Contributions, might exceptionally be distributed later as Contributions.

2.10 Contributions should, as far as possible, be submitted to a single Study Group. If, however, a participating body submits a Contribution which it believes is of interest to several Study Groups, it should identify both the Study Group primarily concerned and the other Study Groups involved. The Contribution will be issued in full to the Study Group primarily concerned and a single sheet giving the title of the Contribution, its source and a summary of its contents will be issued to the other Study Groups. This single sheet will be numbered in the series of Contributions of each Study Group to which it is issued.

2.11 Extracts from reports of other Study Group meetings or from reports of Chairmen, Special Rapporteurs or Drafting Groups received less than two months before the meeting shall be published as temporary documents and distributed during the meeting to participants.

2.12 Temporary documents containing extracts from reports of other Study Group or Working Party meetings shall not be reissued by the CCITT Secretariat as normal Contributions, since they have usually served their purpose at the meeting and some relevant parts may already have been included in the report of the meeting.

RESOLUTION No. 2

Approval of new and revised Recommendations

between Plenary Assemblies

(Mar del Plata, 1968; Geneva, 1972, 1976 and 1980;

Malaga-Torremolinos, 1984; Melbourne 1988)

The CCITT,

considering

(a) that rapid changes in technology and telecommunication services make it desirable for an accelerated procedure to be used for the approval of new and revised Recommendations between Plenary Assemblies;

(b) that use of this procedure should be encouraged to reduce the work-load of Plenary Assemblies;

decides

that the approval of new and revised Recommendations between Plenary Assemblies may be sought from Members in accordance with the following rules:

1 Prerequisites

1.1 Upon request of the Study Group Chairman the Director of the CCITT shall explicitly announce the intention to seek to apply the approval procedure set out in this Resolution when convening the meeting of the Study Group. HeB/Fshe shall include the specific intent of the proposal in summarized form. Reference shall be provided to the report or other documents where the text of the draft new Recommendation or the draft revised Recommendation to be considered may be found.

This information shall also be distributed to all Members.

The invitation to the meeting as well as the advice on the intended use of this approval procedure should be sent by the Director of the CCITT so that it shall be received, so far as practicable, at least three months before the meeting.

1.2 Approval may only be sought for a draft new Recommendation within the Study Group's mandate as defined by the Questions allocated to it in accordance with Article 58, No. 326 of the Nairobi Convention. Alternatively, or additionally, approval may be sought for amendment of an existing Recommendation within the Study Group's mandate, unless the text of that Recommendation specifically excludes application of this procedure.

1.3 Where a draft Recommendation (or revision) falls within the mandate of more than one Study Group, the Chairman of the Study Group proposing the approval should consult and take into account the views of any other Study Group Chairmen concerned before proceeding with the application of this approval procedure.

1.4 In the interests of stability, revision of a Recommendation approved during a given study period should not normally be put to this procedure again during the same study period unless the proposed revision complements rather than changes the agreement reached in the previous version.

2 Requirements at the Study Group's meeting

2.1 After debate at the Study Group's meeting the decision of the Delegations to apply this approval procedure must be unanimous (but see § 2.3).

2.2 This decision must be reached during the meeting upon the basis of a text available in its final form to all participants at the meeting. Exceptionally, but only during the meeting, delegations may request more time to consider their positions. Unless the Director of the CCITT is advised of formal opposition from any of these Delegations within a period of six weeks after the last day of the meeting, he shall proceed in accordance with section 3.1.

2.3 A delegate may advise at the meeting that his/her delegation is abstaining from the decision to apply the procedure. This delegation's presence shall then be ignored for the purposes of § 2.1 above. Such an abstention may subsequently be revoked, but only during the course of the meeting.

3 Consultation

3.1 Within one month of a Study Group's final decision to seek approval, the Director of the CCITT shall request Members to inform him/her within three months whether they approve or do not approve the proposal.

This request shall be accompanied by reference to the complete final text in the three working languages of the proposed new Recommendation of the proposed revised Recommendation.

3.2 The CCITT Secretariat shall also advise recognized private operating agencies, scientific or industrial organizations and international organizations participating in the work of the Study Group in question that Members are being asked to respond to a consultation on a proposed new Recommendation or proposed revised Recommendation, but only Members are entitled to respond.

3.3 If 70% or more of the replies from Members indicate approval, the proposal shall be accepted.

If the proposal is not accepted it shall be referred back to the Study Group. Subject to further consideration in the Study Group, the proposal may be submitted again for approval, either using the procedure set out in this Resolution (including the prerequisites in Section 1 above) or through the Plenary Assembly according to section I.12 of Resolution No. 1.

3.4 Those Members who indicate disapproval are encouraged to advise their reasons and to indicate possible changes in order to facilitate further consideration by the Study Group.

4 Notification

4.1 The Director of the CCITT shall promptly notify the results of the consultation by Circular-letter.

The Director of the CCITT shall arrange that this information is also included in the next available ITU Notification.

4.2 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the CCITT Secretariat may correct these with the approval of the Chairman of the Study Group.

4.3 Any comments received along with responses to the consultation shall be collected by the CCITT Secretariat and submitted to the next meeting of the Study Group or to the relevant Special Rapporteur for consideration.

4.4 The Secretary General shall publish the approved new Recommendations or revised Recommendations in the working languages as soon as practicable, indicating, as necessary, a date of entry into effect.

Note — For the purpose of this Resolution, use of the term ‘‘member’’ should not be read as having any implications for the customary practice of each country in dealing with CCITT matters. It should be further noted that Article 11 of the Nairobi Convention, Nos. 86 and 87, states that Administrations of all Members of the Union are, of right, members of the CCITT.

RESOLUTION No. 3

Participation in CCITT activities

Communications submitted to Plan Committees,

symposia and seminars

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

The CCITT,

noting

Administrative Council Resolution No. 402

emphasizes the advantage

for countries Members of the ITU of participating in CCITT activities by sending suitable delegations for continuing participation in Study Groups, Working Parties and Plan Committees;

decides

that certain technical papers submitted to the Plan Committees and to symposia organized on the occasion of Study Group meetings should be widely disseminated;

further decides

that the CCITT should organize seminars periodically which might give a general view of the CCITT organization and examine in detail selected subjects of general interest.

RESOLUTION No. 4

Publication of the CCITT Book

(Geneva, 1958; New Delhi, 1960; Geneva, 1964;

Mar del Plata, 1968; Geneva, 1972, 1976 and 1980;

Malaga-Torremolinos, 1984; Melbourne, 1988)

The CCITT,

decides that

(1) The CCITT Book shall be published in separate volumes and fascicles according to the following plan:

Volume I

FASCICLE I.1 — Minutes and reports of the Plenary Assembly.

List of Study Groups and Questions under study.

FASCICLE I.2 — Opinions and Resolutions.

Recommendations on the organization and working procedures of CCITT (Series A).

FASCICLE I.3 — Terms and definitions. Abbreviations and acronyms. Recommendations on means of expression (Series B) and General telecommunications statistics (Series C).

FASCICLE I.4 — Index of Blue Book.

Volume II

FASCICLE II.1 — General tariff principles — Charging and accounting in international telecommunications services. Series D Recommendations (Study Group III).

FASCICLE II.2 — Telephone network and ISDN — Operation, numbering, routing and mobile service. Recommendations E.100-E.333 (Study Group II).

FASCICLE II.3 — Telephone network and ISDN — Quality of service, network management and traffic engineering. Recommendations E.401-E.880 (Study Group II).

FASCICLE II.4 — Telegraph and mobile services — Operations and quality of service. Recommendations F.1-F.140 (Study Group I).

FASCICLE II.5 — Telematic, data transmission and teleconference services — Operations and quality of service. Recommendations F.160-F.353, F.600, F.601, F.710-F.730 (Study Group I).

FASCICLE II.6 — Message handling and directory services — Operations and definition of service. Recommendations F.400-F.422, F.500 (Study Group I).

Volume III

FASCICLE III.1 — General characteristics of international telephone connections and circuits. Recommendations G.100-G.181 (Study Groups XII and XV).

FASCICLE III.2 — International analogue carrier systems. Recommendations G.211-G.544 (Study Group XV).

FASCICLE III.3 — Transmission media — Characteristics. Recommendations G.601-G.654 (Study Group XV).

FASCICLE III.4 — General aspects of digital transmission systems; terminal equipments. Recommendations G.700-G.795 (Study Groups XV and XVIII).

FASCICLE III.5 — Digital networks, digital sections and digital line systems. Recommendations G.801-G.961 (Study Groups XV and XVIII).

FASCICLE III.6 — Line transmission of non-telephone signals. Transmission of sound-programme and television signals. Series H and J Recommendations (Study Group XV).

FASCICLE III.7 — Integrated Services Digital Network (ISDN) — General structure and service capabilities. Recommendations I.110-I.257 (Study Group XVIII).

FASCICLE III.8 — Integrated Services Digital Network (ISDN) — Overall network aspects and functions, ISDN user-network interfaces. Recommendations I.310-I.470 (Study Group XVIII).

FASCICLE III.9 — Integrated Services Digital Network (ISDN) — Internetwork interfaces and maintenance principles. Recommendations I.500-I.605 (Study Group XVIII).

Volume IV

FASCICLE IV.1 — General maintenance principles: maintenance of international transmission systems and telephone circuits. Recommendations M.10-M.782 (Study Group IV).

FASCICLE IV.2 — Maintenance of international telegraph, phototelegraph and leased circuits. Maintenance of the international public telephone network. Maintenance of maritime satellite and data transmission systems. Recommendations M.800-M.1375 (Study Group IV).

FASCICLE IV.3 — Maintenance of international sound-programme and television transmission circuits. Series N Recommendations (Study Group IV).

FASCICLE IV.4 — Specifications for measuring equipment. Series O Recommendations (Study Group IV).

Volume V — Telephone transmission quality. Series P Recommendations (Study Group XII).

Volume VI

FASCICLE VI.1 — General Recommendations on telephone switching and signalling. Functions and information flows for services in the ISDN. Supplements. Recommendations Q.1-Q.118 | fIbis (Study Group XI).

FASCICLE VI.2 — Specifications of Signalling Systems Nos. 4 and 5. Recommendations Q.120-Q.180 (Study Group XI).

FASCICLE VI.3 — Specifications of Signalling System No. 6. Recommendations Q.251-Q.300 (Study Group XI).

FASCICLE VI.4 — Specifications of Signalling Systems R1 and R2. Recommendations Q.310-Q.490 (Study Group XI).

FASCICLE VI.5 — Digital local, transit, combined and international exchanges in integrated digital networks and mixed analogue-digital networks. Supplements. Recommendations Q.500-Q.554 (Study Group XI).

FASCICLE VI.6 — Interworking of signalling systems. Recommendations Q.601-Q.699 (Study Group XI).

FASCICLE VI.7 — Specifications of Signalling System No. 7. Recommendations Q.700-Q.716 (Study Group XI).

FASCICLE VI.8 — Specifications of Signalling System No. 7. Recommendations Q.721-Q.766 (Study Group XI).

FASCICLE VI.9 — Specifications of Signalling System No. 7. Recommendations Q.771-Q.795 (Study Group XI).

FASCICLE VI.10 — Digital subscriber signalling system No. 1 (DSS 1), data link layer. Recommendations Q.920-Q.921 (Study Group XI).

FASCICLE VI.11 — Digital subscriber signalling system No. 1 (DSS 1), network layer, user-network management. Recommendations Q.930-Q.940 (Study Group XI).

FASCICLE VI.12 — Public land mobile network. Interworking with ISDN and PSTN. Recommendations Q.1000-Q.1032 (Study Group XI).

FASCICLE VI.13 — Public land mobile network. Mobile application part and interfaces. Recommendations Q.1051-Q.1063 (Study Group XI).

FASCICLE VI.14 — Interworking with satellite mobile systems. Recommendations Q.1100-Q.1152 (Study Group XI).

Volume VII

FASCICLE VII.1 — Telegraph transmission. Series R Recommendations. Telegraph services terminal equipment. Series S Recommendations (Study Group IX).

FASCICLE VII.2 — Telegraph switching. Series U Recommendations (Study Group IX).

FASCICLE VII.3 — Terminal equipment and protocols for telematic services. Recommendations T.0-T.63 (Study Group VIII).

FASCICLE VII.4 — Conformance testing procedures for the Teletex Recommendations. Recommendation T.64 (Study Group VIII).

FASCICLE VII.5 — Terminal equipment and protocols for telematic services. Recommendations T.65-T.101, T.150-T.390 (Study Group VIII).

