

Recommendation **ITU-T A.24 (08/2024)**

SERIES A: Organization of the work of ITU-T

Collaboration and exchange of information with other organizations

Recommendation ITU-T A.24

Collaboration and exchange of information with other organizations

Summary

Recommendation ITU-T A.24 addresses different processes for collaboration and exchange of information between ITU-T and qualified organizations, including a generic process for developing an ITU-T document (Recommendation, Supplement, etc.) in collaboration with other organizations, with the aim of producing documents that are identical (or technically-aligned).

History *

Edition	Recommendation	Approval	Study Group	Unique ID
1.0	ITU-T A.24	2024-08-02	TSAG	11.1002/1000/15863

Keywords

Collaboration, collaborative work, common document, common team, formal communication process, multilateral collaboration.

* To access the Recommendation, type the URL <https://handle.itu.int/> in the address field of your web browser, followed by the Recommendation's unique ID.

FOREWORD

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

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

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

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

NOTE

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

Compliance with this Recommendation is voluntary. However, the Recommendation may contain certain mandatory provisions (to ensure, e.g., interoperability or applicability) and compliance with the Recommendation is achieved when all of these mandatory provisions are met. The words "shall" or some other obligatory language such as "must" and the negative equivalents are used to express requirements. The use of such words does not suggest that compliance with the Recommendation is required of any party.

INTELLECTUAL PROPERTY RIGHTS

ITU draws attention to the possibility that the practice or implementation of this Recommendation may involve the use of a claimed Intellectual Property Right. ITU takes no position concerning the evidence, validity or applicability of claimed Intellectual Property Rights, whether asserted by ITU members or others outside of the Recommendation development process.

As of the date of approval of this Recommendation, ITU had not received notice of intellectual property, protected by patents/software copyrights, which may be required to implement this Recommendation. However, implementers are cautioned that this may not represent the latest information and are therefore strongly urged to consult the appropriate ITU-T databases available via the ITU-T website at <http://www.itu.int/ITU-T/ipr/>.

© ITU 2024

All rights reserved. No part of this publication may be reproduced, by any means whatsoever, without the prior written permission of ITU.

Table of Contents

		Page
1	Scope.....	1
2	References.....	1
3	Definitions	2
3.1	Terms defined elsewhere	2
3.2	Terms defined in this Recommendation.....	2
4	Abbreviations and acronyms	2
5	Conventions	3
6	Qualification of an organization	3
7	Determining the mode of collaboration.....	3
8	Agreeing the mode of collaboration	5
9	Publication of documents	6
10	Maintenance of documents	6
11	Patent policy and copyright arrangements.....	7
	Annex A – Collaboration using the liaison mode	8
	Annex B – Collaboration using collaborative work.....	10
	B.1 Establishing a collaborative work	10
	B.2 Participation in meetings of the other organization.....	10
	B.3 Contributions	10
	B.4 Editors for a common document	10
	B.5 Achieving consensus	11
	B.6 Progress reporting.....	11
	Annex C – Collaboration using a common team	12
	C.1 Establishing a common team.....	12
	C.2 Meetings	12
	C.3 Contributions	13
	C.4 Editor in case of a common document	13
	C.5 Achieving consensus	13
	C.6 Progress reporting.....	14
	Annex D – Synchronization of approval processes	15
	Annex E – Multilateral collaboration.....	18
	Bibliography.....	19

Recommendation ITU-T A.24

Collaboration and exchange of information with other organizations

1 Scope

ITU-T maintains cooperative relationships with many other organizations. The technologies for which ITU-T and these other organizations are responsible continue to converge, which has resulted in an increase of interdependency between ITU-T's work programme and the programmes of other organizations. This Recommendation describes a process for authoritative document exchange with another organization, which is to be agreed upon with that organization. It also introduces generic procedures for developing an ITU-T document (Recommendation, Supplement, etc.) in collaboration with one or more other organization(s). Such generic procedures are to be considered as guidelines for negotiating a process or mode of collaboration with other qualified organization(s).

On a case-by-case basis, ITU-T study groups may use processes or modes of collaboration other than those described in this Recommendation. In particular, exchange of information (by way of liaison statements) can occur at any time with another organization without applying the processes described in this Recommendation.

NOTE 1 – This Recommendation does not apply to ITU-T Recommendations developed in collaboration with ISO/IEC JTC 1 because the long-standing procedures of [b-ITU-T A.23], which have proven very successful, remain unchanged.

NOTE 2 – Regarding collaboration with the Internet Engineering Task Force (IETF), clause 2.5.3 of [b-ITU-T A-Suppl.3] states that "common or joint text is discouraged because of the current differences in procedures for document approval and revision."

The case of normatively referencing the documents of other organizations in ITU-T Recommendations is addressed in [ITU-T A.5].

The case of ITU-T incorporating texts (in part or in whole, with or without modifications) from another organization is addressed in [b-ITU-T A.25].

2 References

The following ITU-T Recommendations and other references contain provisions which, through reference in this text, constitute provisions of this Recommendation. At the time of publication, the editions indicated were valid. All Recommendations and other references are subject to revision; users of this Recommendation are therefore encouraged to investigate the possibility of applying the most recent edition of the Recommendations and other references listed below. A list of the currently valid ITU-T Recommendations is regularly published. The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation.

