



Communications  
Canada

---



---

**CNO/CCI**

---

**MANUAL**

---

Canada 



Government of Canada  
Department of Communications

Gouvernement du Canada  
Ministère des Communications

Ottawa, Canada  
K1A 0C8

JL103

.C6

C2

1991

JOUR

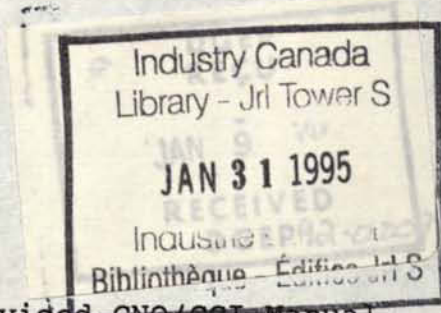


Your file    Votre référence

Our file    Notre référence

5990-2

**TO: CNO/CCIR EXECUTIVE COMMITTEE  
AND ADVISORY GROUP MEMBERS**



Enclosed please find a copy of the revised CNO/CCI Manual. A binder is also included for CCIR members of the referenced committees who have not already received one with the earlier CNO/CCITT distribution (Chapter 3).

You will note that the Manual has been extensively revised to reflect the decisions of the XVIth Plenary Assembly of the CCIR and the LXth Plenary Assembly of the CCITT and other decisions relating to restructuring.

The Manual will be amended, from time to time, through the publication of amendments, as required. Your comments and suggestions for improvement and update would be most welcome.

Would you please ensure that the Manual is available, for reference purposes, to all persons in your organization participating in CCI activities.

Yours sincerely,

*Pierre Gagné*  
Pierre Gagné  
Chairman  
CNO/CCIR Executive Committee

Encl:

Canada







**CHAPTER 1**

**THE INTERNATIONAL CONSULTATIVE COMMITTEES  
(CCIs)**

**MAY 1991**

## CHAPTER 1

### CCIs - THE INTERNATIONAL CONSULTATIVE COMMITTEES

#### SECTION I: COMMON ASPECTS OF THE CCIs

1.	BACKGROUND . . . . .	1
2.	ORIGIN OF THE ITU . . . . .	3
3.	PURPOSES OF THE ITU . . . . .	4
4.	STRUCTURE OF THE ITU . . . . .	5
4.1	Plenipotentiary Conference . . . . .	6
4.2	Administrative Conferences . . . . .	6
4.3	Administrative Council . . . . .	6
4.4	The General Secretariat . . . . .	7
4.5	The International Frequency Registration Board . . . . .	7
5.	OTHER RELATED INTERNATIONAL COMMITTEES . . . . .	8
6.	PARTICIPATION IN THE WORK OF THE CCIs . . . . .	8
7.	THE WORKINGS OF THE CCIs . . . . .	9
8.	JOINT CCIR-CCITT STUDY GROUPS AND COMMITTEES . . . . .	10
8.1	Joint CCIR/CCITT Committees . . . . .	10
8.2	GAS Groups . . . . .	10
8.3	Joint CCIR/CCITT Study Groups . . . . .	10

#### SECTION II: ROLES OF THE PUBLIC AND PRIVATE SECTORS

1.	ROLE OF DEPARTMENT OF COMMUNICATIONS IN THE CCIs . . . . .	11
2.	ROLE OF RPOAs AND CANADIAN INDUSTRY IN THE CCIs . . . . .	11
3.	ROLE OF CANADIAN SCIENTIFIC COMMUNITY IN THE WORK OF THE CCIs . . . . .	12



## CHAPTER 1

### SECTION 1

#### COMMON ASPECTS OF THE CCIS

##### 1. BACKGROUND

By the 1850s electric telegraphy was available to the general public in Europe, and it soon became evident that agreements between states were necessary to permit telegraph lines to be constructed across national frontiers. As a result, numerous agreements between states were signed, however, it then became evident that a unified approach was required. Two unions were established, one in 1850 for the Eastern and Central European States and the other in 1855 for the Western European States. By 1858 two conventions<sup>1</sup> were in effect, the Brussels Convention for the Eastern and Central European States and the Berne Convention for the Western States. Then, by 1865, it became evident that these two conventions no longer dealt adequately with the telegraphic requirements of the Member states.

France, desiring to profit from experience and realizing the advantages of complete telegraphic uniformity for international relations, proposed that all powers of Europe meet at a conference to negotiate a general treaty. Accordingly, from March 1 to May 17, 1865, the first International Telegraph Convention was held in Paris. The Paris Conference was attended by 20 European States. The common provisions of the Austro-German Telegraphic Union and the Telegraphic Union of Western Europe were incorporated. The Paris Convention also recognized the Morse instrument as the International telegraph apparatus.

---

<sup>1</sup> Telecommunication conventions are agreements of the nature of a treaty between governments. Their objective is to facilitate relations and cooperation between peoples by means of efficient telecommunication services while fully recognizing the sovereign right of each country to regulate its telecommunications. The International Telecommunication Convention, which is in effect at this time, contains provisions which specify the internal organization of the ITU and set forth general principles governing telecommunications. It is drawn up and revised at Plenipotentiary Conferences by the Member countries of the Union.



Annexed to the Convention were a set of Telegraph Regulations.<sup>2</sup> Three years later, another Conference was held in Vienna. At this time a Headquarters with a Secretariat was established in Berne under the control of the Swiss Government. A staff of three dealt with the routine administrative work of the Union. The St. Petersburg Conference of 1875 defined the arrangements under which the future conferences were to be conducted. There would be two types of conferences; a Plenipotentiary Conference which could revise the convention and would be attended by diplomats empowered to act for their governments and an administrative conference which would revise the regulations.

With the advent of wireless transmissions, problems in communications surfaced. One problem was that radio equipment companies instructed their operators to exchange wireless signals only with other stations using the same equipment. For example, Prince Henry of Prussia sent a courtesy message to Theodore Roosevelt in 1902 after a visit to the USA and had it refused because the radio equipment on the ship was of a different type and nationality from that on shore. As a result of these problems, a Radio Conference was held in Berlin in 1906, and the first International Radio Regulations were drawn up. These incorporated the principle that ship and coast radio stations were required to accept messages from each other. In addition, the SOS distress signal was adopted. The Radio Convention, which was drawn up, was modelled after the St. Petersburg Convention and a set of radio Regulations was annexed to the Convention. After much discussion as to which government should be entrusted, the Berne Bureau of the International Telegraph Union was asked to manage the affairs of the new Radio Telegraph Union. Shortly after the sinking of the Titanic in 1912 a Radio Conference, was held in London. As a result of this Conference actions were taken relative to the obligatory installation of radios aboard ships and the maintenance of a continuous radio watch (the Titanic operator had been unable to communicate with a ship within rescue distance because its operator had gone off duty for the night).

At the Paris Conference in 1925 two semi-independent consultative bodies were established; the International Telephone Consultative Committee (CCIF) and the International Telegraph Consultative Committee (CCIT). The CCIF had a laboratory and a secretariat which were located in Paris.

---

<sup>2</sup> Regulations are agreements on applying the Convention. They are essentially technical in nature and are likely to alter as technology progresses. They supplement the Convention and are framed at administrative conferences convened by the ITU. These regulations contain detailed provisions applying to telecommunications.

The 1927 Washington Radio Conference established the International Radio Consultative Committee (CCIR). At this Conference bands of frequencies were allocated to the different radio services including maritime and broadcasting. The CCIF and the CCIT were merged in 1956 into the International Telegraph and Telephone Consultative Committee (CCITT).

## 2. ORIGIN OF THE ITU

In 1932, the 13th International Telegraph Conference and the 3rd International Radio Conference were held in Madrid. A joint Convention Committee and other joint committees concerned themselves with merging the conventions of these two conferences. A single convention, signed by 80 countries, was drawn up with three sets of regulations attached; one for radio, one for telegraph and one for telephone. The merged organization was named the International Telecommunication Union. During the next few years the CCIs (i.e. CCIR, CCIF and CCIT) held meetings and carried out their work. For example, at the 1938 Radio Conference in Cairo, the famous "Cairo curves" were developed which gave the variation of field strength with distance at medium frequencies.

Two ITU Conferences met in 1947 in Atlantic City in order to review both the convention and the Radio Regulations with a view towards modernizing the Union. The International Frequency Registration Board (IFRB) was created. At the Cairo Conference, the upper frequency limit had been 200 MHz whereas during the war frequencies in the GHz range had been used. Under an agreement with the United Nations the ITU became a specialized agency and its headquarters was transferred to Geneva. The war had demonstrated the logic of locating secretariats of international organizations in Switzerland.

During the next few years a number of Plenipotentiary Conferences were held. Then in 1973, from September 14 to October 26, in Malaga-Torremolinos (Spain) a conference was held to review the Convention established at Montreux in 1965. There the convention, currently in use, was established. This new International Telecommunication Convention came into force on 1 January, 1975. Canada deposited its ratification notification with the ITU General Secretariat on 20 January, 1975.

3. **PURPOSES OF THE ITU**

Article 4 of the Nice (1989) Constitution states:

1. The purposes of the Union are:
  - a) to maintain and extend international co-operation between all Members of the Union for the improvement and rational use of telecommunications of all kinds, as well as to promote and to offer technical assistance to developing countries in the field of telecommunications;
  - b) to promote the development of technical facilities and their most efficient operation with a view to improving the efficiency of telecommunication services, increasing their usefulness and making them, so far as possible, generally available to the public;
  - bb) to promote the use of telecommunication services with the objective of facilitating peaceful relations;
  - c) to harmonize the actions of nations in the attainment of those ends.
2. To this end, the Union shall in particular:
  - a) effect allocation of the radio frequency spectrum, the allotment of radio frequencies and registration of radio frequency assignments and any associated orbital positions in the geostationary-satellite orbit in order to avoid harmful interference between radio stations of different countries;
  - b) coordinate efforts to eliminate harmful interference between radio stations of different countries and to improve the use made of the radio frequency spectrum and of the geostationary-satellite orbit for radiocommunication services;
  - bb) facilitate the world-wide standardization of telecommunications, with a satisfactory quality of service;

- c) foster international cooperation in the delivery of technical assistance to the developing countries and the creation, development and improvement of telecommunication equipment and networks in developing countries by every means at its disposal, including through its participation in the relevant programmes of the United Nations and the use of its own resources, as appropriate;
- d) coordinate efforts to harmonize the development of telecommunication facilities, notably those using space techniques, with a view to full advantage being taken of their possibilities;
- e) foster collaboration among its Members with a view to the establishment of rates at levels as low as possible consistent with an efficient service and taking into account the necessity for maintaining independent financial administration of telecommunications on a sound basis;
- f) promote the adoption of measures for ensuring the safety of life through the cooperation of telecommunication services;
- g) undertake studies, make regulations, adopt Resolutions, formulate Recommendations and Opinions, and collect and publish information concerning telecommunication matters;
- h) promote, with international financial organizations, the establishment of preferential and favourable lines of credit to be used for the development of social projects aimed at extending telecommunication services to the most isolated areas in countries.

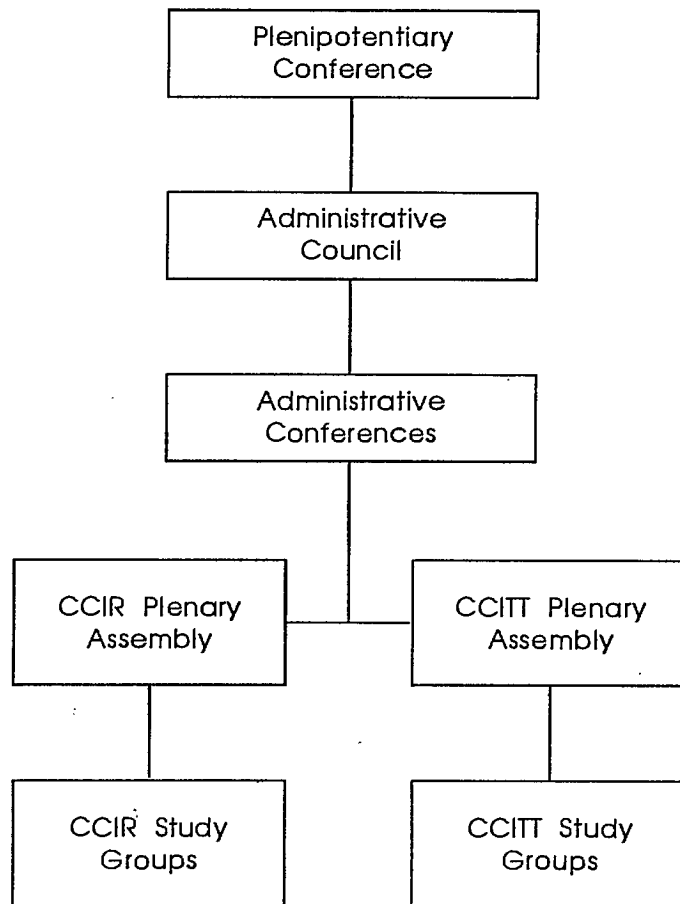
#### 4. STRUCTURE OF THE ITU

The organization of the ITU is shown in Figure 1. It can be seen that the Union comprises the following:

- 1) the Plenipotentiary Conference, which is the supreme organ of Union;
- 2) administrative conferences;
- 3) the Administrative Council;

# The International Telecommunication Union

## Meetings of Member Administrations



## Headquarters Structure

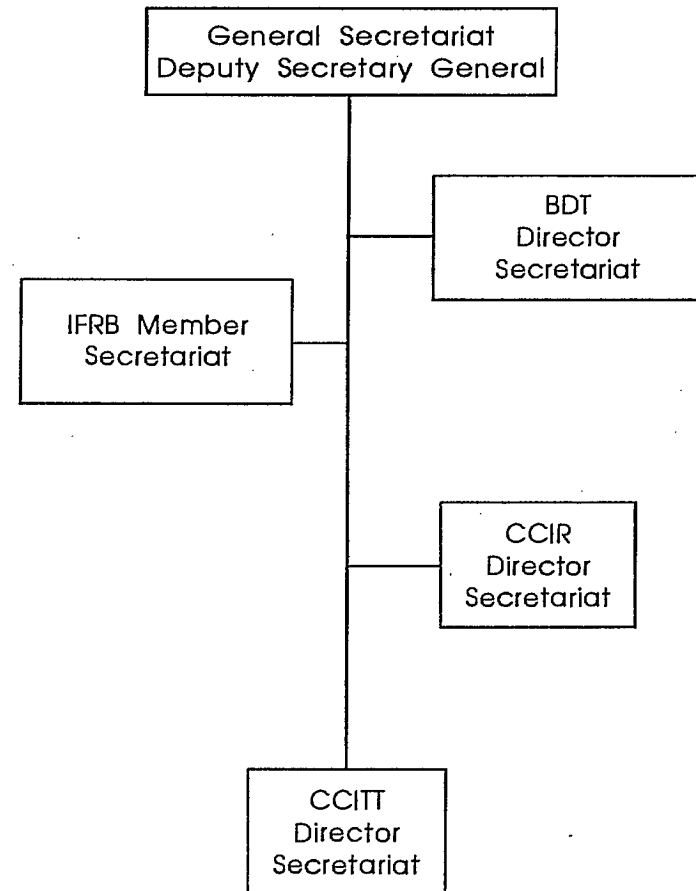


Figure 1

- 4) five permanent organs as follows:
- a) the General Secretariat;
  - b) the International Frequency Registration Board (IFRB);
  - c) the International Radio Consultative Committee (CCIR);
  - d) the International Telegraph and Telephone Consultative Committee (CCITT); and
  - e) the Telecommunications Development Bureau (BDT).

#### 4.1 Plenipotentiary Conference

The Plenipotentiary Conference, the supreme organ of the Union, is responsible for establishing the basic policies of the ITU. It revises the Convention and elects the members of the Administrative Council, the Secretary General and his Deputy, and the five members of the IFRB. Article 6 of the 1973 Convention deals with the Plenipotentiary Conference.

#### 4.2 Administrative Conferences

Administrative Conferences are generally convened to consider specific telecommunication matters. They are of two types:

- 1) World Administrative Conferences,
- 2) Regional Administrative Conferences.

World Administrative Conferences can undertake partial revision of the Administrative Regulations or, exceptionally, the complete revision of one or more of those Regulations.

Regional Administrative Conferences can only discuss specific telecommunication matters of a regional nature. The decisions of such a conference must in all circumstances be in conformity with the provisions of the Administrative Regulations.

#### 4.3 Administrative Council

The Administrative Council is responsible for coordinating the work of the Union, particularly from an administrative and financial point of view. It meets annually and is made up of 43 Members of the Union. These Members, as stated before, are elected by the Plenipotentiary Conference with due regard to the need for equitable representation of all parts of the world. The Administrative Council represents the Plenipotentiary Conference between its meetings thereby obviating the need for more frequent plenipotentiary meetings.

The major elected officers of the ITU normally have the right to participate and the Secretary-General acts as its Secretary. Article 8 of the 1989 Constitution deals with the Administrative Council.

#### 4.4 The General Secretariat

The General Secretariat, dealt with in Article 9 of the 1989 Constitution, is directed by a Secretary-General who is assisted by one Deputy Secretary-General. The Secretariat was created during the Atlantic City Conference to replace the International Bureau at Berne. It is made up of individuals chosen from Member nations.

The Secretary-General acts as legal representative of the Union and is responsible to the Administrative Council for the administrative and financial side of the Union's work. With the advice and assistance of a "Coordination Committee", he coordinates the activities of the permanent organs. The Coordination Committee (see Article 12) consists of the Secretary-General, the Deputy Secretary-General, the Directors of the International Consultative Committees, the Director of the Telecommunications Development Bureau, and the Chairman and Vice-Chairman of the International Frequency Registration Board.

The General Secretariat is responsible for the administration of the Union, the publication of administrative regulations and other ITU documents, and the implementation of technical co-operation programmes within the framework of the United Nations Development Programme (UNDP).

#### 4.5 The International Frequency Registration Board

The IFRB is composed of five independent members elected by the Plenipotentiary Conference so that there is equitable distribution amongst the regions of the world, (i.e. The Americas, Western Europe, Eastern Europe, Africa and Asia). From amongst themselves, they elect a chairman and a vice-chairman each year. They are assisted by a specialized secretariat. Article 10 of the 1989 Constitution deals with the IFRB and defines its essential duties. Basically, the IFRB is responsible for the maintenance of records such as the recording of frequency assignments and geostationary satellite positions, and a number of other related duties.

## 5. OTHER RELATED INTERNATIONAL COMMITTEES

There are a number of international organizations with which the ITU cooperates. Some of these are the following:

- I.M.O. - International Maritime Organization
- I.C.A.O. - International Civil Aviation Organization
- I.C.S.U. - International Council of Scientific Unions
- I.U.G.G. - International Union of Geodesy and Geophysics
- U.R.S.I. - International Union of Radio Science
- I.A.U. - International Astronomical Union
- I.E.C. - International Electrotechnical Commission
- C.I.S.P.R.- International Special Committee on Radio Interference
- I.S.O. - International Organization for Standardization
- I.U.C.A.F.- Inter-Union Committee for the Allocation of Frequencies
- C.O.S.P.A.R.- Committee on Space Research

Normally CCIs' information is passed to these organizations. At other times, these organizations are asked for comments or are asked to cooperate with the CCIs on specific problems.

## 6. PARTICIPATION IN THE WORK OF THE CCIS

There are four types of participants in the CCIs: Administrations, Recognized Private Operating Agencies (RPOAs), Scientific or Industrial Organizations (SIOs), and International and Regional Organizations.

- 1) Member administrations of the ITU are members of the CCIs.
- 2) Recognized Private Operating Agencies, subject to the appropriate procedure and approval of the administration, may become members of the CCITT or CCIR. As a result of the organizations' membership, they have a seat on the Executive Committee of the CNO/CCIR (if members of the CCIR) or a seat on the Steering Committee of the CNO/CCITT (if members of the CCITT).
- 3) Scientific or Industrial Organizations (SIOs), which are engaged in the study of telecommunications problems or in the design or manufacture of equipment intended for telecommunication services, may similarly be admitted in an advisory capacity in the work of the CCIs' Study Groups.



- 4) International and Regional Organizations, which coordinate their work with the ITU and which have related interests, may be admitted to participate in the work of the CCIR and CCITT.

Administrations make voluntary financial contributions to the budget of the ITU. They choose a contributory class from the following: 40, 35, 30, 28, 25, 23, 20, 18, 15, 13, 10, 8, 5, 4, 3, 2,  $1\frac{1}{2}$ , 1,  $\frac{1}{2}$ ,  $\frac{1}{4}$ ,  $\frac{1}{8}$  and  $\frac{1}{16}$  units. Canada contributes 18 units to the ITU Regular Budget.

Each of the RPOAs and the SIOs participating in the work of either of the CCIs contributes separately and directly to that particular CCI to help defray the expenses of that CCI. The amount of the contribution per unit payable by RPOAs and SIOs (or international organizations) is fixed at  $\frac{1}{5}$  of the contributory unit of Members of the Union. However, the unit class of contribution, which determines the amount paid, is left to the discretion of each entity. The amount of the "unit" is determined annually by the Administrative Council of the ITU. Further information on these subjects can be found in the 1989 Constitution and Convention.

#### 7. THE WORKINGS OF THE CCIs

In Article 11 of the Nice Constitution, the duties of the CCIs are described. The duties of the CCIR are to study technical and operating questions specifically to radiocommunication without limit of frequency range and to issue Recommendations on them with a view to standardizing telecommunications on a world-wide basis. The XVIIth Plenary Assembly of the CCIR in addition included a reference to the issuance of Recommendations "with a view to providing technical bases for efficient use of the frequency spectrum and the geostationary-satellite orbit. The duties of the CCITT are to study technical, operating and tariff questions relating to telephony and telegraphy and to issue recommendations on them. In the course of its studies, each CCI is to concern itself with the establishment, development and improvement of telecommunications in developing countries when studying Questions and formulating Recommendations.

Each CCI works through its Study Groups and Plenary Assembly. Each CCI is under a Director who is elected by a Plenary Assembly, in accordance with the General Regulations. The Director is assisted by a Special Secretariat.