FASCICLE VII.6 — Terminal equipment and protocols for telematic services. Recommendations T.400-T.418 (Study Group VIII).

FASCICLE VII.7 — Terminal equipment and protocols for telematic services. Recommendations T.431-T.564 (Study Group VIII).

Volume VIII

FASCICLE VIII.1 — Data communication over the telephone network. Series V Recommendations (Study Group XVII).

FASCICLE VIII.2 — Data communication networks: services and facilities, interfaces. Recommendations X.1-X.32 (Study Group VII).

FASCICLE VIII.3 — Data communication networks: transmission, signalling and switching, network aspects, maintenance and administrative arrangements. Recommendations X.40-X.181 (Study Group VII).

FASCICLE VIII.4 — Data communication networks: Open Systems Interconnection (OSI) — Model and notation, service definition. Recommendations X.200-X.219 (Study Group VII).

FASCICLE VIII.5 — Data communication networks: Open Systems Interconnection (OSI) — Protocol specifications, conformance testing. Recommendations X.220-X.290 (Study Group VII).

FASCICLE VIII.6 — Data communication networks: interworking between networks, mobile data transmission systems, internetwork management. Recommendations X.300-X.370 (Study Group VII).

FASCICLE VIII.7 — Data communication networks: message handling systems. Recommendations X.400-X.420 (Study Group VII).

FASCICLE VIII.8 — Data communication networks: directory. Recommendations X.500-X.521 (Study Group VII).

Volume IX — Protection against interference. Series K Recommendations (Study Group V). Construction, installation and protection of cable and other elements of outside plant. Series L Recommendations (Study Group VI).

Volume X

FASCICLE X.1 — Functional Specification and Description Language (SDL). Criteria for using Formal Description Techniques (FDTs). Recommendation Z.100 and Annexes A, B, C and E, Recommendation Z.110 (Study Group X).

FASCICLE X.2 — Annex D to Recommendation Z.100: SDL user guidelines (Study Group X).

FASCICLE X.3 — Annex F.1 to Recommendation Z.100: SDL formal definition. Introduction (Study Group X).

FASCICLE X.4 — Annex F.2 to Recommendation Z.100: SDL formal definition. Static semantics (Study Group X).

FASCICLE X.5 — Annex F.3 to Recommendation Z.100: SDL formal definition. Dynamic semantics (Study Group X).

FASCICLE X.6 — CCITT High Level Language (CHILL). Recommendation Z.200 (Study Group X).

FASCICLE X.7 — Man-Machine Language (MML). Recommendations Z.301-Z.341 (Study Group X).

(2) Except for Volume I, each volume or fascicle sold separately will contain, in its subject area:

— the texts of the Recommendations (in principle, worldwide in scope, or in particular cases, of a regional nature);

— the text of supplements of a documentary nature, adopted by the Study Groups, which cannot be published as ordinary contributions. These supplements should be limited in number and if included already in a preceding Book, will not be republished.

The technical terms, together with their definitions found throughout the Book will be collected and published in Fascicle I.3.

(3) Each volume or fascicle will be published in A4 format with a cover whose colour will rotate successively, after each Plenary Assembly, through the colours of previous CCITT Books, in their chronological order (i.e. blue, white, green, orange, yellow and red).

RESOLUTION No. 5

Numbering and lay-out of CCITT Recommendations

(Geneva, 1958; New Delhi, 1960; Geneva, 1964, 1972,

1976 and 1980; Malaga-Torremolinos, 1984; Melbourne, 1988)

The CCITT,

decides that

(1) All CCITT Recommendations shall be numbered; the number of each Recommendation shall have a letter prefix referring to the series, as well as a reference number.

BLANC

(2) The series of Recommendations shall be as follows:

H.T. [T1.5]

Reference letter of the series	Scope of the series	Volume in which Recommendations will be published
A	Organization of the work of the CCITT	I.2
B	Means of expression (definitions, symbols, classification)	I.3
C	General telecommunications statistics	I.3
D	General tariff principles	II.1
E	International telephone operation, network management and traffic engineering	II.2, II.3
F	Telegraph, telematic, message handling and directory services; operations, quality of service and definition of service	II.4 to II.6
G	Transmission systems and media, digital systems and networks	III.1 to III.5
H	Line transmission of non telephone signals	III.6
I	Integrated Services Digital Networks (ISDN)	III.7 to III.9
J	Transmission of sound programme and television signals	III.6
K	Protection against interference	IX
L	Construction, installation and protection of cable and other elements of outside plant	IX
M	Maintenance: international transmission systems, telephone circuits, telegraphy, fascismile and leased circuits	IV.1, IV.2
N	Maintenance: international sound programme and television transmission circuits	IV.3
O	Specifications of measuring equipment	IV.4
P	Telephone transmission quality, telephone installations local line networks	V
Q		

Telephone switching and signalling		
}	VI.1 to VI.14	
R	Telegraph transmission	VII.1
S	{	
Telegraph services terminal equipment		
}	VII.1	
T	{	
Terminal equipment and protocols for telematic services		
}	VII.3 to VII.7	
U	Telegraph switching	VII.2
V	{	
Data communication over the telephone network		
}	VIII.1	
X	Data communication networks	VIII.2 to VIII.8
Z	Programming languages	X.1 to X.7

Tableau [T1.5], p.

(3) Recommendations in each series shall be classified in sections according to subject.

(4) The operative part of a Recommendation shall be preceded by a statement of the reasons that have led to the issue of the Recommendation. This will be worded, as far as possible, in an informatory way, omitting the formula ‘‘*considering* ’’.

RESOLUTION No. 7

Collaboration with the International Organization for Standardization (ISO)

and the International Electrotechnical Commission (IEC)

(Malaga-Torremolinos, 1984)

The CCITT,

considering ,

the purposes of the Union set forth in Article 4 of the International Telecommunication Convention (Nairobi, 1982) relating to the harmonization of telecommunication facilities;

considering further

the duties of the International Telegraph and Telephone Consultative Committee (Article 11 of the Convention, Nairobi, 1982) as a permanent organ of the International Telecommunication Union;

recognizing

the common interest of ISO and IEC on one hand and CCITT on the other hand in the development of information technology standards, which take full account of the needs of manufacturers, users, and those responsible for communication systems,

and noting

that harmonious development of all telecommunications networks is proceeding with the determination of Member countries to work together in the ITU;

bearing in mind

(a) the convergence of data processing and telecommunication which affects the connection of data processing and text processing equipments to public networks, and hence the Study Programmes and Recommendations of CCITT;

(b) but that the working methods and timing of the organizations concerned are not the same;

and further noting

(c) increasing demands on financial and specialized professional experts in both telecommunications technology and operations as well as computer science and terminal manufacturing and testing;

(d) the progress made on the basis of existing procedures in the alignment of technical recommendations with ISO in areas of joint interest, thanks to the excellent spirit of cooperation which has prevailed;

(e) the increasing cost of developing international standards;

resolves

(1) to invite ISO and IEC to examine the CCITT Study Programme in the early stages of its studies and vice versa, in order to identify subjects where coordination seems desirable, and to so advise the Director of the CCITT;

(2) to request the Director of the CCITT, after consultation with the Study Group Chairmen concerned, to reply, and to furnish any additional information as it becomes available;

(3) that the necessary contacts with ISO and/or IEC should be at the appropriate levels; within these arrangements and in accordance with Recommendation A.20, every effort be made to identify overlapping activities and arrive at respective study programmes which avoid any duplication of work;

(4) to request the Chairmen of Study Groups in drafting replies to their questions to take into account the related programmes of work and the progress of projects in ISO and IEC; further, to cooperate with these Organizations as widely as possible and by appropriate means, in order to:

a) ensure that the specifications which have been jointly drawn up remain aligned;

b) collaborate in drawing up other specifications in fields of joint interest;

(5) that for reasons of economy, any necessary collaborative meetings take place as far as possible in association with other meetings;

(6) that the report concerning such coordination indicates the status of alignment and compatibility of draft texts on points of common concern, in particular identifying any subject which could be dealt with in a single organization, and cases where cross-referencing would be helpful to users of published international Standards and Recommendations;

(7) that the CCITT consider the possibility of reviewing its Resolution No. 8 as well as Recommendations A.12, A.13, A.20 and A.21 which mention coordination with ISO and IEC, noting that ISO and IEC procedures are governed by their respective Directives, so as to establish with these organizations procedures which will serve as an official basis for the development of such cooperation;

(8) that Administrations can contribute significantly to the coordination between CCITT on one hand and ISO and IEC on the other hand by ensuring adequate coordination of national activities associated with the three organizations, and that this be brought to the attention of all Administrations;

(9) to request the Director of the CCITT to bring this Resolution to the attention of the competent authorities of ISO and IEC;

(10) to request the Director of the CCITT to bring this Resolution also to the attention of the CCIR.

RESOLUTION No. 8

Cooperation with the IEC on the standardization of cables,

wires, optical fibres and waveguides

(New Delhi, 1960; Geneva, 1964; Mar del Plata, 1968; Geneva, 1976

and 1980; Malaga-Torremolinos, 1984; Melbourne, 1988)

The CCITT,

considering

(a) that the International Electrotechnical Commission has set up a Technical Committee (TC 46) to prepare international standards on cables, wires, waveguides and accessories for use in telecommunication equipment and in devices employing similar techniques, and a Technical Committee TC 86 to prepare international standards for fibre optics intended for use with telecommunications equipment and devices employing similar techniques;

(b) that the cables with metallic conductors and optical fibres and waveguides intended for use in public telecommunication networks are not included in the scope of these Committees with the exception of polyolefin insulated LF cables for outdoor use covered by the present scope of IEC TC 46 (see Appendix I);

(c) that other points of the scope of these Committees have not been narrowly defined and that its work in this respect should be coordinated with that of the CCITT;

(d) that telecommunication Administrations reserve the right to establish some of the specifications for wires, optical fibres and cables for use in public telecommunication networks whenever they consider it advisable,

instructs

the Director of the CCITT to take any useful measures to ensure efficient liaison between the CCITT and IEC TC 46 and TC 86 in accordance with the principles given in Annex A below, *recommends*

to member Administrations of the CCITT whose countries participate in the work of the IEC to take an active part — each within the National Committee of the IEC — in work connected with the activities of IEC TC 46 and TC 86, so that the views of telecommunication Administrations may be duly taken into account.

ANNEX A

(to Resolution No. 8)

Principles of cooperation between the CCITT and

IEC Technical Committee 46 and Technical Committee 86

A.1 The aim of the standardization envisaged by the IEC is to cut down the number of types of cables to be made, so that the price may be lowered and so that the cables made by different manufacturers will be interchangeable. This policy is analogous to that followed by the CCITT as regards those types of cables for which it alone is competent. The IEC can study the standardization of internal cabling for use for various purposes in electronics, including telecommunications, polyolefin insulated low-frequency cables for outdoor use covered by the revised scope of IEC TC 46 and cables containing optical fibres not intended for use in public telecommunication networks, covered by the scope of IEC TC 86 (see Appendix I).

Although standards for cables, wires or optical fibres [with the exception mentioned in (b) of Resolution No. 8] for use in public telecommunication installations are not in the scope of IEC TC 46 and TC 86, IEC will endeavour to develop standards which are also in accordance with CCITT Recommendations concerning public telecommunication installations and which in any case are not at variance with them. In particular it is important that the characteristics of the cables are compatible with CCITT Recommendations on transmission, electromagnetic and mechanical protection drawn up by relevant Study Groups.

A.2 It therefore seems very desirable for the draft standards studied by TC 46 and TC 86 to be forwarded to the CCITT for examination. To simplify cooperation, the result of this examination should preferably be expressed in one of the following forms:

(a) the CCITT has no comment to make on this draft, or

(b) draft standard . | | should be brought into line with CCITT Recommendation

(c) the CCITT is at present studying the point dealt with in draft standard . | | | which it considers as being within its terms of reference, or

(d) the CCITT is of the opinion that this draft is not of interest for the CCITT.

As a general rule, this examination should be carried out by the appropriate CCITT Study Group but, since IEC procedure involves time-limits that may not be exceeded (and which are sometimes rather short), the Plenary Assembly leaves it to the Director to take any appropriate practical measures.

A.2 The Director of the CCITT will continue to supply the IEC with any useful documentation regarding CCITT work and to send observers to the meetings of TC 46, TC 86 and their subcommittees studying the problems which are of interest to the CCITT.