- [ITU-T A.5] Recommendation ITU-T A.5 (2022), *Generic procedures for including references to documents of other organizations in ITU-T Recommendations*.
- [ITU-T A.8] Recommendation ITU-T A.8 (2024), *Alternative approval process for new and revised ITU-T Recommendations*.
- [WTSA Res. 1] World Telecommunication Standardization Assembly Resolution 1 (Rev. Geneva, 2022), *Rules of procedure of the ITU Telecommunication Standardization Sector*.
<<http://www.itu.int/pub/T-RES-T.1-2022>>

3 Definitions

3.1 Terms defined elsewhere

This Recommendation uses the following terms defined elsewhere:

3.1.1 amendment [b-ITU-T A.1]: Changes or additions to an already published ITU-T Recommendation.

NOTE – If an amendment forms an integral part of the Recommendation, approval of the amendment follows the same approval procedures as the Recommendation; otherwise (e.g., when all changes are in appendices), it is agreed by the study group.

3.1.2 Question [WTSA Res. 1]: Description of an area of work to be studied, normally leading to the production of one or more new or revised Recommendations and/or new or revised non-normative documents as defined in [b-ITU-T A.13].

3.1.3 Supplement [b-ITU-T A.13]: An informative (non-normative) document which contains material which is supplementary to and associated with the subject matter of one or more Recommendations but which is not essential to their completeness or understanding and implementation.

3.2 Terms defined in this Recommendation

This Recommendation defines the following terms:

3.2.1 collaborative work: A mode of collaboration between an ITU-T Question and a group in an organization (or groups in multiple organizations) aimed at producing one or more common (or technically-aligned) documents through close liaison, and in the case of common documents, through a synchronized approval (see Annex B).

3.2.2 common document: A document which is developed jointly by an ITU-T Question and a group in an organization (or groups in multiple organizations).

NOTE – A unique document is developed jointly by an ITU-T Question and one (or more) organizations, but it may be published with different cover pages, headers and footers, based on the publication rules of each organization (see clause 9).

3.2.3 common team: A working group composed of individuals working on an ITU-T Question and from a group in an organization (or groups in multiple organizations) aimed at producing one or more common (or technically-aligned) documents through common meetings, and in the case of common documents, through a synchronized approval (see Annex C).

3.2.4 technically-aligned documents: A pair (or set) of documents which are developed in close collaboration between an ITU-T Question and a group in an organization (or groups in multiple organizations), and whose texts are technically aligned (but not identical).

NOTE 1 – Implementation of one technically-aligned document may not hamper interoperability with the implementation of the other technically-aligned document(s).

NOTE 2 – The document developed by the ITU-T Question follows the ITU-T publication rules (such as [b-Author's Guide]). The other document may follow the publication rules of the (external) organization(s).

4 Abbreviations and acronyms

This Recommendation uses the following abbreviations and acronyms:

AAP	Alternative Approval Process
TAP	Traditional Approval Process
TSB	Telecommunication Standardization Bureau

5 Conventions

In expressions such as "each organization", "one organization", "the other organization", the term "organization" (singular) designates an ITU-T study group or an (external) organization. In case of bilateral collaboration, the expression "the organization" always designates the (external) organization with which an ITU-T study group has established a mode of collaboration. In case of multilateral collaboration, the expression "the organization" designates the (external) organizations with which one (or more) ITU-T study group(s) has established a mode of collaboration.

In case of bilateral collaboration, the term "organizations" (plural) designates an ITU-T study group and an (external) organization which have a common interest in an area of work. In case of multilateral collaboration, the term "organizations" designates one (or more) ITU-T study groups and (external) organizations which have a common interest in an area of work.

The terms "ballot" and "balloting" are to be understood with respect to the rules and approval process of the organization (ITU-T or the external organization). For ITU-T, this is the last call in the case of the alternative approval process (AAP), and it is the consultation of Member States in the case of the traditional approval process (TAP).

6 Qualification of an organization

6.1 the ITU-T study group (or working party) shall consider the organization according to the criteria set out in clauses 6.1.1 to 6.1.3 (except for ISO and IEC).

6.1.1 Qualification of the organization according to the criteria of Annex B of [ITU-T A.5] shall be conducted before considering establishing one of the modes of collaboration listed in clause 7.2.

6.1.2 In addition, the organization is expected to have a process by which its output documents are published and regularly maintained (i.e., reaffirmed, revised, withdrawn, etc.).

6.1.3 The organization is also expected to have a document change control process, including a clear, unambiguous document numbering scheme. In particular, a feature to look for is that updated versions of a given document be distinguishable from the earlier versions.

6.2 Qualification of the organization according to the criteria of Annex B of [ITU-T A.5] is reviewed on a regular basis by study groups that need to establish a mode of collaboration with that organization. In particular, if the patent policy of that organization has changed, it is important to check that the new patent policy is consistent with the common patent policy for ITU-T/ITU-R/ISO/IEC and the guidelines for the implementation of the common patent policy for ITU-T/ITU-R/ISO/IEC (see clause 11).

7 Determining the mode of collaboration

7.1 To maximize the effectiveness of resources and to minimize conflict between standards, the ITU-T study group and the relevant group in the organization are encouraged to identify areas for collaborative work as early as possible in the development process. Normally as part of the development of a new Recommendation in ITU-T (see Annex A of [b-ITU-T A.1]), consideration is given to the need for interactions with other organizations. If enough information is available at this stage, then, if appropriate, one of the following modes of collaboration can be proposed and agreement sought from the other organization (see clause 8).