5i’

FASCICLE II.4

Series F Recommendations

TELEGRAPH AND MOBILE SERVICES:

OPERATIONS AND QUALITY OF SERVICE

MONTAGE: PAGE 2 = PAGE BLANCHE

PROTECTION OF THE COMMON NAMES OF

CCITT DEFINED INTERNATIONAL PUBLIC SERVICES

Resolution No. 13 published in Volume I is reproduced below for the convenience of the reader.

Resolution No. 13

PROTECTION OF THE COMMON NAMES OF CCITT DEFINED

INTERNATIONAL PUBLIC SERVICES

The CCITT,

considering

(a) that CCITT has defined, *inter alia* , the international public services ‘‘ teletex telefax ˝bureaufax ˝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 services together with further optional user facilities in addition to that basic service, the trade mark or 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 subject 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.

SECTION 1

OPERATING METHODS FOR THE INTERNATIONAL PUBLIC TELEGRAM SERVICE

Recommendation F.1

OPERATIONAL PROVISIONS FOR THE INTERNATIONAL PUBLIC TELEGRAM SERVICE

SUMMARY

Division A — General provisions applying to all methods of working

Division B — Operational provisions applying to Morse and sounder working

Division C — Operational provisions applying to printing telegraph systems

Division D — Telegraph service correspondence

Introductory notes

1 Telegram examples given in this Recommendation are only intended to illustrate the correct formatting of telegrams. Groups such as gentex answer-back codes, channel indicators, telegram identification groups, destination indicators, origin indicators and postal codes do not necessarily reflect current usage or routing arrangements in the telegraph offices concerned.

2 Letters, figures and signs that are transmitted electrically are shown in bold font: **TLX420216** .

3 In accordance with Recommendation C.3, the IXth Plenary Assembly of the CCITT decided that the provisions in this Recommendation should enter into force at 0001 UTC on 1 January 1989.

4 However, the Plenary Assembly also agreed that those Administrations who accept the optional class of postal financial services telegrams (POSTFIN) should, wherever possible and, if necessary, after bilateral agreements, continue to apply the operational procedures laid down in the *Red Book* (1984) version for that class of telegram until 1 July 1990.

Date to be confirmed by Washington Congress of the UPU, November 1989.

DIVISION A

GENERAL PROVISIONS APPLYING TO ALL METHODS OF WORKING

I. Hours of service of offices

1 Duration and closing of service — Legal time

II. Classification of correspondence in the international public telegram service

1 Telegrams and special services

1.1 Obligatory telegrams

1.2 Optional telegrams and special services

III. Preparation and handing in of telegrams

1 General

2 Characters that may be used for the preparation of telegrams

3 Order of arrangement of the various parts of a telegram

4 Heading

5 The address part

5.1 The service indications

5.2 General provisions for the address

5.3 Full postal address

5.4 Registered address

5.5 Telephonic address

5.6 Telex, teletex and facsimile addresses

5.7 *Poste restante* or *telegraphe restant* address

5.8 Post office box address

6 The text part

6.1 The text

6.2 The signature

6.3 Long telegrams

7 Cancellation of telegrams at the request of the sender

IV. **Counting of words**

1 General provisions

2 Counting the number of chargeable words

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

4 Irregularities in the counting of words

V. **Routing and retransmission of telegrams** .bp

VI. **Transmission of telegrams**

1 Order of transmission of telegrams

2 Order of transmission of the various parts of a telegram

3 Transmission of the heading

4 Transmission of the other parts of a telegram

5 Reception

6 Errors and interruptions

VII. **Interruption of telegram communications**

1 Diversion of telegrams

VIII. **Delivery at destination**

1 General provisions

2 Methods of delivery

3 Non-delivery and delayed delivery

IX. **Obligatory telegrams**

1 Telegrams relating to the safety of life (**SVH**)

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

3 Telegrams concerning persons protected in time of war by the Geneva Conventions of 12 August 1949

4 Ordinary private telegrams

5 Telegraph service correspondence

6 Meteorological telegrams

X. **Optional telegrams**

1 Postal financial telegrams

2 Letter telegrams

3 Privilege telegrams

XI. **Special services**

1 General provisions

2 Urgent transmission and delivery

3 De luxe form

XII. **Stoppage of telegrams**

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

XIII. **Archives**

1 Archives

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

DIVISION B

OPERATIONAL PROVISIONS APPLYING TO MORSE AND SOUNDER WORKING

I. **Morse code**

1 Morse code signals

2 Spacing and length of the signals

3 Transmission of signs for which there is no corresponding signal in the Morse code

4 Transmission of groups of figures and letters, of ordinal numbers or of fractions

II. **General transmission rules**

III. **Transmission of telegrams with identical text**

1 Identical texts

IV. **Transmission irregularities — Service notes**

V. **Checking the number of words transmitted — Acknowledgement of receipt**

1 Checking the number of words transmitted

2 Acknowledgement of receipt

VI. **Transmission procedures**

DIVISION C

OPERATIONAL PROVISIONS APPLYING TO PRINTING TELEGRAPH SYSTEMS

I. Transmission signals

1 Transmission signals of International Telegraph Alphabet No. 2

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

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

II. General provisions for transmission of telegrams

1 Calling

2 Transmission with running series of numbers

III. General provisions for reception

IV. Special provisions for point-to-point operations

1 Transmission of telegrams to tape-printing systems

2 Transmission of telegrams to page-printing systems

3 Reception

V. Special provisions for gentex operations

1 General provisions

2 Answer-back codes

3 Responsibility of transmitting or receiving stations

4 Procedures before transmission of a telegram

5 Transmission of telegrams

6 Reception of telegrams

7 Abnormal conditions before transmission

8 Abnormal conditions during transmission

9 Traffic between gentex offices equipped with page-printing teleprinters

10 Interworking between tape-printing and page-printing teleprinters

11 Special transmission procedures for use with format converters and/or automatic error correction devices

12 Service advices (**A**) and use of codes

VI. Interworking between the telegram retransmission system and the gentex network

DIVISION D

TELEGRAPH SERVICE CORRESPONDENCE

(IL1,6.IV) SEULEMENT EN E

NF02/005 = OPM: 02

Examples: NF02/032 = OPM: 02

NF02/026 = OPM: 02

NF01/001 = OPM: 03

NF02/011 = OPM: 04

NF02/036-042 = OPM: 04

NF01/011 = OPM: 05

DIVISION A

GENERAL PROVISIONS APPLYING TO ALL METHODS OF WORKING

I. Hours of service of offices

1 Duration and closing of service — Legal time

A1 1.1 Each Administration shall fix the hours during which its offices shall be open for international service.

A2 1.2 International communications established between important offices shall, so far as practicable, work without interruption.

A3 1.3 In relations between offices that are permanently open, the closing of daily sessions shall take place at a time agreed upon between the offices concerned.

A4 1.4 In relations between offices that are not permanently open, a terminal office may not close before having exchanged all outstanding international telegrams with an office that is open later and before having obtained confirmation that all telegrams have been received.

A5 1.5 Between two directly communicating offices in different countries, close of work may take place only by agreement between these offices. If these offices have different hours of closing, the office that closes earlier shall request the close of work. If they have the same closing time, the close of work shall be requested by the office of the country, the capital of which has a longtitude to the east of the other capital.

A6 1.6 Offices shall use the legal time of their country or of their zone.

II. Classification of correspondence in the international public telegram service

1 Telegrams and special services

1.1 *Obligatory telegrams*

A7 1.1.1 The following classes of telegrams shall be accepted in the international public telegram service (for the application of service indications, see A39 to A45):

SERVICE INDICATION

Telegrams relating to the safety of life **SVH**

Telegrams relative to the application of the United Nations Charter **ETATPRIORITE**

Government telegrams **ETAT** or **ETATPRIORITE**

Meteorological telegrams **OBS**

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

Ordinary private telegrams

Service telegrams or advices **A** .bp

1.2 *Optional telegrams and special services*

A8 1.2.1 Administrations have the option of admitting the telegrams listed in A10 and telegrams with the special services listed in A11.

A9 1.2.2 However, Administrations that do not admit the telegrams listed in A10 and/or telegrams with the special services listed in A11 in their own services, must let them pass in transit except in case of suspension of service provided for in Article 20 of the Convention (Nairobi, 1982 [2]).

A10 1.2.3 *Optional telegrams*

SERVICE INDICATION

Postal financial services telegrams **POSTFIN**

Letter telegrams **LT**

Government letter telegrams **LTF**

Privilege telegrams **CONFERENCE**

A11 1.2.4 *Special services*

Urgent transmission and delivery **URGENT**

De luxe form **LX**

De luxe form of condolence **LXDEUIL**

Period of retention of radiotelegrams at land stations **Jx**

(**x** = number of days)

Telephone delivery **TFx**

(**x** = telephone number)

Telex delivery **TLXx**

(**x** = telex number)

Teletex delivery **TTXx**

(**x** = teletex number)

Facsimile delivery **FAXx**

(**x** = facsimile number)

III. Preparation and handing in of telegrams

1 General

A12 1.1 In principle the text and the signature of a telegram may be written in any language (see A14 and A101).

A13 1.2 They may equally be expressed in some other form based on the use of those characters mentioned in A15 to A19, A101 to A103.

A14 1.3 Exceptionally, where Members of the ITU find it necessary not to admit private telegrams in secret language, the provisions of Recommendation F.4 shall apply. Government and service telegrams may be expressed in secret language in all relations. The French, English and Spanish languages at least shall also be admitted in all relations as plain language.

2 Characters that may be used for the preparation of telegrams

A15 2.1 The original telegram must be written in characters that are used in the country of origin and that have an equivalent in the table of telegraph signals given below:

A16 2.1.1 Letters: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A17 2.1.2 Figures: 1 2 3 4 5 6 7 8 9 0

A18 2.1.3 Punctuation marks and miscellaneous signs:

Full stop

Comma ,

Colon or division sign :

Question mark ?

Apostrophe

Cross or addition sign +

Hyphen or dash or subtraction sign —

Fraction bar or division sign /

Double hyphen =

Left-hand bracket (parenthesis) (

Right-hand bracket (parenthesis))

A19 2.2 The cross sign (+) used as a sign of addition may be utilized in a group but not as an isolated sign.

A20 2.3 Every footnote, insertion, erasure, elimination or correction must be approved by the sender or his representative.

A21 2.4 As some expressions such as 30^{a}, 30^{me}, 1^{o}, 2^{o}, B , cannot be reproduced by all instruments, senders must substitute an equivalent that can be telegraphed; thus, for example, for the expressions quoted above: **30 POWER A** (or **30 A**), **TRENTIEME** , **PRIMO** , **SECUNDO** , **B IN DIAMOND** , etc.

A22 2.5 However, if the expressions 30^{a}, 30^{b}, etc., 30 bis, 30 ter, etc., 30 I, 30 II, etc., 30A, 30B, etc., 30^{1}, 30^{2}, etc., indicating a house number, appear in the address, the accepting officer shall separate the main number from the number qualifying it, or from the accompanying letters or digits, by a fraction bar. These expressions shall consequently be transmitted in the following form in the address of a telegram: **30B/FA** , **30B/FB** , etc.,

30B/FBIS , **30B/FTER** , etc., **30B/F1** , **30B/F2** , etc., **30B/FA** , **30B/FB** , etc., **30B/F1** , **30B/F2** , etc.

3 Order of arrangement of the various parts of a telegram

A23 3.1 Every telegram must have a heading, which shall include the information needed for identification and, if necessary, for the routing of the telegram.

A24 3.2 The other parts of which a telegram may consist must be arranged as follows:

A25 3.2.1 the address (including the service indications, if any);

A26 3.2.2 the text (including the signature, if any);

4 Heading

A27 4.1 The heading of a telegram consists of the lines listed in A28 to A30:

A28 4.2 the *numbering line* containing the information to identify the telegram (for example the originating office number) or telegram identification group and the serial and/or reference numbers used in transmitting the telegram. The numbering of telegrams to be

transmitted over international circuits depends on the particular mode of operation employed. See B55 to B66, C21 to C25 and Recommendation F.31 (§§ 2.1 to 2.3 and 5.4).

A29 4.3 the *pilot line* (where this is required) prepared in accordance with Recommendation F.31 (§§ 2.1 to 2.3 and 5.4).

A30 4.4 the *preamble line* which consists of:

A31 4.4.1 the name of the office of origin as it appears in the relevant columns of the *List of Telegraph Offices* [3]. If necessary the name of the office of origin may be suffixed by particulars intended to distinguish it from other offices of the locality. Such a suffix should be joined to the name of office of origin by a fraction bar;

Examples: **VISEU/VIRIATO**

BERLIN/19

A32 4.4.1.1 when a telegram is

a) telephoned,

b) sent in by telex,

c) sent in by teletex, or

d) sent in by facsimile.

to a telegraph office (ROSTOCK, for example) by a customer located somewhere else (WISMAR, for example), the office of origin may be transmitted as follows:

a) **ROSTOCK/TF**

b) **ROSTOCK/TLX**

c) **ROSTOCK/TTX**

d) **ROSTOCK/FAX**

A33 4.4.2 The number of chargeable and actual words (see A115 to A117).