APPENDIX I

(to Resolution No. 8)

Technical Committee 46: Cables, wires and waveguides

for telecommunication equipment

Scope :

To prepare international standards regarding cables having metallic conductors, wires, waveguides and accessories for use with electrical telecommunication equipment and with devices employing similar techniques. Where appropriate, the work of TC 46 and the ITU shall be coordinated.

Cables and waveguides intended for use in public telecommunication networks are not included in the scope of the Committee, with the exception of polyolefin insulated low frequency cables for outdoor use.

Technical Committee 86: Fibre optics

Scope :

To prepare international standards for fibre optics intended for use with telecommunications equipment and devices employing similar techniques.

This activity terminology, essential characteristics, measuring methods, and functional and mechanical requirements to ensure satisfactory system performance for, but not restricted to, the following: single, and bundles of optical fibres, fibre optic cables, fibre optic connectors, fibre optic components, fibre optic terminal devices, and fibre optic transmitting and receiving assemblies or sub-systems (containing solid state devices and other components) which are specified as sub-systems for purposes of trade and commerce.

Cables intended for use in public telecommunications networks are not included in the scope of this Committee.

Discrete or integrated photo-emitting and/or photo-sensitive solid state devices that may be used in fibre optic systems or sub-systems, but which are specified as components for purposes of trade and commerce as well as fibre optic face-plates for cathode ray tubes, are also excluded from the scope of TC 86.

RESOLUTION No. 9

Work of the ITU in the field of space communications

(Mar del Plata, 1968; Geneva, 1972 and 1976)

The CCITT,

aware

of the important and urgent problems raised by the integration of space communications within existing systems, which will continue to develop;

considering

(a) that the ITU and its organs are the sole bodies within the United Nations system qualified to issue recommendations relating to such integration;

(b) that the Administrative Council of the ITU has adopted Resolutions Nos. 636 and 637 connecting the role and the activities of the ITU in the field of space communications;

decides

to request the Director of the CCITT, in cooperation with the Director of the CCIR and in accordance with the duties of their office as defined in Article 11, Nos. 83, 84 and Article 74 of the ITU Convention (Nairobi, 1982), to advise the Secretary-General in his task of determining the basic direction of future work of the permanent organs of the ITU in the field of space communication to ensure wider cooperation with all the Administrations and recognized private operating agencies concerned with space communications.

RESOLUTION No. 11

Collaboration with the Consultative Council
for Postal Studies (CCPS)

of the Universal Postal Union (UPU) in the study of new services

concerning both the postal and the telecommunication sectors

(Malaga-Torremolinos, 1984)

The CCITT,

considering

(a) Resolution No. 42 of the ITU Convention (Nairobi, 1982) on the Electronic Mail/Message Service;

(b) Resolution No. 911 of the 39th session of the Administrative Council on relations between the CCITT and the CCPS;

(c) Resolution CCEP 1/1983 of the CCPS of the UPU on relations between the CCITT and the CCPS;

considering further

that postal and telecommunications Administrations are anxious to be kept informed of technical progress liable to improve or harmonize existing services and that it is useful for them to examine jointly the implications of any new Recommendations or modifications to current Recommendations made in this connection;

resolves

to create a ‘‘CCPS/CCITT Contact Committee’’ to consider questions of joint interest to both organs. This Contact Committee shall:

— identify complementary activities to assist both organs in co-ordinating time scales of results;

— identify overlapping activities to minimize duplication of work.

1 Composition of the Contact Committee

The Committee would be structured on a basis of equal representation. It shall consist of a maximum of three representatives from each organization, with power to co-opt experts when the need arises. The three representatives of the CCITT would be typically as follows:

a) representative designated by Study Group I;

b) as the need arises, a representative designated by another CCITT Study Group (e.g. CCITT Study Group III);

c) the representative of the appropriate department of the CCITT Secretariat.

2 Method of operation

2.1 *Frequency of meetings*

In order to minimize costs, the Contact Committee should, to the greatest extent possible, exchange information of mutual interest by correspondence.

Whenever sufficient need arises, a meeting may be called on the basis of an agenda drawn up well in advance of the meeting. Meetings would not be held more than four times in a study period.

2.2 *Location of meetings*

Unless otherwise mutually agreed, the meetings will be held either in Bern or Geneva.

2.3 *Chairman*

The CCITT Chairman of the CCPS/CCITT Contact Committee will be the representative designated by Study Group I [refer to § 1.a) above]. The chairmanship of the meetings should rotate between the CCPS and the CCITT.

2.4 *Timing of meetings*

In the interests of controlling expenditure, meetings will be held, to the extent possible, conjointly with meetings of the organization which issues the invitation.

2.5 *Secretariat*

Each organization shall be responsible for preparing its documents and submitting them to the other body. The hosting secretariat is responsible for drafting the report of the meeting which will be submitted for comments to the other organization prior to publication and distribution to the groups concerned.

RESOLUTION No. 12

Plan Committees

(Geneva, 1976 and 1980; Malaga-Torremolinos, 1984)

The CCITT,

considering

(a) the report of the Director of the CCITT on the activities of the Plan Committees in the period 1973-1976 (Documents AP VI-33 and 75);

(b) the report of the World Plan Committee on the activities of the Plan Committees in the period 1977-1980 (Document AP VII-28, Part A);

(c) the adoption, by the Vth Plenary Assembly of the CCITT, of the report of the World Plan Ad Hoc Group;

and also

(d) the report of the World Plan Committee, Geneva, 1975 (Document Plan-17);

(e) the views expressed in § 5 of the report of the Director of the CCITT (Document AP VI-33);

(f) the report of the World Plan Committee on the future activities of the Plan Committees (Document AP VII-28, Part B),

resolves

1 to adopt the views expressed by the World Plan Committee (Geneva, 1975 and Paris, 1980), which are contained in Annex 4 to Document AP VI-33 (§§ 1 to 8, 11 and 12), namely that:

1.1 the existing terms of reference of the Plan Committee as laid down in No. 93 of the Convention (Nairobi, 1982) and amplified in Resolution No. 448 of the Administrative Council continue to be relevant;

1.2 the Regional Plan Committees and the World Plan Committee have a valuable function to perform and should be retained;

1.3 the development, establishment or implementation of specific network plans either regional or global in nature is solely within the competence of the countries themselves acting together in bilateral or multilateral negotiations in a variety of ways and hence is outside the terms of reference of the Plan Committees as defined in accordance with § 1.1 above;

1.4 in relation to the development of a plan in accordance with their terms of reference, the function or role of the Plan Committees is to assist Administrations and RPOAs in reaching their own sovereign decisions on their plans;

1.5 with respect to § 1.4 above there are two ways in which this role can be carried out:

1.5.1 by the collection and publication of valid and relevant planning data which is regularly updated. (This work is now proceeding in a satisfactory manner as a result of the adoption of the modified Plan Guide and Questionnaire and of the efforts of the Secretariat of the CCITT and the General Secretariat in compiling and publishing the data with the aid of the ITU computer.);

1.5.2 by the exchange of information in written contributions and through meetings of the Plan Committees and their Coordination Committee and/or Working Party, on such questions as adoption of signalling systems and other aspects of the developing telecommunication networks which depend on international cooperation for their technical feasibility. (This significant aspect of the work of the Plan Committees could be improved.);

1.6 in addition to the work described in § 1.5.2 above, which relates to § 2.1 of Administrative Council Resolution No. 448, the Plan Committees have the responsibility for performing the functions prescribed in § 2.2 of that Resolution;

1.7 these functions (i.e. those referred to in §§ 1.5.2 and 1.6 above) were dealt with in the period 1973-1976 in specific contributions from Brazil (Contribution PLAN-15), Belgium (Contribution PLAN-14) and the United Kingdom (Contribution PLAN-9) and have also been considered by both the Plan Committee for Europe and the Mediterranean Basin (Contribution PLAN EU-9, pages 10-15) and the Ad Hoc Group on the future of the World Plan Committee (PLAN Document AP V-12) and that all have reached similar conclusions, which are that the Plan Committees should:

1.7.1 consider questions to be submitted to the CCIs on international routing, switching, numbering, service quality, etc.;

1.7.2 consider questions on technical assistance to be submitted to the CCIs in accordance with their terms of reference;

1.7.3 organize the exchange of information concerning developments in the field of telecommunications, in order to assist countries to update general planning techniques and to introduce services and facilities;

1.8 meetings of the World Plan Committee and the Regional Plan Committees should be held only when the agenda is established and when substantial contributions to the work of the Committee have been received;

1.9 it is important that the Regional Plan Committees meet in their own regions in order to encourage greater participation on the part of countries within the regions;

1.10 as regards the duration of Regional Plan Committee meetings, it should be only sufficient to enable the Committees to complete their work irrespective of where the meetings are held;

2 to propose that the *status quo* | be maintained in respect of the terms of reference and locations of the World and the Regional Plan Committee meetings till the next Plenipotentiary Conference;

expresses the hope

that the Administrative Council will be able to allocate the necessary budgetary resources in accordance with No. 254 of the Convention (Nairobi, 1982);

requests the Director of the CCITT

to consider, subject to financial provision, the organization of a symposium (study days, special meetings) of a few days duration in conjunction with the Plan Committees meetings which, on the lines indicated in § 10 of Annex 4 to Document AP VI-33, could be organized with speakers provided by Administrations or recognized private operating agencies and designed generally to assist the Plan Committees to carry out their functions as described in § 1.7 above; and which, whenever it is thought useful, might call upon the Chairman or Vice-Chairman of the relevant CCI Study Groups;

further requests all Administrations and especially the developing countries

to participate fully in the deliberations of the Plan Committees through useful contributions and active participation in the meetings of the World and the Regional Plan Committees;

to send contributions on network management, new services, new techniques intended to replace or supplement existing conventional techniques, application of signalling systems, etc. in addition to the data presently submitted to the CCITT Secretariat; this will contribute to the development of a forum on future development and establish better contact among the different Administrations as well as between them and the CCITT/CCIR specialists.

RESOLUTION No. 13

Protection of the common names of CCITT defined

international public services

(Geneva, 1980)

The VIIth Plenary Assembly of the CCITT,

considering

(a) that CCITT has defined, inter alia, the international public services ‘‘Teletex’’, ‘‘Telefax’’ and ‘‘Bureaufax’’ in Service Recommendations;

(b) that those international public services are characterized by complete end-to-end compatibility;

(c) that it is desirable to use on a worldwide basis for those CCITT defined international public services their respective common name, i.e. ‘‘Teletex’’, ‘‘Telefax’’ or ‘‘Bureaufax’’, to qualify any service provided in that respect as complying completely with the CCITT definitions for the respective international public service in order to guarantee end-to-end compatibility;

(d) that it is essential to protect the use of the aforementioned common names;

noting

(a) that, within a number of countries, several recognized private operating agencies (RPOAs) may provide such CCITT defined international public services and may also wish to add further optional user facilities in addition to the respective basic international public service as defined by the CCITT;

(b) that, for the preceding reason, some RPOAs may wish to use service designations, e.g. XXX/Teletex, indicating a combination of a basic international public service as defined by the CCITT with additional optional user facilities;

resolves to request Administrations

(1) to ensure that any such international public service offered by an Administration be denominated by its respective common name, i.e. ‘‘Teletex’’, ‘‘Telefax’’ or ‘‘Bureaufax’’ and comply completely with the respective CCITT definitions for such service;

(2) to endeavour to protect the common names of the CCITT defined international public services ‘‘Teletex’’, ‘‘Telefax’’ and ‘‘Bureaufax’’, inter alia through the communication of those names to the national, regional and international authorities for the registration and administration of trade marks and service marks in order to ensure that the said names be not made the subject of trade marks or service marks or, if claimed in an application for the registration of trade marks or service marks, be made the subject of a disclaimer;

(3) to ensure that in the case of a combination of any such CCITT defined international public service together with further optional user facilities in addition to that basic service, the trade mark of the service mark for such a combined service offered by any RPOA be always combined with the respective common name of the basic CCITT defined international public service, i.e. ‘‘Teletex’’, ‘‘Telefax’’ or ‘‘Bureaufax’’, and that the latter names, in the case of registration of such a trade mark or service mark, be made the suject of a disclaimer;

(4) to inform the Director of the CCITT continuously about the measures taken with regard to *resolves* (1) to (3) above,

requests the Director of the CCITT

to compile the information received in respect of such measures and to make this information available on request for consultation by Administrations.