The Plenary Assembly is held approximately every four years by each CCI. It draws up a list of Questions on technical subjects relating to telecommunications which are then allocated to the appropriate Study Group. The Study Groups, which are composed of experts from different countries, carry out and coordinate the necessary studies.

## 8. JOINT CCIR-CCITT STUDY GROUPS AND COMMITTEES

Even though they are separate entities, the CCIR and the CCITT have had a close historical relationship. This continuing close relationship is shown in the many joint studies that are currently active.

### 8.1 Joint CCIR/CCITT Committees

A World Plan Committee and a number of Regional Plan Committees (for Africa, Latin America, Asia and Oceania, Europe and the Mediterranean Basin) have been established. These prepare a "General Plan" for the international telecommunication network to help in planning international telecommunication service and examine the technical, operating and tariff questions raised by the application of the plan. They refer Questions to the CCIs. The resulting studies are of particular interest to developing countries and are within the terms of reference of the committees.

CCV is the CCIR Coordination Committee for Vocabulary, replacing the joint CCIR/CCITT Study Group CMV. In liaison with the CCITT, the ITU General Secretariat and other interested organizations (mainly the IEC), it studies vocabulary, including abbreviations and initials, and related subjects to meet the needs of the CCIR Study Groups. The CCITT deals with vocabulary matters in its Terminology Coordination Committee.

### 8.2 GAS Groups

Special Autonomous Groups are groups established by, and report directly to, CCITT Plenary Assemblies, and they are concerned with those studies carried out by the CCITT in regard to the developing countries.

### 8.3 Joint CCIR/CCITT Study Groups

The CMTT is a Joint Group which is administered by the CCIR. The Chairman of this Group originates from the CCIR, and the Vice-Chairmen from the CCITT. CMTT is a Joint Study Group for television and sound transmission. It studies the specifications to be satisfied by telecommunication systems used for broadcasting.



## SECTION II

## ROLES OF THE PUBLIC AND PRIVATE SECTORS

## 1. ROLE OF DEPARTMENT OF COMMUNICATIONS IN THE CCIs

The Department acts as a focal point for the expression of Canadian needs in telecommunications matters and assists industry's and Recognized Private Operating Agencies' (RPOAs) efforts to attain specific objectives in areas of concern to them.

The Department further arranges other available Canadian expertise to participate in areas where there is a need to counter-balance or support other countries' inputs to the CCIs. It endeavours to complement the interests of non-government organizations. Its resources are primarily committed to CCIs' areas of responsibility, which fall within the Department's mandate.

The Department also fulfils coordinating functions with other government departments, the provinces, industry and all those representing the public interest. It protects and sustains Canadian interests by maintaining an effective presence at CCI meetings where international Recommendations and technical standards are developed.

## 2. ROLE OF RPOAs AND CANADIAN INDUSTRY IN THE CCIs

Rapid scientific and technological advances, such as satellite communications, make the development of internationally-harmonized standards essential. Between the development of a product or system and its use by more than one country, barriers to inter-working and trade exist due to lack of internationally agreed procedures and technical equipment characteristics.

Although the CCIs are important to all Canadians, industry and private operating agencies are first to benefit and are major contributors to the development of international standardization. National member organizations recognize that such contributions to the CCIs are the only way to initiate new or appropriately revised texts and effectively respond to proposals originating from their international counterparts.

In our essentially free market economy, the bulk of the resources committed to the CCIs' work comes from the private sector, which contributes in the expectation that in the long run the rewards justify present efforts by providing more efficient service for Canadian customers at a lower cost.

### 3. ROLE OF CANADIAN SCIENTIFIC COMMUNITY IN THE WORK OF THE CCIS

The scientific community, both private and public, provides expert advice on technical problems and questions. While research programmes are not normally selected on the basis of their usefulness toward answering the CCIR or CCITT Study Questions, they often have a direct bearing on the work of the CCIs' Study Groups. Ways to utilize such output for the greatest benefit to Canada should continuously be explored. Toward this end, it is seen as a desirable step, on the part of universities, to instill an awareness among future managers and engineers of the role of the CCIs and their potential usefulness in all branches of telecommunications. University administrations should consider including material in their engineering programme which acquaints the student with the CCIs' activities and fosters a sense of responsibility towards the use of international standards and regulations as a worthwhile long-term activity.

CHAPTER 2

CANADIAN NATIONAL ORGANIZATION

FOR THE

INTERNATIONAL RADIO

CONSULTATIVE COMMITTEE

(CNO/CCIR)

M A N U A L

MAY 1991



**CHAPTER 2**

**CANADIAN NATIONAL ORGANIZATION  
FOR THE  
INTERNATIONAL RADIO  
CONSULTATIVE COMMITTEE  
(CNO/CCIR)**

**SECTION I: INTERNATIONAL RADIO CONSULTATIVE COMMITTEE (CCIR)**

1.	DUTIES . . . . .	1
2.	OBJECTIVES . . . . .	1
3.	MEMBERSHIPS AND PARTICIPATION . . . . .	2
4.	STRUCTURE . . . . .	2
5.	WORKING METHODS AND PROCEDURES . . . . .	3
6.	CCIR TEXTS . . . . .	4

**SECTION II: THE CANADIAN NATIONAL ORGANIZATION FOR THE CCIR**

1.	INTRODUCTION . . . . .	6
2.	CONSTITUTION . . . . .	6
3.	ORGANIZATION . . . . .	6
4.	APPOINTMENT OF CNO/CCIR OFFICERS . . . . .	6
5.	CANADIAN CONTRIBUTIONS TO CCIR STUDY GROUP MEETINGS . . . . .	7
6.	DISTRIBUTION OF CCIR STUDY GROUP DOCUMENTS IN CANADA . . . . .	8
7.	CANADIAN POSITION DOCUMENTS FOR CCIR STUDY GROUP MEETINGS . . . . .	8
8.	PREPARATIONS FOR ADMINISTRATIVE RADIO CONFERENCES . . . . .	10
9.	CANADIAN PARTICIPATION IN CCIR WORKING PARTIES AND TASK GROUPS . . . . .	11



## ANNEXES

CONSTITUTION OF THE CANADIAN NATIONAL ORGANIZATION FOR THE CCIR . . . . .	Annex 1
MEMBER ORGANIZATIONS IN THE CNO/CCIR . . . . .	Annex 2
CNO/CCIR NATIONAL STUDY GROUP CHAIRMEN . . . . .	Annex 3
GUIDELINES FOR THE PREPARATION OF CANADIAN CONTRIBUTIONS TO THE CCIR. . . . .	Annex 4
SAMPLE CANADIAN POSITION DOCUMENT . . . . .	Annex 5
ORGANIZATION OF CCIR WORK (RES 24-7). . . . .	Annex 6(1)
STRUCTURE OF CCIR STUDY GROUPS (RES 61-4). . . . .	Annex 6(2)
WORKING GUIDELINES FOR CCIR STUDY GROUPS AND SECRETARIAT (A.C. 316 Annex 2) . . . . .	Annex 6(3)
INTERNATIONAL CHAIRMEN AND NATIONAL COORDINATORS OF CCIR WORKING PARTIES AND TASK GROUPS . . . . .	Annex 6(4)
LIST OF PUBLICATIONS . . . . .	Annex 7
RESOLUTION 97: APPROVAL OF NEW AND REVISED RECOMMENDATIONS BETWEEN PLENARY ASSEMBLIES . . . . .	Annex 8
RESOLUTION 106: STRATEGIC REVIEW AND PLANNING. . . . .	Annex 9
RESOLUTION 107: RESTRUCTURING OF THE CCIR STUDY GROUPS. . . . .	Annex 10
RESOLUTION 109: THE APPROVAL AND CATEGORIZATION OF QUESTIONS BY THE XVIIITH PLENARY ASSEMBLY AND SUBSEQUENT ACTION BY THE STUDY GROUPS. . . . .	Annex 11



## SECTION 1

### INTERNATIONAL RADIO CONSULTATIVE COMMITTEE (CCIR)

#### 1. DUTIES

1.1 The duties of the CCIR are to study technical and operating questions relating specifically to radiocommunication without limit of frequency range, and to issue Recommendations with a view to providing technical bases for efficient use of the frequency spectrum and the geostationary-satellite orbit, and with a view to standardizing telecommunications on a world-wide basis; these studies shall not generally address economic questions but where they involve comparing technical alternatives economic factors may be taken into consideration.

1.2 The ITU Radio Regulations provide the framework for the orderly development and use of the radio frequency spectrum. The Radio Regulations are drawn up and approved by World and Regional Administrative Radio Conferences (WARCs and RARCs). In large part, the technical bases for the work of WARCs and RARCs and thus for the ITU Radio Regulations, are the results of CCIR studies, in particular the CCIR Recommendations.

#### 2. OBJECTIVES

2.1 The objectives of the CCIR are in particular:

- a. to provide the technical bases for use by administrative radio conferences and radiocommunication services for efficient utilization of the radio-frequency spectrum and the geostationary-satellite orbit, bearing in mind the needs of the various radio services;
- b. to recommend performance standards for radio systems and technical arrangements which assure their effective and compatible interworking in international telecommunications;
- c. to collect, exchange, analyze and disseminate technical information resulting from studies by the CCIR, and other information available, for the development, planning and operation of radio systems, including any necessary special measures required to facilitate the use of such information in developing countries;

- d. to ensure, to the extent practicable, that the work of the CCIR in the radiocommunications field is harmonized with other international and regional organizations engaged in similar activities.

### 3. MEMBERSHIPS AND PARTICIPATION

#### 3.1 The CCIR has as members:

- a. of right, the administrations of all Members of the Union;
- b. any recognized private operating agency (RPOA) or any scientific or industrial organization which, with the approval of the Member concerned, expresses a desire to participate in the work of these Committees.

### 4. STRUCTURE

#### 4.1 The CCIR conducts its work through the medium of:

- a. its Plenary Assembly (PA), which meets approximately every four years;
- b. Study Groups set up by the PA;
- c. Working Parties (WPs) and Task Groups (TGs), set up by the Study Groups;
- d. A Study Group or Task Group, which is established as required to prepare the technical and operational bases for ITU administrative radio conferences;
- e. A Director elected by the Plenipotentiary Conference for the interval between two Plenipotentiary Conferences;
- f. World and Regional Plan Committees as may be jointly approved by the PAs of the CCIR and the CCITT. These Plan committees are administered by the CCITT.

#### 4.2 The current Study Groups and the Joint CCIR/CCITT Study Group, their terms of reference and the names of their chairmen and vice-chairmen are listed in Annex 6(1).

#### 4.3 The current Working Parties and Task Groups together with the names of the international chairmen and national coordinators are listed in Annex 6 (Part 4).

## 5. WORKING METHODS AND PROCEDURES

5.1 The work of the CCIR is organized in study cycles of about four years each. Each cycle ends with a Plenary Assembly meeting which, *inter alia*, draws up the work programme for the succeeding study cycle and allocates the work to the appropriate Study Groups. The results of these studies take the form of Reports and Recommendations which are then reviewed and approved if appropriate at the next Plenary Assembly meeting.

5.2 Within each study cycle the individual Study Groups organize their work activities around technical documentation submitted by the Study Group members. Each Study Group maintains a plan for its work that considers a period of at least two years and reviews the plan at each of its meetings. A Study Group performs an executive role, including the planning, scheduling, supervision, delegation and approval of the work and other related matters. A Study Group will normally set up Working Parties to study Questions assigned to the Study Group; each Working Party will study one or several Questions and will prepare draft Recommendations and other texts for consideration by the Study Group. A Study Group may establish Task Groups or appoint Special Rapporteurs to expedite work on certain studies or urgent issues between Study Group meetings.

5.3 The terms of reference, working arrangements and general provisions governing the work of the CCIR are set out in the ITU Constitution and Convention (Nice, 1989). The general regulations are supplemented by additional rules of procedure and instructions promulgated in the form of CCIR Resolutions and Opinions, and published in the general volume of the CCIR Green Books.

5.4 The Resolution of primary importance in the regular work of the CCIR Study Groups is Resolution 24-7, "Organization of CCIR Work". It provides guidance and instructions on the preparation and submission of contributions to the CCIR, the organization of Study Group work, the duties and organization of the work of the Plenary Assembly, coordination between Study Groups, CCIR texts and CCIR preparations for administrative radio conferences. It is reviewed and amended as necessary at each Plenary Assembly meeting. The current version of this Resolution is reproduced in full as Annex 6(1) to this Manual.

5.5 During the 1990 Plenary Assembly in Düsseldorf, the CCIR adopted a new Resolution which deals with the approval of new and revised Recommendations between Plenary Assemblies. This new Resolution is developed in view of the rapid changes in technology and radiocommunication services which make it desirable for the CCIR to have an accelerated procedure for the approval of Recommendations.

The Resolution, outlined in Annex 8 to this Manual, describes the process through which a new or revised Recommendation must follow before approval.

## 5. CCIR TEXTS

5.1 The CCIR work programme and the results of CCIR studies are described by a strictly defined series of texts as follows:

Question: A statement of a technical or operational problem, to which an answer is required.

Recommendation: An answer to a Question which the CCIR considers to be sufficient to serve as a basis for international cooperation; a Recommendation may also provide guidance;

Proposal: A statement of the findings of the CCIR for an administrative radio conference;

Resolution: A text giving instructions on the organization, methods or programmes of CCIR work;

Opinion: A text containing a proposal or a request destined for another organization (such as the organs of the ITU, international organizations, etc.) and not necessarily relating to a technical subject;

Report: A technical or operational statement, prepared by a Study Group on a given subject related to a current Question; a Report should not be used to convey information concerning the application of the Radio Regulations or of a CCIR Recommendation;

Study Groups may also prepare Progress Reports which provide a statement of information on the progress being achieved on work related to one or more Questions which are distributed to participants;

Handbook: A document which provides a statement of the current knowledge, the present position of studies, or of good operating or technical practice, in certain aspects of radiocommunications.

5.2 The conclusions of a Plenary Assembly and all the texts in force after the Assembly are published in separate volumes corresponding to the different Study Groups and in an additional volume containing the texts of general interest to all Study Groups. These volumes are commonly referred to as the CCIR "Green Books". The plan of the volumes from the most recent Plenary Assembly is given in Annex 7. In addition, Annex 9

contains the text of Resolution 106 pertaining to the establishment of an ad hoc Advisory Group to meet between Plenary Assemblies to discuss issues for strategic review and planning of CCIR work and Resolution 107 in Annex 10 pertains to the establishment of a Working Party of the Plenary Assembly to examine the structure of the CCIR Study Groups with a view to developing possible recommendations for further changes.

5.3 The XVIIth Plenary Assembly also developed Resolution 109 dealing with the approval and categorization of Questions and subsequent action by the Study Groups (see Annex 11). This Resolution defines the work programme and categorizes all Questions in order of priority.





**SECTION II****THE CANADIAN NATIONAL ORGANIZATION FOR THE CCIR****1. INTRODUCTION**

1.1 The Canadian National Organization for the CCIR (CNO/CCIR) was established in 1968. The objective of the CNO/CCIR is to promote and coordinate Canadian participation in the activities of the CCIR. The CNO/CCIR comprises members from the public and private sectors of the Canadian telecommunications community concerned specifically with radio communications.

**2. CONSTITUTION**

2.1 The Constitution of the CNO/CCIR is given in Annex 1. It defines the purpose, participation and structure of the CNO/CCIR, and the responsibilities of the organizational elements defined therein. The provisions of the Constitution are supplemented by procedures, guidelines and additional information presented in this Manual.

**3. ORGANIZATION**

3.1 The CNO/CCIR is comprised of an Executive Committee, an Advisory Group and National Study Groups (NSGs).

3.2 The scope of the NSGs are the same as those of the corresponding CCIR Study Groups (see Annex 6(2)).

3.3 The composition of the Executive Committee and Advisory Group is described in the Constitution.

3.4 The overall organization of the CNO/CCIR is shown diagrammatically in Figure 1. The Canadian organizations which are Members of the CNO/CCIR are listed in Annex 2. Associate organizations, which may participate in the NSGs but are not entitled to sit on the Executive Committee or Advisory Group, are not listed.

**4. APPOINTMENT OF CNO/CCIR OFFICERS**

4.1 As provided in the Constitution:

- a. the Chairman and Secretary of the Executive Committee and the Secretary of the Advisory Group are from and appointed by the Department of Communications at the beginning of each Study Period;

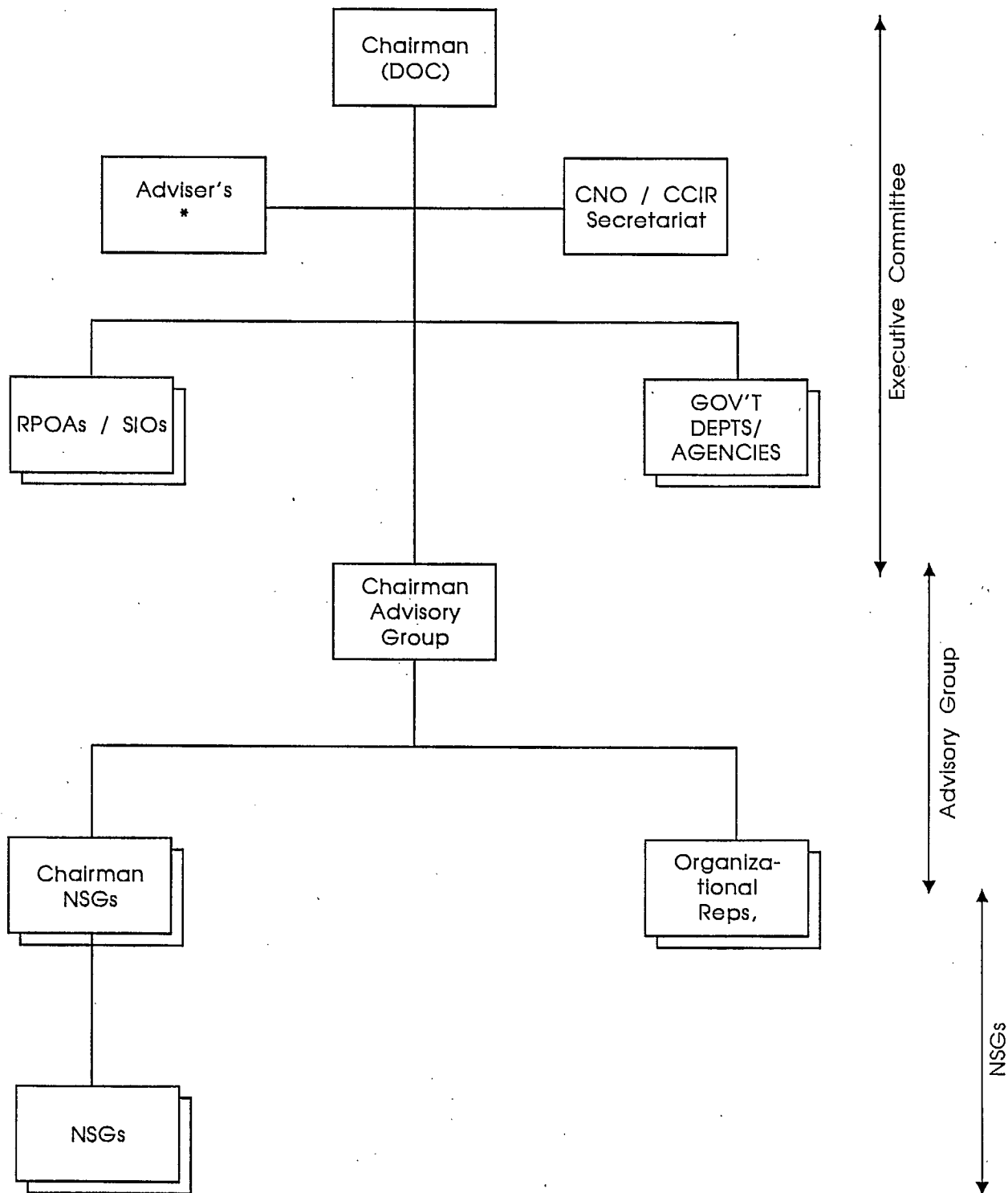


Figure 1 - CNO/CCIR Organization

\* Canadian Chairman and Vice-Chairman of CCIR Study Groups

- b. each Member organization appoints a representative to the Executive Committee and, in certain circumstances, a representative to the Advisory Group;
- c. the NSG Chairmen are proposed by Member organizations and approved by the Executive Committee;
- d. the Chairman of the Advisory Group is selected by and from among its members;
- e. Canadian WP and TG members are proposed by the appropriate NSG Chairmen and approved by the Executive Committee.

4.2 The current CNO/CCIR chairmen are listed in Annex 3.

4.3 Canadian members of CCIR Working Parties and Task Groups are listed in Annex 6(4).

**5. CANADIAN CONTRIBUTIONS TO CCIR STUDY GROUP, WORKING PARTY AND TASK GROUP MEETINGS**

5.1 The general instructions for the preparation and submission of contributions to the work of the CCIR are contained in Resolution 24-7 (see Annex 6(1)). Information on Study Group contributions for Working Parties and Task Groups is given in Annex 2 of A.C. 316 (Annex 6(3)).

5.2 Detailed guidelines for the preparation of Canadian contributions, based on Resolution 24-7, are presented in Annex 4 in the form of a sample contribution.