A34 4.4.3 The date and time of handing in of the telegram. The date and time shall be shown by two groups of figures, the first indicating the day of the month and the second consisting of a group of four figures (**0001** to **2400**) indicating the hours and minutes (see A6).

A35 4.4.4 Service instructions, if any.

A36 4.4.4.1 A service instruction is an instruction added to a telegram by the office of origin or by another office to give additional information about the telegram.

A37 4.4.4.2 Examples of service instructions and the abbreviated form in which they may be indicated are shown in the following list:

Correction follows **CTF**

Telegram sent a second time **AMPLIATION**

Division of a telegram **PART/1, PART/2 . | |**

A38 4.4.4.3 These instructions are placed at the end of the preamble line.

5 The address part

5.1 *The service indications*

A39 5.1.1 Service indications , if any, shall be shown separately in the first line of the address part. The service indications on a telegram:

A40 a) identify it as within a particular class of telegram;

A41 b) denote a special service requested by the sender.

A42 5.1.2 Service indications may be written by the sender in full or abbreviated form. If necessary, the accepting officer shall substitute the appropriate service indications shown in A7, A10 and A11.

A43 5.1.3 The service indications identifying the class of telegram are shown in A7 and A10.

A44 5.1.4 If there are several service indications in a telegram, the service indication identifying class shall come first, for example **LT LX** .

A45 5.1.5 Exceptionally the service indication **URGENT** , if present shall precede the indication of class, for example **URGENT RCT** .

5.2 *General provisions for the address*

A46 5.2.1 The address must contain all the particulars necessary to ensure delivery of the telegram to the addressee without inquiries or requests for information. In all cases of insufficient address the telegram shall be accepted only at the risk of the sender, if he insists on sending it, and he has also to bear the consequences.

A47 5.2.2 With three exceptions, every address, to be admissible, must contain at least two words, the first designating the addressee and the second the name of the telegraph office of destination. The exceptions are:

A48 a) **SVH** telegrams (see A203);

A49 b) **POSTFIN** telegrams (see A236 to A240);

A50 c) Service advices (see D35).

A51 5.2.3 The following categories of address are permitted:

A52 a) full postal address;

A53 b) registered address;

A54 c) telephonic address;

A55 d) telex address;

A56 e) teletex address;

A57 f) facsimile address;

A58 g) *poste restante* or *telegraphe restant* address;

A59 h) post office box address.

A60 5.2.4 When a telegram is addressed to a person at the address of another, the address must contain, immediately after the name of the actual addressee, the expression *chez* , *care of* or other equivalent expression.

A61 5.2.5 When the destination is not served by international communication circuits, A182 shall be observed.

A62 5.2.6 The name of the telegraph office of destination should be placed after the words in the address that designate the addressee and where given, his residence. It should be written as it appears in the relevant columns of the *List of Telegraph Offices* [3] as the last address line.

A63 5.2.7 If necessary this name may be suffixed by particulars intended to distinguish it from other offices of the locality. Such a suffix should be joined to the name of the office of destination by a fraction bar:

Example: **BORDEAUX/SAINTPROJET**

A64 5.2.8 When the name of the place given as the destination, or that of the land station chosen for the transmission of a radiotelegram, does not appear in the *List of Telegraph Offices* [3] or the *List of Coast Stations* [4], as the case may be, this name must be followed either by the name of the state, province or country or by other particulars that are considered adequate for the forwarding of the telegram. The same course shall be followed when there are several offices of the same name and the sender is not in a position to furnish definite information from which the official designation of the locality can be identified. In either case, the telegram shall be accepted only at the risk of the sender.

A65 5.2.9 In radiotelegrams the name of the destination mobile station should be written as it appears in the appropriate ITU List, or, if not so listed, the call sign or other particulars should also be given, if necessary.

A66 5.2.10 If the address does not conform with A47 to A50, A64 and A65, the telegram shall be refused.

5.3 *Full postal address*

A67 5.3.1 The full postal address must, as a general rule, include:

A68 a) the designation of the addressee;

A69 b) the name of the street, boulevard, avenue, etc. of his abode together, if available, with the number;

A70 c) the name of the office of destination.

A71 5.3.2 The name of the telegraph office of destination should be supplemented by the postal code whenever possible placed according to the requirements of the country of destination. The postal code should be enclosed in brackets by the accepting office.

A72 5.3.3 In the absence of the particulars mentioned in A69, the address must state, so far as possible, the occupation of the addressee or give any other useful information.

A73 5.3.4 Even for small localities, the designation of the addressee must be supplemented, so far as possible, by further particulars for the guidance of the delivery office.

A74 5.3.5 Surnames, given (christian) names, names of firms and particulars of abode shall be accepted as the sender writes them. Any other particulars in the address should be written in the language or languages of the destination country. The name of the office of destination should be written in accordance with the relevant columns of the *List of Telegraph Offices* [3].

A75 5.3.6 The address may thus appear as follows:

URGENT

MRS MARIA JACINTA

C/O VITOR E COMPANHIA LIMITADA

RUA VASGO DA GAMA 232

PORTO COVO

(7520) SINES

A76 5.3.7 In telegrams for China, the Chinese phonetic alphabet, groups of four figures or groups of three roman characters may be used to designate the name and abode of the addressee.

5.4 *Registered address*

A77 5.4.1 A registered address is one in which the full address (excluding the office of destination) is replaced by a single simplified indication.

A78 5.4.2 The address may thus appear as follows:

INOCRAM

LISBOA

A79 5.4.3 Such an address is registered in the destination country and represents the full address of the addressee and, if necessary, instructions for the delivery of his telegrams.

A80 5.4.4 The right to delivery of telegrams so addressed shall be subject to arrangements between the addressee and the telegraph office of destination.

A81 5.4.5 When, exceptionally, the registered address is followed by an additional indication **ATTENTION** or any other equivalent and/or the name of a third person, it should normally only be used to reconstitute the full address of the addressee.

5.5 *Telephonic address*

A82 5.5.1 If the sender desires his telegram to be delivered by telephone, the service indication **TFx | x** being the telephone number of the addressee with, if necessary, the name or access number of the network), shall be indicated before the address (the name of the addressee and the office of destination may be sufficient).

A83 5.5.2 The address may thus appear as follows:

TF873455 or **TFDEWILGEN234**

WILLI SCHUTZ **DE VRIES**

HAMBURG **HEERENVEEN**

5.6 *Telex, teletex and facsimile addresses*

5.6.1 *Telex address*

A84 5.6.1.1 If the sender desires his telegram to be delivered by telex, the service indication **TLXx** (**x** being the number of the addressee's telex station), shall be indicated before the address (name of the addressee and the office of destination may be sufficient).

A85 5.6.1.2 The address may thus appear as follows:

TLX200745

MARIE DUBOIS

PARIS .bp

5.6.2 *Teletex address*

A86 5.6.2.1 If the sender desires his telegram to be delivered by teletex, the service indication **TTXx** (**x** being the number of the addressee's teletex station), shall be indicated before the address (the name of the addressee and the office of destination may be sufficient).

A87 5.6.2.2 The address may thus appear as follows:

TTX437504

RUDOLF GILGEN

BERNE

5.6.3 *Facsimile address*

A88 5.6.3.1 If the sender desires his telegram to be delivered by facsimile, the service indication **FAXx** (**x** being the facsimile number of the addressee), shall be indicated before the address (the name of the addressee and the office of destination may be sufficient).

A89 5.6.3.2 The address may thus appear as follows:

FAX622266 or **FAXCAVERNAES92143**

PIERRE WENGER **CARLA SOFIA**

BERNE **VISEU**

5.7 *Poste restante,* or *telegraphe restant address*

A90 5.7.1 The address of telegrams intended to be delivered to a *poste restante* or *telegraphe restant* must be composed of:

A91 a) the name of the addressee including, where possible, his given (christian) name or initials;

A92 b) the words *poste restante* , *telegraphe restant* (or the equivalent in a language of the destination country); and

A93 c) the name of the telegraph office of destination.

A94 5.7.2 Administrations who do not admit telegrams with *poste restante* or *telegraphe restant* as part of the address shall inform other Administrations through the medium of the General Secretariat.

A95 5.7.3 Initials alone, figures, given (christian) name only, fictitious names or arbitrary signs of any kind shall not be allowed in the address.

5.8 *Post office box address*

A96 5.8.1 A post office box address must be composed of:

A97 a) the name of the addressee;

A98 b) the designation *bo* **|** *te postale* (or its equivalent in a language of the destination country) followed by the box number; and

A99 c) the name of the telegraph office of destination.

A100 5.8.2 The name of the office to which the addressee's post office box belongs should, if necessary, be supplemented by particulars to distinguish it from other local offices.

For example: **DUPONT**

For example: **BOITE POSTALE 275**

For example: **PARISB/F24** .bp

6 The text part

6.1 *The text*

A101 6.1.1 Each telegram must contain a text that contains at least one character.

A102 6.1.2 The text of a telegram must be continuous (no blank lines, etc.), using only the characters specified in A15 to A22.

A103 6.1.3 When important figures or words appear in the text, it is desirable for the sender to repeat them (or the critical parts of them) in order to allow the addressee to detect possible errors in transmission. The sender may give the repetition immediately after the relevant group (followed by a space) either in brackets or preceded by the word **REPEAT** . Alternatively, figures may be spelt.

For example: **1500 (1500)**

For example: **1500 REPEAT 1500**

For example: **FIFTEEN HUNDRED (1500)**

For example: **PAY MR. M. KAUFNER (M. KAUFNER)**

For example: **NOT REPEAT NOT**

6.2 *The signature*

A104 6.2.1 A signature shall not be compulsory. It may be written by the sender in any form.

6.3 *Long telegrams*

A105 6.3.1 The length of the text in a telegram is normally limited to 400 actual words for transmission.

A106 6.3.2 Except in relations where a bilateral agreement to the contrary exist, telegrams of more than 400 actual words shall be divided into separate telegrams each of 400 actual words, plus one telegram for the remainder, unless this remainder is less than 50 words.

A107 6.3.3 This division shall be made by the Administration; it shall not be the sender's responsibility.

A108 6.3.4 When the original telegram has been divided, the resulting telegrams shall:

A109 6.3.4.1 be transmitted in accordance with the procedure outlined in Recommendations F.1 and F.31;

A110 6.3.4.2 bear the special tariff indicator **V** . In such cases this tariff indicator will replace the tariff indicator that would have been shown if the telegram had not been divided;

A111 6.3.4.3 contain the service instruction **PART** followed by a fraction bar and the division number (**PART/1** , **PART/2** , etc.);

A112 6.3.4.4 bear the same telegram identification group and the same preamble line; the number of chargeable words shown in the pilot line shall be the number of chargeable words for that division of the telegram.

A113 6.3.4.5 All parts of a divided telegram shall be transmitted to the country of destination using the same routing.

7 Cancellation of telegrams at the request of the sender

A114 7.1 The sender of a telegram or his authorized representative may, on establishing his status and identity, cancel his telegram only if it has not been transmitted by the office of origin. After transmission has taken place, the addressee can only be notified of the cancellation of the telegram by means of another telegram from the sender.

IV. Counting of words

1 General provisions

A115 1.1 In the counting words, a distinction shall be made between:

A116 1.1.1 the number of actual words — each separate word, group of characters or single character that is preceded and followed by a space (or by either the start or the end of a line) shall be counted as one actual word ;

A117 1.1.2 The number of chargeable words — the provisions for counting the number of chargeable words are shown in A124 to A126.

A118 1.2 Everything that the sender asks to have transmitted shall be chargeable, with the exception of the name of the code used for the wording of a secret language telegram, when this information is required by the origin or the destination country.

A119 1.3 The following, however, shall not be included in the number of actual and chargeable words nor shall they be transmitted.

A120 1.3.1 dashes used only to separate on the sender's copy the different words or groups;

A121 1.3.2 other isolated signs, unless the sender has specifically requested their transmission.

A122 1.4 The heading (see A30 to A44) shall not be included in the number of actual and chargeable words.

A123 1.5 Service indications (if any) shall be included in the number of chargeable words in all chargeable telegrams and in the number of actual words in all telegrams.

2 Counting the number of chargeable words

A124 2.1 Words, groups of characters or single characters;

A125 2.1.1 not exceeding ten characters shall be counted as one chargeable word each;

A126 2.1.2 exceeding ten characters shall be counted at the rate of one chargeable word for each ten characters or part thereof.