RESOLUTION No. 14

CCITT technical assistance to the developing countries

(Geneva, 1980; Malaga-Torremolinos, 1984)

The CCITT,

considering

that the purposes of the Union are:

(a) to maintain and extend international cooperation between all Members of the Union for the improvement and rational use of telecommunications of all kinds, as well as to promote and to offer technical assistance to developing countries in the field of telecommunications;

(b) to promote the development of technical facilities and their most efficient operation with a view to improving the efficiency of telecommunication services, increasing their usefulness and making them, so far as possible, generally available to the public;

(c) to harmonize the actions of nations in the attainment of those ends.

(Nos. 14, 15, 16, 20, 24, 326 and Resolutions 19, 22, 24, 30 and 34 of the International Telecommunication Convention, Nairobi, 1982),

considering further

that for this purpose the Union has to:

(d) ‘‘foster international cooperation in the delivery of technical assistance to the developing countries and the creation, development and improvement of telecommunication equipment and networks in developing countries by every means at its disposal, including through its participation in the relevant programmes of the United Nations and the use of its own resources, as appropriate’’ (No. 20 of the Convention, Nairobi, 1982);

(e) ‘‘undertake studies, make regulations, adopt Resolutions, formulate Recommendations and Opinions, and collect and publish information concerning telecommunication matters’’ (No. 24 of the Convention, Nairobi, 1982);

(f) that Nos. 85 and 327 of the Convention (Nairobi, 1982) specify that: ‘‘in the performance of its studies, each Consultative Committee shall pay due attention to the study of Questions and to the formulation of Recommendations directly connected with the establishment, development and improvement of telecommunications in developing countries in both the regional and international fields’’, and that ‘‘at the request of the countries concerned, each Consultative Committee may also study and offer advice concerning their national telecommunication problems. The study of such problems shall be conducted in accordance with No. 326 of the Convention (Nairobi, 1982); where a comparison of technical alternatives is involved, economic factors may be taken into consideration’’;

considering further

(g) Resolutions Nos. 18, 21, 25 and 28 annexed to the Convention (Nairobi, 1982) dealing respectively with budgetary and organizational aspects of technical cooperation and assistance of the Union, review of overall management and operation of technical cooperation and assistance activities, application of science and telecommunication technology in the interest of developing countries, and seminars,

taking into account

(h) that the VIth CCITT Plenary Assembly:

‘‘. | | considers it important to emphasize the need for full cooperation by *all concerned* in the organization of seminars and training sessions’’ and ‘‘hopes that the CCITT will be able to play an ever more active part in this field’’;

(i) that the variations in the workload of the CCITT Specialized Secretariat makes it possible, between the peak loading which occurs at the time of the interim and final Study Group meetings and of the Plenary Assembly, for the services of technically qualified members of the CCITT Specialized Secretariat to be employed for the benefit of developing countries, while at the same time widening and updating the practical experience of this staff, *recognizing*

(j) that developing countries have urgent need to evolve, maintain and improve the quality of their telecommunication networks and services in a most efficient and cost effective manner, thereby achieving their national aspirations and goals: to improve their ability to communicate nationally and internationally in the era of technological revolution;

(k) that it is essential to optimize the utilization of valuable resources such as the expertise of Administrations and available funding;

(l) that, for various reasons, the Administrations of developing countries are not in a position to send delegations to the meetings of the CCIs or send only very few participants, which means that they are unable in many respects to derive full benefit from the discussions,

resolves

(1) that in order to improve technical assistance and technical cooperation particularly for developing countries, the Director of the CCITT, in accordance with Article 12 of the Convention (Nairobi, 1982), should propose to the Coordination Committee programmes of seminars of special interest to developing countries, for implementation through the Technical Cooperation Department (TCD), the latter being the focal point for technical cooperation within the ITU;

(2) that the CCITT, in consultation with the Study Group Chairmen, as well as the Chairmen of Special Autonomous Groups and Regional and World Plan Committees, should endeavour to assist the TCD in its technical cooperation activities;

(3) that the ITU General Secretariat and the other organs of the ITU should help the developing countries in identifying areas in which technical assistance is urgently needed;

(4) that, in intervals between peak pressure in the workload of the CCITT Specialized Secretariat, the Director of the CCITT should invite the Secretary-General to call to a greater extent upon the services of appropriately qualified engineers of the CCITT Specialized Secretariat for the purpose of short-term technical assistance missions undertaken by the ITU in conformity with the programme of the Technical Cooperation Department of the ITU General Secretariat, in cases where other suitable experts are not readily available;

(5) that the ITU General Secretariat should be invited to take maximum advantage of the ability of some Administrations to make expert help available free of charge for short-term technical assistance missions;

(6) that the Administrations of the developing countries should take more active part in the activities of the CCITT Study Groups, Special Autonomous Groups and Plan Committees:

a) by participating and sending reports and contributions to the CCITT for consideration by the relevant Study Groups, bringing out clearly the characteristics of the respective areas which may affect the corresponding studies;

b) by sending delegates to Study Group and Plan Committee meetings, especially to seminars and symposia as well as the Special Autonomous Group meetings and by taking advantage of the participation of countries of the same region in such meetings; in this connection, the participation of developing countries in the aforesaid meetings, seminars and symposia could be encouraged and increased by the judicious award of fellowships;

c) by collaborating to the fullest extent possible and in the spirit of Administration Council Resolution No. 448 relating to a plan for the implementation of telecommunication networks;

d) by submitting in good time to the Director of the CCITT, Questions that they would like studied by the various CCITT Study Groups in accordance with No. 326 of the Convention (Nairobi, 1982);

e) by replies to the questionnaires issued by the CCIs and by the exchange, among themselves, of technical information on CCITT matters in areas of common interest;

(7) that in order to improve the flow of information from the CCITT to developing countries, the CCITT should:

a) continue its efforts with a view to preparing the texts in the Volumes of the CCITT Book in as clear a manner as possible, with suitable explanations on the scope and purpose of Recommendations, with analytical tables and with adequate references to make it easier to trace texts dealing with specific subjects, particularly subjects of interest to the developing countries;

b) arrange expeditious printing and publication of information papers such as manuals of interest to developing countries based on studies undertaken by Study Groups, Special Autonomous Groups and Plan Committees, keeping the Administrations properly informed through appropriate circulars;

c) include in the reports appearing in the working papers published after each interim meeting and in the Volumes of the CCITT Book published after each Plenary Assembly a section, as comprehensive as possible, especially devoted to problems of interest to developing countries;

(8) that, in accordance with the pertinent points of Resolution No. 1, the CCITT timetable of meetings should take account, for example, of preferences which might be expressed by countries remote from Union Headquarters for either the combination or the sequential grouping of meetings of several Study Groups and/or their Working Parties over a period longer than the five to seven working days now customary for an isolated meeting of a Study Group or Working Party;

(9) that, to this end, Administrations and RPOAs are invited to continue and increase their technical and financial assistance in order to encourage the organization of seminars to popularize manuals and of training sessions and workshops to enhance the transfer of information relating to new technologies in the fields of planning, operation, maintenance, tariffs, etc.

resolves further

(10) that the Director of the CCITT shall make an annual report to the Administrative Council on the implementation of this Resolution.

In this report, the Director of the CCITT shall highlight what has been achieved in this area and lay stress on any difficulties encountered;

and requests

the Administrative Council to provide the CCITT with the necessary means to carry out the activities mentioned in this Resolution.

RESOLUTION No. 17

Pre-eminence of CCITT in world-wide telecommunications standardization

(Melbourne, 1988)

The IXth CCITT Plenary Assembly, Melbourne, 1988,

considering

(a) the accelerating pace of development of telecommunications technology which is shortening product life cycles and increasing the range and diversity of new services and applications and the speed with which they become feasible;

(b) the high priority accorded by Member countries of the ITU to investment in telecommunications systems and services and the strong desire which exists for this investment to be based upon CCITT Recommendations;

(c) the need for timely and reliable CCITT Recommendations to assist all Member countries in the balanced development of their telecommunications infrastructure;

(d) that the updating of CCITT Resolution No. 1 of the IXth Plenary Assembly gives a formal basis for a number of immediate and useful practical changes in Study Groups’ working procedures;

(e) the need for CCITT to manage its expanding work-load effectively and efficiently taking full account both of resource constraints which affect the Union as a whole and the quality and universality of the results of the CCITT's work;

(f) the need for CCITT to work effectively with national and regional standardization activities in particular through working to comparable time-frames;

(g) the need for CCITT to examine closely its appropriate relations with other international standardization bodies, including in particular the CCIR, ISO and IEC in order to reflect properly the implications of increasing convergence of technologies;

(h) the need for CCITT to maintain its pre-eminent position in the field of world-wide standardization for telecommunications.

noting that

(i) the consequences of CCITT's failing to keep well abreast will be that the coordinated development of new world-wide systems and services will be delayed, and the cost of their introduction will be increased through lack of economies of scale which affects all Members but particularly developing countries;

(j) for CCITT to be fully responsive to the rapid changes in the world telecommunications environment now in train it must work with the maximum flexibility and be able to make timely adjustments as and when necessary to its procedures and working methods;

observing that

(k) the periods of time between CCITT Plenary Assemblies and Plenipotentiary Conferences of the Union are such that rapid changes to working procedures for the CCITT as currently set out in the Convention are very difficult to achieve;

requests the Administrative Council

to convey to the Plenipotentiary Conference, Nice, 1989 an invitation to endorse

the importance of the CCITT's maintaining its pre-eminent world-wide position in telecommunications standardization through its Recommendations and the need, in order to ensure this, for the CCITT to give priority to:

— modernization,

— flexibility,

— efficiency,

in the organization and working methods, and

— cooperation

in the production of high quality Recommendations;

and to request the Plenipotentiary Conference

when it reviews the International Telecommunication Convention, Nairobi, 1982

— to consider what changes may be needed to enable the CCITT to do what is necessary in a timely way to maintain its pre-eminent position;

— to note in particular Resolution No. 2 of the CCITT Plenary Assembly, Melbourne, 1988, and take the appropriate steps so that the CCITT can achieve immediate improvements in its performance.

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RESOLUTION No. 18

Future evolution of the CCITT working methods and structure

(Melbourne, 1988)

The IXth Plenary Assembly of the CCITT, Melbourne, 1988

considering

(a) that there is general agreement regarding the need for the future evolution towards a functional CCITT Study Group structure;

(b) that with the development of ISDN many aspects of the traditionally separate voice and non-voice services are likely to be drawn closer together;

(c) that related CCITT studies should take into account such growing commonality of service provision;

(d) that the work of the CCITT will increasingly need to take account of the needs of broadband/broadcast services and that increasing liaison with CCIR for these and other converging areas will be required;

(e) that there is continuing pressure to increase the efficiency of working in CCITT Study Groups and to reduce costs without prejudicing the quality and universality of the results of the CCITT's work;

(f) that any proposed reorganization must take account of the needs of both developed and developing countries;

(g) that the relations between the CCITT and other relevant bodies inside and outside the ITU should be taken into account including harmonization of the respective work programmes to the extent possible;

(h) that the working methods of CCITT Study Groups may be affected by the structure of the Study Groups and that this should be taken into account;

(i) that the further evolution of CCITT organization and working methods may be affected by the decisions of WATTC-88, as well as those of the Plenipotentiary Conference;

resolves

(1) to establish an ad hoc Group, open to all Administrations, RPOAs and scientific or industrial organizations participating in the work of the CCITT for the purpose of continuing studies related to the working methods and structure of CCITT and CCITT's relations with other relevant bodies inside and outside the ITU;

(2) that the principal task of the Group will be to develop specific proposals designed to ensure that the CCITT continues to maintain its pre-eminent world-wide position in telecommunications standardization. The Group's work should be based on the need for the CCITT to give priority to the following principles:

— modernization,

— flexibility,

— efficiency, in organization and working methods,

— cooperation, in the production of high quality Recommendations;

the Group should, amongst any other issues it may consider relevant, develop proposals on future Study Group structure having regard to the issues on this subject left open by Special Study Group ''S'' for consideration after the IXth Plenary Assembly as in AP IX-1, Annex C;

the Group should review all existing Resolutions, Series-A Recommendations and other relevant texts with a view to improving further the efficiency of CCITT working methods. In its work, the Group should take account of relevant decisions of, and instructions from, the Plenipotentiary Conference, as well as the results of the IXth Plenary Assembly, including in particular the discussion at the ninth Plenary meeting on the question of selection of Study Group Chairman and Vice-Chairman;

(3) that the ad hoc Group should complete and publish its work one year before the Xth Plenary Assembly, so that Administrations may consider its proposals in advance of the Plenary Assembly;

(4) that Study Groups should take the ad hoc Group's proposals into account in preparing Questions for the 1993-1996 study period;

(5) that the ad hoc Group should report to the Xth Plenary Assembly. This Report may take into account comments on the proposals of the ad hoc Group received after the proposals are published,

instructs

the Director of the CCITT to solicit Contributions and convene a first meeting of the ad hoc Group at an appropriate time soon after the Plenipotentiary Conference. The ad hoc Group should elect its Chairman and Vice-Chairman(men) at that first meeting.