5.3 The process of review and approval of Canadian contributions is depicted by the flow-chart in Figure 2.

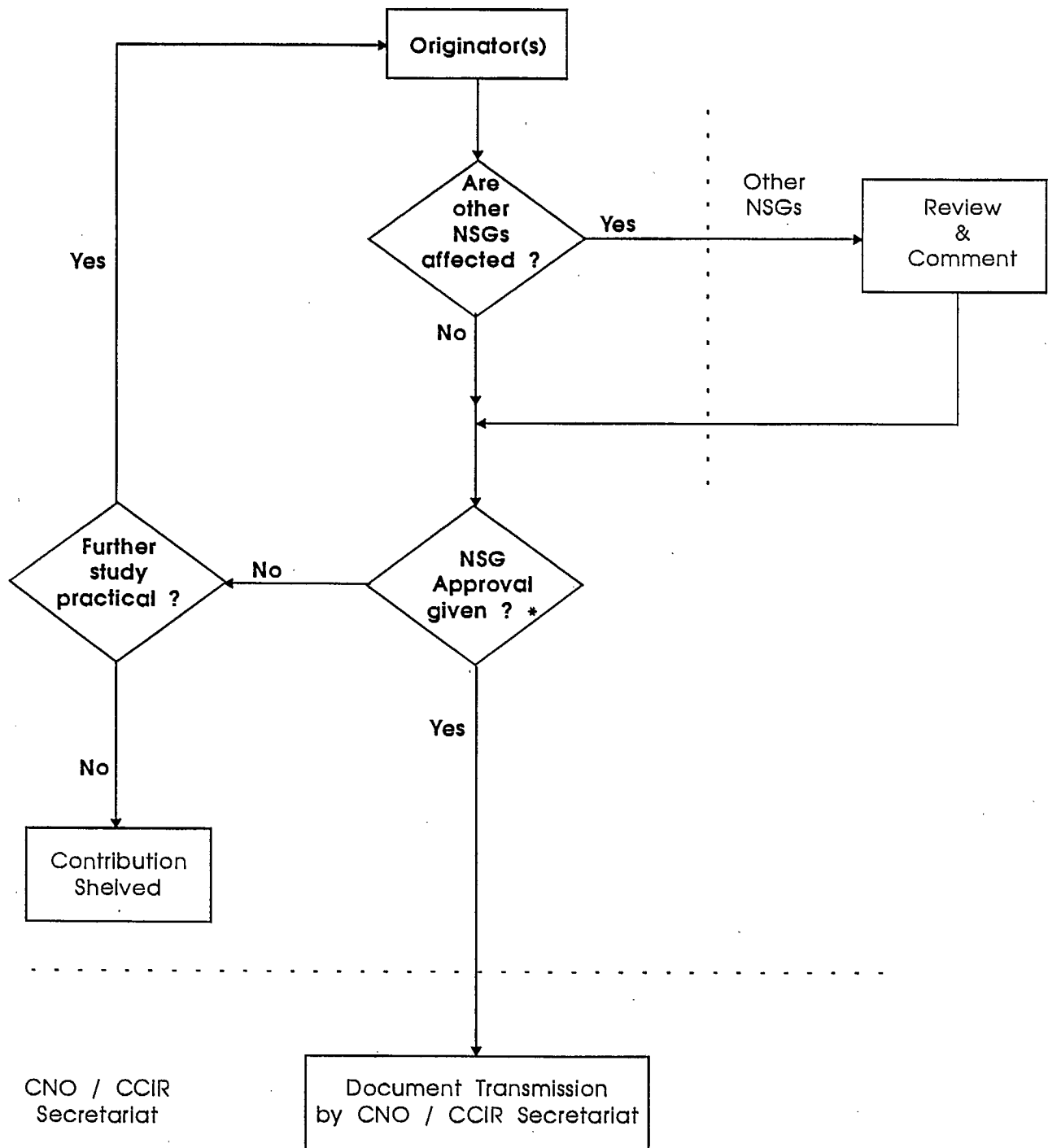
5.4 The approved Canadian contributions are transmitted by the CNO/CCIR Secretariat as follows:

- a. five copies to the Director, CCIR
- b. one copy each to the Chairman and Vice-Chairmen of each Study Group concerned.

5.5 Originators of Canadian contributions should take special note of the time limits for the submission of contributions as laid down in Resolution 24-7 (Annex 6(1)).

FLOW CHART

STUDY GROUP/WORKING PARTY/TASK GROUP DOCUMENT APPROVALS



\* Note Articles 9 and 10 of the Constitution (Annex 1)

Figure 2 - Flow Chart for CNO / CCIR Contributions

## 6. DISTRIBUTION OF CCIR DOCUMENTS IN CANADA

6.1 The CCIR Secretariat sends contributions to Members (Administrations and RPOAs) and participating organizations (SIOs and IOs) in the language(s) and in the number of copies specified by the recipients. The International Relations Branch of the Department of Communications (DOC) represents the Canadian Administration in ITU affairs. Thus, the following Canadian organizations receive Study Group, Working Party and Task Group documents directly from Geneva:

- a. DOC
- b. Canadian RPOAs and SIOs (see Annex 2).

6.2 The distribution of documents to individual members of the CNO/CCIR is accomplished as follows:

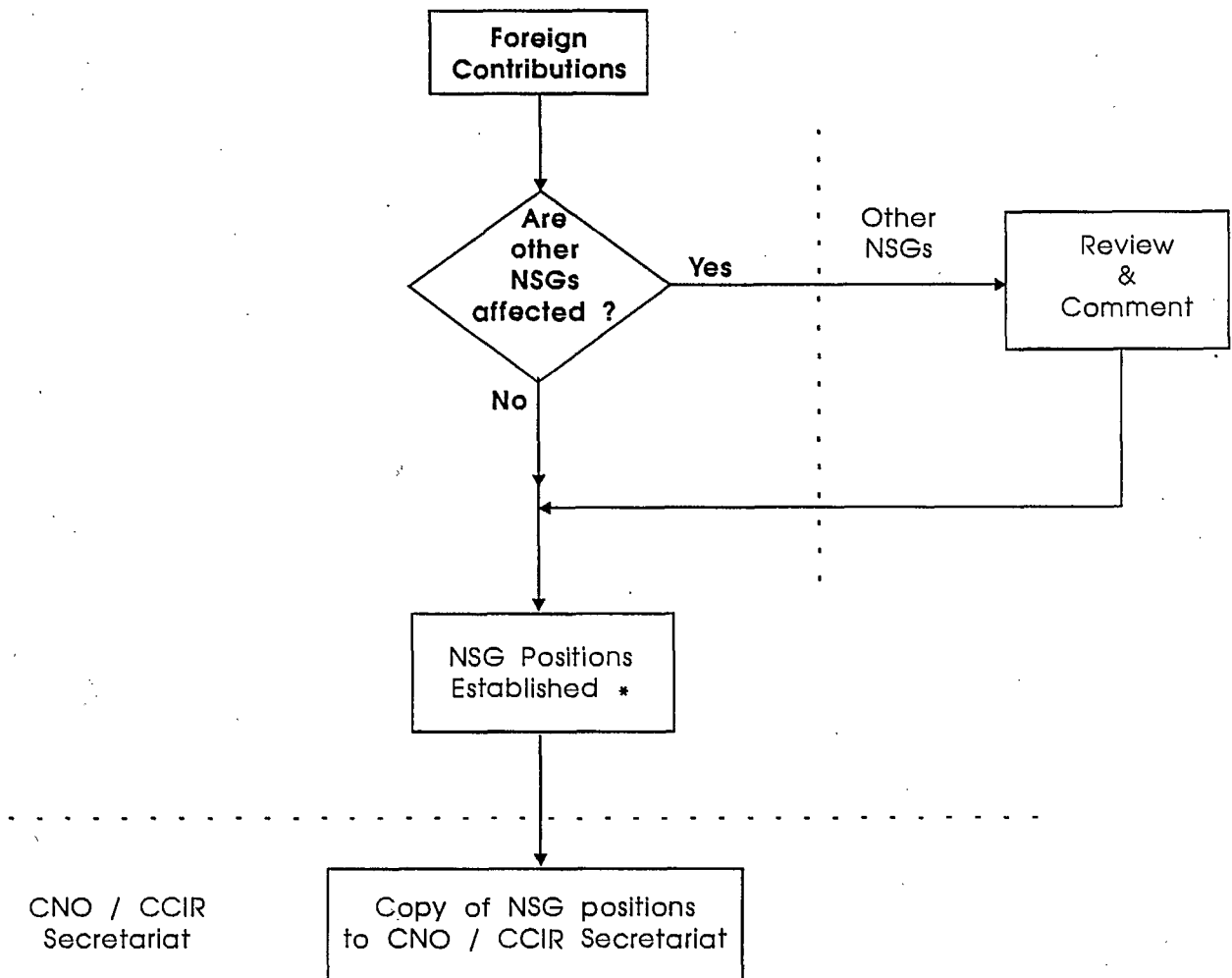
- CCIR Administrative Circulars from Geneva will be forwarded by the CNO Secretariat to the Advisory Group for follow-up action by the chairmen where necessary. Copies will also be forwarded to the Executive Committee for information, as appropriate.
- Circular Letters pertinent to a Study Group will be forwarded by the CNO Secretariat to the NSG chairman of action within the NSG as necessary.
- Administrative Documents and foreign contributions to SG/WP/TG meetings will be distributed internally in the Department and made available to non-RPOA and SIO representatives by the CNO Secretariat as required. ROPAs and SIOs will remain responsible for obtaining their copies of these contributions directly from Geneva.

## 7. CANADIAN POSITION DOCUMENTS FOR CCIR STUDY GROUP, WORKING PARTY AND TASK GROUP MEETINGS

7.1 CCIR Study Groups generally meet twice during a study cycle: one meeting is held about half-way through the study period and a final meeting is held near the end of the Study Period. The input documents to these meetings are the contributions submitted by the Study Group members and by the Working Party and Task Groups. In preparation for these meetings, the NSGs establish Canadian positions on all foreign contributions. The Canadian position document is prepared in the format shown in Annex 5 and in accordance with the procedure given in the flow-chart in Figure 3.

7.2 The CNO/CCIR process for establishing the Canadian positions on foreign contributions is depicted by the flow-chart in Annex 5. Position documents are prepared for each Study Group, Working Party and Task Group meeting and approved by the

**FLOW CHART**  
**POSITIONS ON FOREIGN CONTRIBUTIONS**



\* Note Article 9 of the Constitution (Annex 1)

**Figure 3 - Flow Chart for positions on foreign contributions**

respective NSGs. They are reviewed by the Advisory Group in cases where controversy and/or policy concerns are invoked.

7.3 Canadian positions on foreign contributions that are distributed too late for processing in Canada shall be established and approved by the Canadian delegation to the CCIR meeting which considers these contributions.

7.4 A standard set of key-words are used to express the Canadian position. The key-words and their meanings are:

**SUPPORT** Indicates that Canada is prepared to speak out in support of this document. The document will probably directly strengthen a Canadian objective. Modifying words might be added e.g. STRONGLY, WITH CLARIFICATION, WITH MODIFICATION, etc.

**AGREED** Canada has some concern for the subject being discussed, is generally in favour of the document but does not wish to become involved in any debate.

**NO OBJECTION** Canada does not disagree with the document, but the proposal has no direct impact on Canadian objectives/interests. It may mean that Canada is not able to formulate a definite position but sees no danger in its acceptance.

**NOTED** Signifies that no position is required.

**CLARIFICATION  
REQUIRED**

Indicates a document which appears to have minor impact on Canadian objectives/interests, but which requires clarification or justification before Canada can determine its final position.

**MODIFY** Canada considers the document technically incorrect, incomplete or that the conclusions are not substantiated. Canada may propose amendments (formally or informally) to align the document with Canadian objectives/positions.

**OPPOSE** Document conflicts with Canadian objectives/interests, and is of such importance that Canada would speak out against the proposal. (Effective opposition requires credible justification). May also be used where the document has no direct relationship to the agenda and it is important that it be blocked. Modifying words may be added e.g. STRONGLY, UNLESS MODIFIED, etc.

7.5 The key-words by themselves may not be enough to provide a clear statement of the Canadian position. When necessary, brief amplifying remarks and supporting information are added in

the "Comments" column of the position document. For particularly important or complex documents, usually those that Canada SUPPORTS or OPPOSES, it may be necessary to prepare separate, comprehensive supporting documentation.

7.6 ATTENTION: Canadian position documents may and frequently do, contain nationally sensitive information that must not be disclosed to foreign delegates. These documents must therefore be treated as CANADIAN EYES ONLY documents and due care taken to guard against their loss or unauthorized access to them.

## 8. PREPARATIONS FOR ADMINISTRATIVE RADIO CONFERENCES

8.1 The ITU convenes World or Regional Administrative Radio Conferences (WARCs/RARCs) to revise the whole or parts of the international Radio Regulations. The CCIR is invited to provide technical and operational advice to most of these conferences. The nature of the CCIR preparations and the manner in which the CCIR reports to those conferences depends on the nature and scope of the conference.

8.2 For the major, and usually large, conferences (world or regional) with extensive agendas, the Plenary Assembly assigns the preparatory work to a Task Group or in certain specific cases, to a Study Group. The main objective of a meeting convened to undertake the preparatory work is to prepare a report on the technical and operational topics relevant to the agenda of a WARC or RARC. Depending on the subject of the WARC/RARC, the preparatory meeting will involve all or just some of the CCIR Study Groups. Administrations and participating organizations are invited to submit contributions.

8.3 When the need for preparations for an administrative radio conference arises in the interval between Plenary Assemblies, the Director shall consult participants in the work of the CCIR, in the same way as for Questions established between Plenary Assemblies and shall propose the Study Group within which the preparations will be made;

8.4 The Task Group may also prepare proposals (as defined in No. 237 of the Nice Convention for the conference which shall be treated by the Study Group as Recommendations; if the proposals are required before the next Plenary Assembly, they shall be subject to the procedure for adoption of Recommendations between Plenary Assemblies.

8.5 Whenever the CCIR prepares for administrative radio conferences, the CNO/CCIR may establish a special national committee to prepare the Canadian input to the preparatory meeting. The structure of this committee will depend on the nature of the preparatory meeting.

8.6 Canadian contributions to the meeting are prepared in the same manner and format as contributions to regular Working Party or Task Group meetings. Contributions are prepared by the special national committee and submitted for approval, which



could be the WARC/RARC Canadian Preparatory Committee. The distribution of foreign contributions is handled in the same manner as regular Working Party or Task Group contributions.

**9. CANADIAN PARTICIPATION IN CCIR WORKING PARTIES AND TASK GROUPS**

9.1 At the 1990 Plenary Assembly in Düsseldorf, it was proposed that Working Parties (WPs) and Task Groups (TGs) be established by the Study Groups to work between meetings and report to Study Group meetings. These would replace Interim Working Parties, and Working Groups presently functioning during meetings. A Working Party will study one or several Questions and will prepare draft Recommendations and other texts for consideration by the Study Group. One or more Task Groups may be established in order to undertake studies of urgent Questions and preparation of those urgent Recommendations that cannot reasonably be carried out by a Working Party. Task Groups may also be assigned to prepare for an administrative radio conference. CCIR Resolution 24-7 gives details as to the workings of Task Groups and Working Parties (See Annex 6(1), (3)).

9.2 Normally only one member is designated to a WP or TG to represent Canadian interests, despite the fact that the member may be assisted at a given international meeting by one or more experts. A prospective representative to a WP or TG is selected from expertise within the Canadian National Organization. When a WP or TG is established or a new member is required for an existing WP or TG, interested organizations are encouraged to nominate a candidate for consideration by the NSG Chairman responsible for that WP or TG. To be most effective, the Canadian member usually is expected to have past international experience in the CCIR Study Group meetings and ideally with experience in the WP or TG itself as an expert. (In the case of newly-created or short-term WPs or TGs), such may not be possible). Also the member is expected to be an active member of the NSG.

9.3 The Canadian member to a WP or TG of the Study Group is to be recommended by the appropriate NSG Chairman for approval by the Executive Committee. The Advisory Group will also be notified of the decision. Arrangements for WPs and TGs of the CCIR Plenary Assembly are the responsibility of the Department of Communications.

9.4 Participation by one to three experts, acting as advisors to the designated member at international meetings of a WP or TG, will be considered on a case-by-case basis. This participation will be approved by the Advisory Group before the international IWP Chairman is notified.

9.5 The following items outline the major duties and responsibilities of a national coordinator of a WP or TG:

- (i) establish, in consultation with the NSG chairman, an ad hoc Canadian WP or TG to assist in drafting contributions and consolidating views of the CNO/CCIR members ensuring timely preparations in support of the overall Canadian objectives. Note: The NSG chairman is responsible for recommending to the CNO/CCIR Secretariat the needs of each WP/TG and the possible waiver of certain responsibilities identified herein;
- (ii) inform the NSG Chairman of the names of the members participating in the ad hoc group and any changes on a timely basis so that the Director of the CCIR (and the Canadian mission, in appropriate cases) are informed by the CNO/CCIR Secretariat on the Canadian delegation at least one month prior to the meeting.
- iii) provide a copy of any documents distributed at WP/TG meetings to the CNO/CCIR Secretariat for updating of the Master List, to the NSG chairman, and to members of the ad hoc group;
- iv) prior to each meeting, inform the members of the ad hoc group of the list of documents to be considered at the meeting and whether they have been distributed in advance or will be available at the meeting;
- v) submit any proposed Canadian contributions to the NSG chairman for coordination with other NSG's, NSG approval, or, to the Members of the Study Group for comment if there will be no Study Group meeting prior to the WP/TG meeting; for review by the Advisory Group and Executive Committee, as necessary, and document transmission by CNO/CCIR Secretariat (Figure 2);
- vi) ensure that the provisions of Administrative Circular A.C./316 are applied in preparing contributions for WPs and TGs. In order to meet the deadline for the dispatch of documents by the CCIR Secretariat before the meeting (eight weeks) documents must be received in the CNO/CCIR Secretariat at least nine weeks in advance of the meeting. National coordinators should ensure that this deadline is complied with Delayed contributions should be considered only in exceptional circumstances.

- vii) submit periodic and timely status reports to the NSG Chairman, with a copy to the CNO/CCIR Secretariat, on work progress, items of interest, and requirements associated with the schedule(s) established for national and international meetings.
- viii) obtain approval for the participation of expert advisors to each international meeting of the WP/TG. Requests for such approvals should be initiated with the CNO/CCIR Secretariat at least two months before each meeting;
- iv) after each international meeting of the WP/TG, prepare a report to the NSG Chairman, with a copy to the CNO/CCIR Secretariat, normally within one month, outlining the significant events of the meeting including such areas as:
  - significant events of the WP/TG meeting and the impact on future work, both Canadian and internationally;
  - success of Canadian proposals, positions, etc.;
  - nature of Canadian delegation; and,
  - if possible, a copy of the official report/output document from the meeting.

9.6 In the event that Canada actually chairs a WP/TG, there will be a need, unless a waiver is granted by the CNO/CCIR Secretariat, for a separate Canadian coordinator (who will have the responsibilities outlined above). In such a case, the WP/TG Chairman should participate in the Canadian WP/TG to ensure the most effective overall Canadian effort from both the floor and the chair. The Chairman can easily submit advance information, draft reports, etc., to the Canadian WP/TG coordinator, the NSG Chairman, and the Secretariat, as required.



CONSTITUTION  
OF THE  
CANADIAN NATIONAL ORGANIZATION  
FOR THE  
INTERNATIONAL RADIO CONSULTATIVE COMMITTEE

Article 1

Name

1. The name of the organization shall be the Canadian National Organization for the International Radio Consultative Committee, hereinafter designated the CNO/CCIR.

Article 2

Purpose

1. The purpose of the CNO/CCIR is to promote and coordinate Canadian interests and activities in the work of the International Radio Consultative Committee (CCIR) of the International Telecommunication Union (ITU), so that agreed and consistent Canadian positions may be presented at international meetings of the CCIR. To this end, the CNO/CCIR shall represent the interests of the Canadian Government and of all Canadian research and development organizations, radio equipment manufacturers, operating companies and other users and organizations involved in or concerned with the work of the CCIR.

Article 3

Composition of the CNO/CCIR

1. The CNO/CCIR shall have as Members:

- i) Government Departments or Agencies;
- ii) Recognized Private Operating Agencies (RPOAs) and Scientific or Industrial Organizations who are dues paying members of the CCIR.

2. The CNO/CCIR shall have as Associates those Canadian organizations or companies who wish to participate in the National Study Groups of the CNO/CCIR, but who are not members of the CCIR in their own right.

Article 4Structure of the CNO/CCIR

1. The CNO/CCIR shall consist of:
  - i) an Executive Committee;
  - ii) an Advisory Group;
  - iii) National Study Groups;
  - iv) a Secretariat.

Article 5Executive Committee

1. The CNO/CCIR Executive Committee shall be composed of:
  - i) a Chairman and Secretary appointed by the Department of Communications;
  - ii) one designated representative from each Member organization;
  - iii) the Chairman of the Advisory Group;
  - iv) Canadian Chairmen or Vice-chairmen of international CCIR Study Groups who shall serve as members in an advisory capacity.
2. National Study Group Chairmen or experts from the Canadian telecommunications community may be invited to participate in an advisory capacity of the Executive Committee.
3. The Executive Committee shall be responsible, through its Chairman, to the Deputy Minister of the Department of Communications. It shall:
  - i) be responsible for policy direction and overall management of CNO/CCIR activities;
  - ii) approve the appointment of National Study Group Chairmen and Canadian representatives to CCIR Working Parties and Task Groups;

- iii) approve participation<sup>3</sup> and delegation briefs for CCIR Plenary Assemblies;
- iv) approve, in case of controversy or involving issues which invoke policy concern, Canadian contributions to and positions for CCIR Study Group, Working Party and Task Group meetings;
- v) approve Canadian delegations to meetings of CCIR Study Groups and participation at Working Party and Task Group meetings if required;
- vi) approve National Study Group objectives and priorities as recommended by the Advisory Group.

#### Article 6

#### Advisory Group

4. The Advisory Group shall:
- i) at the first meeting of each Study Period, select a Chairman from among its Members;
  - ii) be responsible for coordination among national Study Groups;
  - iii) at the beginning of each Study Period, review in detail the National Study Group objectives and priorities, provide a strategic focus to such priorities and recommend their approval by the Executive Committee;
  - iv) on the basis of NSG objectives, determine an appropriate level of Canadian participation at Study Group, Working Party and Task Group meetings;
  - v) advise the Executive Committee on matters of policy, procedures, problematic issues emanating from the NSGs, appointments or other relevant matters as requested by the Executive Committee or as deemed appropriate by the Advisory Group;

---

<sup>3</sup> The composition of Canadian delegations to CCIR Plenary Assemblies is subject to the final approval of the Deputy Minister, Department of Communications.

- vi) review and coordinate selected Canadian positions on Study Group documents being presented to a CCIR Plenary Assembly meeting and recommend approval by the Executive Committee;
- vii) review and coordinate selected Canadian contributions to and positions for Study Group, Working Party and Task Group meetings, if such contributions and positions invoke controversy and/or policy concerns, and recommend a course of action to the Executive Committee;
- viii) provide a strategic direction and focus for the consideration of the recommendations of the High Level Committee established to review the structure and functioning of the Union, and provide advice to the Executive Committee on possible options in the determination of CNO/CCIR positions.