3 Indication of the number of words in the preamble line

A127 3.1 When the number of chargeable words is the same as the number of actual words it shall be shown as a single number.

A128 3.2 When the number of chargeable words is different from the number of actual words, both shall be shown, separated by a fraction bar. The number of chargeable words shall be shown first.

4 Irregularities in the counting of words

A129 4.1 Except for the case of telegrams originated by a mobile station, the counting of words by the office of origin shall be decisive both for transmission and for the international accounts.

A130 4.2 In the case of a telegram originated by a mobile station, the counting of words by the land station is decisive.

A131 4.3 Nevertheless, a transit office or the office of destination shall be entitled to call the attention of the office of origin (or, in the case of a telegram originated by a mobile station, the land station) to counting irregularities.

A132 4.4 A transit office may not suspend transmission of a telegram because of irregularities in the counting of words.

V. Routing and retransmission of telegrams

A133 1.1 The routing of telegrams shall be in accordance with the routing lists for the relevant mode of operation.

A134 1.2 In interworking between gentex telegraph offices and telegram retransmission centres, the routing of telegrams shall be in accordance with the mode of operation applied by the Administration concerned.

A135 1.3 Each telegraph office decides by which route the telegram shall be transmitted or retransmitted.

VI. Transmission of telegrams

1 Order of transmission of telegrams

A136 1.1 The transmission of telegrams shall take place in the following order except where technically impracticable:

A137 1.1.1 telegrams relating to the safety of life;

A138 1.1.2 telegrams relative to the application of the United Nations Charter;

A139 1.1.3 government telegrams with priority;

A140 1.1.4 meteorological telegrams;

A141 1.1.5 ordinary private telegrams and **RCT** telegrams when urgent transmission and delivery have been requested;

A142 1.1.6 service telegrams and service advices;

A143 1.1.7 government telegrams, ordinary private telegrams, and **RCT** telegrams;

A144 1.1.8 letter telegrams (including government letter telegrams).

A145 1.2 Every office that receives, on an international circuit, a telegram presented as an **SVH** telegram, a government telegram (see also A215 and A216), a service telegram or a meteorological telegram shall forward it as such.

A146 1.3 Except where technically impracticable, telegrams having the same priority shall be transmitted by the sending office in the order of their time of handing in, and by transit offices in the order of their time of receipt.

A147 1.4 At transit offices, originating telegrams and transit telegrams to be transmitted over the same routes shall, except where technically impracticable, be placed together and transmitted according to the time of handing in or receipt, subject to the order laid down in A136 to A146.

2 Order of transmission of the various parts of a telegram

A148 2.1 The various parts of a telegram shall be transmitted as follows:

A149 2.1.1 the heading;

A150 2.1.2 the address part (including the service indications if any);

A151 2.1.3 the text part (including the signature, if any);

3 Transmission of the heading

A152 3.1 The provisions regarding the formation of the heading of a telegram are given in A27 to A38. Following the transmission of the numbering line and the pilot line (if required) the various parts of the preamble line shall be transmitted in the following order:

A153 3.1.1 the name of the office of origin;

A154 3.1.2 the number of words;

A155 3.1.3 the date and time of handing in of the telegram;

A156 3.1.4 any service instructions.

4 Transmission of the other parts of a telegram

A157 4.1 Every telegram must be transmitted as received from the sender and/or accepted by the office of origin, subject to the conditions mentioned in A101 and A102.

A158 4.2 With the exception of service indications, which must always be transmitted in the form shown in A7, A10 or A11, and in cases settled by agreement between the various Administrations, the use of any abbreviations whatsoever and alterations of any kind shall be prohibited.

5 Reception

A159 5.1 With the exception of mobile radio stations, no office may refuse to receive telegrams offered by a sending office, whatever their destination. However, in the case of a manifest irregularity, the operator shall point it out to the sending office by service advice. The responsibility for the telegram then reverts to the telegraph office of origin.

A160 5.2 Each received telegram should be considered by the receiving office to be a telegram sent by the sending office on purpose. When the receiving office is not the office of destination, the telegram shall be retransmitted to:

— the destination office, when it is located in the same country as the office receiving it;

— the destination office, when the office of destination is not in the same country as the receiving office but it can be retransmitted unambiguously.

A161 5.3 When the telegram cannot be transmitted unambiguously, the telegraph office of origin must be informed by a service advice, indicating the reason. The responsibility for the telegram then reverts to the telegraph office of origin.

A162 5.4 A telegram must not be refused or delayed because of irregularities. The telegram must be accepted and then, if necessary, a service advice sent to the office of origin requesting rectification.

A163 5.5 As soon as possible after reception, in each telegram the number of words received shall be compared with the number of actual words shown in the preamble line.

A164 5.6 Where, in accordance with A103, the sender has included repeated groups in the text part, the receiving office is not required to check such groups.

6 Errors and interruptions

A165 6.1 When operators are in doubt as to the accuracy of the transmission or reception, they shall give or request the partial or complete repetition of telegrams that they have either sent or received by a service advice.

A166 6.2 Telegrams containing obvious errors can be retained only in cases where the rectifications can be obtained quickly. They must be retransmitted without delay with the service instruction **CTF** at the end of the preamble line. This instruction is supplemented by information about the nature of the rectification; for example, **CTF FOURTH** , meaning that the fourth word of the text will be corrected. Immediately after the retransmission of the telegram, the rectification shall be requested by service advice.

A167 6.3 If, through interruption or any other cause, it is not practicable to give or receive the repetition [or acknowledgement of receipt (see B48)], this circumstance shall not prevent the office

that has received the telegrams from sending them on, the service instruction **CTF** being inserted at the end of the preamble line, any necessary correction following later.

A168 6.4 In cases of interruption, the receiving office shall immediately request the completion of an unfinished telegram and, when necessary, give an acknowledgement of receipt (see B48), either by another direct circuit if there is one in service or, if not, by a service advice, forwarded by whatever means is available.

A169 6.5 When the transmission of a telegram has not been completed or the acknowledgement of receipt is not received within a reasonable time, the telegram shall be transmitted afresh with the service instruction **AMPLIATION** (see A38). The meaning of this service instruction, **AMPLIATION** , may be indicated on the addressee’s copy by the destination office.

A170 6.6 Where this second transmission is made by a route other than that used originally for forwarding the telegram, only the second

transmission must be included in the international accounts. The sending office shall then make the necessary arrangements with the offices concerned, by service advice, with the object of excluding the original transmission of the telegram from the international accounts.

VII. Interruption of telegram communications

1 Diversion of telegrams

A171 1.1 When the ordinary telegram communications are found to be interrupted, the office beyond which the interruption occurs or an office situated further back having at its disposal alternative routes shall forward the telegrams immediately by one of these routes or, failing that, by post (whenever practicable by registered letter) or by special messenger.

VIII. Delivery at destination

1 General provisions

A172 1.1 The addressee of a telegram must prove his identity when requested to do so by the office of destination.

A173 1.2 On the telegram delivered to the addressee the following information from the preamble line of the telegram handed in at the office of origin shall always be given:

A174 1.2.1 the name of the office of origin;

A175 1.2.2 the number of words;

A176 1.2.3 the date and the time of handing in;

A177 1.2.4 those service instructions that reach the office of destination.

2 Methods of delivery

A178 2.1 Administrations shall notify the General Secretariat of the methods they normally use for delivery and quality of service (maximum delay for 95% of telegrams) for publication in the *Information for the Operation of the International Telegraph, Data Transmission and Telematic Services [9]* .

A179 2.2 Telegrams shall be delivered by any means available according to their addresses, either to a private house, office, business house, etc., of the addressee, or to a place where he is living or staying temporarily (hotel, etc.) or to a *telegraphe restant* , a *poste restante* or to a post office box.

A180 2.3 Telegrams shall be delivered to the addressee by telephone, telex, teletex or facsimile as far as practicable where this method of delivery has been requested, unless the regulations of the destination Administration are contrary to such a procedure or unless the addressee has specifically requested that his telegrams should not be delivered by telephone, telex, teletex or facsimile.

A181 2.4 Telegrams may also be delivered by telephone, telex, teletex or facsimile in accordance with conditions laid down by the Administrations.

A182 2.5 Telegrams addressed to localities not served by international telecommunication circuits may be delivered to their

address from a telegraph office of the country in which the place of destination is situated, either by post or, if these services exist, by express or by airmail. Nevertheless, delivery may be effected by such means from a telegraph office of another country when the destination country is not connected to the international telecommunication system.

A183 2.6 Telegrams shall be delivered or forwarded to their destination in the order of their receipt and priority, except in the cases specified for the delivery of letter telegrams. **SVH** telegrams as well as government telegrams with priority or telegrams relative to the application of the United Nations Charter shall be delivered without delay.

A184 2.7 Telegrams addressed to places in the locality served by the telegraph office shall be delivered without delay to their addresses subject to the limitation imposed by the working hours of delivery offices. Telegrams received during the night may be delivered immediately if they bear the service indication **URGENT** .

A185 2.8 Telegrams may be delivered either to the addressee, to an adult member of his family, to any person in his service, to his lodgers or guests, or to the receptionist at the hotel or the house, unless the addressee has designated in writing a special representative.

A186 2.9 If at the address indicated the messenger finds no one willing to accept the telegram on behalf of the addressee, a notice shall be left at the address, and the telegram shall be taken back to the office, to be delivered to the addressee or his representative upon application. However when there is no doubt regarding the address of the addressee, telegrams may be placed in his letter box if there is also no doubt that the addressee will empty his box within a reasonable period. When the addressee, after being notified of the arrival of a telegram, does not take delivery within a period not exceeding 48 hours (excluding weekends and official holidays), action shall be taken to notify the office of origin of the delay in delivery in accordance with A191 to A193.

A187 2.10 Telegrams that have to be placed as *poste restante* , in a post office box or forwarded by post shall be handed without delay to the postal service by the telegraph office of destination.

A188 2.11 Telegrams addressed *poste restante* , post office box or delivered by post shall, with respect to delivery and period of retention, be subject to the same rules as postal correspondence. As regards non-delivery they shall be subject to the provisions relative to the non-delivery of telegrams.

A189 2.12 When a telegram is addressed *telegraphe restant* it shall be claimed at the telegraph counter by the addressee or his duly authorized representative who shall, if so requested, prove his identity.

A190 2.13 Telegrams to be delivered to passengers in a ship may be delivered to the representatives of the ship. If the ship is entering port, the telegram shall be delivered preferably to the addressee himself, before disembarkation where practicable, and where it does not entail additional expense (for boat hire, for example).

3 Non-delivery and delayed delivery

A191 3.1 When a telegram cannot be delivered, the office of destination shall send, with the minimum delay, a service advice to the office of origin stating the cause of the non-delivery. (For a layout of this telegram see D43.)

A192 3.2 The address repeated in the service advice shall also include the name of the office of destination if this information is considered necessary. According to the circumstances, this advice shall be completed with the reason for non-delivery.

A193 3.3 When a telegram with *telegraphe restant* , *poste restante* or post office box delivery, or a telegram to be delivered to an hotel, club, shipping or tourist agency, etc. has not been claimed by the addressee and is returned to the telegraph service, the office of destination shall without delay notify non-delivery to the office of origin.

A194 3.4 The office of origin shall check the address and, if it has been altered, rectify it at once by a reply advice advice shall contain any instructions necessary to correct any errors (for layout of this telegram, see D44).

A195 3.5 If practicable, when a transit office receives a service advice of non-delivery , it shall check the address from the transit form of the original telegram and, if it observes an error, shall itself transmit to the office of destination the correction. If it does not observe an error, it shall transmit the service advice to the office of origin (see D32).

A196 3.6 If the address has not been altered, the office of origin, whenever practicable, shall communicate the service advice of non- delivery to the sender. Failure to communicate this advice or delay in doing so shall not give a right to the refund of the charge paid for the telegram.

A197 3.7 The addressee of a service advice of non-delivery may complete, rectify or confirm the address of the original telegram only by means of a service advice.

A198 3.8 If, after the service advice of non-delivery has been sent, the telegram is claimed by the addressee, or if the office of destination is able to deliver the telegram without having received a

correcting advice, it shall transmit to the office of origin a second service advice advising details of the delivery (for layout of this telegram, see D45).

A199 3.9 The service advice of delivery shall be communicated to the sender, if he was notified of the non-delivery.

A200 3.10 When it has not been possible to deliver a telegram to the addressee within a minimum period of 14 days from the date of its receipt at the office of destination, such a telegram may be disposed of, subject to the national regulations of the destination country.

IX. Obligatory telegrams

1 Telegrams relating to the safety of life (SVH)

A201 1.1 In accordance with Article 25 of the Convention [2], telegrams relating to the safety of life on land, at sea, in the air or in outer space, and exceptionally urgent epidemiological telegrams of the World Health Organization shall have absolute priority over all other telegrams.