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OPINIONS

Opinion No.

Title

1 Location of CCITT meetings — Invitations

3 Preliminary examination of new draft Questions and proposals for new or revised manuals

5 Examination at Regional Plan meetings of certain Questions outside the Plan Committee's terms of reference

7 Appointment of Study Group Chairmen and Vice-Chairmen

OPINION No. 1

Location of CCITT meetings — Invitations

(Geneva, 1958, 1964, 1972, 1976 and 1980;

Malaga-Torremolinos, 1984; Melbourne, 1988)

The IXth CCITT Plenary Assembly (Melbourne, 1988)

considering

(a) that the holding of meetings of CCITT Study Groups and Working Parties outside Geneva, particularly those associated with seminars or symposia on specific subjects, is desirable in certain circumstances, insofar as these meetings remain within the possibilities of the funds available for financing CCITT activities;

(b) that such decentralization could improve the assistance of CCITT to developing countries according to Resolution No. 14.

expresses the opinion

(1) that invitations to hold such meetings should be extended during a CCITT Plenary Assembly or Study Group meeting and should be accepted provided that the credits allocated enable the invitations to be honoured;

(2) that inviting Administrations should comply with Resolution No. 3 of the Plenipotentiary Conference (Nairobi, 1982) and with Decision No. 304 of the ITU Administrative Council;

(3) that the CCITT should take into consideration and provide, as far as possible, for the holding of some meetings of its Study Groups and Working Parties outside Geneva, particularly those associated with seminars or symposia on specific subjects of interest to developing countries in accordance with the provisions of ''*resolves* | 2'' of Resolution No. 3 of the Plenipotentiary Conference (Nairobi, 1982).

Note — Text of Council Decision No. 304

''The Council decided that, in view of the provisions of the Convention that all Members shall be entitled to participate in conferences and meetings of the Union, the Secretary-General, when drawing up an agreement with an inviting government on the arrangements to be made concerning a conference or meeting of the Union, shall include therein a clause to the effect that the inviting Administration shall apply without reservation the provisions of the Convention and shall permit the persons attending on behalf of

Members of the Union and other bodies invited, and officials of the Union, as well as their families, to enter the country concerned and to sojourn therein throughout the duration of their function or mission in connection with the conference or meeting.’’

OPINION No. 3

Preliminary examination of new draft Questions and proposals

for new or revised manuals

(Geneva, 1972 and 1980; Malaga-Torremolinos, 1984, Melbourne, 1988)

The IXth Plenary Assembly of the CCITT (Melbourne, 1988)

considering

(a) that, when new draft Questions or proposals for new or revised manuals are handed in just before the meetings of a Plenary Assembly, the Study Group or any other group concerned are not always able to make a thorough study of their real object and to submit them in a clear and precise form;

(b) that the study of these Questions or preparation of manuals is often rendered difficult thereby,

express the opinion

(1) that the Administrations or recognized private operating agencies which want the Plenary Assembly to set a new Question for study or propose the preparation of a new or revised manual should hand in the text of such a Question or proposal to the CCITT Secretariat at least two months before the opening date of the last meeting of the Study Group or any other group concerned preceding the Plenary Assembly;

(2) that Questions and proposals should be accompanied by reasons justifying the interest of the Questions or proposals with an indication of their degree of urgency, and fully taking into account the relationship to the work of other standardization bodies and other Study Groups;

(3) that Administrations should for this purpose use a form for handing in new Questions or proposals based on the form annexed hereto;

(4) that the forms received by the CCITT Secretariat should be circulated to the members of the Study Group(s) or other groups concerned so as to be received at least one month before the opening of their meeting;

(5) that the same procedure should be used for the studies proposed by the Director of the CCITT;

(6) that each Study Group or other Group concerned should consider these new Questions and proposals at its final meeting and determine that the study of the Question or proposed or revised manual serves a real purpose. A ranking of urgency should be assigned to the Questions and proposals.

Some suggested guidelines are:

i) The Question or proposal should specify all information needed. Where possible and if considered useful, the draft of the new Recommendation or an outline of the contents of the new Recommendation or manual should be included.

ii) The purpose of the Questions or proposals should be clear, with indication of the kind of new Recommendation or manual desired, or of specific additions or changes in existing Recommendations or manual contemplated.

iii) A Question or proposal calling for changes in existing Recommendations or manuals should make clear why the existing Recommendations or manuals need change with indications as to how new proposals will improve matters.

iv) A Question or proposal should avoid asking individual members to make extensive tests or provide extensive statistical or other data unless this is clearly essential and likely to lead to some useful results within the Plenary Assembly study period.

v) A Question or proposal should not be so comprehensive in scope as to discourage responses and therefore remain in the work programme for a long period.

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ANNEX A
(to Opinion No. 3)

CCITT

Study Group No. . | |

FORM FOR HANDING IN A NEW QUESTION OR PROPOSAL

FOR A NEW OR REVISED MANUAL

Source:

Date of handing in:
Text of Question or proposal:
Type of Question or proposal :
Reasons or experience motivating the proposed new Question or proposal:
Relationship to the work of other standardization bodies:
Relationship to the work of other Study Groups:
Date by which the Recommendation or manual should be issued, and order or urgency:
Draft of the Recommendation or outline of the contents of the draft Recommendation or manual:

OPINION No. 5

Examination at Regional Plan meetings of certain Questions

outside the Plan Committee's terms of reference

(Geneva, 1972)

The Vth CCITT Plenary Assembly (Geneva, 1972),

considering

(a) that, at meetings of the Regional Plan Committees, participating countries have often submitted Resolutions or Opinions or have requested studies on Questions which do not come within the competence of the Plan Committees, as defined in Administrative Resolution No. 488, of the CCITT or CCIR as laid down in the International Telecommunication Convention (Nairobi, 1982, Article 11, No. 93);

(b) that these Resolutions, Opinions and studies generally fall within the field of the IFRB or of the Department of Technical Cooperation of the General Secretariat;

Background Question, Question designed to lead to a Recommendation, proposal for a new manual, revised manual, etc.

(c) that it is quite understandable that countries which cannot send delegates to all meetings held outside their continents should take the opportunity, when the plan Committee meets in their continents, of submitting all requests within the province of the ITU without considering whether or not they are the responsibility of a Plan Committee;

(d) that it is important to do everything possible to satisfy these countries' desires within the limits of the statutory duties of the Consultative Committees,

requests the Administrative Council to recommend

(1) that, when Plan meetings are held, separate meetings may be arranged, either before of after, but outside the Plan meetings, in the same place and under the aegis of the competent organs of the Union for the purpose of examining Questions pertaining to the IFRB or the Technical Cooperation Department of the General Secretariat;

(2) that the expenses incurred for the common services provided at such series of meetings should be borne by the ITU budget sections in a manner to be agreed by the heads of the organs concerned.

OPINION No. 7

Appointment of Study Group Chairmen and Vice-Chairmen

(Geneva, 1972, 1976 and 1980; Malaga-Torremolinos, 1984)

The VIIIth Plenary Assembly of the CCITT (Malaga-Torremolinos, 1984)

recognizing

(a) that the efficient working of Study Groups depends critically on the quality of their Chairmen and Vice-Chairmen and upon the time they are able to devote to adequate preparation for meetings,

noting

(b) that Article 72, No. 423 of the International Telecommunication Convention (Nairobi, 1982) contains provisions relating to the appointment of Study Group Chairmen and Vice-Chairmen; (see also Resolution No. 1, § I.9);

suggests

that Heads of Delegations should bear the spirit of the following points in mind when implementing the above-mentioned provisions:

1) Appointments should be made primarily on the basis of individual competence (in the technology of the Study Group concerned as well as in chairing meetings).

2) Chairmen who are not in direct touch with the technology of their Study Group through change of duty in their own Administration or other cause, or who find they cannot devote adequate time to the work, should not be expected to continue in office indefinitely.

3) Chairmen need not automatically be re-elected; it may sometimes be useful to limit the term of office of a Chairman, but there should be no hard-and-fast rule on this point.

4) New Vice-Chairmen of Study Groups (and, in some cases, chairmen) may be expected to be drawn from among the existing Chairmen of Working Parties who have proved their competence.

5) Within the limits of these principles, nationals of as many countries as possible should be included in the list of office-holders showing, if possible, a reasonable geographical balance.

SERIES A RECOMMENDATIONS

Organization of the work of the CCITT

Blanc

MONTAGE: PAGE 40 = PAGE BLANCHE

SERIES A RECOMMENDATIONS

Organization of the work of the CCITT

(See also Resolutions)

Recommendation No.	*Title*
A.1	Presentation of Contributions relative to the study of Questions assigned to the CCITT.
A.10	Terms and definitions.
A.12	Collaboration with the International Electrotechnical Commission on the subject of definitions for telecommunications.
A.13	Collaboration with the International Electrotechnical Commission on graphical symbols and diagrams used in telecommunications.
A.14	Publication of definitions.
A.15	Presentation of CCITT Texts.
A.20	Collaboration with other international organizations over data transmission.
A.21	Collaboration with other international organizations on CCITT defined telematic services.

Recommendations A.10, A.12 and A.14 deal with CCITT activities in the field of terminology.

The work of CCITT in technical terminology is aimed at unambiguous understanding of the Recommendations and Associated Regulations, etc.

The CMV performs a coordinating role on behalf of CCIR and maintains liaison with the IEC/CCI Joint Coordination Group.

Recommendation A.1

PRESENTATION OF CONTRIBUTIONS RELATIVE TO THE STUDY OF QUESTIONS ASSIGNED TO THE CCITT

(Malaga-Torremolinos, 1984; Melbourne, 1988)

1 With regard to the presentation of Contributions to the Study of Questions assigned to the CCITT, the following general directives should be applied:

a) Contributions should be concisely drafted, avoiding unnecessary details, tables or statistics that make no direct contribution to the study of a Question. They should be clearly written with a view to being universally understood, i.e. they should be as codified as possible, use international terminology and avoid the technical jargon peculiar to the author's country. When a Contribution deals with several Questions, these should be separated so that the text relating to each one begins on a fresh sheet of paper (not on the back of a page).

b) A Contribution should not as a rule exceed about 2500 words (five pages), nor should it include more than three pages of figures (making eight pages in all). It should be accompanied by an abstract which is no more than 150-200 words, and which summarizes the aim of the Contribution and its technical content. Whenever possible, a section with the heading RATIONALE (or DISCUSSION), should be used for the main text which sets forth the essential information required for justifying the proposals or conclusions of the Contribution. The Contribution should end with a PROPOSAL or if not feasible, a CONCLUSION (both if required). For self-explanatory proposals, the rationale section may be omitted. These directives do not apply to draft Recommendations or to Contributions submitted by Special Rapporteurs.

c) Documents of purely theoretical interest which are not directly related to the Questions under study should not be submitted.

d) Articles which have been or are to be published in the technical press should not be submitted to the CCITT, unless they relate directly to Questions under study.

e) Passages of an unduly commercial nature included in a Contribution may be deleted by the Director of the CCITT in agreement with the Chairman; the author of the Contribution shall be advised of any such deletions.

Detailed guidelines recommended for the preparation of Contributions are provided in Annex. Details on the presentation of the CCITT texts can be found in Recommendation A.15.

2 Three copies of Contributions, drafted in one or more of the official languages of the Union, should be sent to the CCITT Secretariat; further copies should be sent directly by the authors to the Chairman and Vice-Chairmen of Study Groups as well as to the Working Party Chairmen and Special Rapporteurs concerned.

It is recommended that a translation of the Contribution into another working language should be sent to the CCITT Secretariat.

It is recommended for delayed Contributions that a translation of the abstract into at least one other working language if possible should be sent to the CCITT Secretariat as part of the Contribution.

3 Contributions should be submitted on very white paper of A4 format, in clear black type. If the paper is not of that format, the text on each sheet should not exceed the A4 format. The first page must have the standard layout of CCITT Contributions. When existing CCITT texts already translated have been used in some parts of a Contribution, a copy of the Contribution with a precise reference to the original sources also should be sent to the CCITT Secretariat. If CCITT figures are used in the Contributions, the CCITT number must not be deleted, even if the figure has been modified.