#### Article 7

##### National Study Groups

1. The technical terms of reference of each National Study Group shall be the same as the terms of reference of the corresponding CCIR Study Group. If a National Study Group adopts specific structural working arrangements, those arrangements should, whenever possible, parallel the structure of the corresponding international Study Group.
2. Each National Study Group shall be composed of:
  - i) a Chairman who shall be a representative of a Member organization and be approved by the Executive Committee;
  - ii) designated representatives from Member organizations;
  - iii) designated representatives from Associate organizations.
3. The Member and Associate organization shall advise the appropriate National Study Group Chairmen and the Secretariat the names of their participants in National Study Groups.



4. Members of a National Study Group shall have the privilege of inviting experts to participate in an advisory capacity in the meetings of the National Study Group, but these experts shall not be considered as members, and their attendance shall be approved by the National Study Group Chairman in advance of the meeting.

5. Each National Study Group shall:

- i) at the beginning of each Study Period, establish Canadian objectives and priorities on matters within its technical terms of reference;
- ii) be responsible to the Executive Committee, but shall submit its objectives, contributions and positions as appropriate and in conformity with Article 6 to the Advisory Group for review and coordination among National Study Groups;
- iii) prepare Canadian contributions to and positions for CCIR Study Group, Working Party and Task Group meetings on matters within its technical terms of reference.

6. Each National Study Group Chairman shall recommend to the Advisory Group and the Executive Committee:

- i) the preferred structure of Canadian participation in the meetings of the corresponding CCIR Study Group, its Working Parties and Task Groups;
- ii) the appointment of Canadian members to Working Parties and Task Groups of the corresponding CCIR Study Group.

#### Article 8

##### CNO/CCIR Secretariat

1. The CNO/CCIR Secretariat is comprised of the Head, WARC/CCI Affairs, Officers and staff of the Multilateral Telecommunications Division, International Relations Branch, Department of Communications.

2. The CNO/CCIR Secretariat shall:

- i) coordinate, for administrative management purposes, the activities of the CNO/CCIR;

- ii) act as Secretaries for the Executive Committee and Advisory Group, and provide secretarial support as required by the Canadian delegations to CCIR Plenary Assemblies and Study Group meetings;
- iii) undertake secretarial work associated with Executive Committee or Advisory Group meetings, and any special committees that may be set up by the Executive Committee;
- iv) publish, keep up to date and distribute CNO/CCIR membership lists;
- v) publish, keep up to date and distribute CNO/CCIR publications;
- vi) arrange the timely distribution of Canadian and foreign contributions to CCIR meetings, as required;
- vii) distribute, as required, documents received from the CCIR Secretariat to members of the relevant NSG(s) other than to those representing RPOA's and SIO's who receive them directly from the CCIR Secretariat in accordance with para. 6.2 of Section 1 Chapter 2 of this Manual;
- viii) prepare, publish and distribute Canadian delegation reports of CCIR Plenary Assembly and Study Group meetings;
- ix) maintain the official records of Canadian contributions to and positions for CCIR meetings, CNO/CCIR meetings, and CNO/CCIR general correspondence files.

#### Article 9

##### Consensus

1. Within the CNO/CCIR, decisions pertaining to Canadian contributions to and positions at CCIR meetings are arrived at by consensus. In this context, consensus means the absence of substantiated, registered opposition. Formal voting is not part of the consensus-building process. With respect to matters under the purview of National Study Groups, every effort shall be made to achieve consensus at that level. If a conflict cannot be resolved at the National Study Group level, the NSG Chairman

Article 10National Security

1. All material that carries a national security classification shall be excluded from any reports or contributions submitted to the CCIR, and from associated correspondence with foreign nationals. The primary responsibility to protect classified material shall rest with the person or persons who originate correspondence or other documentation.

2. Equally important, approving authorities within the CNO/CCIR shall be alert to avoid the inclusion of any material in documentation or correspondence submitted to the CCIR on matters that are sensitive for reasons of national policy or by virtue of their proprietary nature.



MEMBER ORGANIZATIONS IN THE CNO/CCIR

Government Departments and Agencies

Department of Communications  
Department of National Defence  
Department of Transport  
National Research Council  
Canadian Radio-television and Telecommunications  
Commission

Recognized Private Operating Agencies (RPOAs)

Canadian Broadcasting Corporation  
Unitel Communications Inc.  
Telecom Canada  
Teleglobe Canada  
Telesat Canada

Scientific or Industrial Organizations (SIOs)

Bell-Northern Research  
Spar Aerospace Ltd.



CNO/CCIR NATIONAL STUDY GROUP CHAIRMEN

(1990-94 Study Period)

Executive Committee:	G. I. Warren, DOC
Advisory Group:	W. J. Taylor, Telecom Canada/Bell
NSG 1	R. W. McCaughern, DOC
NSG 4	B. Mitani, Teleglobe Canada
NSG 5	B. Segal, DOC/CRC
NSG 6	D. B. Ross, DOC/CRC
NSG 7	D. Sward, DOC
NSG 8	L. R. Kantola, Telecom Canada
NSG 9	W. J. Taylor, Telecom Canada
NSG 10	R. F. Zeitoun, DOC
NSG 11	K. P. Davies, CBC
NSG 12	R. W. McCaughern, DOC
NSG CMTT	L. C. Goody, Telecom Canada/Bell
CCV	B. A. Gracie, DOC





Documents  
CCIR Study Groups  
Period 1990-1994

Doc. N/CAN n  
17 July 1990  
Original: English

Received: 31 October 1990

Subject: Resolution 24-7

Canada

GUIDELINES FOR THE PREPARATION OF  
CANADIAN CONTRIBUTIONS TO THE CCIR

1. Introduction

- 1.1 This sample contribution presents guidelines for the preparation of Canadian contributions to the CCIR.
- 1.2 The form, content and time limits for submission of contributions as specified in CCIR Resolution 24-7 "Organization of CCIR Work" are incorporated in these guidelines, together with additional provisions to satisfy CNO/CCIR requirements.
- 1.3 The relevant information for contributions to and from Working Parties and Task Groups is given in Annex 2 to Administrative Circular No. 316 (Annex 7).
- 1.4 The procedures concerned with the approval, with mailing and distribution of Canadian contributions are dealt with elsewhere in the CNO/CCIR Segment of the Manual.

2. Format Guidelines

- 2.1 The heading of a contribution should be prepared as shown in this sample, paying attention to layout, spacing, use of capitals, punctuation marks and underlining. In particular, the following points are noted:

- 2.1.1 Contribution number - The contribution number, Doc. N/CAN n in this sample, where N is the Study Group number (or letters in the case of Joint CCIR/CCITT Study Group CMTT and CCV) and n is the sequential number of the Canadian contribution (each NSG has its own number series), is assigned by the NSG Chairman prior to submission of the contribution to the CNO/CCIR approving authority. The CAN number is, on approval of the Canadian contribution by the Director of the CCIR, replaced by the official CCIR document number as assigned by the CCIR Secretariat in Geneva.
- 2.1.2 Attribution to Study Group(s) - Normally a contribution should be submitted to a single Study Group. If, however, the originator considers it necessary to address a contribution to more than one Study Group, such a contribution will carry a separate number for each of the Study Groups addressed, listed from top to bottom in numerical sequence of the Study Group numbers, for example,
- Doc. 4/CAN 2  
Doc. 8/CAN 4  
Doc. 10/CAN 7
- 2.1.3 Date - The date of the contribution is entered by the NSG Chairman and will normally be the date of approval at the NSG level.
- 2.1.4 Language - The current working language of the CCIs (English, French or Spanish) in which the contribution is originally prepared is always indicated in the space shown in this sample contribution.
- 2.1.5 Received - This entry is made by the CCIR Secretariat and is the date the contribution is received in Geneva.
- 2.1.6 Subject - Normally this entry consists of the CCIR text number(s) to which the contribution pertains, eg. Resolution 24-7 as in this sample, Question 27-1/11, Recommendation 11/1007, etc. For contributions to Conference preparatory meetings (eg. JIWP WARC-92), this entry may be the JIWP agenda item number. This space may be left blank if a contribution is of a general nature and does not address any particular CCIR text.

- 2.1.7 Source - The country of origin is printed in lower case letters and underlined.
- 2.1.8 Title - The title of the contribution is printed in capital letters, centred on the page and is not underlined. There is no need to include the CCIR text number(s) in the title if it (they) is (are) given in the "Subject" space. However, a supplementary title such as "PROPOSED MODIFICATION TO REPORT 629-3" may be appropriate.
- 2.2 With regard to section and page numbering, the text should be discretely sectionalized and numbered for ease of reference. Sections should be numbered 1, 2, 3 . . . and carry an underlined heading. Within each section, the paragraphs should be numbered using a decimal system, eg. 1.1, 1.2, 1.3, . . . indented one space from the section number. A further decimal sub-division should be used for sub-paragraphs, eg. 1.1.1, 1.1.2, 1.1.3, . . . indented one space for the paragraph number. Beyond this level of sub-division, lower case letters, ie. a, b, c, . . . would normally be used. It is advisable to use block paragraphing as in this sample, with the section/paragraph numbers appearing to the left of the text, as this makes it much easier to pick out referenced texts.
- 2.3 Regarding page numbering, the title page is left unnumbered. All following pages are numbered consecutively from page 2, including annexes, appendices or attachments. The page number is normally at the top of the page. The document number in brackets should be included immediately below the page number.
- 2.4 With reference to paper size, in the printing process in Geneva, the original is reduced 12% and printed on A4 format paper (approximately 30 cm by 21 cm). Originals should be submitted on A4 format with the following margins:

left hand margin	2.5 cm
right hand margin	1.5 cm
top margin	3.0 cm
bottom margin	1.5 cm

If the paper is not A4 format, the text on each page should not exceed the dimensions given above.

- 2.5 Regarding attachments, if a contribution includes attachments/annexes/appendices, these should be listed below the final paragraph on the last page of text. It is advisable to draw a solid line, centred on the page, below the final line of text to separate clearly the texts from the list of attachments.

### 3. Content Guidelines

- 3.1 Contributions should be concisely drafted, avoiding any unnecessary details, tables or statistics that have not direct bearing on CCIR texts. They should be written with a view to being universally understood, using international terminology and avoiding technical jargon peculiar to Canada.
- 3.2 Each contribution shall deal, as far as possible, with only one CCIR text (Question, Recommendation, etc.) or group of related texts (eg. Question and related Report).
- 3.3 When it is possible to refer simply to the number or paragraph of an existing text or to a key phrase, lengthy quotes should be avoided; however, the clarity of the text should not be affected and every contribution should be comprehensible in itself.
- 3.4 As a general rule, no contribution reproducing articles published in the technical press, or of purely theoretical interest or having no direct bearing on CCIR texts should be submitted except in the form of an abstract with bibliographical references.
- 3.5 Texts should not exceed about 2500 words (about 8 pages) in length, should be typewritten, preferably in single-spacing and on one side of paper only.
- 3.6 Mathematical formulae shall be included only when they are necessary for explanation of the textual matter; a brief indication may be given of how they were obtained, but their detailed derivation should be avoided.

- 3.7 Whenever possible, contributions should be presented as CCIR new texts or modifications to existing texts; in the latter case contributions should set forth clearly those positions of the text which should be modified, and clearly separate modified texts from those parts of the contributions justifying the proposals. In many cases, this separation is best achieved by placing the proposed modified text in an Annex to the contribution.
- 3.8 In any case, contributions, especially draft Reports, should as far as possible be of a summary nature, setting forth essential information on methods directly relating to Questions and Study Programmes.
- 3.9 Each contribution should end with a concise conclusion which, whenever possible, should be in the form of a concrete proposal indicating the intended disposition of the contribution.
- 3.10 A contribution should normally include no more than three pages of figures. In the interest of economy, the reproduction of photographs or other half-tone or colour illustrations should be avoided.
- 3.11 Since CCIR contributions are reproduced in several languages, no textual matter should appear in the figures, with the exception of standard abbreviations which are clearly understandable in all three working languages. Should an explanatory text or reference to individual curves or portions of a figure be necessary, it should be given separately.
- 3.12 The overall dimensions of a figure should not exceed 17 x 25 cm so that it may be reproduced on A4 format paper. If the original drawing exceeds these dimensions, and if reduction would result in some loss in quality and resolution, it would be advisable to enclose the full size original with the contribution for use by the CCIR Secretariat in Geneva.
- 3.13 Each contribution should clearly indicate the Question, the Working Party, Task Group or, when of a general nature, the Study Group.
- 3.14 Contributors are asked to furnish to the CNO/CCIR Secretariat one reproducible copy of referenced articles which are not readily available in the technical press. These would be forwarded to the CCIR Secretariat, enabling the latter to provide copies on request.

4. Time Limits for Submission of Contributions (See Section 8 of Resolution 24-7)

- 4.1 Contributions should be sent to the Chairman and Vice-chairman of the Study Group concerned, the Chairman of the Working Party or Task Group and any relevant Special Rapporteur and at the same time, in five copies, to the Director for numbering, translation, reproduction and distribution.
- 4.2 Contributions submitted by participants at least four months before the opening of the meeting at which they will be considered shall be distributed by the Director not later than one month before the opening of the meeting at which they are to be examined.
- 4.3 Contributions for consideration by correspondence submitted well before the date of the meeting should be distributed promptly by the Director, CCIR.
- 4.4 Reports from the Chairman of Study Groups, Working Parties and Task Groups may be submitted up to two months before the opening date of the meeting and shall be distributed by the Director.
- 4.5 Exceptionally, participants may submit in one or more of the working languages, contributions which they consider to be essential, and which cannot be submitted by the above-mentioned time-limit up to seven days before the opening date of the meeting at which they are to be examined. Recognizing that the Director of the CCIR cannot make a firm commitment regarding translation, those which can be published in at least the original working language(s) provided by administrations and distributed by the CCIR Secretariat before the meeting will be placed on the agenda of the first session of the meeting but will be considered only if the meeting concerned so decides.
- 4.6 NSG Chairmen are responsible for providing one clean, reproducible copy of each contribution to the CNO/CCIR Secretariat sufficiently in advance of the above-mentioned time limits to allow for the CNO/CCIR approval process and mailing of documents to Geneva.

5. Conclusion

5.1 Adherence to the guidelines presented in Resolution 24-7; Annex 2 of A.C./316, and this sample contribution will facilitate the processing of Canadian contributions within the CNO/CCIR and in Geneva, and, more importantly, will greatly enhance the chances of achieving the desired results internationally.





CANADIAN POSITION DOCUMENTCCIR XVIII PLENARY ASSEMBLYSTUDY GROUP: 4

PAGE: 5 OF 10

DATE: 26/04/90

DOCUMENT NUMBER	REPORT/ REC.	TITLE	Q/SP/XREF	CANADIAN POSITION	COMMENTS
4/1028	Rec. 524-2 MOD-F	Maximum Permissible Levels of Off-Axis e.i.r.p. Density from Earth Stations in the Fixed-Satellite Service Transmitting in the 6 and 14 GHz Frequency Bands*		Oppose	See Canadian position.
4/1029	Rep. 1001 MOD-F	Off-Axis e.i.r.p. Density Limits for Fixed-Satellites Service Earth Stations		Agreed	See page 10, Table 6, all number in right hand column, revised accord. IWP 4/1 Stockholm meeting. Can agree with change but concern about the process.
4/1030	Rep. 555-3 MOD-F	Discrimination by Means of Orthogonal Circular and Linear Polarizations		No obj.	
4/1031	Rep. AK/4	Polarization Discrimination in Interference Calculation		No obj.	
4/1032	Rep. 453-4 MOD-F	Technical Factors Influencing the Efficiency of Use of the Geostationary-Satellite Orbit by Radiocommunication Satellites Sharing the Same Frequency Bands		Agreed	See editorial corrections on page 31, formula on line 4 and 8 have incorrect symbols, replace symbols '9' with 'g).
4/1033	Rep. 454-4 MOD-F	Method of Calculation for Determining if Coordination is Required Between Geostationary-Satellite Networks Sharing the Same Frequency Bands		Agreed	



RESOLUTION 24-7

ORGANIZATION OF CCIR WORK

(1959-1963-1966-1970-1974-1978-1982-1986-1990)

The CCIR,

CONSIDERING

- (a) that the duties and functions of the CCIR are stated in Article 11 of the Convention (Nairobi, 1982)<sup>4</sup>;
- (b) that the organization of the CCIR is briefly described in Article 58 of the Convention (Nairobi, 1982)<sup>5</sup>;
- (c) that the general provisions regarding the CCIR are contained in Chapter X of the Convention (Nairobi, 1982)<sup>6</sup>,

DECIDES

that the organization of the CCIR shall be as follows:

PART I

ORGANIZATION<sup>7</sup>

1. The Plenary Assembly

1.1 the Plenary Assembly, in undertaking the duties to it in Article 69 of the Convention (Nairobi, 1982)<sup>8</sup>, shall set up special committees, such as the Organization Committee, the Work Programme Committee, the Technical Cooperation Committee, the Budget Control Committee, the Editorial Committee and the Steering Committee;

---

<sup>4</sup> Article 13 of the Constitution (Nice, 1989).

<sup>5</sup> Article 6 of the Convention (Nice, 1989).

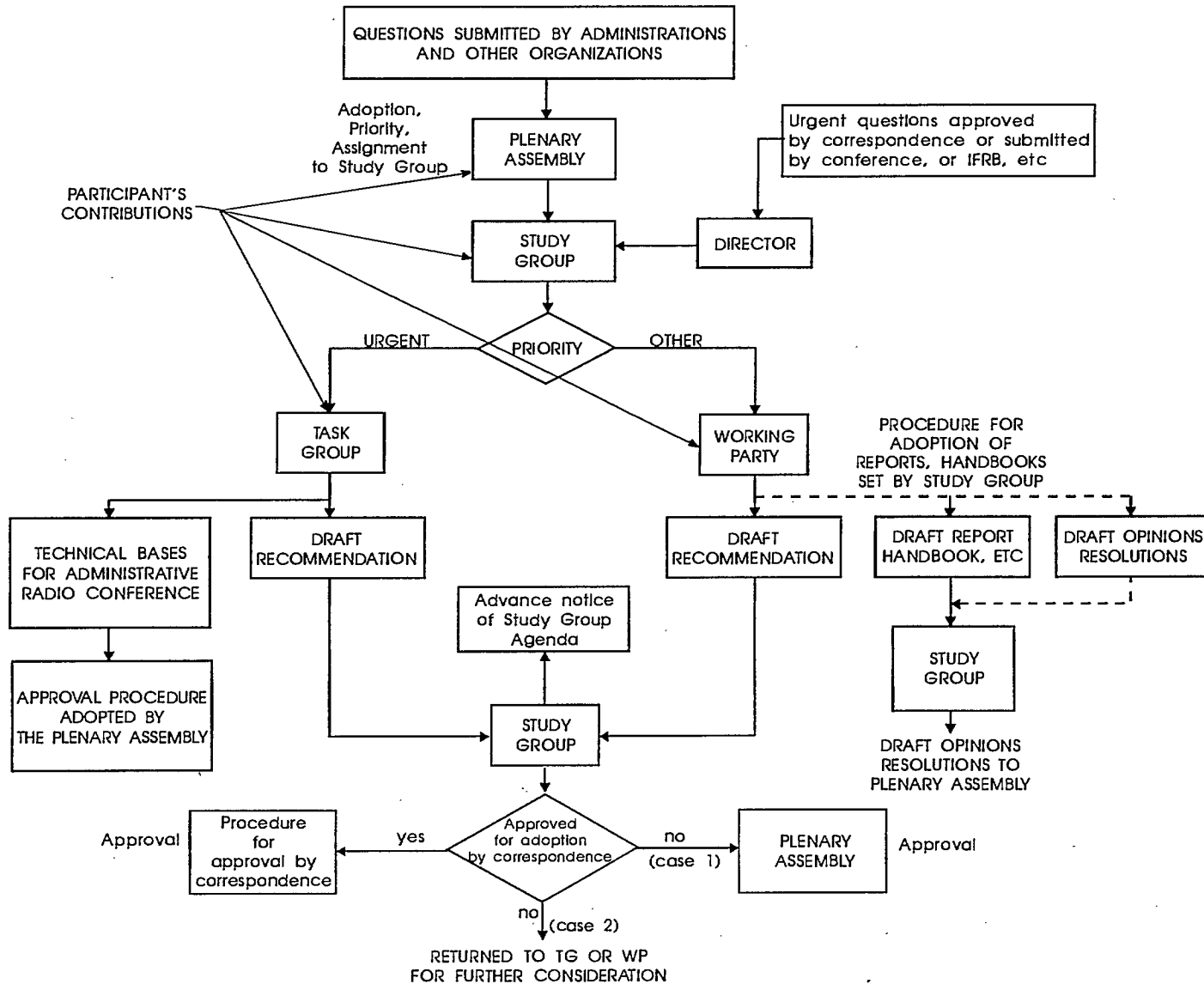
<sup>6</sup> Chapter III of the Convention (Nice, 1989).

<sup>7</sup> See Annex 1 for a general outline of the organization.

<sup>8</sup> Article 17 of the Convention (Nice, 1989).