A202 1.2 **SVH** | elegrams, whether sent by an authority or private person, must refer to the safety of life in cases of exceptional urgency which are obviously of general interest.

A203 1.3 Exceptionally, an **SVH** telegram may be accepted without the name of an addressee.

A204 1.4 **SVH** | elegrams sent by the Headquarters of the World Health Organization or by the regional epidemiological centres of that Organization shall be certified as really being telegrams of exceptional urgency relating to the safety of life.

A205 1.5 The service indication **SVH** shall be shown before the address. No service indications other than **SVH** shall be admitted in safety of life telegrams. This service indication shall be included in the telegram:

A206 1.5.1 by the office of origin in the case of an **SVH** telegram handed in at a telegraph office;

A207 1.5.2 by the receiving land station in the case of an **SVH** telegram following a distress signal from a ship or an aircraft.

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

A208 2.1 Government telegrams are, according to the definition of the Convention [2], telegrams originating with any of the authorities specified below:

— the Head of a State;

— the Head of a government and members of a government;

— Commanders-in-Chief of military forces, land, sea or air;

— diplomatic or consular agents;

— the Secretary-General of the United Nations; Heads of the principal organs of the United Nations ;

— the International Court of Justice.

A209 2.1.1 Replies to government telegrams shall also be regarded as government telegrams.

However, the Heads of the specialized agencies of the United Nations are not included among the authorities entitled to send government telegrams (see Resolution No. 40 of the Plenipotentiary Conference of the International Telecommunication Union, Nairobi, 1982 [2]).

A210 2.2 Government telegrams must bear the seal or stamp of the authority that sends them. This shall not be required when the authenticity of the telegram is not in doubt.

A211 2.3 The right to send a reply as a government telegram shall be established by the production of the original government telegram.

A212 2.4 The telegrams of consular agents carrying on private business shall only be regarded as government telegrams when they are addressed to an official person. Telegrams that do not fulfil this condition shall, however, be accepted by telegraph offices and transmitted as government telegrams, but these offices shall at once report the matter to their Administration.

A213 2.5 In government telegrams for which the sender does not request priority, the service indication **ETAT** shall be shown before the address.

A214 2.6 In government telegrams for which the sender desires priority the service indication **ETATPRIORITE** shall be shown before the address.

A215 2.7 Exceptionally, and subject to the application of the provisions of Articles 25 and 36 of the Convention [2], Administrations shall take the necessary steps to secure a special priority for telegrams relative to the application of the provisions of Chapters VI, VII and VIII of the United Nations Charter, exchanged in an emergency, between the following persons:

— the President of the Security Council;

— the President of the General Assembly;

— the Secretary-General of the United Nations;

— the Chairman of the Military Staff Committee;

— the Chairman of a regional sub-committee of the Military Staff Committee;

— a representative to the Security Council or to the General Assembly;

— a Member of the Military Staff Committee;

— the Chairman or the Principal Secretary of a committee set up by the Security Council or the General Assembly;

— a person performing a mission on behalf of the United Nations;

— a head of State;

— a minister member of a Government;

— the Administrative Head of a trust territory designated as a strategic area.

A216 2.7.1 Such telegrams, which do not fall under the class of government telegrams, shall be regarded as government telegrams and shall be accepted only if they bear the personal authorization of one of the officials mentioned above.

A217 2.7.2 The service indication **ETATPRIORITE** shall be shown before the address.

A218 2.8 Where special arrangements or regional arrangements concluded under Articles 31 and 32 of the Convention [2] exist, regarding accounting for **ETATPRIORITE** and **ETAT** telegrams the identity of the government or of the organization should appear in the preamble line using, wherever possible, the two letters of the destination indicator designating the government of the country concerned (or the two letters identifying the organization) followed by a space and the abbreviation **GOVT** .

A219 2.9 When a request has been made for the routing of a government telegram by a prescribed route, and such request has been accepted, the telegram may not be transmitted by a route other than the requested route unless the sender, duly consulted, has authorized such procedure.

A220 2.10 The authorities entitled under the Convention [2] to send government telegrams may send letter telegrams with the service indication **LTF** .

A221 2.11 If difficulties arise in the routing of an **ETATPRIORITE** telegram which may delay its delivery to the addressee or if delivery is jeopardized because of exceptional circumstances, the sending office if possible or the office of destination shall inform the office of origin without delay.

3 Telegrams concerning persons protected in time of war by the Geneva Conventions of 12 August 1949

A222 3.1 In the following telegrams the service indication **RCT** shall be shown before the address:

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

A223 3.1.1 telegrams addressed to prisoners of war, civilian internees or their representatives (prisoners' representatives, internee committees) by recognized relief societies assisting war victims;

A224 3.1.2 telegrams that prisoners of war and civilian internees are permitted to send or those sent by their representatives (prisoners' representatives, internee committees) in the course of their duties under the Convention;

A225 3.1.3 telegrams sent in the course of their duties under the Conventions by the national information bureaux or the Central Information Agency for which provision is made in the Geneva Conventions, or by delegations of such bureaux or Agency, concerning prisoners of war, civilians who are interned or whose liberty is restricted, or the death of military personnel or civilians in the course of hostilities

A226 3.2 In telegrams bearing the service indication **RCT** the only special service that shall be admitted is urgent transmission and delivery (**URGENT**), (if this service is admitted by the origin and destination countries).

A227 3.3 Telegrams sent by prisoners of war, civilian internees or their representatives shall bear the official stamp of the camp or the signature of the camp commandant or one of his deputies.

A228 3.4 Telegrams sent by the national information bureaux and the Central Information Agency for which provision is made in the Geneva Conventions, or by delegations thereof, as well as telegrams sent by recognized relief societies assisting war victims, shall bear the official stamp of the bureau, agency, delegation or society that sends them.

4 Ordinary private telegrams

A229 4.1 Ordinary private telegrams are obligatory telegrams other than those bearing the service indications **SVH, ETAT, ETATPRIORITE, A, OBS** or **RCT** . Ordinary private telegrams may be attributed special services in which case the relevant service indications in A11 should be shown before the address.

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

5 Telegraph service correspondence

A230 5.1 Telegraph service correspondence consists of service telegrams and service advices (see Division D).

6 Meteorological Telegrams

A231 6.1 The term *meteorological telegram* denotes a telegram sent by an official meteorological service or by a station in official relation with such a service, and addressed to such a service or to such a station, and which consists solely of meteorological observations or forecasts. A telegram of this kind must always be regarded as drawn up in plain language.

A232 6.2 The service indication **OBS** shall be shown before the address. No service indication other than **OBS** shall be admitted in meteorological telegrams.

A233 6.3 On request by the accepting officer, the sender must affirm that the text of his telegram fulfils the conditions prescribed for meteorological telegrams.

X. Optional telegrams

1 Postal financial telegrams

A234 1.1 The issue, wording of the text and payment of money orders and postal cheques are regulated by the Universal Postal Union, even when they are transmitted by telegraph.

A235 1.2 Money orders and postal cheques transmitted by telegraph are called ‘‘**POSTFIN** telegrams’’. The handling of **POSTFIN** telegrams between Administrations admitting them shall be subject to the same rules as other telegrams.

A236 1.3 **POSTFIN** telegrams shall bear the service indication **POSTFIN** as the first line of the address part. Only the service indication **URGENT** may precede the service indication **POSTFIN** .

A237 1.4 Any postal service indications (**AVIS PAIEMENT** , **AVIS INSCRIPTION** and **PAIEMENT MAIN PROPRE**) shall be shown on the second line of the address part.

A238 1.5 The office of destination shall be shown as the last line of the address part.

A239 1.6 If the locality in which the post office of payment is situated has no telegraph office, the **POSTFIN** telegram must bear the name of the post office of payment and that of the telegraph office which serves it.

A240 1.7 Examples of the format of **POSTFIN** telegrams are given in C47 and C48.

2 Letter telegrams

A241 2.1 Letter telegrams are telegrams for which special provisions concerning accounting rates, priority of transmission, and delivery are applied.

A242 2.2 Administrations that do not accept and deliver letter telegrams must admit them in transit.

A243 2.3 Letter telegrams bearing the service indication **LTF** shall be subject, as regards transmission and delivery, to the same conditions as **LT** telegrams. As regards acceptance, they shall be subject to the same conditions as government telegrams.

A244 2.4 However, the provisions of Article 19 of the Convention [2] (see A259 to A265), relating to stoppage of telegrams, shall not apply to government letter telegrams (**LTF**).

A245 2.5 As regards acceptance, transmission and delivery, letter telegrams shall be subject to the limitations set out in A246 to A248.

A246 2.6 Radiotelegrams shall not be admitted as letter telegrams.

A247 2.7 The only special service admitted in letter telegrams shall be de luxe form (**LX** or **LXDEUIL**).

A248 2.8 Letter telegrams are as a matter of course delivered by post.

3 Privilege telegrams

A249 3.1 Privilege telegrams **(CONFERENCE)** may be exchanged during the conferences and meetings of the ITU, in accordance with Recommendation D.193, which specifies limits on the number and length of such telegrams in certain cases.

A250 3.2 Special services apart from **TFx** , **TLXx** , **TTXx** and **FAXx** shall not be admitted in privilege telegrams. Exceptionally, however, Heads of delegations or their deputies and members of the Administrative Council may exchange such telegrams with urgent transmission and delivery.

XI. Special services

1 General provisions

A251 1.1 The provisions that form the subject of the other Chapters shall apply in their entirety to telegrams with special services, subject to the modifications prescribed in A253 to A258.

A252 1.2 In the application of A253 to A258, the special services offered to the public may be combined subject to the class of the telegram and the acceptance of the special services in question by the Administrations of the office of origin and the office of destination.

2 Urgent transmission and delivery

A253 2.1 The sender of an ordinary private telegram may obtain priority in transmission and delivery by requesting the special service urgent transmission and delivery (**URGENT**). The service indication **URGENT** shall be shown before the address.

A254 2.2 Telegrams with urgent transmission and delivery shall be transmitted with the priority indicated in A124 to A135. Their precedences among themselves shall be settled by the time of their handing in at the office of origin and receipt at transit offices except where technically impracticable.

A255 2.3 Administrations that accept telegrams with urgent transmission and delivery only in transit must admit them among telegrams of the same origin and destination either on the circuits where there is direct transmission across their territory or in their retransmitting offices.

3 De luxe form

A256 3.1 The sender of a telegram may request the de luxe service for his telegram, which will then be delivered on a special de luxe form and/or in a special envelope.

A257 3.2 When the sender wishes the de luxe service to be used, the service indication **LX** should be shown before the address of telegrams sent on joyful occasions; for telegrams sent on an occasion of mourning, the service indication **LXDEUIL** should be used.

A258 3.3 The service shall be organized by special arrangements between the Administrations concerned, regarding in particular, the different occasions on which these telegrams may be used.

XII. Stoppage of telegrams

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

A259 1.1 The right to stop transmission of certain private telegrams as provided for in Article 19 [2] of the Convention shall be exercised by the terminal or transit telegraph offices subject to reference to the appropriate authority, which shall decide without appeal.

A260 1.2 **SVH** telegrams, government telegrams and service telegrams shall be entitled to transmission as of right. Telegraph offices shall exercise no control over these telegrams.

A261 1.3 Administrations shall undertake to stop, at their respective offices, the acceptance, transmission and delivery of telegrams addressed to telegraphic reforwarding agencies and other organizations set up to forward telegrams on behalf of third parties so as to evade full payment of the charges due for the complete route. The office stopping the telegram shall at once inform the office of origin.

A262 1.4 Telegrams that have been reforwarded by such an agency may likewise be stopped by the office of ultimate destination.

A263 1.5 The office of origin must refuse telegrams addressed to a reforwarding agency when it has been notified of the existence of that agency.

A264 1.6 Administrations shall undertake to stop, at their respective offices, telegrams that these offices receive from abroad by any means whatever (post, telegraph, telephone or otherwise) to be reforwarded by telegraph with the object of enabling these telegrams to evade the full payment of the charges due for the complete route.

A265 1.7 The origin Administration of the telegrams must be notified of the stoppage.

Article 19 of the Convention — Stoppage of Telecommunications

1 Members (of the Union) reserve the right to stop the transmission of any private telegram which may appear dangerous to the security of the State or contrary to their laws, to public order or to decency, provided that they immediately notify the office of origin of the stoppage of any such telegram or any part thereof, except when such notification may appear dangerous to the security of the State. 2 Members (of the Union) also reserve the right to cut off any other private telecommunications which may appear dangerous to the security of the State or contrary to their laws, to public order or to decency.