4 Normal Contributions which are to be considered at a Study Group or Working Party meeting should reach the Secretariat of the CCITT at least two months before the date fixed for the opening of the meeting. Delayed Contributions should arrive in CCITT Secretariat at least seven working days before the meeting.

ANNEX A
(to Recommendation A.1)

Detailed guidelines for the preparation of Contributions relative to the study of CCITT Questions

The guidelines in this Annex supplement the general directives set out in Recommendation A.1. For ease of reference, they are organized under relevant headings in two categories: one deals with the contents of the Contribution and the other the mechanics of its presentation.

A.1 *Contents of Contribution*

A Contribution should be clear, concise and comprehensive in itself. It should start with the Heading and the Abstract which are independent sections. The main text of the Contribution should contain two sections: Rationale (or Discussion) and Proposal (or Conclusion). Supplementary sections such as annexes, if necessary, should follow the main text. The guidelines for the structure of the main text do not apply to draft Recommendations or to submission by Special Rapporteurs.

A.1.1 *Heading* — The heading of a Contribution should provide:

— Study Period;

— language in which the Contribution is originated;

— Study Group Question number(s) which the Contribution is addressing;

— date of the Contribution;

— name of the Study Group to which the Contribution should be submitted;

— source of the Contribution: originating country and/or organization;

— title of the Contribution.

An example of the recommended format is given in Figure A-1/A.1.

Figure A-1/A.1 (trait´e comme tableau) [T1.1], p.

A.1.2 *Abstract* — The abstract should outline clearly and concisely the aim (for example, proposal for a new Recommendation) and the content (proposals and/or conclusions of the Contribution. In addition, it should enable prospective readers to determine quickly whether the Contribution contains information in their area of interest, and often which Working Party(ies) should review the Contribution. This is a very important part of the document and would normally be prepared after the other sections are written. An abstract should not exceed 150-200 words. It should be understandable by other Study Groups and not just the intended readers of the Contribution.

A.1.3 *Rationale (Discussion)* — This section should provide discussion, reasons and justification for the proposals or conclusions. It develops the theme, describing the methods used and the observations or findings, and comments on their significance.

A.1.4 *Proposal (Conclusion)* — The main text should end with a conclusion which, whenever possible, should be in the form of a concrete proposal indicating the intended disposition of the Contribution. It would be useful to make the following distinction between ‘‘PROPOSAL’’ and ‘‘CONCLUSION’’, so that a standard approach to their application may be adopted. The heading PROPOSAL should be used when the section offers suggestions for acceptance (such as solutions, plans and changes the contributor expects to be implemented) and when decisions or actions are requested. The heading CONCLUSION should be used when it is merely informational, such as summarizing observations; and no decision about a course of action is expected. If both appear in a Contribution, the proposals should follow the conclusions.

A.1.5 *Supplementary Sections* — Supporting or more detailed information which might interrupt the flow of ideas in the main text should be placed in the sections containing annexes, appendices, references and attachments. A solid line can be used to separate such sections from the main text. Recommendation A.15, Note 3, describes the distinction between the uses of ‘‘Annex’’ and ‘‘Appendix’’.

A.2 *Mechanics and presentation*

A.2.1 *Section numbering* — The Contribution should be structured logically and, whenever clarity and flow demand, hierarchically with discrete sections and subsections for presenting different levels of detail. Different sections and subsections in the main text should be designated with decimal numbers, adhering as much as possible to the hierarchical numbering system recommended for CCITT texts (Recommendation A.15); for example, 1.1, 1.2.3. Examples for numbering the supplementary sections are A.1.1 of Annex A and VI.3.4 of Appendix VI.

A.2.2 *Page numbering* — The title page should be left unnumbered. All the following pages should be numbered consecutively from page 2, including tables, annexes, appendices or attachments. Page numbers should normally be centered at the top of the page. Each page should include the document number (if available) immediately below the page number. It is useful to show the total number of pages with the page number, e.g. 2 of 10.

A.2.3 *Figures and diagrams* — In order to facilitate the reproduction in different languages no explanatory text or reference should appear in the figures, with the exception of standard abbreviations. Such textual matter should be given separately.

A.2.4 *Formulas* — Mathematical formulas should only be presented for explaining texts. Details of how they are derived should be avoided.

A.2.5 *Quotations* — Simple reference to the document number or paragraph number of an existing text or key phrase should be used instead of lengthy quotes. Material available elsewhere in the CCITT should not be reproduced or quoted at length. Excerpts or brief summaries may be included in the Contribution when it is known that the members of the CCITT Study Group do not have ready access to such material.

A.2.6 *References* — Reference to other CCITT Contributions should be made by using the official document number, e.g. COM XVII-10. If the referenced Contribution belongs to a previous Study Period, this fact should be noted as well.

References should only be made to publications which are available via the ITU Library services. In exceptional cases, a copy of the article should be provided with the Contribution.

(See Recommendation A.15 for more information on references and bibliographies).

A.2.7 *Revision to existing text* — If a Contribution proposes modifications to an existing text, e.g. draft Recommendation, the portions of the text to be modified should be clearly separated from those parts of the Contribution supporting the proposals. Adequate indications should also be given to identify any changes proposed with regard to the previous version of the same text.

Such indications could be made either by bold face letters or by vertical revision bars **|** appearing at the margin of the page.

A.2.8 *Machine readable Contributions* — The ITU encourages the submission of material in machine readable form. ‘‘Guidelines’’ prepared by the ITU Computer Department are available directly from that department.

Recommendation A.10

TERMS AND DEFINITIONS

(New Delhi, 1960; Geneva, 1964, 1972 and 1980; Melbourne, 1988)

The CCITT,

considering

(a) the importance of the work on terms and definitions;

(b) that the organization and conduct of vocabulary work have been the subject of certain CCITT Plenary Assembly texts;

(c) the importance of avoiding misunderstanding with the CCITT and between the CCITT and the CCIR and IEC, respectively, in the use of terms and definitions;

(d) the need to establish lists of terms and definition for information within the CCITT and for information to CCIR and IEC, and to update such lists regularly;

recommend

(1) that the CCITT, within its terms of reference, should continue its work on technical and operational terms and definition which may be required by Study Groups in the course of their work, these terms and definitions being published regularly by the CCITT;

(2) that each Study Group take the responsibility for terminology in its particular area of responsibility; all new terms used shall be defined and listed in a specifically labelled section of each report prepared by Study Group, Working Party or Special Rapporteur; the final decision on the definition of a ‘‘new term’’ rests with the Study Group.

(3) that when establishing the use and definition of a new term, the Study Group, and those entities responsible to the Study Group, shall take into account the established use of relevant terms and definitions by other Study Groups in CCITT or CCIR as well as those found in the IEV to the extent it can do so without losing precision in its development of Recommendations;

(4) that each Study Group shall assign a Special Rapporteur for terminology to coordinate its efforts regarding terms and definitions and to act as a contact person for the Study Group in this domain;

(5) that the CCITT establish a Terminology Coordination Committee with three members, respectively capable in the French, English and Spanish languages; the Chairman of such Committee shall be chosen by the Plenary Assembly;

(6) that the existing CCITT Editing Group should collect all proposed new terms and definitions, such as they are noted in each Study Group, Working Party and Rapporteur reports and provide them to the Terminology Coordinating Committee which shall act as a central information transfer point with the CCIR and the IEC;

(7) that the CCITT Terminology Coordination Committee shall communicate with individual Special Rapporteurs for Terminology where inconsistencies are found between the use, or proposed use, of terms and definitions in the CCITT, the CCIR and the IEC in its preparation of the IEV. These mediation efforts should seek voluntary agreement to the extent such agreement is feasible with remaining inconsistencies duly noted;

(8) that the CCITT Secretariat should periodically circulate terms and definitions proposed during a given study period to permit an awareness of emerging terminology; where more than one Study Group is defining the same term, efforts should be made by the respective Rapporteurs and Study Group Chairmen to select one Study Group to be responsible for its definition;

(9) that CCITT Special Rapporteurs utilize any available CCIR list of emerging terms and the IEC documents and publications as reference to seek consistency of CCITT terms wherever practical.

Recommendation A.12

COLLABORATION WITH THE INTERNATIONAL ELECTROTECHNICAL COMMISSION ON THE SUBJECT OF DEFINITIONS FOR TELECOMMUNICATIONS

(Geneva, 1964; amended at Mar del Plata, 1968

and Geneva, 1972; Melbourne 1988)

The CCITT,

unanimously recommends

that in order to provide an internationally agreed vocabulary of telecommunications, the CCITT should cooperate with the CCIR and the International Electrotechnical Commission for the purpose of preparing those sections concerned with telecommunications in a new edition of the International Electrotechnical Vocabulary.

It is understood that for this purpose there is established:

— a *joint coordination group* | (JCG) composed of members of the IEC and of the ITU;

— a number of groups of technical experts set up by the joint coordination group to prepare the drafts of the various sections of the *Telecommunications vocabulary* .

Recommendation A.13

COLLABORATION WITH THE INTERNATIONAL ELECTROTECHNICAL COMMISSION ON GRAPHICAL SYMBOLS AND DIAGRAMS USED IN TELECOMMUNICATIONS

(New Delhi, 1960; amended at Geneva, 1964, Mar del Plata, 1968,

Geneva, 1972 and Geneva, 1980)

The CCITT,

recommends

that the CCIs should continue to cooperate in the work of the CCI/IEC Joint Working Group which has been set up to prepare, for international telecommunications:

— an approved list of graphical symbols for diagrams and for use on equipment;

— approved rules for the preparation of diagrams, charts and tables and for item designation,

A similar text will be submitted to CCIR as a revision of Resolution 23-1.

it being understood that

(a) within the Joint Working Group, the ITU (represented by equal numbers of members from the CCIR and CCITT) is represented on an equal footing with the IEC;

(b) the Joint Working Group, while being fully representative, is as small as possible to be able to work effectively and quickly;

(c) CCI members of the Joint Working Group are empowered to take decisions on questions relating to symbols and the rules referred to above, so that the publication of an approved list does not have to await formal approval by a following Plenary Assembly of the CCITT or CCIR.

Recommendation A.14

PUBLICATION OF DEFINITIONS

(Mar del Plata, 1968; Geneva, 1972, 1980)

The CCITT,

considering

(a) that revision and re-edition of a complete list of definitions cannot be done very frequently, in view of the volume of work involved;

(b) that rapid developments in telecommunications lead to constant change in the terms used and that it is desirable to publish approved terms and definitions with the minimum possible delay, even though these terms and definitions have not been examined to see how they fit into the complete system of terms and definitions for telecommunications;

(c) that it may be appropriate to be aware of the definitions developed by other international organizations participating in the work of the CCITT,

unanimously recommends

that after each Plenary Assembly the CCITT Secretariat should gather the terms and definitions proposed by each Study Group and approved by the Plenary Assembly. These terms and definitions should be allocated to their Recommendation Series and published in the appropriate fascicles of the CCITT Book. In addition they should be assembled and published in the fascicle ‘‘Terms and Definitions’’.

The terms and definitions shall be given only in the languages of the CCITT Book.

Recommendation A.15

PRESENTATION OF CCITT TEXTS

(Geneva, 1980)

The CCITT,

considering

(a) that continuous effort must be expended to avoid unnecessary complication in CCITT documents and published material;

(b) that adoption of an acceptable method of text presentation simplifies work procedures;

(c) that a logical system of paragraph numbering facilitates the work of delegates, interpreters and others using texts in more than one language;

(d) that electronic storage and manipulation of text is facilitated by standardized text formats,

recommends

(1) that a system providing for the logical, hierarchical numbering and standardized layout of texts be applied to all CCITT texts;

(2) that due consideration be given in the application of such a system to both the needs of the user and the exigencies of electronic storage and treatment of text (see Appendix I).

Not all text passages need necessarily be numbered (among other reasons, for aesthetic considerations). In this regard, however, due consideration must be given to the requirements of both the individual reader and the interpreter during Study Group meetings.

The recommended numbering system, as illustrated below, was designed to apply primarily to the content of a CCITT Recommendation but may be applied generally to a chapter of a CCITT manual or to other texts.

The system must be adaptable to the content of texts structured as follows:

— introductory part;

— main divisions;

— subdivisions;

— annexes;

— appendices;

— references;

— bibliographies.

Note 1 — Texts do not necessarily contain an introductory part, annexes, appendices, references or bibliographies.

Note 2 — A *supplement* is considered as a separate document which is associated with a Recommendation Series of the CCITT.