# GENERAL OUTLINE OF THE PROCEDURE FOR APPROVAL OF QUESTIONS, RECOMMENDATIONS AND TECHNICAL BASES FOR ADMINISTRATIVE CONFERENCES

Resolutions Nos. 24-( ) and (Approval of Recommendations)



1.2 the special committees, except for the Editorial Committee and other Committees as specifically resolved by the Plenary Assembly, shall cease to exist with the closing of the Plenary Assembly;

1.3 the Steering Committee, presided over by the Chairman of the Plenary Assembly, is composed of the Vice-Chairmen of the Plenary Assembly and the Chairmen and Vice-Chairmen of the special Committees. Its responsibilities include examining the appointments of the Chairmen and Vice-Chairmen of the Study Groups and making the Proposals to the Plenary Assembly after endorsement by Heads of Delegations;

1.4 the Editorial Committee shall be responsible for the form of any texts prepared during the meeting and of any amendments made by the Plenary Assembly to texts. This Committee shall also be responsible between Plenary Assemblies for coordinating the work of the Editorial Groups set up by the Study Groups concerning texts prepared for adoption before or at the next Plenary Assembly. For this purpose, the Chairman and Vice-Chairmen of the Editorial Committee shall remain in office until the next Plenary Assembly;

1.5 the Plenary Assembly shall consider the reports of the Study Group Chairmen; it shall, in particular, consider and if satisfactory, approve draft Recommendations submitted by the Study Groups, as well as Resolutions and Opinions; it shall take note of the Recommendations approved since the last Plenary Assembly, a list of which shall be submitted by the Director;

1.6 the Plenary Assembly shall also give special attention to problems of particular interest to developing countries;

2. Questions to be studied by the CCIR

2.1 each Question adopted at the Plenary Assembly shall not be assigned by the Plenary Assembly to more than one Study Group;

2.2 concerning Questions referred to the CCIR in the interval between Plenary Assemblies by:

- the Plenipotentiary Conference;
- an Administrative Conference;
- the Administrative Council;
- the CCITT;
- the IFRB;
- or the BDT,

together with new Questions requested or approved by correspondence in accordance with No. 326 of the Convention (Nairobi, 1982)<sup>9</sup>; the Director, CCIR, shall, as soon as possible, consult with the Study Group Chairmen and Vice-Chairmen and shall determine the appropriate Study Group to which the Question shall be assigned, and the urgency for the commencement of studies;

2.3 when a Question has been assigned according to § 2.2, the Study Group Chairman, in consultation with the Vice-Chairmen and the Director, CCIR, shall assign the Question to an existing Working Party or Task Group or, dependent upon the urgency, shall propose the establishment of a new Task Group, together with the name of its Chairman, or shall decide to refer the Question to the next Study Group meeting;

2.4 a circular-letter shall be sent by the Director, CCIR, to all participants in the CCIR announcing the new Question, the method for study proposed by the Study Group Chairman and inviting participation;

### 3. Study Groups

3.1 the work of each Study Group, within the scope defined in Resolution 61, shall be organized by the Study Group itself on the basis of proposals by its Chairman;

3.2 each Study Group shall maintain a plan for its work that considers a period of at least two years and shall review the plan at each of its meetings;

3.3 the Study Group shall perform an executive role, including the planning, scheduling, supervision, delegation and approval of the work and other related matters;

3.4 the Study Group will normally set up Working Parties to study the Questions assigned to the Study Group; each Working Party will study one or several Questions and will prepare draft Recommendations and other texts for consideration by the Study Group;

3.5 the Study Group may establish one or more Task Groups to which it may assign the studies of those urgent Questions and the preparation of those urgent Recommendations that cannot reasonably be carried out by a Working Party; appropriate liaison between the work of a Task Group and the Working Parties may be required;

---

<sup>9</sup> No. 121 of the Convention (Nice, 1989).

3.6 establishment of a Working Party or a Task Group shall be an action by a Study Group during its meeting and, in the case of a Task Group, shall be the subject of a Decision. For each, the Study Group shall prepare a text listing:

- statement of the specific matters to be studied within the Question assigned and the subject of the draft Recommendation to be prepared;
- the reporting date;
- the name and address of the Chairman and any Vice-Chairmen;

in addition, for the case of an urgent Question (see § 2.2) arising between Study Group meetings, such that it cannot reasonably be considered at a scheduled Study Group meeting, the Chairman, in consultation with the Vice-Chairmen and the Director, may take action to establish a Task Group, in a Decision;

3.7 the Director will maintain a list of administrations and other organizations participating in each Working Party or Task Group;

3.8 in some cases, when urgent or specific issues arise that require analysis, it might be suitable to appoint a "Special Rapporteur", who, being an expert, can carry out preliminary studies or conduct a survey among administrations and other participants in the work of the CCIR mainly by correspondence; a Special Rapporteur must have clearly defined Terms of Reference and may be appointed by a Working Party or a Task Group;

3.9 each Study Group shall set up a small Editorial Group to ensure that the technical vocabulary used is correct; in addition, it shall also ensure that the texts to be approved have the same meaning in the different working languages of the ITU and are easily comprehensible to all users. Participation in the Editorial Group should be arranged beforehand and participants should plan to extend their work beyond the close of the Study Group meeting for such periods as may be required and agreed;

3.10 the Plenary Assembly shall issue directives concerning the Study Group meetings it considers necessary; in general, Study Group meetings should be scheduled according to need, typically twice in the interval between Plenary Assemblies;

3.11 in addition, should be Chairman, after the Plenary Assembly, consider that one or more meetings of his Study Group are required, for which no provision was made by the Plenary Assembly, he may propose that his Study Group meet in accordance with the Convention;

3.12 Study Groups shall consider at their meetings the draft Recommendations, progress reports and other texts prepared by Task Groups and Working Parties. To facilitate participation, a draft agenda shall be published six weeks in advance of each meeting, when possible indicating specific days for consideration of different topics;

3.13 to ensure the efficient use of the resources of the CCIR and of the participants in its work and to reduce the amount of travel involved, the Director, CCIR, in consultation with the Chairmen, shall establish and publish a programme of meetings in a timely manner. This programme should taken into account relevant factors, including the common participation in certain Study Groups, Working Parties or Task Groups, the desirability of contiguous meetings on related topics, the capacity of the ITU common services, the requirements for documents to be used in meetings and the need for coordination with the activities of the ITU and other organizations;

3.14 with prior notice of a requirement and to the extent necessary and possible within available resources, the use of the working languages should be allowed during Task Group and Working Party meetings;

3.15 each Study Group may approve draft Recommendations. The procedure for approval of a Recommendation between Plenary Assemblies may also be used by a Study Group according to the provisions of Resolution 97;

3.16 each Study Group may also approve:

- draft Resolutions;
- draft Opinions;
- draft Questions,

for adoption by the Plenary Assembly;



3.17 each Study Group may adopt:

- Decisions;
- Reports;
- Handbooks.

The Study Group may establish other procedures for the adoption of Handbooks, e.g. by the Working Party concerned;

**4. Preparations for administrative radio conferences**

4.1 the Plenary Assembly shall assign the preparatory work for an administrative radio conference to a Study Group or Task Group;

4.2 when the need for preparations for an administrative radio conference arises in the interval between Plenary Assemblies, the Director shall consult participants in the work of the CCIR, in the same way as for Questions established between Plenary Assemblies and shall propose the Study Group within which the preparations will be made;

4.3 preparations will normally be undertaken by a Task Group;

4.4 the report prepared for the information of the conference shall be adopted by the Task Group;

4.5 the Task Group may also prepare Proposals (as defined in No. 442 of the Convention (Nairobi, 1982)<sup>10</sup>) for the conference, which shall be treated by the Study Group as Recommendations; if the Proposals are required before the next Plenary Assembly, they shall be subject to the procedure for adoption of Recommendations between Plenary Assemblies;

---

<sup>10</sup> No. 237 of the Convention (Nice, 1989).

5. Coordination between Study Groups and interface with other international organizations

5.1 Meetings of Study Group Chairmen

at the beginning, and if necessary before the close of each Plenary Assembly and twice in the interval between Plenary Assemblies, the Director of the CCIR shall call a meeting of the Chairmen and Vice-Chairmen. The Director shall serve as Chairman of this meeting which shall ensure the most effective coordination of the work of the Study Groups;

5.2 in addition, the Director may, after consultation with the Chairmen and Vice-Chairmen of the Study Groups, call meetings of Chairmen and Vice-Chairmen at other times to discuss subjects which require urgent consideration. Such a meeting held following the Final Study Group Meetings should assist in the preparation for the Plenary Assembly by preparing a coordinated proposal on the future work programme of the CCIR.

5.2 Appointment of liaison representatives

coordination between Study Groups may be ensured by the appointment of Study Group liaison representatives to participate in the work of the other Study Groups or with Study Groups of the CCITT;

5.3 Interface with other international organizations

when cooperation and coordination with other international organizations is necessary, the interface shall be provided by the Director, CCIR, and by the CCIR Specialized Secretariat; liaison on specific technical matters, following consultation with the Director, may be carried out by Working Parties or Task Groups, or by a representative appointed by a Study Group.

PART II  
DOCUMENTATION

6. CCIR texts

6.1 Definitions

The CCIR texts are defined as follows:

6.1.1 Question

a statement of a technical or operational problem, seeking a Recommendation (see Resolution 102);

6.1.2 Recommendation

an answer to a Question which the CCIR considers to be sufficient to serve as a basis for international cooperation; a Recommendation should contain the information essential for its application; a Recommendation may also provide guidance;

6.1.3 Proposal

a statement of the findings of the CCIR for an administrative radio conference;

6.1.4 Resolution

a text giving instructions on the organization, methods or programmes of CCIR work;

6.1.5 Opinion

a text containing a proposal or a request destined for another organization (such as organs of the ITU, international organizations, etc.) and not necessarily relating to a technical subject;

6.1.6 Decision

a text giving instructions on the organization of the work of a Study Group;

**6.1.7 Report**

a technical or operational statement, prepared by a Study Group on a given subject related to a current Question; a Report should not be used to convey information concerning the application of Radio Regulations or of a CCIR Recommendation;

Study Groups may also prepare Progress Reports which provide a statement of information on the progress being achieved on work related to one or more Questions, which are to be distributed to participants;

**6.1.8 Handbook**

a document which provides a statement of the current knowledge, the present position of studies, or of good operating and technical practice, in certain aspects of radiocommunications;

**6.2 Presentation**

6.2.1 text should be as brief as possible and should relate directly to the Question being studied;

6.2.2 each text should include a reference to related texts and, where appropriate, to pertinent items of the Radio Regulations;

6.2.3 CCIR texts shall be presented showing their number, their title and an indication of the year of their adoption, and where appropriate, of any revisions;

**6.3 Numbering**

CCIR texts shall be numbered as follows:

- Recommendations shall continue to be numbered in the present series in force since the Xth Plenary Assembly. When revised, a Recommendation shall retain its number, with the addition of a hyphen and a digit indicating the number of successive revisions:

Example: Recommendation 253 (Original version of the Recommendation),

Recommendation 253-1 (First revision of the Recommendation),

Recommendation 253-2 (Second revision of the Recommendation);

- Reports, Opinions, Resolutions and Decisions shall be numbered in the same way as Recommendations;
- Questions shall be numbered in a separate series for each Study Group;

#### 6.4 Publication

6.4.1 the conclusions of the Plenary Assembly and all the texts adopted by the Plenary Assembly and in force after the Assembly shall be published, if possible, within six months and, in any case, within one year from the close of the Plenary Assembly;

6.4.2 a Recommendation adopted between Plenary Assemblies shall be published within six months of the date of adoption;

6.4.3 the publications of the CCIR shall include:

- an overall index of published texts;
- a detailed index of the texts for each Study Group;
- an introduction to the texts of each Study Group by the respective Chairman;
- the texts of adopted Questions, Recommendations, Resolutions, Opinions, (Decisions and Reports)<sup>11</sup> drafted by each Study Group;

6.4.4 a separate volume of texts should be published in an economical form following the completion of the Plenary Assembly which should include the following:

- the Resolutions and Opinions of a general nature: these texts should appear at the beginning of the Volume;

---

<sup>11</sup> These texts should be published in an economical form.

- the minutes of the Plenary Meetings;
- the list of participants in the Plenary Assembly with their postal addresses;
- a list, with titles, of all CCIR texts in force (the Secretariat will maintain a numerical list and status of all current and former CCIR texts);
- an overview of the activities of each Study Group including a work plan for the next Plenary period, names of Chairmen and Vice-Chairmen and a list of Questions in force;

7. Preparatory documentation

7.1 Plenary Assemblies

Preparatory documentation shall include:

- any directives issued by the Plenary Assembly with respect to the Study Group, including Resolution 24 and Resolution 97;
- draft Recommendations prepared by Task Groups or Working Parties;
- proposals for adoption of draft Recommendations between Plenary Assemblies (see Resolution 97);
- progress reports from each Task Group, Working Party and Special Rapporteur;
- the contributions to be considered at the meeting, which may include documentation prepared by the Secretariat on the basis of current literature, with a view to updating existing texts;
- the Chairman's report, summarizing the conclusions of any work carried out by correspondence and preparing the work to be accomplished at the meeting;
- the conclusions of the preceding meeting, insofar as they have not been included in the official texts referred to above;
- an outline agenda indicating: draft Recommendations to be considered; Questions to be considered; reports from Task Groups and Working Parties to be received; and Reports to be adopted, see § 3.12;

8. Contributions to CCIR studies

8.1 the Director, following consultation with the Study Group Chairmen shall issue guidelines concerning the length and form of preparation for contributions, and dealing with numbering, figures, formulae, etc.;

8.2 the Director shall also issue guidelines encouraging contributions provided on diskette or electronically;

8.3 the Director may return a document which does not comply with the guidelines, for it to be brought into line;

8.4 each contribution should clearly indicate the Question, the Task Group, Working Party or, when of a general nature, the Study Group;

8.5 contributions should be sent to the Chairman and Vice-Chairmen of the Study Group concerned, the Chairman of the Task Group or Working Party and any relevant Special Rapporteur and at the same time, in five copies, to the Director for numbering, translation, reproduction and distribution;

8.6 contributions submitted by participants at least four months before the opening of the meeting at which they will be considered shall be distributed by the Director not later than one month before the opening of the meeting at which they are to be examined;

8.7 contributions for consideration by correspondence submitted well before the date of the meeting should be distributed promptly by the Director, CCIR;

8.8 reports from the Chairmen of Study Groups, Working Parties and Task Groups may be submitted up to two months before the opening date of the meeting and shall be distributed by the Director;

8.9 exceptionally, participants may submit in one or more of the working languages, contributions which they consider essential, and which cannot be submitted by the above-mentioned time-limit up to seven days before the opening date of the meeting at which they are to be examined.

Recognizing that the Director of the CCIR cannot make a firm commitment regarding translation, those which can be published in at least the original working language(s) provided by administrations and distributed by the CCIR Secretariat before the meeting will be placed on the agenda of the first session of the meeting but will be considered only if the meeting concerned so decides;

8.10 contributions which are not available to participants at the opening of the meeting shall not be considered;

8.11 the Director shall maintain records and copies of all contributions received, in numbered series;

8.12 contributions and other documents shall be distributed to those participants in the work of the CCIR who have indicated a wish to participate in the Study Group, Working Party or Task Group concerned;

8.13 when articles are referred to in documents submitted to the Secretariat of the CCIR, such references or bibliography should be to published works which are readily available through library services;

8.14 the Director shall prepare a Study Group document which lists the contributions which were taken into account in the preparation of each Recommendation, Report and Handbook;

9. Information Bulletin

The Director shall issue, at regular intervals, an Information Bulletin which will include:

- a schedule of meetings for at least the next six months;
- an outline agenda of forthcoming meetings;
- brief reports of recent meetings;
- other information which will assist participants.



## RESOLUTION 61-4

## STRUCTURE OF CCIR STUDY GROUPS

(1974-1978-1982-1986-1990)

The CCIR,

## CONSIDERING

that its work is primarily involved with developing the technical bases for efficient use of the radio spectrum and the geostationary-satellite orbit, and that cooperation between the CCIR and international and regional organizations with regard to the development of standards for radiocommunication systems and operations would provide considerable benefits,

UNANIMOUSLY DECIDES<sup>12</sup>

1. that ten CCIR Study Groups shall be set up as shown in Annex 1;
2. that the principles for CCIR Study Group 12 are described in Annex II;
3. that, in liaison with the CCITT, the ITU General Secretariat and with other interested organizations, the CCIR Secretariat organizes the work of a Coordination Committee for Vocabulary, the scope of which is given in Annex III;
4. that, in agreement with the CCITT, the CCIR Secretariat organizes the work of a joint CCIR/CCITT Study Group, which is described in Annex IV;
5. that, in agreement with the CCITT, the CCIR Secretariat will participate in the work of Special Committees and Autonomous Groups organized by the CCITT Secretariat as listed in Annexes V and VI.

---

<sup>12</sup> Note: The text in Annexes II, III, IV, V and VI is not reproduced in the CNO/CCIR Manual; however, the CNO Secretariat will supply this information upon request.

## THE CCIR STUDY GROUPS

## STUDY GROUP 1

## (SPECTRUM MANAGEMENT TECHNIQUES)

(Spectrum engineering, planning, sharing, monitoring, and utilization)

**Scope:**

Development of principles and techniques for effective spectrum management, methods for solving spectrum sharing problems, techniques for spectrum monitoring and general spectrum utilization applications.

**Chairman:** M.J. Hunt (Canada)

**Vice-Chairmen:** R. N. Agarwal (India)  
T. Bøe (Norway)  
R. Mayher (United States)  
K. J. B. Yao (Cote d'Ivoire)

## STUDY GROUP 4

## (FIXED-SATELLITE SERVICE)

**Scope:**

Systems and networks for the fixed-satellite service and inter-satellite links in the fixed-satellite service, including associated tracking, telemetry and telecommand functions.

**Chairman:** E. Hauck (Switzerland)

**Vice-Chairmen:** J. M. P. Fortes (Brazil)  
T. Muratani (Japan)  
P. Remedi (Indonesia)

STUDY GROUP 5

(RADIO WAVE PROPAGATION IN NON-IONIZED MEDIA)

Scope:

Propagation of radio waves and related noise phenomena in non-ionized media at and above the surface of the Earth for the purpose of improving radiocommunication systems.

<u>Chairman:</u>	A. Kalinin	(USSR)
<u>Vice-Chairmen:</u>	F. Fedi	(Italy)
	Y. Hosoya	(Japan)

STUDY GROUP 6

(RADIO WAVE PROPAGATION IN IONIZED MEDIA)

Scope:

Propagation of radio waves in ionized media at and above the surface of the Earth and the characteristics of radio noise for the purpose of improving radiocommunication systems.

<u>Chairman:</u>	L. W. Barclay	(U.K.)
<u>Vice-Chairmen:</u>	G. Pillet	(France)
	D. Cole	(Australia)
	A. Giraldez	(Argentina)
	M. Zamanian	(Iran)

STUDY GROUP 7

(SCIENCE SERVICES)

Scope:

1. Systems for space operation, space research, earth exploration and meteorology, including the related use of links in the inter-satellite services.
2. Radioastronomy and radar astronomy.

3. Dissemination, reception and coordination of standard-frequency and time-signal services, including the application of satellite techniques, on a world-wide basis.

<u>Chairman:</u>	H. G. Kimball	(United States)
<u>Vice-Chairmen:</u>	J. Saint-Etienne	(France)
	S. Leschiutta	(Italy)
	J. Whiteoak	(Australia)

#### STUDY GROUP 8

(MOBILE, RADIODETERMINATION AND AMATEUR SERVICES)

Scope:

Technical and operating aspects of systems for the mobile, radiodetermination and amateur services, including related satellite services.

<u>Chairman:</u>	E. George	(Germany)
<u>Vice-Chairmen:</u>	Y. Hirata	(Japan)
	O. Villanyi	(Hungary)
	R. C. McIntyre	(United States)
	A. Dharab	(Saudi Arabia)

#### STUDY GROUP 9

(FIXED SERVICE)

Scope:

Systems and networks of the fixed service operating via terrestrial stations.

<u>Chairman:</u>	M. Murotani	(Japan)
<u>Vice-Chairmen:</u>	R. Coles	(Canada)
	O. M. Langer	(Germany)
	V. Minkin	(USSR)
	G. Hurt	(United States)
	R. Moumtaz	(Lebanon)

STUDY GROUP 10

(BROADCASTING SERVICES - SOUND)

Scope:

International exchange of programmes and the technical and operating aspects of the broadcasting and broadcasting-satellite services, including audio frequency and recording equipment, as well as the overall performance of the means of delivering signals to the general public, where they are used for sound, data and ancillary services accompanying sound.

<u>Chairman:</u>	C. Terzani	(Italy)
<u>Vice-Chairmen:</u>	H. Kussmann	(Germany)
	A. Keller	(France)
	K. P. Ramaswamy	(India)
	M. Yunas Khan	(Pakistan)

STUDY GROUP 11

(BROADCASTING SERVICES - TELEVISION)

Scope:

International exchange of programmes and the technical and operating aspects of the broadcasting and broadcasting-satellite services, including video frequency and recording equipment, as well as the overall performance of the means of delivering signals to the general public, when they are used for television, data and associated ancillary services.

<u>Chairman:</u>	M. Krivosheev	(USSR)
<u>Vice-Chairmen:</u>	S. Aguerrevere	(Venezuela)
	O. Mäkitalo	(Sweden)
	Wu Xianlun	(China)
	R. Zeitoun	(Canada)
	T. Nishizawa	(Japan)

STUDY GROUP 12

(INTER-SERVICE SHARING AND COMPATIBILITY)

Scope:

Development of Recommendations in answer to a limited number of urgent Questions on inter-service sharing and compatibility requiring special attention, as referred by the Plenary Assembly, or if the Question arises during the interval between Plenary Assemblies, by the Director after consultation with interested Chairmen and administrations, to work in association with Study Group 1.

<u>Chairman:</u>	J. Karjalainen	(Finland)
<u>Vice-Chairmen:</u>	A. Pavliouk	(USSR)
	H. Weiss	(United States)
	Kang Songshi	(China)

## ANNEX 2

(ADMINISTRATIVE CIRCULAR A.C./316)

Revision 2

18 February 1991

## WORKING GUIDELINES FOR STUDY GROUPS AND SECRETARIAT

## WG 1 - CCIR Documents

1. Document Numbering

## 1.1. For Study Groups

Contributions to Study Groups will be numbered as Study Group documents in a single series for the Study Period, according to existing practice. Texts submitted by Working Parties and Task Groups to Study Groups will be numbered only as Study Group documents, but will bear a reference indicator to the antecedent WP/TG document.

## 1.2 For Working Parties and Task Groups

Contributions to WPs and TGs will be numbered in separate series for each WP/TG. The header for such documents will be designed accordingly. Study Group documents which are referred to a WP/TG by the Study Group will not be reproduced again. A WP/TG document number will be assigned to the document. This is done in DocSys by the "add extra number" function. After the new number has been attributed, a Corrigendum is also registered which carries both numbers. The Corrigendum is a single sheet to inform delegates of the attribution of the document. For example:

"Document [8/129], has been assigned to Working Party [8A] as Document 8-A/65. Please bring your copy of Doc. [8/129] to the next meeting of WP [8A]."

