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**ITU-T**

TELECOMMUNICATION  
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OF ITU

**A.5**

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

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**Generic procedures for including references  
to documents of other organizations in ITU-T  
Recommendations**

ITU-T Recommendation A.5

(Previously CCITT Recommendation)

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ITU-T A-SERIES RECOMMENDATIONS  
**ORGANIZATION OF THE WORK OF THE ITU-T**



*For further details, please refer to ITU-T List of Recommendations.*

## **ITU-T RECOMMENDATION A.5**

### **GENERIC PROCEDURES FOR INCLUDING REFERENCES TO DOCUMENTS OF OTHER ORGANIZATIONS IN ITU-T RECOMMENDATIONS**

#### **Summary**

This Recommendation provides generic procedures for referencing the documents of other organizations in ITU-T Recommendations. Clause 1 outlines the Scope, clauses 2 and 3 describe the procedures in detail. Annex A provides information specific to one organization. It is intended that future versions of this Recommendation will include annexes containing information regarding additional organizations.

Appendix I provides the format for documenting a Study Group decision with respect to making the reference.

#### **Source**

ITU-T Recommendation A.5 was prepared by ITU-T Study Group TSAG (1997-2000) and was approved under the WTSC Resolution No. 1 procedure on the 21st of January 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 expression "Administration" is used for conciseness to indicate both a telecommunication administration and a recognized operating agency.

## INTELLECTUAL PROPERTY RIGHTS

The ITU draws attention to the possibility that the practice or implementation of this Recommendation may involve the use of a claimed Intellectual Property Right. The 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, 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.5**

### **GENERIC PROCEDURES FOR INCLUDING REFERENCES TO DOCUMENTS OF OTHER ORGANIZATIONS IN ITU-T RECOMMENDATIONS**

*(Geneva, 1998)*

#### **1 Scope**

This Recommendation provides generic procedures for referencing the documents of other organizations in ITU-T Recommendations. Clause 1 outlines the Scope, clauses 2 and 3 describe the procedures in detail. Annex A provides information specific to one organization. It is intended that future versions of this Recommendation will include annexes containing information regarding additional organizations. Appendix I provides the format for documenting a Study Group decision with respect to making the reference.

NOTE – These generic procedures do not apply to references to standards produced by ISO and IEC. The long-standing ability to make such references continues unchanged.

#### **2 Generic procedures for including references to documents of other organizations in ITU-T Recommendations**

**2.1** A member of an ITU-T Study Group identifies the need to make a specific reference (either normative or informative) to a document from another organization (referred to as the "referenced organization") within a specific draft Recommendation.

NOTE – The term "document" refers to output (such as Standards, Recommendations, Specifications, Implementation Agreements, etc.) of other organizations (such as forums/consortia, standards development organizations, etc.).

**2.2** The member submits a contribution to the Study Group providing information as outlined below. Use of the format in Appendix I is preferred (Details for ISOC/IETF are provided in Annex A. It is intended that future versions of this Recommendation will include annexes containing information regarding additional organizations).

**2.2.1** A clear description of the document considered for reference (type of document, title, number, version, date, etc.).

**2.2.2** Type of reference (normative or informative).

NOTE – Referencing a document that has not yet been approved by the referenced organization can lead to confusion; thus normative referencing shall be limited to approved documents. If absolutely necessary, an informative reference to a document that is not yet approved may be made in the bibliography of the Recommendation.

**2.2.3** Justification for the specific reference, including why incorporation of the full text in the Recommendation is inappropriate.

**2.2.4** Current information, if any, about IPR issues (patents, copyrights, trademarks).

**2.2.5** Other information that might be useful in describing the "Quality" of the document (e.g. length of time it has existed, whether products have been implemented using it, whether conformance requirements are clear, whether the specification is readily and widely available).

**2.2.6** The degree of stability or maturity of the document.

**2.2.7** Relationship with other existing or emerging documents.

**2.2.8** Identification of any references nested within the referenced text.

**2.2.9** Qualification of referenced organization (per clause 3).

**2.2.10** A full copy of the existing document. No reformatting is necessary.

**2.3** The Study Group evaluates the above information and comes to its conclusions based on the usual consensus process. If it decides to make reference to the document, any nested references to other documents should be investigated. The decision of the Study Group shall be documented in the meeting report using the format in Appendix I.

**2.4** At the earliest possible moment, upon the request of the Study Group, the TSB should request from the referenced organization a written statement that it agrees to the referencing of the specific document or a family of documents in ITU-T Recommendations. An applicable prior written statement may be used instead. Should the referenced organization decline to provide or acknowledge such a statement, the reference shall not be made.

**2.5** If the Study Group decides to make the reference, it should be introduced with the standard text provided in 2.9 of Appendix I/A.3. Additionally, a note shall be added stating: "NOTE – The reference to a document within this Recommendation does not give it, as a stand-alone document, the status of a Recommendation."

NOTE – In the case of texts produced jointly by ITU-T and ISO/IEC JTC 1, it is recognized that Recommendation A.23 applies (see 6.6 of Appendix II/A.23).