Note 3 — The definitions of ''Annex'' and ''Appendix'' are similar and some Study Groups use both in publishing the results of their work. While not indispensable, it would be helpful if some distinction could be made between the two, leading to a standard approach to their application. The following descriptions are provided for this purpose.

Annex: An annex to a document should contain material which contributes substantially to the overall comprehensibility and completeness of the document.

Appendix: An appendix to a document should contain material which is supplementary and is associated with, but separate from, the subject matter of the document and is not essential to its completeness or comprehensibility.

1 Numbering of the divisions of text

1.1 *Numbering of the introductory part*

Numbers beginning with the digit 0 may be assigned to the introductory part of the text for information retrieval purposes.

The numbering is with Arabic numerals (they are suppressed when published).

1.2 *Numbering of the main divisions*

The main divisions are numbered continuously beginning with the digit 1 (a number without a separation point).

The numbering is with Arabic numerals (boldface when published).

1.3 *Numbering of the subdivisions of the main divisions*

The subdivisions of the main divisions are numbered, for example, 1.1, 1.2, 2.1.1, 2.3.4 (several numbers separated by points).

The numbering is with Arabic numerals.

Note — When reference is made to numbered text passages, the symbol § is used (see § 8.1).

1.4 *Numbering of annexes*

Annexes are assigned capital letters beginning with A. The word and the letter, for example ‘‘ANNEX A’’, are in capitals, Roman, and centred horizontally.

Divisions of an annex are numbered by Arabic numerals following the letter of the annex, e.g. A.1, B.2.1.

1.5 *Numbering of appendices*

Appendices are assigned Roman numbers beginning with the number I. In the title of an appendix, the word is in Roman capitals, thus ‘‘APPENDIX IV’’, and centred horizontally. Divisions of an appendix are numbered by Arabic numerals following the number of the appendix, e.g. I.2, IV.3.4.

1.6 A point is placed only between the numbers (or between the letter and the number) designating subdivisions of different levels.

Note — A point is not used after the last digit of the number.

2 Titles

2.1 The text of the title (CCITT Recommendation, chapter or section of a CCITT manual) is in capitals (boldface when published) and is centred horizontally.

2.2 The text of the title of a main division is in lowercase (boldface when published). The text is indented with respect to the margin.

2.3 The text of the title of an annex or appendix is in lowercase (boldface when published). The text is centred horizontally below the word ‘‘ANNEX’’ or ‘‘APPENDIX’’ and its associated letter of the annex (see §§ 1.4 and 1.5).

2.4 The texts of the titles of the subdivisions of: a) the introductory part, b) the main divisions and c) the annexes and appendices are in lowercase and underlined (italics when published). They are indented with respect to the margin.

3 Text passages

Text passages begin with an indent with respect to the margin with the following lines aligned at the margin. The numbers assigned to the text passages are placed at the margin.

4 Notes associated with the main text

4.1 *Notes in the main text*

The word ‘‘Note’’ followed by the text begins with an indent with respect to the margin with the following lines aligned at the margin.

Note — The word ‘‘Note’’ is underlined (italics when published) and followed by a space, a dash, a space and then the text. Several notes together are assigned consecutive numbers (e.g. *Note 1* —).

If the Note contains more than one paragraph, each succeeding paragraph begins at the margin.

4.2 *Footnotes to the main text*

A footnote is referred to from the main text through the use of a superior positioned number followed by a superior positioned parenthesis, thus

The text of a footnote is preceded by an Arabic number followed by a parenthesis (superior positioned characters) and a space. The lines of the text are aligned with respect to the beginning of the first line of text.

Footnotes are numbered consecutively within a CCITT Recommendation or generally within a chapter of a CCITT manual.

5 Enumerations

5.1 *First level enumerations*

Each item in a first level enumeration may be presented thus:

a) a lowercase Roman letter followed by a parenthesis, several character spaces and the text of the item or

1) an Arabic number followed by a parenthesis, several character spaces and the text of the item or

i) a lowercase Roman number followed by a parenthesis, several character spaces and the text of the item or

— a dash followed by several character spaces and the text of the item.

Note 1 — The lines of the text are aligned with respect to the beginning of the text of the item.

Note 2 — If there are several text passages under a given item, the beginning of each text passage is aligned with respect to the beginning of the first text passage.

Note 3 — A note associated with an item, including the underlined word ‘‘Note’’ (italics when published), is aligned with respect to the beginning of the text of the item.

Note — A note associated with all the enumerated items, including the underlined word ‘‘Note’’ (italics when published), is aligned with respect to the letters, numbers or dashes, which are indented with respect to the margin.

5.2 *Second level enumerations*

Second level enumerations are similar to first level enumerations. They may, for example, be presented thus:

a) use of a lowercase letter followed by a parenthesis and several character spaces at the first level and

1) use of an Arabic number followed by a parenthesis and several character spaces at the second level or

i) use of a lowercase Roman number followed by a parenthesis and several character spaces at the second level or

— use of a dash and several character spaces at the second level or

1) use of an Arabic number followed by a parenthesis and several character spaces at the first level and

— use of a dash and several character spaces at the second level or

i) use of a lowercase Roman number followed by a parenthesis and several character spaces at the first level and

— use of a dash and several character spaces at the second level.

Note 1 — Alignment of several text passages in second level enumerations is similar to the alignment of text passages in first level enumerations as described in § 5.1.

Note 2 — The presentation of the notes in second level enumerations is similar to the presentation of the notes in first level enumerations as described in § 5.1.

5.3 *Titles in enumerations*

The titles of the enumerated items are written in lowercase letters and underlined (italics when published). They are not numbered but are indented with respect to the margin. The different cases may be presented thus:

Example 1

In this example the text of the enumerated item is aligned with the beginning of the title.

Example 2 — In this example the title is followed by a space, a dash, a space and the text of the enumerated item. The following lines of text are aligned with the beginning of the title.

Example 3

1) In this example the title is followed by a first level enumeration (see § 5.1).

— The first level enumeration can be followed by a second level enumeration (see § 5.2).

a) *Example 4*

In this example the title is indented with respect to the letter or number and the text is aligned with the beginning of the title.

b) *Example 5* — In this example the title is indented with respect to the letter or number, and is followed by a space, a dash, a space and the text of the enumerated item. The following lines of text are aligned with the beginning of the title.

c) *Example 6*

— In this example the title is indented with respect to the letter or number and is followed by a second level enumeration (see § 5.2).

6 Tables and figures

6.1 *Numbering of tables and figures*

Tables and figures are numbered with reference to the main division, the annex or the appendix of the text. They are identified by the words ‘‘TABLE’’ and ‘‘FIGURE’’ respectively in association with an assigned number as described in Table 1/A.15.

6.2 *Titles of tables and figures*

The titles of the tables and figures are in lowercase letters (boldface when published). They are placed below the word ‘‘TABLE’’ or ‘‘FIGURE’’ and centred horizontally (see Table 1/A.15 and Figure 1/A.15).

6.3 The table itself is placed below its title (see Table 1/A.15).

6.4 The figure itself is placed above its number and title (see Figure 1/A.15).

H.T. [T1.15]
TABLE 1/A.15
Numbering of tables and figures

Designation	Meaning of designation
TABLE 1/W.1001 | ua) First table in Recommendation W.1001 }	{
FIGURE 2/W.1001 | ub) Second figure in Recommendation W.1001 }	{
TABLE A-3/W.1001 Third table in Annex A of Recommendation W.1001 }	{
TABLE II-2/W.1001 Second table in Appendix II of Recommendation W.1001 }	{
TABLE 6-4 (VII) Fourth table in § 6 of Chapter VII of a manual }	{
FIGURE 6-5 (B.II) Fifth figure in § 6 of Part B, Chapter II of a manual }	{

[a] The world ‘‘TABLE’’ is in capital Roman followed by its assigned number.

[b] The world ‘‘FIGURE’’ is in capital Roman followed by its assigned number.

Note 1 — The words ‘‘TABLE’’ and ‘‘FIGURE’’ in association with their numbers are centred horizontally (see § 6.2).

Note 2 — In order to avoid confusing the footnotes to the text with those to tables or figures, the footnotes to the tables of figures will be indicated by a superior positioned *letter* , followed by a superior positioned parenthesis.

Tableau 1/A.15 [T1.15], p.

6.5 *Notes associated with tables or figures*

6.5.1 In the case of tables, the notes are placed below the table. In the case of figures, the notes are placed between the figure and the number and title of the figure. The notes are aligned at an appropriate indent with respect to the margin or with respect to the table or figure.

Figure 1/A.15, (M), p.

6.5.1.1 In the case of a general note to the table or figure (a note not referred to from the table or figure), the text of the note is preceded by the underlined word ‘‘*Note* ’’ (italics when published). Several notes together are assigned consecutive numbers (e.g. *Note 1* —).

6.5.1.2 In the case of a note referred to from a table or figure, the note is referred to through the use of a superior positioned letter followed by a superior positioned parenthesis in the table or figure. The text of the note is preceded by the same superior positioned letter followed by a superior positioned parenthesis and a space.

7 Formulas

7.1 Formulas are numbered with reference to the main division or the annex of the text. They are centred horizontally and are identified by an assigned number placed at the right margin illustrated as follows:

‘‘Centred formula’’

(7-1)

‘‘Centred formula’’

(A-2)

where

(7-1) is the first formula in § 7.

(A-2) is the second formula in Annex A.

7.2 Listings of symbols and variables are aligned at an indent with respect to the margin. Explanations of the symbols and variables are indented with respect to the symbols or variables (see § 7.1).

8 References, bibliographies

8.1 *Reference to other divisions or subdivisions*

The sign ‘‘§’’ is used to refer to a numbered text passage of the same Recommendation or of the same chapter of a CCITT manual, e.g. ‘‘see § 2’’, or ‘‘as indicated in § 3’’. In the case of a manual, the sign ‘‘§’’ can be accompanied by the designation of the part or the chapter in which the cited passage is found, if it is outside of the present chapter, e.g. ‘‘see Chapter II, § 5’’.

8.2 *List of specific references*

Reference numbers within square brackets (e.g. ‘‘[3]’’, signifying: see the third reference) are used when the text is referencing a passage (or the contents) of *another* publication.

The number of a Recommendation may be cited in the text but it must be accompanied by a reference number within square brackets which allows a more complete description of the reference.

Specific references are numbered consecutively within a Recommendation or chapter of a nanual, assigning the number 1 to the first reference.

A list of the specific references is placed at the end of the Recommendation (annexes and appendices included) but before the bibliography (if there is one). The reference numbers are Arabic numerals within square brackets and aligned at the margin. The text of the reference is indented with respect to the margin as illustrated in the three examples [1] to [3].

8.3 *Bibliography*

The elements of the bibliography are placed at the end of the Recommendation , or for a manual at the end of the thematic subdivision to which it relates. The word ‘‘Bibliography’’ appears as a non-numbered title in lowercase (boldface when published). The text of the elements of the bibliography is aligned at the margin. The elements are in alphabetical order.

They contain the following information, in the given order:

a) *Name of author(s)* — The name(s) are written in capitals, Roman, followed by the initial(s) of the first name(s) in capitals, Roman with point(s) after, and placed within parentheses.

b) *Title of the publication* — written in lowercase, Roman.

c) *Source of the publication* — written in lowercase, underlined (italics when published).

d) Information concerning the volume, number, page, location, month and year are written in lowercase, Roman.

Note — When the author of a publication is not indicated, the underlined title (italics when published) is placed first and the source is then put in lowercase, Roman.

For manuals, at the end of a chapter or at the end of the manual, as desired.

If the Recommendation contains one or several annexes or appendices together with bibliographies, one can differentiate between the titles of the bibliographies: bibliography relating to the text of the Recommendation, bibliography relating to Annex A, etc.