The DocSys program will produce lists of documents assigned to particular WPs or TGs, as for Study Groups, for inventory and work planning.

Temporary documents will be in separate series and, where practicable, registered in DocSys for processing and control purposes, but with no requirement to maintain permanent records or copies.

## 2. Document processing

### For Study Group meetings

2.1 Texts to be considered by the full Study Group are required, according to Resolution 24-7, to be available in English, French and Spanish if certain conditions are met (deadline, length, etc.). This applies particularly to draft Recommendations, as they are subject to a further formal approval process. Contributions intended for consideration by the full Study Group received at least four months in advance of the meeting, will be translated and dispatched in accordance with Resolution 24-7. Documents received up to eight weeks in advance of the meeting, as far as required and possible, will be dispatched up to six weeks in advance of the meeting in the original language, if possible, in English. Contributions received after four months and up to seven (7) days in advance of the meeting will be designated DELAYED CONTRIBUTION numbered in the same series. Documents not dispatched will be made available at the opening of the meeting in the original language and, if possible, in English. Documents produced during a Study Group may be temporary, or revisions/corrigenda of white documents as required for transmittal to Plenary Assembly or for approval in the procedure of Resolution 97.

2.2 Output draft Recommendations of WPs/TGs intended for approval of a Study Group must be considered by the Study Group in three working languages. These texts, and the Report of the Chairman of the WP/TG, should be received in the Secretariat three months in advance of Study Group meetings, for translation, preparation and dispatch to administrations in advance of the Study Group meeting. A draft Recommendation intended for approval in the new procedure of Resolution 97 must be received in the Secretariat from a WP/TG at least four months in advance of the Study Group meeting to permit translation and dispatch to administrations, as part of the special procedure (Resolution 97) at least three months before the Study Group meeting.

2.3 Study Group Chairmen's reports to be included with the last dispatch must be received in the Secretariat at least ten weeks before the Study Group meeting; this allows four weeks for translation and preparation for the last dispatch.

### For Working Party and Task Group Meetings

2.4 Contributions to WP/TGs will normally be considered at the WP/TG level in one language. Contributions received up to four months before the WP/TG meeting will be processed and dispatched in accordance with Resolution 24-7, § 8.6 at least six weeks in advance of the meeting. This sentence has the effect of requiring translation of contributions submitted by administrations and other participating organizations, complying



with Resolution 24-7 as to length, deadline, etc. Contributions may be considered texts intended for approval by CCIR Study Groups after treatment by the WP/TG, thus they are typically proposals for draft recommendations, draft questions, or information essential for their approval.

The provision does not necessarily require translation (even if received four months in advance) of information texts, draft reports, reports of meetings, texts of drafting groups and liaison statements. Nor does it include texts "carried over" from one meeting of the WP/TG to the next meeting (annexed to chairman's report as temporary documents in white). It is clear that judgment is required, as translation of a particular text (complying with Resolution 24-7 as to length, deadline, etc.) may be essential to the results of the Study Group. The Head of the Technical Department should make this judgment, avoiding unnecessary translation expenses.

Later contributions, received up to seven (7) days in advance of the meeting, will be designated DELAYED CONTRIBUTION; they will be numbered in the same series and processed in accordance with § 8.9 of Resolution 24-7. Documents received up to eight weeks in advance of the meeting, as far as required and possible, will be dispatched up to six weeks before the meeting in the original language. Therefore, participants are requested to comply with this eight week deadline, as far as possible, so that documents can be dispatched before the meeting. Documents not dispatched will be made available at the opening of the meeting in the original working language and, if possible, in English. Resolution 24-7 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

2.5 All Documents produced during a meeting will be temporary. Temporary documents may not be cited as BIBLIOGRAPHIC REFERENCES. A white document may, however, cite in its "References" header, antecedent temporary documents from which it is derived.

2.6 At each meeting, the WP/TG will prepare a concise report of the meeting for consideration by the Study Group. This should be of the character of an "Executive Report" highlighting progress and conclusions, omitting details of documentation, arrangements, and consideration of the topics during the meeting.

2.7 Normally, a Working Party or Task Group is expected to deal with all contributions and to submit appropriate results to the Study Group for approval. Exceptionally, a temporary document under consideration may require further development (especially in a Task Group which may foresee an additional meeting before the Study Group meeting). Such a temporary

document may be circulated to the WP/TG mailing list in its current form at the close of its meeting, with an explanation by the Chairman as to its status.

2.8 Final texts destined for output to the Study Group, including draft Recommendations, the meeting report (without the annexes of § 2.7) of paragraph 2.3 and liaison statements to other groups or organizations, will be translated following the close of the WP/TG meeting and produced as white documents of the Study Group, numbered only in the Study Group series, similar to contributions. This is analogous to existing practice for IWP output to Study Groups. (See also §2.2 above). In case of limitation of time or resources, translation of texts intended for approval as Reports may be deferred until required.

ADDENDUM 1 TO  
WORKING GUIDELINES 1

CCIR Documents

Please add the following paragraph to point 1.  
Document Numbering:

"In Resolution 24-7, §2.1, it is stated that a Question shall not be assigned to more than one Study Group. Consequently, documents (e.g. contributions) submitted for consideration by a Study Group, Working Party or Task Group, should not be submitted to other Groups or Parties."

ANNEX 3  
(ADMINISTRATIVE CIRCULAR A.C./316)

Revision 2  
14 February 1991

WG 2 - INSTRUCTIONS FOR CONVENING AND HOLDING MEETINGS  
(FOR USE BY THE CCIR SECRETARIAT)

1. CONVOCATION

1.1. Working Parties and Task Groups

Meetings should be scheduled according to the CCIR calendar prepared by the Director in consultation with Study Group Chairmen. Working Party and Task Group Meetings of a Study Group are normally scheduled in blocks. Changes may be made in Task Group schedules for urgent requirements with the approval of the Director, in consultation with Study Group Chairman.

Each meeting should be announced in a Circular-letter sent by the responsible Departments (A, B, and C) to the mailing list who have stated their intention to participate (administrations, RPOAs, SIOs, IOs) by replying to the Administrative Circular (A.C./306). The Circular-letter convening the meeting should normally be sent at least eight months before the date of the meeting, though shorter notice may exceptionally be required for urgent meetings of Task Groups.

It should contain, inter alia:

- the date and place of the meeting;
- the starting time of the opening session;
- information on the programme and participation.

The Annexes should include:

- a list of the Questions assigned;
- a form for announcing participation, headed with the name and date of the meeting;
- a draft agenda (see §1.3.1 below).

1.2 Study Groups

Each meeting should be announced in a Circular-letter prepared by the Administrator's office and sent to the mailing list of those who have signalled their participation or requirements for documents (administrations, RPOAs, SIOs, IOs) by replying to the Administrative Circular (A.C./306). The Circular-letter should be sent out no later than eight months before the date of the meeting and it should contain the information listed in paragraph 1,1 above.

1.3 **Standard letter**

A draft standard Circular-letter is annexed hereto (Annex I).

1.3.1 **Agendas**

A preliminary agenda will be prepared by the responsible Chairman (assisted by the Secretariat) to be annexed to the announcement of each Working Party or Task Group meeting, to be dispatched at least 8 months before the meeting. As a minimum, this agenda and announcement will indicate the Questions to be studied and will invite contributions on these topics (See Annex II for an example).

A more detailed draft agenda that takes into account the contributions received up until 8 weeks before the meeting opens will be prepared by the responsible Chairman for dispatch as an ADM document with the final pre-meeting dispatch of contributions, 6 weeks before the meeting opens.

A final draft agenda will be prepared by the Chairman with the assistance of the Secretariat for circulation at the opening of the meeting, taking into account the contributions available at that time. The meeting will approve its final agenda.

2. **Meetings**

In general, all meetings of CCIR Study Groups, Working Parties and Task Groups will be held in Geneva, in the Headquarters of the ITU, in accordance with the general plan of meetings prepared by the Director, CCIR and in agreement with the Chairman of the various Study Groups concerned and in consultation with the Secretary-General.

In particular, every effort is made to group related meetings to meet in the same place during the same period (block meetings) (reference Nairobi Convention, Article 73, §429).

2.1 for meetings at ITU Headquarters, Geneva, the Common Services Department has issued a form (SC 138) to be used for the organization of meetings and administrative measures to be taken.

2.1.1 **Reservation of meeting rooms**

A register of meeting room reservations for all the meetings in the study period 1990-1994 is kept by the Administrator's secretary. Any changes of date or place (see §1.1) should be notified to the Administrator's office, after the agreement of the Director, without delay so that they can be

coordinated with the ITU Services concerned. All requests for special facilities in the meeting room (overhead projector, slide projector, video projector, etc. should be submitted to the same office.

#### 2.1.2 **Supernumerary staff**

Secretariat Departments are requested to state their supernumerary staff requirements well ahead of time, specifying the category of staff and length of time concerned, so that the necessary action can be taken with the Department of Common Services and arrangements made to detach or recruit the required staff within the limits of available credits.

#### 2.1.3 **Registration**

A computerized system will be used to register individual participants in meetings held in Geneva, either in advance if participants return the completed form in time, or directly upon their arrival in Geneva. The forms will be collected and dealt with by the service responsible for the registration. The system will issue participants' badges and telephone franking privilege cards. Registration will take place near the meeting rooms (ITU or CICG), in principle from 0830 hrs on the first day of each meeting.

#### 2.1.4 **Distribution of documents**

The ITU Department of Common Services has informed us that, because of budgetary restrictions, documents will only be distributed in the pigeon-holes; a distribution counter will no longer operate during meetings. Documents which have been sent out by post will no longer be distributed at that meetings. An order form may be used by individual participants to request documents, which will be delivered to their pigeon-hole.

#### 2.1.5 **Personal computers**

During meetings some personal computers (IBM AT or equivalent) are installed near the meeting rooms and in the ITU Communications Centre for use by individual participants. These terminals are equipped with the most commonly used word-processing programmes (Microsoft Word, Samna Word, Wordperfect, Wordstar, Write). Laser printers are also available to delegates.

#### 2.1.6 **Offices**

Secretariat Departments are requested to announce their requirements for offices for Chairmen or other persons in proximity to the meeting room.

2.2 Meetings held outside Geneva

In the case of meetings held outside Geneva, the provisions of Resolution 4 of the Plenipotentiary Conference (Nice, 1989) and Annex 1 of the ITU Financial Regulations foresee that invitations to hold meetings of the Study Groups away from Geneva should be accompanied by agreement of the host government to defray the additional expenditure involved.

This principle has been applied for Study Group meetings. It has not been applied for Interim Working Parties because the cost was small, and the support (Secretariat and documentation) provided by the hosting organization offset the cost of travel of the Counsellor.

However, meetings of Working Parties and Task Groups, especially in a block as foreseen by Resolution 24, require Secretariat support and services equivalent to those which would be provided in Geneva. Indeed, except for translation and typing, the support and services required are about the same as for Study Group meetings. It is thus necessary to apply the principle of Resolution No. 4.

It is the Director's responsibility, in consultation with the Secretary-General and the appropriate ITU Services, to determine the required Secretariat support for meetings held away from Geneva. Consultation with the inviting administration or organization will determine the services and staff to be provided locally, the necessary staff from headquarters, and the excess cost, if any, to be covered by the host.

English only

ANNEX 1 TO ANNEX 3 OF A.C./316

Our ref.: SG

MODEL

(date)

TO ADMINISTRATIONS AND ORGANIZATIONS PARTICIPATING IN  
THE WORK OF CCIR TASK GROUP \*...

Subject: Meeting of CCIR Task Group \*

**Introduction**

The meeting of Task Group \*... has been foreseen in the programme of CCIR outlined in Administrative Circular A.C./306 dated 17 August 1990. The Questions assigned, according to that circular, are listed in Annex ....

**Date and place of the meeting**

Task Group \*... will meet from.....to.....  
The meeting will take place at the ITU Headquarters, Geneva/in the Centre International des Conférences de Genève (CICG), located in the immediate proximity of the ITU building, in Room .... Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the same building. Registration will commence at .....hours on ..... and the meeting will commence at ..... hours.

**Programme of the meeting**

In accordance with Resolution 24-7, item 3, the meeting agenda will comprise the examination of Questions allocated to the Task Group\*. These, and any guidance of the Chairman of the Task Group\*, are included in the draft agenda (Annex ....).

**Contributions**

Contributions in response to TG\* ... work are invited. These will be processed as outlined in Resolution 24-7. Contributions should be sent to the Chairman of TG\* ... and to the Chairman and Vice-Chairmen of Study Group .... The pertinent addresses can be found in Annex ... to this circular. At the same time, five copies of all contributions should also be sent to the Director, CCIR. Participants are encouraged to submit contributions on magnetic diskettes along with paper copies, or by electronic mail. Instructions will be made available on request.



**Participation**

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised no later than one month before the opening of the meeting, by means of the annexed form (Annex ....) (to be photocopied as required).

Richard C. KIRBY  
Director

\*Task Group or Working Party  
circulars\tgwps.txs 15 February 1991



MODELE

ANNEXE .....  
(à la Lettre circulaire .....)  
Réunion du Groupe d'action ...  
(Genève, ... date .....)



Formulaire de participation - Registration Form - Formulario de inscripción

A retourner dûment rempli au secrétariat du CCIR \*) dès que possible et avant \_\_\_\_\_  
To be returned duly completed to the CCIR \*) Secretariat as soon as possible and not later than \_\_\_\_\_  
Devuélvase a la Secretaría del CCIR \*) debidamente relleno, lo antes posible y no más tarde del \_\_\_\_\_

1. M. Mme Mlle \_\_\_\_\_  
Mr. Mrs. Miss \_\_\_\_\_  
Sr. Sra. Srta. \_\_\_\_\_  
(nom, name, apellido) (prénom, first name, nombre)

2. Pays/Country/País \_\_\_\_\_

3. Représentation/Representation/Representación:

Administration/Administración \_\_\_\_\_  
 Chef de délégation / Head of delegation / Jefe de la delegación  
 Adjoint / Deputy / Adjunto  
 Délégué / Delegate / Delegado

et/ou - and/or - y/o

Exploitation privée reconnue / Private operating agency / Empresa privada de explotación reconocida

Organismes scientifiques ou industriels / Scientific or Industrial Organizations / Organismos Científicos o Industriales

Organisation internationale / International organization / Organización internacional

4. Adresse officielle / Official address / Dirección oficial \_\_\_\_\_  
\_\_\_\_\_

TEL: \_\_\_\_\_ TX: \_\_\_\_\_ FAX: \_\_\_\_\_

5. Accompagné de (membre de la famille) / Accompanied by (member of your family) / Acompañado de (miembro de su familia) \_\_\_\_\_

6. Adresse privée pendant la réunion / Private address during the meeting / Dirección privada durante la reunión \_\_\_\_\_  
\_\_\_\_\_ TEL: \_\_\_\_\_

7. Adresse de la famille / Home address of the family / Dirección familiar \_\_\_\_\_  
\_\_\_\_\_ TEL: \_\_\_\_\_

Date / Fecha \_\_\_\_\_ Signature / Firma \_\_\_\_\_

Réserve au Secrétariat du CCIR/For CCIR Secretariat use only/Para uso exclusivo de la Secretaría del CCIR

Franchise Section Casier

English only

ANNEX II  
TO ANNEX 3 of A.C./316

MODEL

Questions assigned to Task Group .... by the XVIIth Plenary Assembly  
SP.46B/..., SP.46J-2/..., SP.47A/..., Q.46/..., SP.46C/..., SP.46G/...

-----  
TASK GROUP ....

Draft Agenda for the first meeting  
(date and time)

1. Opening remarks
2. Approval of the agenda
3. Assigned Questions
4. Liaison with other Working Parties and Task Groups
5. Programme of work
6. Presentation of documents
7. Establishment of Drafting Groups
8. Appointment of Special Rapporteurs
9. Any other business

Chairman, Task Group .....

text\reports\wg2.txs

CCIR WORKING PARTIES AND TASK GROUPS

(1990-1994 Study Period)

Study Group 1:

- i) Working Party 1A - Engineering principles and techniques, including computer-aided analysis for effective spectrum management.  
  
International Chairman - R. Mayher (USA)  
  
National Coordinator(s) - T. Racine (DOC)  
R.W. McCaughern (DOC)
- ii) Working Party 1B - Principles and techniques for spectrum planning and sharing  
  
International Chairman - T. Cesky (Denmark)  
  
National Coordinator - G. Chan (DOC)
- iii) Working Party 1C - Techniques for spectrum monitoring  
  
International Chairman - R. Agarwal (India)  
  
National Coordinator(s) - P. Vaccani (DOC)  
R.W. McCaughern (DOC)
- iv) Working Party 1D - Spectrum utilization  
  
International Chairman - T. Bøe (Norway)  
  
National Coordinator - A.A. Sophianopoulos (Telecom Canada)
- i) Task Group 1/1 - Technical and operational aspects of alternative methods of allocating spectrum  
  
International Chairman - R. Mayher (USA)  
  
National Coordinator - R.W. McCaughern (DOC)
- ii) Task Group 1/2 - Radiation from ISM equipment  
  
International Chairman - G. Lehning (Germany)  
  
National Coordinator - G. Roberts (DOC)

Study Group 4:

- i) Working Party 4A - Efficient orbit/spectrum utilization  
International Chairman - A.G. Reed (U.K.)  
National coordinator - A. Shoamanesh (Telesat)
- ii) Working Party 4B - Systems, performance, availability and maintenance  
International Chairman - D. Weinreich (USA)  
National Coordinator - D. Jung (Spar)
- iii) Joint Working Party 4-9S - Sharing between FSS and FS  
International Chairman - K.R. Dunk (U.K.)  
National Coordinator - V. Sahay (DOC)
- i) Task Group 4/1 - Interference consideration on transmitting earth stations at frequencies above 10 GHz  
International Chairman - B. Mitani (Teleglobe)  
National Coordinator - A. Shoamanesh (Telesat)
- ii) Task Group 4/2 - Drafting of Recommendation on VSAT's  
International Chairman - Y. Ito (Japan)  
National Coordinator - V. Sahay (DOC)
- i) HB/4 - Handbook group  
International Chairman - J. Salomon (France)  
National Coordinator(s) - B. Mitani (Teleglobe)
- ii) ISDN/SAT - CCIR/CCITT expert group on ISDN/satellite matters  
International Chairman - I. Knight (USA)  
National Coordinator - B. Mitani

Study Group 5:

- i) Working Party 5A - Radiometerology  
International Chairman - G. Brussard (Netherlands)  
National Coordinator - B. Segal (DOC/CRC)
- ii) Working Party 5B - Mobile, mobile-satellite and broadcasting  
(terrestrial) services  
International Chairman - J.F. Cavanagh (USA)  
National Coordinator - J.H. Whitteker (DOC/CRC)
- iii) Working Party 5C - Fixed, fixed-satellite and broadcasting-  
satellite services  
International Chairman - M.P. Hall (UK)  
National Coordinator - R.L. Olsen (DOC/CRC)

Study Group 6:

- i) Working Party 6A - HF propagation  
International Chairman - P.A. Bradley (UK)  
National Coordinator - D.B. Ross (DOC/CRC)
- ii) Working Party 6B - MF-VLF propagation  
International Chairman - J. Wong (USA)  
National Coordinator - J.S. Belrose (DOC/CRC)
- iii) Working Party 6C - Measurements and noise  
International Chairman - N. Wakai (Japan)  
National Coordinator - W.R. Lauber (DOC/CRC)
- iv) Working Party 6D - Ionospheric properties and forecasting  
International Chairman - T. Damboldt (Germany)  
National Coordinator - D.B. Ross (DOC/CRC)
- v) Working Party 6E - Ionospheric propagation at frequencies  
above 30 MHz  
International Chairman - H. Soicher (USA)  
National Coordinator - J.H. Whitteker (DOC/CRC)
- i) Special Rapporteur for VLF/LF Handbook - J.S. Belrose (CAN)
- ii) IWP 6/1 - Preparation for WARC-93  
International Chairman - P.A. Bradley (UK)  
National Coordinator(s) - B. Gracie (DOC)  
D. Ross (DOC/CRC)

Study Group 7:

- i) Working Party 7A - Time signals and frequency standards emissions  
International Chairman - Prof. S. Leschiutta (Italy)  
National Coordinator - R. Douglas (NRC)
- ii) Working Party 7B - Space radio systems (space research, data relay satellites, space operations, etc.)  
International Chairman - P. Davies (UK)  
National Coordinator - D. Sward (DOC)
- iii) Working Party 7C - Earth exploration satellite systems and meteorological systems  
International Chairman - J. Saint Etienne (France)  
National Coordinator - CSA (D. Sward-Interim)
- iv) Working Party 7D - Radioastronomy  
International Chairman - J. Whiteoak (Australia)  
National Coordinator - R. Roger (NRC)
- i) Task Group 7/1 - Frequency sharing between space research satellites and terrestrial systems  
International Chairman - TBD  
National Coordinator - J. Chang (DOC)
- ii) Task Group 7/2 - Standard frequency and time signals from satellites  
International Chairman - TBD  
National Coordinator - R. Douglas (NRC)
- i) HB/7 - Handbook on standard frequency and time signals from satellites  
International Chairman - TBD  
National Coordinator - R. Douglas (NRC)



Study Group 8:

- i) Working Party 8A - Land mobile service, excluding FPLMTS;  
Amateur and Amateur satellite service  
  
International Chairman - O. Villanyi (Hungary)  
  
National Coordinator - S. Towaij (BNR)
- ii) Working Party 8B - Maritime mobile service, including global  
maritime distress and safety system (GMDSS), aeronautical  
mobile service, including public telephone service with  
aircraft  
  
International Chairman - R.C. McIntyre (USA)  
  
National Coordinator(s) - W. Spence/R. Downey (DOT)
- iii) Working Party 8C - Radiodetermination service  
  
International Chairman - P. Kent (UK)  
  
National Coordinator(s) - W. Spence/R. Downey (DOT)
- iv) Working Party 8D - All mobile satellite services except the  
amateur satellite service; radiodetermination satellite  
service  
  
International Chairman - Y. Hirata (Japan)  
  