XIII. Archives

1 Archives

A266 1.1 The original or facsimile copies of telegrams and the relevant documents relating to handing in, transmission (if practicable) and delivery, which should be retained by the Administrations, shall be preserved with all precautions necessary to ensure secrecy, until the accounts relative thereto are settled and, in any case, for at least six months counted from the month after that in which the telegram was handed in. Administrations may preserve the information by any other means, e.g. magnetic or electronic records.

A267 1.2 However, should an Administration deem it desirable to destroy such documents before the above-mentioned period, and hence is not in a position to carry out an enquiry in respect of the services for which it is responsible, such Administration shall bear all the consequences both as regards refund of charges and any difference in international accounts that might otherwise have been observed.

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

A268 2.1 Subject to the exceptions contemplated in Article 22 (No. 137) of the Convention [2], originals or copies of telegrams may be shown only to the sender or the addressee, after verification of his identity, or to the authorized representative of one of them.

A269 2.2 During the minimum period fixed for preservation of the records, the sender and the addressee of a telegram or their authorized representatives shall have the right to obtain certified copies or photocopies:

A270 2.2.1 of this telegram;

A271 2.2.2 of the delivery copy, if this copy or a duplicate of it has been preserved by the destination Administration.

A272 2.3 Administrations may fix a charge for copies and photocopies of originals or of copies delivered in accordance with A268 to A271.

A273 2.4 Administrations shall not be bound to show or to furnish copies or photocopies of the documents mentioned above unless the senders, the addressees or their authorized representatives furnish the particulars necessary for tracing the telegrams to which their requests relate.

DIVISION B

OPERATIONAL PROVISIONS APPLYING TO MORSE AND SOUNDER WORKING

I. Morse code

1 Morse code signals

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

B2 1.1.1 *Letters*

a × **| (em** i × **| (mu** r × **| (em | (mu**

b — **| (mu | (mu | (mu** j × **| (em | (em | (em** s × **| (mu | (mu**

c — **| (mu | (em | (mu** k — **| (mu | (em** t —

d — **| (mu | (mu** l × **| (em | (mu | (mu** u × **| (mu | (em**

e × m — **| (em** v × **| (mu | (mu | (em**

accented e × **| (mu | (em | (mu | (mu** n — **| (mu** w × **| (em | (em**

f × **| (mu | (em | (mu** o — **| (em | (em** x — **| (mu | (mu | (em**

g — **| (em | (mu** p × **| (em | (em | (mu** y — **| (mu | (em | (em**

h × **| (mu | (mu | (mu** q — **| (em | (mu | (em** z — **| (em | (mu | (mu**

B3 1.1.2 *Figures*

1 × **| (em | (em | (em | (em** 6 — **| (mu | (mu | (mu | (mu**

2 × **| (mu | (em | (em | (em** 7 — **| (em | (mu | (mu | (mu**

3 × **| (mu | (mu | (em | (em** 8 — **| (em | (em | (mu | (mu**

4 × **| (mu | (mu | (mu | (em** 9 — **| (em | (em | (em | (mu**

5 × **| (mu | (mu | (mu | (mu** 0 — **| (em | (em | (em | (em**

B4 1.1.3 *Punctuation marks and miscellaneous signs*

Full stop (period) [.] × **| (em | (mu | (em | (mu | (em**

Comma [,] — **| (em | (mu | (mu | (em | (em**

Colon or division sign [:] — **| (em | (em | (mu | (mu | (mu**

Question mark (note of interrogation or request for repetition of a transmission not understood) [?] × **| (mu | (em | (em | (mu | (mu**

Apostrophe [’] × **| (em | (em | (em | (em | (mu**

Hyphen or dash or subtraction sign [-] **— | (mu | (mu | (mu | (mu | (em**

Fraction bar or division sign [/] **— | (mu | (mu | (em | (mu**

Left-hand bracket (parenthesis) [(] **— | (mu | (em | (em | (mu**

Right-hand bracket (parenthesis) [)] **— | (mu | (em | (em | (mu | (em**

Inverted commas (quotation marks) (before and after the words) [‘‘ ’’] × **| (em | (mu | (mu | (em | (mu**

Double hyphen [=] **— | (mu | (mu | (mu | (em**

Understood [=] × **| (mu | (mu | (em |**

Error (eight dots) [=] × **| (mu | (mu | (mu | (mu | (mu | (mu | (mu**

Cross or addition sign [+] × **| (em | (mu | (em | (mu**

Invitation to transmit [+] **— | (mu | (em**

Wait [+] × **| (em | (mu | (mu | (mu**

End of work [+] × **| (mu | (mu | (em | (mu | (em**

Starting signal (to precede every transmission) [+] **— | (mu | (em | (mu | (em**

Multiplication sign [×] **— | (mu | (mu | (em**

2 Spacing and length of the signals

B5 2.1 A dash is equal to three dots.

B6 2.2 The space between the signals forming the same letter is equal to one dot.

B7 2.3 The space between two letters is equal to three dots.

B8 2.4 The space between two words is equal to seven dots.

B9 2.5 On the Wheatstone instrument, where perforators are used, the space between two letters shall be equal to one *centre hole* perforation and the space between two words shall be equal to three *centre holes* .

3 Transmission of signs for which there is no corresponding signal in the Morse code

B10 3.1 Signs that have no corresponding signal in the Morse code, but that are acceptable in the writing of telegrams, shall be sent as follows:

3.2 *Multiplication sign*

B11 3.2.1 For the multiplication sign, the signal corresponding to the letter X shall be transmitted.

3.3 *Percentage or per thousand sign*

B12 3.3.1 To indicate the signal % or o/oo, the figure **0** , the fraction bar and the figures **0** or **00** shall be transmitted successively (i.e. **0B/F0** , **0B/F00**).

B13 3.3.2 A whole number, a fractional number, or a fraction, followed by a % or o/oo sign, shall be transmitted by joining up the whole number, the fraction number, or the fraction to the % or o/oo by a single hyphen.

Examples: For 2%, transmit **2-0B/F0** and not **20B/F0**

For 4 ½ o/oo, transmit **4-1B/F2-0B/F00** and not **41B/F20B/F00**

3.4 *Inverted commas (quotation marks)*

B14 3.4.1 The special signal for inverted commas shall be transmitted before and after the word or words. However, where code converters are used, the apostrophe may be transmitted twice before and twice after the word or words to signal inverted commas (quotation marks).

3.5 *Minute and second signs*

B15 3.5.1 To transmit the minute (‘) or second (") signs, when such signs follow figures — for example 1‘ 15" — the apostrophe signal (× **| (em | (em | (em | (em | (mu**) must be used once or twice as appropriate. The signal (× **| (em | (mu | (mu | (em | (mu**) reserved for inverted commas may not be used for the second sign.

4 Transmission of groups of figures and letters, of ordinal numbers or of fractions

B16 4.1 A group consisting of figures and letters shall be transmitted without spaces between figures and letters.

B17 4.2 Ordinal numbers composed of figures and letters, 30me, 25th, etc., shall be transmitted in the form **30ME** , **25TH** , etc.

B18 4.3 A number that includes a fraction shall be transmitted with the fraction linked to the whole number by a single hyphen.

Example: For 1¾, transmit **1-3B/F4 |** nd not **13B/F4**

For ¾ 8, transmit **3B/F4-8** and not **3B/F48**

For 363½ 4 5642, transmit **363-1B/F2 4 5642** and not **3631B/F2 4 5642** .

II. General transmission rules

B19 **1** All correspondence between two offices shall begin with the call signal.

B20 1.1 For calling, the calling office shall transmit the call sign (not more than twice) of the office required, the word **DE** followed by its own call sign, the appropriate service abbreviation to indicate a priority telegram, an indication of the reason for the call and the signal **— | (mu | (em** unless there are special rules peculiar to the type of apparatus used. The call shall always be made at hand speed.

B21 **2** The office called must reply immediately by transmitting the call sign of the calling station, the word **DE** followed by its own call sign and the signal **— | (mu | (em**

B22 2.1 If the office called is unable to receive, it shall give the *wait* signal. If it expects the wait to exceed ten minutes, the reason and probable duration shall be given.

B23 2.2 When an office called does not reply, the call may be repeated at suitable intervals.

B24 2.3 When the office called does not reply to the repeated call, the condition of the circuit must be examined.

B25 **3** The double hyphen (**— | (mu | (mu | (mu | (em**) shall be transmitted either to separate:

B26 3.1 the preamble from the service indications;

B27 3.2 the service indications from each other;

B28 3.3 the service indications from the address;

B29 3.4 the office of destination from the text;

B30 3.5 the text from the signature.

B31 **4** A transmission, once begun, may not be interrupted to give place to a communication of higher priority except in a case of absolute urgency.

B32 **5** Every telegram shall be terminated with a cross signal (× **| (em | (mu | (em | (mu**).

B33 **6** The end of the transmission shall be indicated by the cross signal (× **| (em | (mu | (em | (mu**) followed by the *invitation to transmit* signal **K** (**— | (mu | (em**).

B34 **7** The end of work shall be indicated by the office that transmitted the last telegram. The correct indication is the *end of work* signal (× **| (mu | (mu | (em | (mu | (em**).

III. Transmission of telegrams with identical text

1 Identical texts

B35 1.1 When an office has to transmit to the same office more than five telegrams having identical texts and comprising more than 50 actual words, it may transmit the text once only. In that case, the text shall be transmitted in the first telegram only, and the text of all the telegrams with identical text that follow shall be replaced by the words **TEXT NR . | |** (number of first telegram).

B36 1.2 This procedure necessitates the transmission in succession of all telegrams with identical text.

B37 1.3 The receiving office must be informed of the transmission of telegrams with identical text by a service note on the following lines:

B38 1.4 When reception is possible by means of perforated tape, the receiving office should be informed in ample time to allow it to receive telegrams with identical text by tape.

IV. Transmission irregularities — Service notes

B39 **1** To indicate *wait* , the corresponding signal (× **| (em | (mu | (mu | (mu**) shall be transmitted.

B40 **2** If the sending operator becomes aware of an error, he shall stop, give the error signal (× **| (mu | (mu | (mu | (mu | (mu | (mu | (mu**), repeat the last word correctly transmitted, and continue the transmission.

B41 **3** If it is necessary to interrupt the transmission for any reason, the procedure shall be as follows until transmission stops.

B42 3.1 Morse simplex, transmit a series of dots.

B43 3.2 Morse duplex, transmit the letters **BK** .

B44 3.3 Once transmission has been stopped, the receiving operator shall repeat the last word correctly received followed by a question mark. The sending operator shall resume transmission from that word.

B45 3.4 If a repetition is asked for after a long interruption, the telegram and the part of the telegram in question must be precisely indicated.

B46 **4** Service notes **XQ** can be interposed between telegrams of a series.

V. Checking the number of words transmitted —

Acknowledgement of receipt

1 Checking the number of words transmitted

B47 1.1 Where the receiving operator finds a discrepancy between the number of actual words shown in the preamble line and the number received, he shall notify the sending operator by indicating the number of words received, followed by the first character of each word (example: **17 WDS J C R B 2 D . | |** etc.). If the sending operator has simply made an error in transmitting the number of words, he shall reply **ADMITTED** and indicate the actual number of words (example: **17 ADMITTED**); if not, he shall rectify the passage found to be incorrect according to the initials received. In both cases, he shall interrupt, if necessary, the transmission of the initials as soon as he is able to rectify or confirm the number of words.

2 Acknowledgement of receipt

B48 2.1 After the verification of the number of words and the rectification of any errors, the receiving office shall acknowledge to the sending office the receipt of the telegram or telegrams forming the series.

B49 2.2 A single telegram shall be acknowledged by the letter **R** followed by the number of the telegram received, for example: **R 436** .

B50 2.3 For an **SVH** telegram, a government telegram with priority, or a telegram relative to the application of the United Nations Charter, receipt shall be acknowledged in the form: **R 436 SVH |** r **| R 436 ETAT** .

B51 2.4 For a series of telegrams, the letter **R** shall be given with the number of telegrams received, and also the first and last numbers of the series, for example, **R 6 157 162** .

B52 2.5 If the series includes **SVH** telegrams or government telegrams with priority, the acknowledgement of receipt shall be supplemented by the numbers of these telegrams thus:

R 6 157 162 INCLUDING 159 SVH 161 ETAT

B53 2.6 In every case, the acknowledgement of receipt must be transmitted immediately in the following form:

LR 683 MISSING 680 RETAINED 665 [This acknowl edgement of receipt contains the last received (**683**), the number **680** missing and the number **665** retained.]

B54 2.7 The sending operator must request the acknowledgement of

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

LR SVH 683

VI. Transmission procedures

B55 **1** Transmission may be conducted as follows, according to the volume of traffic:

B56 1.1 alternate transmission of telegrams;

B57 1.2 alternate transmission in series.