H.T. [T2.15]

ANNEX A

(to Recommendation A.15)

{ **Presentation of CCITT texts — Summary** }

	boldface	italic	{									
Numbers and letters (main text)												
— 1, 2, 3, etc.	X			X								
— 0, 0.1, 0.1.2, etc.			X	X								
— 1.2, 1.2.3, 1.2.3.4, A.1, A.1.2, etc.			X	X								
— (a), (1)			X		X							
Titles (main text)												
— title of documentation	X							X				X
— title following 1, 2, 3, etc.	X				X					X		
— title following 1.1, 1.2, 1.2.3, A.1,		X			X					X		
— title following 1.2.3.4, etc.		X					X				X	
— ‘‘ANNEX A’’ or ‘‘APPENDIX I’’			X					X				
— titre of an annex or an appendix	X							X				X
Text passages												
— text following 1, 1.2, 1.2.3			X		X				X			
— text following 1.2.3.4, etc.			X				X		X			
— text following (a), (1)			X			X			X			
— unnumbered text passages			X		X				X			
Notes (main text)												
— ‘‘Note’’, ‘‘Note 1’’		X			X							

{																		
— text following ‘‘Note’’ or ‘‘Note 1’’																		
}			X						X			X						
— ‘‘1)’’ of footnote			X	X														
{																		
— text of footnote following ‘‘1)’’																		
}			X		X								X					
Enumerations																		
— titles		X				*	*							*	*			
— text under the title			X			*	*							*	*			
— a), —, 1), i)			X			*	*											
{																		
— text following a), —, 1), i)																		
}			X				*	*							*	*		
— ‘‘Note’’		X				*	*	*										
{																		
— text following ‘‘Note’’																		
}			X						X					*	*	*		
{																		
* TAB fixed according to type and level																		
(see the examples of § 5)																		
}																		
Tables and figures																		
{																		
— ‘‘TABLE 1/W.1001’’ ‘‘FIGURE 2/W.1001’’																		
}			X							X								
{																		
— titles of tables and figures																		
}	X									X								X
Formulas																		
{																		
— number of formula ‘‘(2-1)’’																		
}			X								X							
— formula										X								
{																		
— listing of symbols and variables																		
}						X												
{																		
— explanations of symbols and variables																		
}			X				X											
References																		
— title	X					X												
{																		
— reference number ‘‘[3]’’																		
}			X	X														
{																		
— text following ‘‘[3]’’																		
}						X								X				
Bibliography																		
— title	X					X												
— unnumbered text				X								X						

Tableau [T2.15], p. (Tableau à l’italienne)

APPENDIX I
(to Recommendation A.15)

Treatment of machine readable texts

I.1 The CCITT presently receives most material for documents and publications in written form. Many Administrations and other originators of documentation increasingly use automated office equipment in preparing material for submission to the CCITT. Considering the increasing volume of submissions and the ITU's continuing efforts to control costs and to prepare documents and publications expeditiously, Administrations and other Organizations are encouraged to submit material in machine readable form compatible with the ITU's capabilities whenever possible. The ''word processor'' currently used in CCITT/ITU is SAMNA and for figures, diagrams and flow charts the current CCITT software is autoCAD.

I.2 To facilitate the exchange of machine readable information the ITU is augmenting its capabilities to accommodate different magnetic media, telecommunications methods, and word processing formats. As these improvements will be made throughout the 1989-1992 Study Period, contributors should request guidance from the ITU Computer Department.

I.3 Contributors' attention is drawn to the importance of adhering to the presentation rules detailed in the body of this Recommendation. It is of primordial importance that any modified text bears marks to identify the changes (see Rec. A.1, § A.2.7). So-called ''clean copies'' can cause either hours of unneccessary searching or duplication of work.

References

[1] CCITT manual *Title of manual* , Part A, Chapter II, § 1.2, ITU, Geneva 1972.

[2] CCITT Recommendation *Title of the Recommendation* , Coloured Book, Vol. XII, Rec. W.1002, Division A, § 1.2, ITU, Geneva 1977.

[3] NAME (F.), NAME (F.): Title of publication, *Source of publication* , Vol. 14, No. 2, pp. 250-270, Paris 1970.

Bibliography

NAME (F.), NAME (F.): Title of publication, *Source of publication* , Vol. 15, No. 3, pp. 270-280, Madrid 1971.

Title of publication , Source of publication, Part A, Chapter V, pp. 280-290, Montreal 1975.

Recommendation A.20

COLLABORATION WITH OTHER INTERNATIONAL ORGANIZATIONS

OVER DATA TRANSMISSION

(Geneva, 1964; Mar del Plata, 1968; Geneva, 1972, 1976 and 1980;

Malaga-Torremolinos, 1984)

The CCITT,

considering

(a) that, according to Article 1 of the agreement between the United Nations and the International Telecommunication Union, the United Nations recognizes the International Telecommunication Union as the specialized agency responsible for taking such action as may be appropriate under its basic instrument for the accomplishment of the purposes set forth therein;

(b) that Article 4 of the *International Telecommunication Convention* (Nairobi, 1982) states that the purposes of the Union are:

''a) to maintain and extend international cooperation between all Members of the Union for the improvement and rational use of telecommunications of all kinds, as well as to promote and to offer technical assistance to developing countries in the field of telecommunications;

'' b) to promote the development of technical facilities and their most efficient operation with a view to improving the efficiency of telecommunication services, increasing their usefulness and making them, so far as possible, generally available to the public;

'' c) to harmonize the actions of nations in the attainment of those ends'';

(c) that Article 40 of the Convention (Nairobi, 1982) states that, in furtherance of complete international coordination on matters affecting telecommunication, the Union shall cooperate with international organizations having related interests and activities;

(d) that in the study of data transmission the CCITT has to collaborate with the organizations dealing with data processing and office equipment and particularly the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC);

(e) that this collaboration has to be organized in a manner that will avoid duplication of work and decisions that would be contrary to the principles set out above,

(unanimously) declares the view

that international standards for data transmission should be established with the following considerations in mind:

(1) Clearly it will be the responsibility of the CCITT to lay down standards for *transmission channels* , i.e. aspects of data transmission which require a knowledge of telecommunication networks or affect performance of these networks.

(2) The standardization of signal conversion terminal equipment (modems) is the province of the CCITT; the standardization of the junction (interface) between modem and the data terminal equipment is a matter of agreement between the CCITT and the ISO or the IEC.

(3) Devices designed to detect and (or) correct errors must take account of:

— the error rate tolerable to the user;

— the line transmission conditions;

— the code, which has to meet the exigencies of the data alphabet and the requirements of error-control (this must be such as to give an output satisfactory to the user) together with the requisite signalling (synchronism, repetition signals, etc.).

Standardization here may not come wholly within the CCITT's province, but the CCITT has very considerable interests at stake.

(4) The alphabet (definition 52.02 in the *List of definitions*) is a ''table of correspondence between an agreed set of characters and the signals which represent them''.

The CCITT and the ISO reached agreement on an alphabet for general (but not exclusive) use for data and message transmission and have standardized a common alphabet which is known as International Alphabet No. 5 (CCITT Recommendation T.50) (ISO/646-1983: seven-bit coded character sets for information processing interchange).

Complementary study of some control characters of the alphabet should be effected in cooperation with each other.

(5) Coding (definition 52.05 in the *List of definitions*) is ''a system of rules and conventions according to which the telegraph signals forming a message or the data signals forming a block should be formed, transmitted, received and processed''. Hence, it consists of a transformation of the format of the signals in the alphabet for taking account of synchronous methods, and introduction of redundancy in accordance with the error-control system. This is not a field in which the CCITT alone may be able to decide; however, no decision should be taken without reference to the Committee, because of the possible restrictions which transmission and switching peculiarities may impose on coding.

When the general switched network is used (telephone or telex) and when the error-control devices are subject to restrictions (switching signals — reserved sequences), it is the CCITT which is in fact responsible for any necessary standardization in conjunction with other bodies.

(6) The limits to be observed for transmission performance on the transmission path (modem included) fall within the competence of the CCITT; the limits for the transmission performance of the sending equipment and the margin of terminal data equipment (depending on the terminal apparatus and the transmission path limits) should be fixed by agreement between the ISO and the CCITT.

(7) In all instances, the CCITT alone can lay down manual and automatic operating procedures for the setting-up, holding and clearing of calls for data communications when the general switched networks are used, including type and form of signals to be interchanged at the interface between data terminal equipment and data circuit-terminating equipment.

(8) When a public data network is involved, the CCITT has the responsibility to provide the Recommendations which apply. Where these Recommendations have an impact on the basic design and features of data processing systems and office equipment (normally DTE), they shall be the subject of consultation between CCITT and ISO and in some cases a mutual agreement may be desirable. Likewise when the ISO is developing or changing standards that may affect compatibility with the public data network there shall be consultation with the CCITT.

Recommendation A.21

COLLABORATION WITH OTHER INTERNATIONAL ORGANIZATIONS ON CCITT-DEFINED TELEMATIC SERVICES

(Geneva, 1980; Malaga-Torremolinos, 1984)

The CCITT,

considering

(a) that, according to Article 1 of the agreement between the United Nations and the International Telecommunication Union, the United Nations recognizes the International Telecommunication Union as the specialized agency responsible for taking such action as may be appropriate under its basic instrument for the accomplishment of the purposes set forth therein;

(b) that Article 4 of the *International Telecommunication Convention* (Nairobi, 1982) states that the purposes of the Union are:

‘‘a) to maintain and extend international cooperation between all Members of the Union for the improvement and rational use of telecommunication of all kinds, as well as to promote and to offer technical assistance to developing countries in the field of telecommunications;

‘‘b) to promote the development of technical facilities and their most efficient operation with a view to improving the efficiency of telecommunication services, increasing their usefulness and making them, as far as possible, generally available to the public;

‘‘c) to harmonize the actions of nations in the attainment of those ends’’;

(c) that Article 40 of the Convention (Nairobi, 1982) states that ‘‘in furtherance of complete international coordination on matters affecting telecommunication, the Union shall cooperate with international organizations having related interests and activities’’;

(d) that this cooperation has to recognize the advisory capacity of organizations participating in the work of CCITT;

(e) that, in the study of terminals for new CCITT-defined telematic services (e.g. Teletex, Telefax, Datafax, Bureaufax, Videotex), ISO in particular is invited to give advice to CCITT based on their work on data systems and data communications;

(f) that this cooperation has to be organized in a manner that will avoid duplication of work and of decisions that would be contrary to the principles set out above,

‘‘Telematic services’’ is used for such services as Videotex, Teletex, facsimile, etc.

recognizes the following principles

(1) it is the responsibility of the CCITT alone to make the decisions regarding the operational, technical (including factors needed to ensure international interworking) and tariff principles of the CCITT-defined services;

(2) while the CCITT will define many of the relevant factors for the CCITT-defined telematic services, other international organizations will be invited to give specialist advice to CCITT on subjects that are of mutual interest, such as:

— character sets and coding;

— end-to-end control procedures including error protection;

— interfaces between terminals and circuit terminating equipment;

— terminal transmitter distortion and receiver margin;

— paper sizes and text formatting;

(3) standardization, if required, of hardware and software implementation of terminals, such as printing systems, paper feed, character type fonts, paper characteristics, etc., are outside the scope of CCITT.

Recommendation A.22

COLLABORATION WITH OTHER INTERNATIONAL ORGANIZATIONS ON INFORMATION TECHNOLOGY

(Melbourne, 1988)

The CCITT,

considering

(a) that the purposes of the International Telecommunication Union and the recognition of CCITT relations with other organizations were given in 1964 and later, in CCITT Recommendation A.20 which concerns data transmission; and

(b) that the principles of responsibility in regard to CCITT-defined Telematic services were given in 1980 and later, in Recommendation A.21 which mentions some subjects of mutual interest; and

(c) that CCITT Resolution No. 7 in 1984 further recognized common interests with ISO and IEC concerning Information Technology and cooperation with them by appropriate means;

recognizes the following principles

(1) that in accordance with CCITT Recommendations A.20 and A.21 and Resolution No. 7, every effort should be made in establishing respective study programmes to identify overlapping studies with a view to avoiding duplication of work;

(2) that where subjects are identified in which coordination seems desirable, text should be drawn up mutually and kept aligned;

(3) that in carrying on the respective programmes of Information Technology studies, collaborative meetings at appropriate levels should be scheduled, where necessary. In drafting aligned text, it is necessary to take into account the respective timing for approvals and publication, particularly with the ISO/IEC Joint Technical Committee 1 (JTC1) on Information Technology;

(4) that commonality of text with ISO/IEC and cross-references is considered desirable in certain areas of mutual interest, such as:

— Message Handling Systems,

— Directory Systems,

— Open Systems Interconnection (OSI) architecture — service definitions and protocol specifications,

— certain areas of Interworking,

— certain aspects of Telematic Services,

— Document Architecture,

— certain aspects of RNIS.

Recommendation A.30

MAJOR DEGRADATION OR DISRUPTION OF SERVICE

(Melbourne, 1988)

When exceptional circumstances causing a major degradation or disruption of service (e.g., natural disasters, strikes, facility outages, etc.) occur, Administrations should notify the Secretary-General of such conditions and of the return to normal conditions. The Secretary-General shall use the most appropriate means of telecommunications to bring the information received to the attention of affected Administrations. Other Recommendations specifically dealing with measures to be taken under such circumstances should be consulted for the procedures to be followed.

BLANC