### **3 Qualification of referenced organization**

To ensure the continued quality of the ITU-T Recommendations, not only is it necessary to evaluate the document being proposed for reference, it is also necessary to consider the referenced organization according to the following set of criteria:

**3.1** The same criteria used for qualifying forums and consortia for communication with the ITU-T should be used, as documented in items 1 to 6 of Annex A/A.4. If the referenced organization has already been qualified for communication with the ITU-T according to Recommendation A.4, the evaluation need not be repeated, and only a note of the result should be made.

**3.2** In addition, the referenced organization should have a process by which its output documents are published and regularly maintained (i.e. reaffirmed, revised, withdrawn, etc.).

**3.3** The referenced organization should also 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.

## **ANNEX A**

### **Information specific to ISOC/IETF documents**

The documents of the Internet Society (ISOC) / Internet Engineering Task Force (IETF) are referred to as RFCs (Requests For Comment). The information that should be included in the ITU-T member contribution, following the format in Appendix I, includes:

- 1** A clear description of the RFC (standards document or not, title, number, version, date, etc.).
- 2** Type of reference (normative or informative).
- 3** Justification for the specific reference to the RFC.



- 4 Current information, if any, about IPR issues (some information may be available in the IETF IPR archives at <ftp://ds.internic.net/ietf/IPR>).
- 5/6 The degree of maturity and "Quality" of the RFC, i.e.:
- i) For a standards document, whether it is:
    - **Best Current Practice**  
(defines procedures and operational issues; considered the recommended way to perform a certain function; not required to describe actual current practice)
    - **Proposed Standard**  
(stable and well-understood; real implementation desirable but not necessary; no known technical flaws; considered immature)
    - **Draft Standard**  
(at least two independent, interoperable implementations and sufficient successful operational experience exist; if IPR issues are known, then independent implementations must be based on at least two separate exercises of the licensing process; considered mature and final form of specification)
    - **Internet Standard**  
(significant implementation and successful operational experience has been obtained)
  - ii) For a non-standards document, whether it is:
    - **Informational**, or
    - **Experimental**
- 7 Relationship of the RFC with other existing or emerging documents.
- 8 Any references nested within the referenced text.
- 9 Qualification of ISOC/IETF:
- 9.1-9.6** Decisions of ITU Council to admit ISOC to participate in the work of the Sector (June 1995 and June 1996).
- 9.7** The Internet Engineering Steering Group (IESG) is responsible for on-going maintenance of the RFCs when the need arises. Comments on RFCs and corresponding changes are accommodated through the existing standardization process.
- 9.8** Each revision of a given RFC has a different RFC number, so no confusion is possible. All RFCs always remain available on-line. An index of RFCs and their status may be found in the IETF archives at <ftp://ds.internic.net/rfc/rfc-index.txt>
- 10 Other: If the Study Group decides to make the reference to the RFC, the reference should always be made by RFC number (and not by other designations such as STD, BCP, etc.). References should not be made to documents referred to as "Internet Drafts" or RFCs categorized as "Historic".

## APPENDIX I

### Format for documenting a Study Group decision

The decision of the Study Group with respect to making the reference must be documented in the meeting record using the following format:

- 1** Clear description of the document  
(type of document, title, number, version, date, etc.)
- 2** Type of reference  
(normative or informative)
- 3** Justification for the specific reference  
(including why incorporation of the full text in the Recommendation is inappropriate)
- 4** Current information, if any, about IPR issues  
(including patents, copyrights, trademarks)
- 5** Other useful information describing the "Quality" of the document  
(e.g. length of time it has existed, whether products have been implemented using it, whether conformance requirements are clear, whether the specification is readily and widely available)
- 6** The degree of stability or maturity of the document
- 7** Relationship with other existing or emerging documents
- 8** Any references nested within the referenced text
- 9** Qualification of referenced organization:  
(If the referenced organization has already been qualified for communication with the ITU-T per the criteria in Annex A/A.4, a note of this result should be made, and only the additional items 9.7 and 9.8 below need to be addressed)
  - 9.1** Objectives
  - 9.2** Organization: legal status and secretariat
  - 9.3** Membership
  - 9.4** Technical subject area
  - 9.5** IPR Policy
  - 9.6** Working methods/processes
  - 9.7** Document publication and maintenance process
  - 9.8** Document change control process
- 10** Other  
(for any supplementary information).

## ITU-T RECOMMENDATIONS SERIES

- Series A**    **Organization of the work of the ITU-T**
- Series B    Means of expression: definitions, symbols, classification
- Series C    General telecommunication statistics
- Series D    General tariff principles
- Series E    Overall network operation, telephone service, service operation and human factors
- Series F    Non-telephone telecommunication services
- Series G    Transmission systems and media, digital systems and networks
- Series H    Audiovisual and multimedia systems
- Series I    Integrated services digital network
- Series J    Transmission of television, sound programme and other multimedia signals
- Series K    Protection against interference
- Series L    Construction, installation and protection of cables and other elements of outside plant
- Series M    TMN and network maintenance: international transmission systems, telephone circuits, telegraphy, facsimile and leased circuits
- Series N    Maintenance: international sound programme and television transmission circuits
- Series O    Specifications of measuring equipment
- Series P    Telephone transmission quality, telephone installations, local line networks
- Series Q    Switching and signalling
- Series R    Telegraph transmission
- Series S    Telegraph services terminal equipment
- Series T    Terminals for telematic services
- Series U    Telegraph switching
- Series V    Data communication over the telephone network
- Series X    Data networks and open system communication
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