B58 **2** In alternate transmission, the receiving office shall not have the right to interrupt the transmission to give place to a communication of higher priority, except in cases of absolute urgency, see B31.

B59 **3** The exchange of telegrams in alternate order between two offices in direct communication shall follow the rules concerning the order of transmission.

B60 3.1 A telegram of higher priority in order of transmission shall not count in the alternate order.

B61 3.2 The office that has just finished a transmission shall have the right to continue when it has telegrams awaiting transmission or when telegrams reach it that are entitled to priority over those that the office in communication has to transmit, unless the latter has already begun its transmission.

B62 3.3 When an office has finished transmitting, the office that has just received shall transmit in its turn; if the latter has nothing to transmit, the former shall continue to send its traffic. If neither has anything to transmit, the offices shall exchange the *end of work* signal.

B63 **4** When traffic so justifies, and subject to agreement between the offices in communication, telegrams shall be exchanged in series alternately.

B64 4.1 Telegrams of the same series shall be considered as forming a single transmission. However, each correctly received telegram shall be retained at the receiving position until the next but one telegram begins or for the time normally required to transmit a telegram of average length.

B65 4.2 Each series shall comprise a maximum of five telegrams. Nevertheless, every telegram containing more than 100 words on the Morse instrument or more than 150 words on sound-reading instruments shall count as a series or terminate a series already in course of transmission.

B66 4.3 The sending office shall end a series in course of transmission when it has only letter telegrams to send. It shall not resume transmission until the office with which it is working has no more telegrams of higher priority on hand.

DIVISION C

OPERATIONAL PROVISIONS APPLYING TO PRINTING TELEGRAPH SYSTEMS

I. Transmission signals

1 Transmission signals of International Telegraph Alphabet No. 2

C1 1.1 Figure 1/F.1 shows the signals of the International Telegraph Alphabet No. 2.

C2 1.2 In the interests of speed and efficiency in the movement of telegraph traffic, the use of the five-unit code is recommended in accordance with International Telegraph Alphabet No. 2 as defined in Recommendation S.1. However, this provision need not apply to Administrations which by mutual

agreement have made other arrangements in respect of a particular circuit or network. In such cases, the Administrations concerned could provide suitable facilities for converting from their method of operation to the five-unit code of International Telegraph Alphabet No. 2 whenever it becomes desirable to interconnect with offices using the latter system.

C3 1.3 The graphic characters that have a corresponding signal in International Telegraph Alphabet No. 2 are those shown in A16, A17 and A18.

C4 1.4 The coding of the printed characters and control characters conforming to Recommendation S.1 is set out in Figure 1/F.1.

Figure 1/F.1, p.1

C5 1.4.1 To indicate a blank, the signal space shall be transmitted.

C6 1.4.2 To indicate a transmission error, proceed as per C94.

C7 1.4.3 To indicate wait, the characters **MOM** shall be transmitted.

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

C8 2.1 Signs that have no corresponding signal in a telegraph alphabet but are acceptable in the writing of telegrams shall be sent in such a way as not to distort the meaning and taking into account the possibilities offered by the telegraph alphabet as follows.

C9 2.1.1 *Percentage sign* (%): Successively transmit the figure **0** , the fraction bar and the figure **0** (example: **0B/F0**).

C10 2.1.2 *Per thousand sign* (o/oo): The o/oo sign shall be indicated by transmitting the figure **0** followed by the fraction bar and the figures **00** (example: **0B/F00**).

C11 2.1.3 *Combination of numbers and* % *or* o/oo: A whole number, a fractional number, or a fraction, followed by a % or a o/oo sign, shall be transmitted by joining up the whole number, the fractional number or the fraction to the % or o/oo sign by a dash.

Examples: For 2% transmit **2-0B/F0** and not **20B/F0**

For 4½o/oo transmit **4-1B/F2-0B/F00** and not **41B/F20B/F00**

C12 2.1.4 *Inverted commas (quotation marks)* (’’): Transmit the apostrophe (’) twice at the beginning and end of the text within the inverted commas (‘‘ | *U).

C13 2.1.5 *Minute (‘) and second (") signs* : The minute sign and the second sign shall be transmitted by means of the apostrophe sign, transmitted once for the minute sign, and twice for the second sign.

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

C14 3.1 Ordinal numbers composed of figures and letters: 30^{me}, 25^{th}, etc., shall be transmitted in the form of **30ME** , **25TH** , etc.

C15 3.2 Letters or groups of letters followed by letters or figures placed above or below the line shall be transmitted in the form substituted for them by the sender.

C16 3.3 Groups consisting of figures and letters must be transmitted as set forth in the telegram.

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

AG 25 is transmitted as **AG 25**

C17 3.4 A number that includes a fraction shall be transmitted with the fraction linked to the whole number by a single hyphen.

Examples: For 1¾, transmit **1-3B/F4** , and not **13B/F4**

For ¾ 8, transmit **3B/F4-8** , and not **3B/F48**

For 363½ 4 5642 transmit **363-1B/F2 4 5642** , and not **3631B/F2 4 5642** .

II. General provisions for transmission of telegrams

1 Calling

C18 1.1 Correspondence between two offices shall begin with the call signal. However, on circuits operated by start-stop apparatus, unless a different arrangement has been made, the apparatus must be connected in such a way that the transmitting office may start transmission of telegrams without a special call or previous notice to the receiving office.

C19 1.2 A transmission, once begun, may not be interrupted to give place to a communication of higher priority except in case of absolute urgency.

C20 1.3 Before transmission of a telegram actually begins, the condition of the circuit and the availability of the receiving apparatus shall be checked. To this end, in the systems that allow it, the signals *figure-shift* and *D* (or Who are you?) shall be transmitted. When the correspondent's answer-back code has been correctly received, the answer-back code of the transmitting station shall be transmitted.

2 Transmission with running series of numbers

C21 2.1 Each Administration shall have the right to number in series telegrams to be transmitted over international circuits. In each case it shall notify its intention to the Administrations concerned.

C22 2.2 The serial number shall be transmitted at the beginning in the numbering line. Administrations shall each decide as far as it is concerned, whether the office number shall be transmitted. If so, it will be included in the numbering line.

C23 2.3 When serial numbers are used, all telegrams shall be numbered in unbroken series. A special series may be used for each section or circuit by agreement between the Administrations concerned. This series shall then differ from the series used for the other sections or circuits by distinguishing figures or a prefix composed of letters.

C24 2.4 Offices in correspondence shall agree upon the start and finish of the series of numbers and upon the periodicity of the start of the cycle.

C25 2.5 In all cases, telegrams that are to be diverted shall receive new serial numbers.

C26 2.6 When the receiving office observes that a serial number is missing, it must inform the sending office at once in order that the necessary inquiries may be made.

C27 2.7 When it is necessary to strike out a serial number that has already been used, the transmitting office shall inform the receiving office by service advice.

III. General provisions for reception

C28 **1** When reception is unintelligible, the operator shall act according to the special rules given for the different methods of operation (see C49 to C55 and C79 to C87).

C29 **2** If there is a discrepancy between the number of actual words shown in the preamble line and the number received or any other irregularities the operator shall act according to the special provisions given for the different methods of operation (see C52 to C55 and Recommendation F.31).

C30 **3** When any discrepancy or irregularity does not arise from a mistake in transmission, the rectification can only be made by agreement reached, if necessary, by service advice between the office of origin and the office in correspondence. Failing such agreement, the number of words indicated by the office of origin or any other irregularity shall be admitted, the telegram being forwarded, meanwhile, with the service instruction ''Correction to follow . | | '' transmitted in the abbreviated form [example: **CTF . | | WORD(S)** , the meaning of which shall be indicated by the office of destination on the copy delivered to the addressee. The correction shall be requested by service advice from the office of origin by the office that has inserted the service instruction **CTF . | |** .bp

IV. Special provisions for point-to-point operations

1 Transmission of telegrams to tape-printing systems

C31 1.1 The double hyphen (=), which is always preceded by a space but must never be followed by a space, shall be transmitted either to separate:

C32 1.1.1 the preamble line from the service indications;

C33 1.1.2 the service indications from each other;

C34 1.1.3 the service indications from the address;

C35 1.1.4 the office of destination from the preceding parts of the address;

C36 1.1.5 the office of destination from the text;

C37 1.1.6 the text from the signature.

C38 1.2 Each telegram shall be terminated by a cross (+). The cross must always be preceded and followed by a space.

C39 1.3 If the sending operator becomes aware of an error, he shall proceed as in C94.

C40 1.4 Example of format to be used in tape-printing systems:

MOH143 | u1 **KIEV 12 18 0830 |** u2 **=URGENT =KARL MUELLER ROSSMARKT 13B/F1 =HAMBURG =WIR KOMMEN SCHON HEUTE**

ABEND =KARIN +

1 Distinguishing letters and/or serial number (see C21 to C27).

2 Preamble line, the parts referred to in A30 to A38.

2 Transmission of telegrams to page-printing systems

C41 2.1 When page-printing teleprinters are used for reception, the transmitting office or offices should transmit traffic to the receiving office without error according to the layouts shown in the C46 to C48.

C42 2.2 Every line must consist of not more than 69 printing characters (including spaces), except for the address in which lines should not exceed 43 (and preferably no more than 30) printing characters.

C43 2.3 The transmitting operator should transmit each word as a whole and should avoid dividing words between the end of one line and the beginning of the next.

C44 2.4 The sending office should eliminate errors before transmission.

C45 2.5 When preparing telegrams in page format that may be circulated over the gentex network or via the telegram retransmission system, the additional provisions contained in C56 to C115 should be observed.

C46 2.6 Example: *Ordinary private telegram*

≡

ZCZC LPA264 LGE906 PLG408 ≡ **|** u1

FRXX CO GBLG 020 ≡ **|** u2

LONDONB/FLG 20 26 1405 ≡≡≡ **|** u3

DUPONT ≡

15 RUE DE LA REPUBLIQUE ≡

NANTES ≡≡≡

JOHN AND SUE LEAVE BY ROAD TODAY EXPECTED TO ARRIVE ≡

EARLY TOMORROW ≡

EARLY DAD ≡≡≡≡≡≡≡≡≡≡ **|** u4

NNNN **|** u5

1 Distinguishing letters and/or serial number (C21 to C27).

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

3 Preamble line, the parts referred to in A30 to A38.

4 Minimum of five spaces before the signature.

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

C47 2.7 Example: *POSTFIN telegram with postal service indications* **|** u3

≡

ZCZC AKW112 MDT8067 ≡

INBY CJ GBMT 024 ≡ **|** u1

LONDONB/FMT 24 26 1130 ≡≡≡

POSTFIN ≡

AVIS PAIEMENT ≡

BOMBAY ≡≡≡

MANDAT 2793 BRADFORD 10610 GB MOHD YOUNAS ≡

500 (FIVE HUNDRED) RUPEES ≡

MONSIEUR JEAN DE BIASE 74 APOLLO BUNDO ≡

HAPPY BIRTHDAY ≡≡≡≡≡≡≡≡≡≡

NNNN **|** u2

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

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

3 Postfin telegrams are under study within the UPU.

C48 2.8 Example: *POSTFIN telegram containing a postal cheque order*

≡

ZCZC ABC123 BBAA8371 ≡

FRPA CJ CHBX 018 ≡ **|** u1

BERNB/F1B/FSCHANZENPOST 18B/F17 15 1105 ≡≡≡

POSTFIN ≡

AVIS INSCRIPTION ≡

PARIS ≡≡≡

VIREMENT 34688 ANTON SCHMIDT 30-53998 BERNE ≡

500 CINQCENTS FRANCS FRANCAIS ≡

PIERRE DUBOIS 56-231089 ≡≡≡≡≡≡≡≡≡≡

NNNN **|** u2

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

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

3 Reception

C49 3.1 When reception is unintelligible the receiving operator shall interrupt the transmitting office or cause the transmission to be interrupted.

C50 3.2 To interrupt transmission from an office, transmit a succession of letters **T** or figures **5** or, on duplex circuits, transmit a call followed by the abbreviation **BK** and an audible signal which may be repeatedly transmitted.

C51 3.3 When interrupting the transmitting office, the reason for the interruption shall be given (paper mutilated, etc.) and the number of the last telegram correctly received (**LR . | |**) shall be indicated.

C52 3.4 If there is a difference between the number of actual words shown in the preamble line and the number received, the operator shall send a service advice to the transmitting office, indicating the serial number of the telegram in question, the abbreviation **CK** , the number of words received, and the first character of each word. In telegrams with more than ten actual words it is admissible to indicate each fifth or tenth actual word instead of the character of each word. In this case the indicated words shall be preceded by the abbreviation **FVS** (fives) or **TNS** (tens) respectively. For the words behind the last indicated fives or tens, the first character of each word shall be given. If the sending operator has simply made an error in transmitting the number of words, he shall reply by a service advice indicating and confirming the actual number of words; if not, he shall rectify by an appropriate service advice the passage found to be incorrect according to the words and/or character of the words received.

