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Guidelines for collaboration and exchange of information with other organizations

ITU-T A-series Recommendations – Supplement 5

Supplement 5 to ITU-T A-series Recommendations

Guidelines for collaboration and exchange of information with other organizations

Summary

Supplement 5 to the ITU-T A-series Recommendations addresses different processes for collaboration and exchange of information with other 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

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FOREWORD

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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

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Supplement 5 to ITU-T A-series Recommendations

Guidelines for collaboration and exchange of information with other organizations

1 Scope

ITU-T maintains cooperative relationships with many other organizations. The technologies for which these 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 Supplement 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 other processes or modes of collaboration to those described in this Supplement. 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 Supplement.

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

NOTE 2 – Regarding collaboration with the Internet Engineering Task Force (IETF), clause 2.5.3 of [ITU-T A.Supp3] 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 [ITU-T A.25].

2 References

- [ITU-T A.1] Recommendation ITU-T A.1 (2012), *Working methods for study groups of the ITU Telecommunication Standardization Sector (ITU-T)*.
- [ITU-T A.5] Recommendation ITU-T A.5 (2016), *Generic procedures for including references to documents of other organizations in ITU-T Recommendations*.
- [ITU-T A.7] Recommendation ITU-T A.7 (2012), *Focus groups: Establishment and working procedures*.
- [ITU-T A.8] Recommendation ITU-T A.8 (2008), *Alternative approval process for new and revised ITU-T Recommendations*.
- [ITU-T A.23] Recommendation ITU-T A.23 (2000), *Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology*.
- [ITU-T A.25] Recommendation ITU-T A.25 (2016), *Generic procedures for incorporating texts between ITU-T and other organizations*.
- [ITU-T A.Supp3] ITU-T A-series Recommendations – Supplement 3 (2012), *IETF and ITU-T collaboration guidelines*.

- [Author's Guide] *Author's Guide for drafting ITU-T Recommendations* (2016).
<<http://www.itu.int/ITU-T/go/authors-guide/>>
- [Patent policy] *Common patent policy for ITU-T/ITU-R/ISO/IEC*.
<<http://www.itu.int/en/ITU-T/ipr>>
- [WTSA Res. 1] World Telecommunication Standardization Assembly Resolution 1 (Rev. Dubai, 2012), *Rules of procedure of the ITU Telecommunication Standardization Sector*.
<<http://www.itu.int/pub/T-RES-T.1-2012>>
- [WTSA Res. 18] World Telecommunication Standardization Assembly Resolution 18 (Rev. Dubai, 2012), *Principles and procedures for the allocation of work to, and coordination between, the ITU Radiocommunication and ITU Telecommunication Standardization Sectors*.
<<http://www.itu.int/pub/T-RES-T.18-2012>>

3 Definitions

3.1 Terms defined elsewhere

This Supplement uses the following terms defined elsewhere:

3.1.1 amendment [ITU-T A.1]: An amendment to a Recommendation contains changes or additions to an already published ITU-T Recommendation.

NOTE – An amendment is published by ITU-T as a separate document that contains primarily changes or additions. If it forms an integral part of the Recommendation, approval of an amendment follows the same approval procedures as for Recommendations; otherwise, 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.

3.1.3 supplement [ITU-T A.1]: A 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.

NOTE – Recommendation ITU-T A.13 deals with the subject of supplements to ITU-T Recommendations.

3.2 Terms defined in this Supplement

This Supplement 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 Appendix II).

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 Appendix III).

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).