National Coordinator - G. Rolston (DOC)
- i) Task Group 8/1 - Future public land mobile telecommunication  
system (FPLMTS)  
  
International Chairman - M. Callendar (Canada)  
  
National Coordinator - S. Towaij (BNR)

Study Group 9:

- i) Working Party 9A - Performance and availability objectives, interference objectives, effects of propagation, terminology  
International Chairman - O.M. Langer (Germany)  
National Coordinator - M. Stevens (BNR)
- ii) Working Party 9B - Radio-frequency channel arrangements, radio system characteristics, interconnection and maintenance  
International Chairman - R.D.C. Coles (Maritime Telephone and Telegraph)  
National Coordinator - DOC (TBD)
- iii) Working Party 9C - Special applications of radio-relay systems  
International Chairman - A. Hashimoto (Japan)  
National Coordinator - M.J. Morris (SR Telecom)
- iv) Working Party 9D - Sharing with other services (other than fixed-satellite service)  
International Chairman - G. Hurt (USA)  
National Coordinator - W.J. Taylor (Telecom Canada)
- v) Working Party 9E - HF systems  
International Chairman - N.M. Serinken (DOC/CRC)  
National Coordinator - N.M. Serinken
- i) Joint Working Party 4-9S - Sharing between FSS and FS  
International Chairman - K.R. Dunk (U.K)  
National Coordinator - V. Sahay (DOC)
- i) Task Group 9/1 - Radio Systems in the SDH  
International Chairman - R. Pietroiusti (Italy)  
National Coordinator - TBD

Study Group 10:

- i) Working Party 10A - Amplitude modulation sound broadcasting and sound broadcasting in the tropical zone  
International Chairman - G. Petke (Germany)  
National Coordinator - Various
- ii) Working Party 10B - Frequency modulation sound broadcasting (except in the tropical zone)  
International Chairman - A. Keller (France)  
National Coordinator - Various
- iii) Working Party 10C - Audio-frequency characteristics and digital sound-broadcasting  
International Chairman - G. Steinke (Germany)  
National Coordinator - L. Thibeault (DOC)
- iv) Working Party 10D - Transmitting and receiving antennas for sound-broadcasting  
International Chairman - G. Groeschel (Germany)  
National Coordinator - Various
- v) IWP 10/10 Preparation for WARC-93  
International Chairman - W. Richards (USA)  
National Coordinator(s) - B. Gracie (DOC)  
M. Durocher (CBC)
- vi) JWP 10-11R Recording for Broadcasting  
International Chairman - P. Zaccarian (USA)  
National Coordinator - K. Davies (CBC)
- vii) JWP 10-11S - Satellite Broadcasting
  - i) Task Group 10/1 - Sound systems for HDTV and EDTV  
International Chairman - TBD  
National Coordinator - L. Thibeault (DOC)
  - ii) Task Group 10/2 - Low bit-rate digital audio coding systems  
International Chairman - G. Thiele (Germany)  
National Coordinator - L. Thibeault (DOC)

Study Group 11:

- i) Working Party 11A - Conventional and enhanced television systems  
International Chairman - D. Wood (EBU)  
National Coordinator - TBD
- ii) Working Party 11B - Digital television (source coding)  
International Chairman - T. Nishizawa (Japan)  
National Coordinator - M. Durocher (CBC)
- iii) Working Party 11C - Terrestrial television (emission and planning parameters)  
International Chairman - S. Peppar (Yugoslavia)  
National Coordinator - TBD
- iv) Working Party 11D - Data broadcasting  
International Chairman - F. Cappuccini (Italy)  
National Coordinator - TBD
- v) Working Party 11E - Quality evaluation  
International Chairman - J.L. Tejerina (Spain)  
National Coordinator - P. Hearty (DOC/CRC)
- i) Joint Working Party 10-11R - Recording for broadcasting  
International Chairman - P. Zaccarian (USA/CBS)  
National Coordinator - K. Davies (CBC)
- ii) Joint Working Party 10-11S - Satellite broadcasting  
International Chairman - R.F. Zeitoun (DOC)  
National Coordinator - R.F. Zeitoun (DOC)

- i) Task Group 11/1 - High-definition television for studio and international programme exchange  
International Chairman - R. Green (USA)  
National Coordinator(s) - K.P. Davies (CBC)  
G. Chouinard (DOC/CRC)
- ii) Task Group 11/2 - Digital television studio video interface  
International Chairman - D. Nasse (France)  
National Coordinator(s) - M. Durocher (CBC)  
A. Vincent (DOC/CRC)
- i) IWP 11/9 - Harmonization of television standards with non-broadcasting applications (liaison group)  
International Chairman - R. Bedford (U.K.)  
National Coordinator(s) - B.A. Gracie (DOC)  
R.F. Zeitoun (DOC)  
K.P. Davies (CBC)

Study Group 12:

- i) Task Group 12/1 - Compatibility between broadcasting service (87-108 MHz) and aeronautical services (108-137 MHz)  
International Chairman - J. Finnie (UK)  
Vice-chairmen - E. Augstman (DOT)  
K.G. Hunt (EBU)  
National Coordinator - E. Augstman (DOT)
- ii) Task Group 12/2 - Frequency sharing between broadcasting service and the fixed and mobile services in VHF and UHF bands  
International Chairman - A. Pavliouk (USSR)  
National Coordinator - J. Dadourian (DOC)
- iii) Task Group 12/3 - Coordination area of an Earth station and certain space services  
International Chairman - H. Weiss (USA)  
National Coordinator - M. Gaudreau (DOC)

CMTT:

- i) Working Party CMTT/A - Analogue transmission of TV signals, conversion standards, MAC systems
  - International Chairman - L.C. Gooddy (Canada)
  - National Coordinator - L.C. Gooddy (Telecom Canada)
- ii) Working Party CMTT/B - Digital and hybrid analogue/digital transmission of TV signals
  - International Chairman - J. Corbett (UK)
  - National Coordinator(s) - P. Garrett (Telecom Canada)  
K. Davies (CBC)
- iii) Working Party CMTT/C - Transmission of sound programme signals
  - International Chairman - G. Zedler (Germany)
  - National Coordinator - E. Hauch (Telecom Canada)
- i) Task Group CMTT/1 - Technical methods for ensuring privacy in international TV transmission
  - International Chairman - L. Guillon (France)
  - National Coordinator - TBD
- ii) Task Group CMTT/2 - Digital transmission of component-coded TV and HDTV signals, secondary TV transmission
  - International Chairman - L. Stenger (Germany)
  - National Coordinator(s) - P. Garrett (Telecom Canada)  
K. Davies (CBC)
- iii) Task Group CMTT/3 - Television and sound-programme signals in the broadband ISDN
  - International Chairman - A. Brown (EBU)
  - National Coordinator - E. Hauch (Telecom Canada)

iv) Task Group CMTT/4 - Transmission of sound programmes of digital studio quality using the H1-channel

International Chairman - A. Weisser (France)

National Coordinator - TBD

v) Task Group CMTT/5 - Satellite news gathering (SNG), outside broadcast via satellite

International Chairman - A. Uyttendaele (USA)

National Coordinator - D. Garforth (CBC)





LIST OF PUBLICATIONS

## 1. Volumes of the XVIIth Plenary Assembly

1.1 Recommendations, Resolutions and Opinions<sup>13</sup>  
Reports and Decisions as Annexes to the Volume of Recommendations<sup>14</sup>

The list of Volumes is as follows:

VOLUME I	Recommendations of the CCIR, 1990 Spectrum utilization and monitoring
Annex to Volume I	Reports of the CCIR, 1990 Spectrum utilization and monitoring
VOLUME II	Recommendations of the CCIR, 1990 Space research and radioastronomy
Annex to Volume II	Reports of the CCIR, 1990 Space research and radioastronomy
VOLUME III	Recommendations of the CCIR, 1990 Fixed service at frequencies below about 30 MHz
Annex to Volume III	Reports of the CCIR, 1990 Fixed service at frequencies below about 30 MHz
VOLUME IV-I	Recommendations of the CCIR, 1990 Fixed-satellite service
Annex to Volume IV-I	Reports of the CCIR, 1990 Fixed-satellite service
VOLUMES IV/IX-2	Recommendations of the CCIR, 1990 Frequency sharing and coordination between systems in the fixed-satellite service and radio-relay systems

---

<sup>13</sup> Published in the same format as in 1986

<sup>14</sup> Published in an economical form in accordance with  
Resolution 24-7, § 6.4.3.

Annex to Volumes IV/IX-2	Reports of the CCIR, 1990 Frequency sharing and coordination between systems in the fixed-satellite service and radio-relay systems
VOLUME V	Recommendations of the CCIR, 1990 Propagation in non-ionized media
Annex to Volume V	Reports of the CCIR, 1990 Propagation in non-ionized media
VOLUME VI	Recommendations of the CCIR, 1990 Propagation in ionized media
Annex to Volume VI	Reports of the CCIR, 1990 Propagation in ionized media
VOLUME VII	Recommendations of the CCIR, 1990 Standard frequencies and time signals
Annex to Volume VII	Reports of the CCIR, 1990 Standard frequencies and time signals
VOLUME VIII	Recommendations of the CCIR, 1990 Mobile, radiodetermination, amateur and related satellite services
Annex 1 to Volume VIII	Reports of the CCIR, 1990 Land mobile service, Amateur service, Amateur-satellite service
Annex 2 to Volume VIII	Reports of the CCIR, 1990 Maritime mobile service
Annex 3 to Volume VIII	Reports of the CCIR, 1990 Mobile satellite services (aeronautical, land, maritime, mobile and radiodetermination), Aeronautical mobile service
VOLUME IX-1	Recommendations of the CCIR, 1990 Fixed service using radio-relay systems
Annex to Volume IX-1	Reports of the CCIR, 1990 Fixed service using radio-relay systems
VOLUME X-1	Recommendations of the CCIR, 1990 Broadcasting service (sound)

Annex to Volume X-1	Reports of the CCIR, 1990 Broadcasting service (sound)
VOLUMES X/XI-2	Recommendations of the CCIR, 1990 Broadcasting-satellite service (sound and television)
Annex to Volumes X/XI-2	Reports of the CCIR, 1990 Broadcasting-satellite service (sound and television)
VOLUMES X/XI-3	Recommendations of the CCIR, 1990 Sound and television recording
Annex to Volumes X/XI-3	Reports of the CCIR, 1990 Sound and television recording
VOLUME XI-1	Recommendations of the CCIR, 1990 Broadcasting service (television)
Annex to Volume XI-1	Reports of the CCIR, 1990 Broadcasting service (television)
VOLUME XII	Recommendations of the CCIR, 1990 Transmission of sound broadcasting and television signals over long distances (CMTT)
Annex to Volume XII	Reports of the CCIR, 1990 Transmission of sound broadcasting and television signals over long distances (CMTT)
VOLUME XIII	Recommendations of the CCIR, 1990 Vocabulary (CMV)
VOLUME XIV-1	Information concerning the XVIIth Plenary Assembly: Minutes of the Plenary Sessions, Administrative texts, Structure of the CCIR, Lists of CCIR texts

## 1.2 Questions<sup>15</sup>

VOLUME XV-1	Questions of the CCIR Study Groups 1, 12, 5, 6 and 7
VOLUME XV-2	Questions of the CCIR Study Group 8
VOLUME XV-3	Questions of the CCIR <sup>16</sup> Study Groups 10, 11 and the CMTT
VOLUME XV-4	Questions of the CCIR Study Groups 4 and 9

## 1.3 Order of Publication of the Volumes

The Volumes are published with the following priorities of Study Group texts: VIII, II, XV-1, XV-2, XV-3, XV-4, X/IX-2, IV/IX-2, XII, IV, IX, XI, X, I, V, VI, VII, XIII, III, X/XI-3, XIV.

## 2. Other Publications

- Specifications of teletext systems
- Satellite time and frequency dissemination
- Handbook of curves for propagation over the surface of the Earth
- Spectrum Management and Computer-Aided Techniques (updating)
- Satellite Communications (updating)

---

<sup>15</sup> Published in the same format as in 1986.

<sup>16</sup> In Resolution 109, Questions for 10-11S have specific numbering (for example Q. 1/10 and 11, etc.). As far as 10/11R and 4/9 are concerned, the numbering is either 10 or 11 or 4 or 9.



## RESOLUTION 97

APPROVAL OF NEW AND REVISED RECOMMENDATIONS  
BETWEEN PLENARY ASSEMBLIES

(1990)

The CCIR,

## CONSIDERING

- (a) that rapid changes in technology and radiocommunication services make it desirable for an accelerated procedure to be used for the approval of new and revised Recommendations between Plenary Assemblies;
- (b) that use of this procedure should be encouraged to reduce the workload of Plenary Assemblies;
- (c) that it is necessary to set up an interim procedure to be applied until the next Plenary Assembly when the Nice Constitution and Convention will have entered into force,

## DECIDES

1. that the approval of new and revised Recommendations between Plenary Assemblies may be sought from Members in accordance with the rules in DECIDES 3;
2. that the CCIR Director should study for consideration by the next Plenary Assembly, a procedure of consultation for approval of CCIR Recommendations in application of provision 222 of the Nice Convention, taking account of the relationship between the Radio Regulations and CCIR Recommendations;
3. that the following rules should be used;

**3.1 Prerequisites**

3.1.1 Upon request of the Study Group Chairman the Director of the CCIR shall explicitly announce the intention to seek to apply the approval procedure set out in this Resolution when convening the meeting of the Study Group. He/she shall include the specific intent of the proposal in summarized form. Reference shall be provided to the report or other documents where the text of the draft new Recommendation or the draft revised Recommendation to be considered may be found.

This information shall also be distributed to all Members.

The invitation to the meeting as well as the advice on the intended use of this approval procedure should be sent by the Director of the CCIR so that it shall be received, so far as practicable, at least three months before the meeting.

3.1.2 Approval may only be sought for a draft new Recommendation within the Study Group's mandate as defined by the Questions allocated to it in accordance with Article 58, No. 326 of the Convention (Nairobi, 1982)<sup>17</sup>. Alternatively, or additionally, approval may be sought for amendment of an existing Recommendation within the Study Group's mandate, unless the text of that Recommendation specifically excludes application of this procedure.

3.1.3 Where a draft Recommendation (or revision) falls within the mandate of more than one Study Group, the Chairman of the Study Group proposing the approval should consult and take into account the views of any other Study Group Chairmen concerned before proceeding with the application of this approval procedure.

3.1.4 In the interests of stability, revision of a Recommendation approved during a given study period should not normally be put to this procedure again during the same study period unless the proposed revision complements rather than changes the agreement reached in the previous version.

### 3.2 Requirements at the Study Group's meeting

3.2.1 After debate at the Study Group's meeting the decision of the delegations to apply this approval procedure must be unanimous (but see § 3.2.3).

3.2.2 This decision must be reached during the meeting upon the basis of a text available in its final form to all participants at the meeting. Exceptionally, but only during the meeting, delegations may request more time to consider their positions. Unless the Director of the CCIR is advised of formal opposition from any of these delegations within a period of six weeks after the last day of the meeting, he shall proceed in accordance with § 3.3.1.

---

<sup>17</sup> Article 6, No. 121 of the Convention (Nice, 1989).



3.2.3 A delegate may advise at the meeting that his/her delegation is abstaining from the decision to apply the procedure. This delegation's presence shall then be ignored for the purposes of § 3.2.1 above. Such an abstention may subsequently be revoked, but only during the course of the meeting.

### 3.3 Consultation

3.3.1 Within one month of a Study Group's final decision to seek approval, the Director of the CCIR shall request Members to inform him/her within three months whether they approve or do not approve the proposal.

This request shall be accompanied by reference to the complete final text in the three working languages of the proposed new Recommendation or the proposed revised Recommendation.

3.3.2 The CCIR Secretariat shall also advise recognized private operating agencies, scientific or industrial organizations and international organizations participating in the work of the Study Group in question that Members are being asked to respond to a consultation on a proposed new Recommendation or proposed revised Recommendation, but only Members are entitled to respond.

3.3.3 If 70% or more of the replies from Members indicate approval, the proposal shall be accepted.

If the proposal is not accepted it shall be referred back to the Study Group. Subject to further consideration in the Study Group, the proposal may be submitted again for approval, either using the procedure set out in this Resolution (including the prerequisites in § 3.1 above) or through the Plenary Assembly.

3.3.4 Those Members who indicate disapproval are encouraged to advise their reasons and to indicate possible changes in order to facilitate further consideration by the Study Group.

### 3.4 Notification

3.4.1 The Director of the CCIR shall promptly notify the results of the consultation by Circular-letter.

The Director of the CCIR shall arrange that this information is also included in the next available ITU Notification.

3.4.2 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the CCIR Secretariat may correct these with the approval of the Chairman of the Study Group.

3.4.3 Any comments received along with responses to the consultation shall be collected by the CCIR Secretariat and submitted to the Study Group for consideration.

3.4.4 The Secretary-General shall publish the approved new Recommendations or revised Recommendations in the working languages as soon as practicable, indicating, as necessary, a date of entry into effect.

3.4.5 The Recommendations adopted by this procedure should be brought to the attention of the following Plenary Assembly.



## RESOLUTION 106

## STRATEGIC REVIEW AND PLANNING

The CCIR,

## CONSIDERING

- (a) that the results of the special ad hoc meeting arranged by invitation, open to all administrations in January 1990 provided valuable advice to the CCIR and contributed to the success of the XVIIIth Plenary Assembly;
- (b) that requirements flowing from new technologies and new services, new challenges for spectrum utilization for telecommunications development may require extraordinary action by the CCIR;
- (c) that in attending to strategic matters there would be advantages in the Director calling together a representative group of Study Group and administration representatives;
- (d) that it would be advantageous for such a group to meet between Plenary Assemblies to consider important CCIR matters;
- (e) that there may be advantages in such meetings coinciding with other meetings where appropriate representatives might be available,

## DECIDES

that the Director be encouraged to establish an ad hoc Advisory Group to meet, at his discretion, between Plenary Assemblies to discuss issues he identifies to be important for strategic review and planning of CCIR work.



## RESOLUTION 107

## RESTRUCTURING OF THE CCIR STUDY GROUPS

The CCIR,

## NOTING

(a) that extensive changes were made at the XVIIth CCIR Plenary Assembly to working methods resulting in modifications to the nature of Study Group meetings;

(b) that certain initial changes to CCIR Study Group structures were made at the XVIIth Plenary Assembly, and that additional changes such as the merger of certain Study Groups were considered, but were not accepted at this time;

## CONSIDERING

(a) that a period of time is necessary to evaluate whether further changes should be made in the light of experience gained from NOTINGS (a) and (b);

(b) that there is a need for further economy, efficiency and effectiveness in CCIR activities as a result of increasing demand for the consultative services of the CCIR and the financial limits imposed by the Plenipotentiary Conference (Nice, 1989);

(c) that there is a need to improve the opportunity for active participation by all administrations in the CCIR activities;

(d) that there are continuing demands for improving the utilization of the limited resources of the frequency spectrum and the geostationary-satellite orbit and that there are continuing technological innovations leading to an increase in the variety of radio services and their applications;

(e) that there are deregulatory trends in telecommunications in many countries which impose the need for rapid response by their national regulatory authorities;

(f) that the timely development of CCIR Recommendations is necessary to meet the needs of industrial organizations,

RECOGNIZING

(a) the suggestions of the Director of the CCIR concerning possible alternatives for restructuring the CCIR which were presented to the XVIIth Plenary Assembly and the need to achieve the optimum structure as soon as possible;

(b) that the previous organizational structure of the CCIR which has been in place for 20 years and has met its objectives well, was modified at the XVIIth Plenary Assembly, but now needs consideration to ensure its adaptation to the changes in the environment described in the CONSIDERINGS above,

DECIDES

1. that a Working Party of the Plenary Assembly be established to examine the structure of the CCIR Study Groups adopted at the XVIIth Plenary Assembly to assess the extent to which it:

1.1 ensures economy, efficiency and effectiveness in the work of the CCIR;

1.2 facilitates harmonization of CCIR work with that of other international and regional standards bodies in radiocommunications;

1.3 retains flexibility to adapt to changing technology, minimizes overlap between the work of Study Groups and optimizes the number of Study Groups;

and to recommend any further changes necessary to meet these objectives;

2. that the membership of the Working Party of the Plenary Assembly be open to all interested administrations, Recognized Private Operating Agencies (RPOAs) and Scientific or Industrial Organizations (SIOs) participating in the CCIR;

3. that the Working Party of the Plenary Assembly makes a preliminary report available to all administrations in time for the interim meetings of Study Groups;

4. that the Working Party of the Plenary Assembly makes its final report, including proposals available to all administrations in time for the final meetings of Study Groups;

5. that the Director, CCIR, be required to consult with administrations with a view to prepare a consolidated report and a plan for implementation based on the Working Party of the Plenary Assembly proposals, taking into account the views of administrations, for presentation to the XVIIIth Plenary Assembly.

---





## RESOLUTION 109

THE APPROVAL AND CATEGORIZATION OF QUESTIONS BY THE  
XVIIITH PLENARY ASSEMBLY AND SUBSEQUENT  
ACTION BY THE STUDY GROUPS

\*Note from the CNO/CCIR Secretariat

The text of Resolution 109 and its Annex containing the list of Questions assigned by the XVIIth Plenary Assembly are outlined in CCIR Administrative Circular 306 (17 August 1990). Questions with final assigned Question numbers are to be published in Volumes XV-(1-4) of the XVIIth Plenary Assembly.

