



INTERNATIONAL TELECOMMUNICATION UNION

**ITU-T**

TELECOMMUNICATION  
STANDARDIZATION SECTOR  
OF ITU

**A.3**

**Amendment 1**  
(09/98)

SERIES A: ORGANIZATION OF THE WORK OF THE  
ITU-T

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Elaboration and presentation of texts and  
development of terminology and other means of  
expression for Recommendations of the ITU  
Telecommunication Standardization Sector

**Amendment 1: Modifications of document type  
definitions**

ITU-T Recommendation A.3 – Amendment 1

(Previously CCITT Recommendation)

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## **ITU-T RECOMMENDATION A.3**

### **ELABORATION AND PRESENTATION OF TEXTS AND DEVELOPMENT OF TERMINOLOGY AND OTHER MEANS OF EXPRESSION FOR RECOMMENDATIONS OF THE ITU TELECOMMUNICATION STANDARDIZATION SECTOR**

#### **AMENDMENT 1**

#### **Modifications of document type definitions**

#### **Source**

Amendment 1 to ITU-T Recommendation A.3 was prepared by ITU-T Telecommunication Standardization Advisory Group (TSAG) (1997-2000) and was approved under the WTSC Resolution No. 1 procedure on the 11<sup>th</sup> of September 1998.

## FOREWORD

ITU (International Telecommunication Union) is the United Nations Specialized Agency in the field of telecommunications. The ITU Telecommunication Standardization Sector (ITU-T) is a permanent organ of the ITU. The 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 Conference (WTSC), which meets every four years, establishes the topics for study by the ITU-T Study Groups which, in their turn, produce Recommendations on these topics.

The approval of Recommendations by the Members of the ITU-T is covered by the procedure laid down in WTSC Resolution No. 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 term *recognized operating agency (ROA)* includes any individual, company, corporation or governmental organization that operates a public correspondence service. The terms *Administration*, *ROA* and *public correspondence* are defined in the *Constitution of the ITU (Geneva, 1992)*.

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As of the date of approval of this Recommendation, the ITU had not received notice of intellectual property, protected by patents, which may be required to implement this Recommendation. However, implementors are cautioned that this may not represent the latest information and are therefore strongly urged to consult the TSB patent database.

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## Recommendation A.3

# ELABORATION AND PRESENTATION OF TEXTS AND DEVELOPMENT OF TERMINOLOGY AND OTHER MEANS OF EXPRESSION FOR RECOMMENDATIONS OF THE ITU TELECOMMUNICATION STANDARDIZATION SECTOR

## AMENDMENT 1

### Modifications of document type definitions

(Geneva, 1998)

#### *Introduction*

*The results of the WP 1/TSAG ad hoc Group concerned with modifications to the document type definitions in Recommendation A.3, Appendix I, subclause 2.10 are presented below as amendments to the Appendix I:*

#### **2.10 Terms and definitions**

This element gives the definitions necessary for the understanding of certain terms used in the Recommendation. When present, it should be introduced by the following text: "This Recommendation defines the following terms".

The terms with their definitions used in the Recommendation shall be extracted from the text and listed.

In order to associate defined terms in the different languages, it would be useful to give a subclause number to each term defined. If terms defined elsewhere are used, they shall be grouped in a subclause and introduced as in the following example: This Recommendation uses terms defined in Recommendation W.nn, followed by a list of the terms used.

This Recommendation defines the following terms:

**2.10.1 clause:** The word clause shall be used to denote the main (i.e. single digit numbered) text passages.

**2.10.2 subclause:** The word subclause shall be used to denote text passages that are subdivisions (i.e. multiple digit numbered parts) of a clause.

**2.10.3 text:** The "text" of Recommendations is understood in a broad sense. It may contain printed or coded text and/or data (such as test images, graphics, software, etc.).

**2.10.4 annex:** An annex to a Recommendation contains material (e.g. technical detail or explanation) which is necessary to its overall completeness and comprehensibility and is therefore considered an integral part of the Recommendation. As an integral part of the Recommendation, approval of an annex follows Resolution 1 procedures.

NOTE – In joint ITU-T | ISO/IEC texts, this element is called an "integral annex".

**2.10.5 appendix:** An appendix to a Recommendation contains material which is supplementary to and associated with the subject matter of the Recommendation but is not essential to its completeness or comprehensibility and is therefore not considered to be an integral part of the Recommendation and thus does not require approval according to Resolution 1 procedures; agreement by the Study Group is sufficient. An appendix is translated, upon advice from a

Study Group, in the working languages for publication after agreement by the Study Group to append the proposed text.

NOTE – In joint ITU-T | ISO/IEC texts, this element is called a "non-integral annex".

**2.10.6 addendum:** An addendum to a Recommendation contains additions to an already published ITU-T Recommendation. The addendum is published by the ITU-T as a separate document that contains primarily additions. If it forms an integral part of the Recommendation, approval of an addendum follows Resolution 1 procedures; otherwise it is agreed by the Study Group.

**2.10.7 amendment:** An amendment to a Recommendation contains changes to an already published ITU-T Recommendation. The amendment is published by the ITU-T as a separate document that contains primarily changes. If it forms an integral part of the Recommendation, approval of an amendment follows Resolution 1 procedures; otherwise it is agreed by the Study Group.

NOTE – In joint ITU-T | ISO/IEC texts, this element is called an "amendment" to include both modifications and additions.

**2.10.8 corrigendum:** A corrigendum to a Recommendation contains corrections to an already published ITU-T Recommendation. A corrigendum is published by the ITU-T as a separate document that contains only corrections. The TSB may correct obvious errors by issuing a corrigendum with the concurrence of the Study Group Chairman; otherwise approval of a corrigendum follows Resolution 1 procedures.

NOTE – In joint ITU-T | ISO/IEC texts, this element is called a "technical corrigendum".

**2.10.9 supplement:** A supplement contains material which is supplementary to and associated with the subject matter of one or more Recommendations, such as the M series of Recommendations, but is not essential to its completeness or comprehensibility and is therefore not considered to be an integral part of any Recommendation(s). As such, a supplement does not require approval according to Resolution 1 procedures; agreement by the Study Group is sufficient. A supplement is similar to an appendix except that it is published by the ITU-T as a separate document. A supplement may be given a specific title, such as "technical report", "handbook", etc., as directed by the Study Group. A supplement is translated, upon advice from a Study Group, in the working languages for publication after agreement by the Study Group to issue the supplement.

**2.10.10 implementors' guide:** An implementors' guide is a document which records all identified defects (e.g. typographical errors, editorial errors, ambiguities, omissions or inconsistencies, and technical errors) associated with a Recommendation or a set of Recommendations and their status of correction, from their identification to final resolution. An implementors' guide is issued by the ITU-T following agreement by a Study Group. Typically, defect corrections are first collected in an implementors' guide and, at a time deemed appropriate by the Study Group, they are used to produce a corrigendum or are included as revisions to a Recommendation.



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