C53 3.5 In the case of reception by a tape-printing system, the reason for the interruption may also be followed by the last word, to which a question mark must be added, or the number of the last telegram correctly received (**LR . | | | fR).**

C54 3.5.1 The sending operator shall go back and continue the transmission from that word or telegram, after having been instructed to continue by **GA** , **RPT AA . | |** , etc.

C55 3.6 In the case of reception by a page-printing system, the sending operator shall always go back and continue the transmission from the last telegram correctly received.

V. Special provisions for gentex operations

1 General provisions

C56 1.1 The gentex network is made up of telegraph offices of the countries participating in the service (gentex offices), of switching centres and of telegraph channels connecting the offices to switching centres and the switching centres to one another. Either tape-printing or page-printing teleprinters are used for transmission and reception.

C57 1.2 When page-printing teleprinters are provided for the transmission and/or reception of telegrams the particular provisions and the format of C88 to C90 must be observed.

2 Answer-back codes

C58 2.1 The answer-back code used in the gentex service shall be in conformity with Recommendation F.21.

3 Responsibility of transmitting or receiving stations

C59 3.1 The operator in the calling station is primarily responsible for the transmission of telegrams. If a telegram fails to arrive or if its text is multilated, he will have to prove that he has followed the correct procedure.

C60 3.2 He can provide this proof by producing the original of the telegram, the local record if there is one and by verifying that the called station's answer-back code was received without error.

C61 3.3 The operator manning a position is responsible for seeing that there is enough paper in the machine, that the inking system is fully serviceable, and that the machine is switched to *engaged* while the ribbon and paper are being replaced. Furthermore, the operator of the receiving station shall eliminate any erroneous passages.

4 Procedures before transmission of a telegram

C62 4.1 At the calling station, the telegram may be provided with a reference number, which will be transmitted before the preamble line and will serve as an additional means of identifying the telegram if required.

C63 4.2 To set up the call with the required office, the operator of the calling station proceeds, according to the rules of his network, to obtain the required number, which is made up of:

— the prefix giving access to the called country from the calling station;

— the number of the called office.

C64 4.3 Having set up the call, the operator at the calling station brings into operation the answer-back device in the station obtained, together with that of his own station when these two operations are not automatically controlled by the equipment in the calling or called country. The operator at the calling station checks the answer-back code he obtains against that of the required office and, if they correspond, he then begins to transmit the telegram.

C65 4.4 If the answer-back code received is not the code expected, the reason may be one of the following:

C66 4.4.1 the answer-back code belongs to an overflow position which can receive the telegram; transmission of the telegram can therefore begin;

C67 4.4.2 a wrong station has been obtained. The operator sends the signal **BK** , gives the clearing signal, and again tries to put the call through to the office required.

C68 4.5 Should this fresh attempt end in reception of the answer-back code of a position which is not an overflow position and does not belong to the office required, the operator shall proceed in accordance with C76 and C77.

C69 4.6 If the calling station receives the busy signal, the call shall be repeated after approximately two minutes. If the second call is unsuccessful, a third call shall be made after a further two minutes. If the busy signal is again received, telegrams shall be diverted to that telegraph office in the same country shown in the routing list as the office required in such cases.

C70 4.7 When a call is sent to a gentex office in a country providing diversion to an overflow position, connection with the required gentex office or an overflow position may be delayed. The operator of the calling station is informed thereof by reception of **MOM** . He will then await subsequent routing of his call.

5 Transmission of telegrams

C71 5.1 When communication has been established with the desired telegraph office or with an overflow position, the telegram shall be transmitted in the manner described in C31 to C40 or C88 to C90.

C72 5.2 After transmission of the telegram, the operator obtains the answer-back code of the called station and then transmits his own. The operator of the calling station then gives the clearing signal.

C73 5.3 For interconnection between a gentex office and a telegram retransmission centre see C102 to C115.

C74 5.4 When a calling station has several telegrams for the same office, once the calling station has made contact with that office, the operator checks the answer-back code in accordance with C64, and then transmits the telegrams one after the other taking into account C71 and, if appropriate, C102 to C115. In this case, one exchange of the answer-back codes takes place between the end of one telegram and the beginning of the following one.

6 Reception of telegrams

C75 6.1 The called station checks each telegram received in accordance with the provisions of A159 to A164. If correction is necessary a request must be sent by service advice to the transmitting office. When receiving from a telegram retransmission centre the request must be sent as prescribed in Recommendation F.31, § 6.2.

7 Abnormal conditions before transmission

C76 7.1 Should the operator of a calling station notice, during the setting up of a call, anything that seems to him due to faulty lines or equipment he shall give the clearing signal.

C77 7.2 After approximately two minutes, he shall try to call again. If, once again, there are abnormal conditions he shall give the clearing signal, record the abnormal conditions on the telegram or telegrams and dispose of it or them by an alternative route. He shall then report the fault.

C78 7.3 Should a mutilated answer-back code be received, or should there be no answer-back code at all, the operator shall give the clearing signal and proceed as in C77.

8 Abnormal conditions during transmission

C79 8.1 If the operator at the called station notes any errors in the text of a telegram that is being received, he shall send letters **T** or figures **5** repeatedly until transmission stops. He shall then send **MUT RPT AA . | |** (or possibly, the reference number (**SRL NR**) or the handing-in number (**TG NR**) of the first mutilated telegram when a series of telegrams is being received) and the last correctly received word or group. The operator at the calling station shall recommence transmission at the requested place.

C80 8.2 Should a completely mutilated text be received, including mutilation of the answer-back code of the calling station, an operator noticing this before the call is broken off shall stop the transmission by sending letters **T** or figures **5** repeatedly until transmission stops. He shall then send **MUT RPT ALL** .

C81 8.3 If the operator at the called station cannot stop a transmission, or if the text received when the transmission is resumed continues to be mutilated, he shall send the clearing signal.

C82 8.4 After transmission if the answer-back code of the called station is not received or is incorrectly received at the end of transmission of a telegram, the operator of the calling station then gives the clearing signal.

C83 8.5 The calling station then proceeds once more to call the required office and recommences transmission of the telegram including the service instruction **AMPLIATION** at the end of the preamble line.

C84 8.6 The procedure described under C83 above is also applied when the call is accidentally interrupted during transmission by the calling station.

C85 8.7 If a call is accidentally interrupted during transmission, or if a call has been cleared after transmission of **BK** , the called office holds the texts received until the calling office resumes transmission. If transmission is not resumed within twenty minutes, the called office sends a service advice to the calling office, requesting any corrections or repetitions that may be necessary.

C86 8.8 When a completely mutilated text is received, and the answer-back code of the calling station is also mutilated, if the call has already been cleared, the received text shall be kept for enquiry purposes. The name of the receiving station and the time of receipt shall be marked on the form. Since the receiving station cannot, in such circumstances, transmit a request to the transmitting station, the telegram will be lost if the transmitting station has failed to notice the fault.

C87 8.9 Shortage of paper can in certain teleprinters cause the clearing signal to be sent automatically. A break in the tape or faulty tape feed shall, where possible, give rise to a local signal if the clearing signal is not sent automatically.

9 Traffic between gentex offices equipped with page-printing teleprinters

C88 9.1 Provisions C41 to C48 or C89 and C90 should be followed, the format being slightly modified to meet the requirements of the gentex service.

C89 9.1.1 Example:

≡ | u1

16250Z OSLO N ≡

4071TC FFM D ≡

ZCZC 18 ≡ | u2

NOOO CO DPFF 013 ≡ | u3

FRANKFURT AM MAINB/F9 13B/F12 25 0935 ≡≡≡

INTERFER ≡

OSLO ≡≡≡

ARRIVING WEDNESDAY KLM FLIGHT 308 KINDLY ≡

ARRANGE HOTEL RESERVATION ≡

ARRAN JUDY ≡≡≡≡≡≡≡≡≡≡ | u4

NNNN ≡ | 1, |

16250Z OSLO N ≡

4071TC FFM D

1 Method of operating in accordance with C65. The symbol indicates the *Who are you?* signal.

2 Transmission serial number.

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

4 Minimum of five spaces before the signature.

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

C90 9.2 Administrations may nevertheless mutually agree to ignore the provision that the transmission should be free of errors.

10 Interworking between tape-printing and page-printing teleprinters

C91 10.1 When tape-printing teleprinters are used to transmit page format they should generally be equipped in accordance with Recommendation S.5 and operated in accordance with C41 to C48. When page-printing teleprinters are used to transmit towards tape-printing teleprinters, C41 to C48 or C89 and C90 should be followed.

11 Special transmission procedures for use with format converters and/or automatic error correction devices

C92 11.1 Besides the transmission procedure laid down in C71, it is admissible:

C93 11.1.1 that gentex offices equipped with tape-printing teleprinters may use the double hyphen (**=** , combination No. 22, figure case) whenever the carriage-return and line-feed signals (combinations Nos. 27 and 28) are used in the format C41 to C48 (notwithstanding C31 to C37). No space is shown between the double hyphen(s) and the following word. These offices will also have to transmit five spaces before the signature;

C94 11.1.2 that gentex offices, whether equipped with page- or tape-printing teleprinters may signal **XXXXX** (at least five times the letter **X** without spacing) joined to the erroneous word, followed immediately by the retransmission correctly of the erroneous word.

C95 11.2 If a space has been transmitted after the erroneous word the automatic error correction device will not suppress the error; if in this case error-free reception is necessary, the telegram will have to be cancelled by transmitting the expression **ANUL** space **ANUL** and ten double hyphens. The telegram in question must then be transmitted again including all the exchanges of answer-back codes.

C96 11.3 By mutual agreement between Administrations, the foregoing procedures may also be adopted when format converters or

error-correcting devices are not employed in order to enable operators to observe a uniform transmission procedure.

12 Service advices (A) and use of codes

C97 12.1 When a telegram is sent on, marked **CTF** , the sending office shall be informed of the fact by a service advice (**A**).

C98 12.2 Service advices shall make use of the codes listed in C101 and also the five-letter codes appearing in *Codes and Abbreviations for the Use of International Telecommunication Services* [7] (Recommendation F.92).

C99 12.3 The codes listed in C101 shall also be used when, in exceptional circumstances, operators have to communicate while a call is still connected.

C100 12.4 The expression **UTCOD** (*use the gentex code*) should be used to inform the corresponding office that it is neccessary to use the code expression of the gentex service.

C101 12.5 *Service codes and abbreviations to be used in gentex operation*

ABBREVIATION	MEANING
ABS	**Telegraph office closed**
ADRS	Address
ANH	Congestion
ANUL . | |	Delete . | |
BK	I cut off
CALL NR	National call number of a gentex office
CCT	Circuit
CFM	Please confirm/I confirm

CI Conversation impossible

CK Please check number of words

CLA Class of telegram

CRV How do you receive?

CTF Correction to follow

DBL Double word(s)

DEB Overflow position

DER Out of order

DER MOM Bad reception, do not cut off, we are testing the line

DETR . | | I am re-routing to . | | /Re-route to . | | /Alternative route?

DIF **Different**

DTE Date of handing-in

FIG Figure(s)

FVS Fives

GA You may transmit

IND Answer-back code

INQ Position specializing in the handling of service notes and advices

LTR Letter(s)

MNS Minutes

MOM Please wait!

MOM PPR Please wait! I have paper trouble

MUT Mutilated

NA BK Correspondence with this telegraph office is not admitted. I cut off

NC No circuit

NCH Number changed

NOT R Not received

NP The called number is not/no longer in use

NR Number

OCC Busy

OB/FD Telegraph office of destination

OK Agreed

OMTD Omitted

OB/FO Telegraph office of handing-in

PBL Preamble of telegram

PPR Paper

QGA May I transmit?

QOK Do you agree?

R . | | Received . | |

RAFSO Second application

RAP I shall call you again

RDI Redirected call

REF . | | With reference to . | |

ROUTE Route to . | | /I am routing to . | | /Route?

RPFR Please prepare your reperforator

RPFR TXT Prepare your reperforator because of long or difficult text or because of telegrams having the same text

RPT Repeat please/I repeat

RPT AA . | | Repeat all after . | |

RPT AB . | | Repeat all before . | |

RPT ALL Repeat the whole telegram

RPT BN . | | Repeat all between . | | and . | |

RPT SRL NR . | | Repeat reference number given by the transmitting office . | |

RPT TG NR Repeat telegram number

RPT TXT Repeat text

RPT WA . | | Repeat word after . | |

RPT WB . | | Repeat word before . | |

SIG Signature

SRL NR Reference number given by a gentex transmitting office

SVIN Service indication

SVP Please

T (in either shift) repeated Stop your transmission

TCHN Technical service/I shall advise the technical service

TEST MSG Please send a test message

TG Telegram

TG NR . | | Telegram number given by the handing-in office . | |

TNS Tens

TPLE Triple word(s)

TPR Teleprinter

TXT Text

UTCOD Use the gentex code

W Word(s)

WEFXU Waiting reply to our service advice

WTG We are waiting/I am waiting

XXXXX Error signal

+? I have finished my transmission. Do you wish to transmit?

VI. Interworking between the telegram retransmission system and the gentex network

C102 1.1 The special provisions for gentex operation (C56 to C101), except as specified below, will be applied to traffic between gentex telegraph offices and telegram retransmission centres in both directions.

C103 1.2 Administrations will designate the gentex offices open to traffic with telegram retransmission centres and will publish this information in the *Routing Table for Offices Taking Part in the Gentex Service* [6] (Recommendation F.93) and in the *List of Indicators for the Telegram Retransmission System and Telex Network Identification Codes* [8] (Recommendation F.96).

C104 1.3 The format and arrangements described in Recommendation F.31 shall apply except that channel sequence numbering is not applicable in either direction on the channels connecting the two systems.

C105 1.4 In the direction gentex to telegram retransmission system the telegram identification group, which will immediately follow the start-of-message signal, shall be composed of two letters identifying the originating country or Administration (in accordance with Recommendation F.96), the call-number of the gentex office followed by one or two letters identifying the gentex position and the serial number of the telegram which that position is transmitting. The group shall not include a space nor exceed 15 printing characters.

C106 1.5 In the direction telegram retransmission system to gentex all preceding channel sequence numbers and the telegram identification group will be transmitted.

C107 1.6 The transmission of each telegram should be immediately preceded and followed by the exchange of the answer-back codes.

C108 1.7 By mutual agreement of the Administrations concerned the gentex call number of the office of destination may be entered into the pilot line immediately following the number of chargeable words and separated from it by a space.

C109 1.8 *Exceptions to provisions C31 to C101*

C110 1.8.1 The signals, service codes and abbreviations (bell signal, **RPFR** , **MOM** , etc.) proper to the gentex service to announce or to draw attention to an abnormal situation must not be used.

C111 1.8.2 Except where otherwise agreed, only the clearing signal may be used to interrupt transmission. In this case the calling station shall recommence transmission at the beginning of the interrupted telegram.

C112 1.8.3 An error noted after the end-of-message signal **NNNN** has been sent will be corrected by sending a service advice.

C113 1.8.4 Except where otherwise agreed, the answer-back code of the receiving station correctly received at the end of transmission serves as proof of reception for all classes of telegrams.

C114 1.8.5 Repetition of a telegram that has already been completely transmitted will be effected in the form of a service advice (see D25 to D32 and D39).

C115 1.9 *Example of the recommended format for transmission between the gentex network and the telegram retransmission system*

≡

1299RC NYC UI ≡

4144A DARMST D ≡

ZCZC DP4144A154 ≡ **|** u1

UINY HL DPDA 027 ≡ **|** u2

JUGENHEIM A D BERGSTRASSE 27B/F24 12 1926 ≡≡≡

LT ≡

MISS GISELLA COHEN ≡

67 BROADSTREET ≡

NEWYORK(10004) ≡≡≡

1000 DOLLARS CABLED TO NEWYORK THROUGH SWISS ≡

BANK CORPORATION STOP PLEASE CABLE IF NOT ≡

RECEIVED LOVE ≡

RECEI DADDY ≡≡≡≡≡≡≡≡≡≡ **|** u3

NNNN ≡ **|** 4, |

1299RC NYC UI ≡

4144A DARMST D

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

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

3 Minimum of five spaces before the signature.

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

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

DIVISION D

TELEGRAPH SERVICE CORRESPONDENCE

I. Telegraph service correspondence

1 Definitions

D1 1.1 *Service telegrams* are telegrams that relate to public international telecommunication and are exchanged between:

D2 1.1.1 Administrations;

D3 1.1.2 Recognized private operating agencies;

D4 1.1.3 Administrations and recognized private operating agencies;

D5 1.1.4 Administrations and recognized private operating agencies on the one hand and the Secretary-General of the ITU on the other hand.

D6 1.2 *Service advices* relate to details of service or to the working of circuits and telegraph offices and to transmission of traffic. They shall be exchanged between telegraph offices. They may also be initiated by the sender or addressee of any telegram to give instructions or to obtain information about that telegram.

II. Service telegrams and service advices

1 General provisions

D7 1.1 Service telegrams and service advices must be used only where essential and must be worded as briefly as possible. Telegraph offices and all persons authorized to use service telegrams shall take all necessary steps to restrict, so far as practicable, the number and length of those telegrams (see C98).

D8 1.2 Service telegrams may be exchanged between Administrations and recognized private operating agencies on the one hand and the Secretary-General of the ITU, the Chairman of the Administrative Council of the ITU, the Director of the CCITT, the Director of the CCIR and the Chairman of the IFRB and all persons authorized to use service telegrams on the other hand relating to the official business of the ITU.

D9 1.3 They shall be expressed in any of the working languages of the ITU unless the Administrations concerned have agreed to use another language.

D10 1.4 Service telegrams and service advices shall be denoted by the service indication: **A** .

D11 1.5 The priority of transmission of service telegrams and service advices is shown in A136 to A144.

The possible difficulties that might arise for certain Administrations due to the use of Spanish language in service advices will be considered further by Study Group I.

2 Service telegrams

D12 2.1 Service telegrams must contain in the preamble line the name of the office of origin, the number of actual words and the date and time of issue or handing in. Service telegrams may have a signature (see D40).

D13 2.2 Service telegrams must bear a registered address (see A77).

3 Service advices

3.1 *General provisions*

D14 3.1.1 The object of a service advice concerning a telegram already transmitted or in course of transmission is in most cases either to correct an error or to give instructions about the telegram. Such service advices are initiated by one of the offices having taken part in the transmission of the original telegram.

D15 3.1.2 During the minimum period for preservation of records, after first, if necessary, establishing their status and identity, the sender or the addressee (or their authorized representative) of any telegram that has been transmitted may, by service advice, either:

a) give instructions as to the delivery of the telegram following receipt of a service advice notifying its non-delivery; or

b) have information obtained as to the identity of the sender.

3.2 *Procedure*

3.2.1 *End-to-end servicing*

D16 3.2.1.1 End-to-end servicing is a mode of operation in which the service advices are passed

between the office of origin and the office of destination of the relevant telegram without interception at transit offices for the purposes of adding the serial and/or the channel sequence numbers of the original telegram as references.

D17 3.2.1.2 This mode of operation should be used whenever practicable.

3.2.2 *Follow-on service advices*

D18 3.2.2.1 A follow-on service advice is a voluntary correction or inquiry initiated by the office of origin of the subject telegram. The originating office shall quote as reference the following particulars of the original telegram:

D19 a) the serial numbers shown in the numbering line together with the date (the number(s) and date in one group separated by a fraction bar);

D20 b) the service indications (if any);

D21 c) the name of the addressee;

D22 d) the address (excluding the office of destination);

D23 e) the signature (if any).

D24 3.2.2.2 The service advice should, as far as praticable, be forwarded on the same route as the original telegram. Transit offices may add their own serial number to the references given.

3.2.3 *Return service advices*

D25 3.2.3.1 A return service advice is a notification or an enquiry (request service advice) initiated by the office receiving a telegram or a reply (reply service advice) to a service advice received.

D26 3.2.3.2 Return service advices (except reply service advices, see D30) shall quote as references the following particulars of the original telegram:

D27 a) all the serial numbers shown in the numbering line together with the date (the number(s) and date in one group separated by a fraction bar);

D28 b) service indications (if any);

D29 c) the name of the addressee.

D30 3.2.3.3 In reply service advices the reference numbers and the date should be those of the request service advice followed by a space and the references of the subject telegram given in the request service advice.

D31 3.2.3.4 Return service advices shall be addressed to the office of origin of the subject telegram or the request service advice.

D32 3.2.3.5 Any transit office that can, without inconvenience or delay, collect the information needed for acting on the service advice shall do so, otherwise it shall send the service advice on to its destination.

3.3 *Wording*

D33 3.3.1 Service advices must contain in the preamble line the name of the office of origin, the number of actual words and the date and time of issue (see D41).

D34 3.3.1.1 Offices may add to the name of the office of origin the name, in abbreviated form, of the branch issuing the service advice.

D35 3.3.1.2 The address part of a service advice shall include the service indication **A** and the name of the office of destination with, if necessary, the additions mentioned in D34 if any (see D42).

D36 3.3.2 The text of a service advice shall quote all particulars necessary to facilitate the tracing of the subject telegram in accordance with D18 to D23 and D25 to D30.

D37 3.3.3 Service advices shall preferably be worded by using the code expressions appearing in *Codes and Abbreviations for the Use of International Telecommunication Services* [7].

D38 3.3.4 Examples of format and wording of service advices are shown in D41 to D45.

3.4 *Repetition of a telegram*

D39 3.4.1 Where a repetition of an individual telegram is required by an office using the special provisions for the telegram retransmission system, the request shall be included in a service advice to the office sending the series (or the office of origin, if appropriate). The repetition should be included in the text of a reply service advice deleting any start-of-message and end-of-message signals on the subject telegram.

III. Examples of format and wording of service correspondence

D40 Service telegram (see D12 and D13) D41 Service advice (see D33)

≡ ≡

ZCZC ALI402 SVC529 ≡ **ZCZC GHA444 SVC711** ≡

PCSV CN HXSV 000 ≡ **GBBM CN HXSV 000** ≡

HONGKONG x 6 0838 ≡≡≡ **HONGKONG x 6 0840** ≡≡≡

A ≡ **A** ≡

INOCRAM ≡≡≡ **BIRMINGHAM** ≡≡≡

LISBON ≡≡≡ **text** ≡≡≡≡≡≡≡≡≡≡

text ≡

text signature ≡≡≡≡≡≡≡≡≡≡

NNNN (ten letter-shifts)

NNNN (ten letter-shifts)

D42 Service advice (see D34 and D35)

≡

ZCZC LBA123 SG42 ≡

INBY CN GBLB 000 ≡

LONDONB/FMRC x 4 1030 ≡≡≡

A ≡

BOMBAY ≡≡≡

text ≡≡≡≡≡≡≡≡≡≡

NNNN (ten letter-shifts)

x indicates number of actual words.

D43 Advice of non-delivery (see A191)

≡

ZCZC ASV632 LHZ221 QLH53 ≡

GJBA CN GBLH 000 ≡

LONDONB/FLH 7 19 1841 ≡≡≡

A ≡

BAHRAIN ≡≡≡

ZLH082B/FVSA197B/FCOF5259B/F19TH JOHNSTON ≡

14B/FA VICTORIASTREET RUCOS ≡≡≡≡≡≡≡≡≡≡

NNNN (ten letter-shifts)

D44 Correction of address (see A194)

≡

ZCZC ZLH971 VSA197 LD39 ≡

GBLH CN GJBA 000 ≡

BAHRAIN 8 20 1005 ≡≡≡

A ≡

LONDONB/FLH ≡≡≡

ASV632B/FLHZ221B/FQLH53B/F19TH ZLH082B/FVSA197B/FCOF5259B/F19TH ≡

JOHNSTON JEHAT 144B/FA VICTORIASTREET ≡≡≡≡≡≡≡≡≡≡

NNNN (ten letter-shifts)

D45 Non-delivery problem solved (see A198)

≡

ZCZC HGA456 LDC222 QLD12 ≡

HXSV CN GBLD 000 ≡

LONDONB/FLD 5 19 1145 ≡≡≡

A ≡

HONGKONG ≡≡≡

CLD234B/FGHB197B/FCA2653B/F18TH SCHMIDT PYSAT ≡≡≡≡≡≡≡≡≡≡

NNNN (ten letter-shifts)

References

[1] *Final Acts of the World Administrative Telegraph and Telephone Conference, International Telecommunication Regulations* , ITU, Melbourne, 1988.

[2] *International Telecommunication Convention* , ITU, Nairobi, 1982.

[3] *List of telegraph offices open for international service* , ITU, Geneva.

[4] *List of coast stations* , List IV, Part IV, Volume I, ITU, Geneva.

[5] CCITT Definition: *Position A; position Z* , Vol. I, Fascicle I.3 (Terms and Definitions).

[6] *Routing table for offices taking part in the gentex service* , ITU, Geneva.

[7] *Codes and abbreviations for the use of the international telecommunication services* , ITU, Geneva.

[8] *List of indicators for the telegram retransmission system and telex network identification codes* , ITU, Geneva.

[9] *General Information relating to the Operation of the International Telegraph, Data Transmission and Telematic Services, (facsimile, teletex, videotex, etc.)* ITU, Geneva.