---



**MANUAL FOR THE  
CANADIAN NATIONAL ORGANIZATION  
FOR THE  
INTERNATIONAL TELEGRAPH AND TELEPHONE  
CONSULTATIVE COMMITTEE  
(CNO/CCITT)**

**JANUARY 1991**

**Canadian National Organization for the International Telegraph  
and Telephone Consultative Committee**

**TABLE OF CONTENTS**

**SECTION I: International Telegraph and Telephone Consultative  
Committee (CCITT)**

1. Duties
2. Membership and Participation
3. Organization
4. Working Methods and Procedures
5. CCITT Texts, Work Programme and Contributions

**SECTION II: The Canadian National Organization for the CCITT**

1. Introduction
2. Constitution
3. Organization
4. Appointment of CNO/CCITT Officials
5. Procedure for the Replacement of Retiring National Study  
Group Chairmen
6. Appointment of CCITT Special Rapporteurs
7. Contributions to CCITT Study Group Meetings
8. Canadian Contributions to CCITT Study Group Meetings
9. Contributions to GAS Groups
10. Distribution of CCITT Study Group Documents in Canada
11. CCITT Collective Letters and Circulars
12. Meeting Records and Reports
13. Hosting of CCITT Meetings in Canada
14. The Approval of Contributions

**Annex A** Constitution of the CNO/CCITT

Article I	Name
Article II	Objective
Article III	Participation
Article IV	Structure
Article V	The Steering Committee
Article VI	National Study Groups
Article VII	National Security

**Annex B** Structure of the CNO/CCITT

**Annex C** Canadian RPOAs and SIOs in CCITT

**Annex D** Working Methods and Responsibilities

D.1	Steering Committee
D.2	National Study Group Chairmen
D.3	Executive Secretary
D.4	National Study Group Members and Other Participants

**Annex E** CNO/CCITT Chairmen

**Annex F** Canadian Special Rapporteurs  
(1989-92 Study Period)

**Annex G** Guidelines for the Preparation of Canadian Contributions to the  
CCITT

**Annex H** Flow Chart for CNO/CCITT Contributions

**Annex J** CCITT Study Groups (1989-1992)

**Annex K** Resolution No. 1: Rules of Procedure of the CCITT

**Annex L** Resolution No. 2: Approval of new and revised  
recommendations between Plenary Assemblies

**Annex M** Resolution No. 4: Publication of CCITT Books

**Annex N** Resolution No. 5: Numbering and lay-out of CCITT  
Recommendations

**Annex O** Resolution No. 17: Pre-eminence of CCITT in World-wide  
Telecommunications Standardization

**Annex P** Resolution No. 18: Future Evolution of the CCITT Working  
Methods and Structure

**Annex Q** Recommendation A.15: Presentation of CCITT Texts



**SECTION I**

**INTERNATIONAL TELEGRAPH AND TELEPHONE CONSULTATIVE COMMITTEE  
(C.C.I.T.T.)**



## SECTION I

### INTERNATIONAL TELEGRAPH AND TELEPHONE CONSULTATIVE COMMITTEE (CCITT)

#### 1. DUTIES

1.1 The duties of the CCITT are to study and issue recommendations on technical, operating and tariff questions relating to telecommunication services, other than technical or operating questions relating specifically to radiocommunication which come within the purview of the CCIR.

#### 2. MEMBERSHIP AND PARTICIPATION

2.1 The CCITT has as members:

- a. the Administrations of all member nations of the ITU;
- b. recognized private operating agencies (RPOAs).
- c. scientific or industrial organizations (SIOs)

2.2 In addition to its members who may participate in all the activities of the CCITT, the following types of organizations may be admitted to participate in an advisory capacity in meetings of the study groups:

- a. international organizations and regional telecommunication organizations, which coordinate their work with the ITU and which have related activities (these organizations are invited to participate in meetings of the Plenary Assembly).

#### 3. ORGANIZATION

3.1 The CCITT conducts its work through the medium of:

- a. its Plenary Assembly (PA), which meets approximately every four years;
- b. Study Groups set up by the PA:
  - (1) normal Study Groups;
  - (2) Joint CCITT/CCIR Study Groups (set up by the PAs of the CCITT and the CCIR);
  - (3) Special Autonomous Study Groups (GAS);
- c. Joint Working Parties (JWPs) established by the PA, and which report to the controlling study group designated by the PA;

- d. Regional Groups which are established to deal with Questions and studies of particular interest to a group of countries and Administrations in an ITU region (e.g., TAF);
  - e. a Director elected by the ITU Plenipotentiary Conference (the next Plenipotentiary conference is expected to be held in 1994);
  - f. World and Regional Plan Committees as may be jointly approved by the PAs of the CCITT and the CCIR;
  - g. Ad Hoc Groups established by the Plenary Assembly.
- 3.2 The current list of SGs, JWPs, GAS is given in **Annex J**.

#### **4. WORKING METHODS AND PROCEDURES**

4.1 The terms of reference, working arrangements and general provisions regarding the CCITT are set out in the ITU Convention. The general regulations found in the ITU Convention are amplified and supplemented by additional rules of procedure and instructions published in the form of CCITT Resolutions and Opinions. The latter are published in Volume 1 of the CCITT Colored Books.

4.2 The Resolutions of primary importance to the regular work of the Study Groups are annexed to this Manual:

- |                 |                     |  |
|-----------------|---------------------|--|
| <b>Annex K:</b> | Resolution No. 1 -  | Additional Rules of Procedures for the CCITT                           |
| <b>Annex L:</b> | Resolution No. 2 -  | Approval of New and Revised Recommendations between Plenary Assemblies |
| <b>Annex M:</b> | Resolution No. 4 -  | Publication of CCITT Books   |
| <b>Annex N:</b> | Resolution No. 5 -  | Numbering and Layout of CCITT Recommendations.                         |
| <b>Annex O:</b> | Resolution No. 17 - | Pre-eminence of CCITT in World-Wide Telecommunications Standardization |
| <b>Annex P:</b> | Resolution No. 18 - | Future Evolution of the CCITT Working Methods and Structure            |

## 5. CCITT TEXTS, WORK PROGRAMME AND CONTRIBUTIONS

5.1 CCITT texts take the form of:

- a. Questions: A Question is a statement of a technical, tariff or operational problem to which an answer is required.
- b. Recommendations: A Recommendation is an answer to a Question which is considered by the CCITT PA to be sufficiently complete to serve as a basis for international standardization.

5.2 The CCITT work programme is defined by the Questions proposed for study by the Study Groups (or proposed for further study) and approved by the PA. The complete list of Questions (title only) and their allocation to Study Groups is published in Volume 1 of the CCITT Colored Books. The full texts of the Questions are published, by Study Group, in Contribution No. 1 of each study group, at the start of each study period.

5.3 New and Revised CCITT Recommendations can be approved between Plenary Assemblies as per the rules of Resolution No. 2 or by the Plenary Assembly. See Resolution Nos. 4 and 5 for list of the Colored Book Volumes and the Numbering and Layout format for CCITT Recommendations.

5.4 CCITT Contributions are the input documents submitted by members and participating organizations, relating to the studies being made, to the Director of the CCITT. The rules governing the form and processing of contributions are given in Resolution No. 1.



**SECTION II**

**THE CANADIAN NATIONAL ORGANIZATION FOR THE CCITT**

## SECTION II

### THE CANADIAN NATIONAL ORGANIZATION FOR THE CCITT

#### 1. INTRODUCTION

1.1 The Canadian National Organization for the CCITT (CNO/CCITT) was established in 1973. The objective of the CNO/CCITT is to promote and coordinate Canadian participation in the activities of the CCITT. The CNO/CCITT comprises members from the public and private sectors of the Canadian telecommunications community.

#### 2. CONSTITUTION

2.1 The Constitution of the CNO/CCITT is given in **Annex A**. It defines the role, participation and structure of the CNO/CCITT, and the terms of reference of the organizational elements defined therein. The provisions of the Constitution are supplemented by procedures, guidelines and additional information presented in this Manual.

#### 3. ORGANIZATION

3.1 The CNO/CCITT is composed of a Steering Committee and National Study Groups (NSGs). The technical terms of reference of each NSG are the same as the technical terms of reference of the corresponding CCITT Study Group. The organization chart of the CNO/CCITT is given in **Annex B**. The list of Canadian RPOAs and SIOs participating in the CNO/CCITT is given in **Annex C**. The working methods and responsibilities of the Steering Committee, the NSG Chairmen, the Executive Secretary, the NSG members and other Participants are given in **Annex D**.

#### 4. APPOINTMENT OF CNO/CCITT OFFICIALS

4.1 As provided in the Constitution, CNO/CCITT officials are appointed as follows:

- a. the Steering Committee Chairman and Executive Secretary are appointed by and from the Department of Communications (DOC);
- b. each participating organization (Government Department, RPOA or SIO) appoints a representative to the Steering Committee;
- c. the NSG Chairmen are appointed by the the Steering Committee at the beginning of each Study period.

The current list of CNO/CCITT Chairmen is given in **Annex E**.

## 5. PROCEDURE FOR THE REPLACEMENT OF NATIONAL STUDY GROUP CHAIRMEN

5.1 The National Study Group Chairmen are appointed by the Steering Committee. The following is the procedure where it is necessary to replace an NSG Chairman.

5.2 Any National Study Group Chairman who cannot continue his duties should inform the Executive Secretary of the CNO/CCITT in writing. The latter should then propose a possible candidate(s) to assume the vacant position. This would be done through consultation with the retiring Chairman or through any other suitable means. The Executive Secretary would then inform the CNO/CCITT Steering Committee Chairman of the vacancy and the recommended candidate.

5.3 The Steering Committee Chairman would seek the approval of the Steering Committee members and, if the members concurred, would advise the National Study Group Chairman designated to assume the responsibilities. The Executive Secretary of the Steering Committee, would then inform all others concerned.

5.4 If there should be some disagreement among the Steering Committee members, the Steering Committee Chairman would bring the matter to the attention of Steering Committee at its next meeting.

## 6. APPOINTMENT OF CCITT SPECIAL RAPPORTEURS

6.1 Resolution No. 1 of the CCITT makes provision for a Study Group or Working Party to instruct a Special Rapporteur, appointed in person by the Study Group or Working Party, to work alone or in collaboration with others, to draft a reply to a Question or draft a Recommendation for submission to the Study Group or Working Party.

6.2 The appointment of a Canadian as a CCITT Special Rapporteur is subject to the approval of the organization concerned and of the Steering Committee.

6.3 If Canada is aware in advance of a CCITT SG meeting that it will be approached to provide a Special Rapporteur, or if Canada intends to seek a Special Rapporteur position on its own initiative, advance approval of the Canadian candidate should be obtained.

6.4 If, at a CCITT SG meeting, Canada is asked to provide a Special Rapporteur without having anticipated such a request, the Canadian delegation may decide it is in Canada's interest to fill a Special Rapporteur position and propose a Canadian candidate. In these cases, the Canadian delegation will give conditional agreement to the appointment of a Canadian as Special Rapporteur, and initiate the formal approval process on return to Canada.

6.5 In all cases, it is the responsibility of the Canadian candidate to obtain the approval of his/her parent organization (RPOA, SIO or DOC). DOC will act as the sponsor for all non-RPOA/SIO candidates. The concerned organization will then request Steering Committee approval of the proposed appointment.

6.6 The list of current Canadian Special Rapporteurs is given in **Annex F**.

## **7. CONTRIBUTIONS TO CCITT STUDY GROUP MEETINGS**

7.1 The submission and processing of Contributions to CCITT is laid down in Section IV of Resolution No. 1 (**Annex K**). Recommendation A.1 sets out the rules established for the presentation, form and timing of documents.

7.2 Contributions submitted to the CCITT Study Group and Working Party meetings are designated as follows:

- a. Normal Contributions. These are Contributions received by the CCITT Secretariat at least two (2) months before the start of a SG meeting. They are translated into the ITU working languages (English, French and Spanish) and are distributed to the members of the SG before the start of the meeting.
- b. Delayed Contributions. These are Contributions received by the CCITT Secretariat not less than seven (7) working days before the start of a SG meeting. They are published in the form and language(s) received, and are distributed at the beginning of the meeting solely to the participants present. In exceptional cases, delayed Contributions may be published as normal Contributions e.g., if the delayed Contribution is considered to be especially important.

## **8. CANADIAN CONTRIBUTIONS TO CCITT STUDY GROUP MEETINGS**

8.1 Guidelines for preparation of Canadian Contributions. Based on CCITT Recommendation No. 1, a sample Contribution is presented in **Annex G**.

8.2 Processing of Canadian Contributions. The process of review and approval of Canadian Contributions is depicted by the flow-chart given in **Annex H**.



8.3 Submission of Canadian Contributions. In accordance with Resolution No. 1, Contributions are to be submitted (by the contributor) as follows:

- a. three (3) copies to the CCITT Secretariat. These copies of Canadian Contributions are always transmitted by the CNO/CCITT Secretariat.
- b. one (1) copy each to the relevant Chairmen and Vice-Chairmen of SGs, Chairmen of Working Parties (WPs) and Special Rapporteurs. These copies are transmitted by either the CNO/CCITT Secretariat, or by the originating RPOA/SIO whose name appears in the source block of the Contribution, the choice being made by the concerned RPOA/SIO.

8.4 Accordingly, once a Canadian Contribution is approved by the appropriate NSG, the NSG Chairman will submit to the CNO/CCITT Secretariat:

- a. five reproducible copies of the approved Contribution(s), or as many as required for distribution, and
- b. appropriate number of copies of the Contribution(s) with explicit instructions for distribution to designated Chairmen, Vice-Chairmen and Special Rapporteurs to whom the Contribution is to be sent.

## 9. CONTRIBUTIONS TO GAS GROUPS

9.1 National GAS Groups are part of the CNO/CCITT and report to the Steering Committee as shown in the chart in **Annex B**. While the operating methods of GAS groups might differ from other CCITT Study Groups, their work is under the control of the Plenary Assembly and derives from participation of the national member organizations. Their output is usually in the form of Handbooks, intended to guide the development of telecommunications in lesser developed countries.

9.2 While it is recognized that individual handbook chapters are usually voluminous and subject to many revisions over a period of time, and Contributions are frequently in the form of comments to authors of individual chapters, nevertheless it is important to obtain agreement on a national basis for material that will be included in the Handbooks. This will avoid possible conflict with Canadian positions before other study groups.

- 9.3 In consideration of the above, NSG GAS Chairmen must,
- a) ensure that all Contributions are circulated within Canada for review and approval by appropriate organizations before being submitted to CCITT or the appropriate author,
  - b) ensure that the Steering Committee is kept fully informed of all Contributions from Canada, and
  - c) prepare reports on all international meetings at which Canada participates for circulation to interested Canadian organizations.

## 10. DISTRIBUTION OF CCITT STUDY GROUP DOCUMENTS IN CANADA

10.1 Normal Contributions. The CCITT Secretariat sends directly to those members who have advised the Director of their document requirements as to language and number of copies of those Study Group or other group which interest them. The following Canadian organizations receive Contributions directly from the CCITT Secretariat and are responsible for distributing copies within their own organization.

- a. DOC
- b. Canadian RPOAs/SIOs (see Annex C)

10.2 Distribution of SG normal Contributions to individuals in Canada is accomplished as follows:

- a. RPOAs/SIOs distribute copies to their members;
- b. the CNO/CCITT Secretariat distributes copies to all other CNO/CCITT members as required.

**Note:** Not all CNO/CCITT members receive SG documents. Some members are concerned only with summary records of meetings, delegation reports, etc. It is the responsibility of non-RPOA/SIO members to advise the CNO/CCITT Secretariat of their documentation requirements.

- c. the CNO/CCITT Secretariat also provides copies of CCITT Contributions, on request, to other individuals.

10.3 Delayed Contributions. Delayed Contributions are distributed solely to SG participants present at CCITT meetings. The National Study Group Chairmen should endeavour to maintain a register and copies of delayed Contributions, by Study Group, to meet requests for such documents from CNO/CCITT participants not in attendance at CCITT meetings.

## **11. CCITT COLLECTIVE LETTERS AND CIRCULARS**

11.1 In general, CCITT Collective Letters are distributed in the same manner as normal Contributions to the members of a Study Group.

11.2 Some CCITT Circulars have a limited distribution - some are addressed only to Administrations. In these cases, the CNO/CCITT Secretariat will distribute copies to organizations and/or individuals as required. An important special case of limited distribution circulars concerns the approval of new or revised Recommendations between Plenary Assemblies.

## **12. MEETING RECORDS AND REPORTS**

12.1 The respective Chairmen are responsible for the preparation and appropriate distribution of Summary Records of all CNO/CCITT Steering Committee and NSG meetings.

12.2 NSG Chairmen are responsible for the preparation and appropriate distribution of reports of CCITT SG and WP meetings at which Canadian delegations are present. Such reports may be incorporated in NSG meeting summary records. If not, separate reports shall be prepared.

12.3 Special reports shall be prepared as required, e.g., Canadian delegation report of a Plenary Assembly meeting.

12.4 Meeting summary records and reports should be as brief as possible, and should include a concise summary of the principal points of discussion, decisions and action items. Voluminous attachments should be avoided wherever possible.

12.5 The CNO/CCITT Secretariat shall be included in the distribution of all CNO/CCITT meeting records and reports.

## **13. HOSTING OF CCITT MEETINGS IN CANADA**

13.1 It is the privilege of a CNO/CCITT member organization to host a CCITT meeting in Canada at its own discretion and expense. In such cases the CNO/CCITT Steering Committee is informed through the Executive Secretary.

13.2 All formal or informal requests from CCITT (or from chairmen of study groups) should be channelled to the Executive Secretary of the Steering Committee. If such requests are made in the course of an international meeting, the Head of the Canadian delegation to that meeting can confirm Canada's conditional acceptance if one of the CNO/CCITT member organizations present at the meeting is willing to be the host and defray all the expenses. Otherwise, the Head of the Canadian delegation should refer the request in writing to the Executive Secretary in Ottawa without making any commitment at the meeting.

13.3 The CNO/CCITT Steering Committee will ensure that a consistent approach is taken in the hosting arrangements. For example, some flexibility exists in the funding arrangements of the travelling costs for the CCITT Secretariat. Canada's approach to the negotiations of such funding should be consistent.

13.4 The opportunity for two or more CNO/CCITT member organizations to agree to host and co-sponsor a meeting in Canada should be rationalized according to the following criteria:

- a. the area of activity of the group seeking to be hosted by Canada is of interest to two or more CNO/CCITT member organizations;
- b. the dates of the meeting do no conflict with other events thus imposing undue overload in national resources;
- c. the organizational efforts required and the associated costs are of a level that warrants the sponsoring of the event by more than one organization.

13.5 There are three categories of CCITT meetings liable to be hosted by Canada; Study Groups, Working Parties and Working Groups.

- a. **Study Group:** The hosting of a study group requires a special organizational effort (usually a special organizational committee) and implies the provision of substantial support services (typing, photocopy, document distribution, etc.), interpretation services, protocol arrangements (i.e., opening ceremony) and social events. In addition, the hosting country defrays travelling costs and allowances for two or three members of the CCITT Secretariat.

Meetings of study groups are usually held in rented hotels or conference facilities implying additional cost and logistical effort.

- b. **Working Party:** While less formal than a study group the hosting of a working party implies nevertheless a substantial organizational effort due to the number of participants, large support requirements (document handling) and, in some cases, interpretation facilities. The hosting country is called to defray travelling costs and allowances for at least one CCITT engineer. Social events are also customary.

It is acknowledged that the hosting of study groups or working parties in Canada warrants co-sponsoring by two or more CNO/CCITT member organizations subject to the agreement of such organizations. It is implicitly acknowledged that it is the privilege of each CNO/CCITT member organization to decide whether it should co-sponsor an event and to decide the level and magnitude of its contribution.

- c. **Working Groups:** (or drafting groups, special rapporteurs' groups, ad hoc groups, etc.). These meetings are usually very informal and involve a relatively small number of people. Support services are minimal and no interpretation is provided. Social functions are kept at a minimum level.

It is generally assumed that the relatively low costs and organizational efforts required to host working groups do not warrant the co-sponsorship of such events. In principle, an interested member of the CNO/CCITT organization should consider hosting the meeting (usually in its own office facilities) and defraying the associated costs. This does not preclude the opportunity for two or more organizations to decide to share the costs of a given working group meeting.

13.6 Social events should, in general, correspond to the category of meeting being hosted. In the case of meetings co-sponsored by various organizations the following general guidelines are suggested:

- i) For study groups there should be a cocktail reception on the first day of the meeting and a farewell dinner on the last day. A third event, such as a week-end outing, is optional. It is also customary to provide coffee twice a day and to organize a companion's program if warranted.
- ii) For working parties there should be a cocktail reception either at the beginning or at the end of the meeting. Coffee should be provided twice a day.

- iii) For working groups it is assumed that, in general, they will be sponsored by only one member organization and that consequently the hosting organization will decide the level of social courtesies. In the event that a working group meeting is co-sponsored by two or more organizations it is recommended to provide coffee twice a day and to organize a welcome lunch at an appropriate time (first or second day of the meeting).

### 13.7 FUNDING

13.7.1 Direct Financial Support: members will endeavour to commit direct financial support commensurate with the financial savings accruing as a result of having their representative(s) attend a particular meeting in Canada rather than overseas.

Incremental contributions over and above the funds saved thuswise will be totally discretionary, based on the benefits of hosting a particular meeting in Canada, as perceived by individual members.

13.7.2 Contributions/Gifts in kind: such contributions (e.g. meeting facilities, equipment supplies, receptions, social events) may be sought from member organizations and other interested parties by those members assuming responsibility for hosting a particular meeting, in order to keep down the level of direct funding required to host the meeting.

## 14. THE APPROVAL OF CONTRIBUTIONS

### 14.1 OBTAINING CONSENSUS

- a. Each National Study Group is a collection of experts who arrive at consensus by discussion in a spirit of collective problem solving. This process, while respecting the rights and obligations of individual CNO member organizations has, as its ultimate objective, the advancement of Canada's telecommunications interests internationally.
- b. **In the spirit of this guideline "consensus" means a general agreement amongst participating organizations involved and the lack of strong substantive opposition.** Participants who are not CCITT members shall not prevent consensus.

- c. Consensus is reached by graceful accommodation which examines all points of view and eventually leads to the amendment of the contents of a Contribution to remove, as far as possible, the issues of contention. To assist consensus it is therefore incumbent upon NSG participants to act in a responsible manner by not intervening unnecessarily in issues which do not affect them. Opposition must be substantive.
- d. Consensus should be achieved within the CNO/CCITT on all Canadian Contributions to all CCITT meetings. (Note: Canadian Contributions are those sourced either by Canada, or by one of the Canadian members of the CCITT).
- e. Canadian delegates attending CCITT meetings must make every effort to reach consensus among themselves before expressing positions on issues which were not the object of prior review and discussion in Canada.
- f. Formal voting or the counting of a "majority view" is not part of this process.

#### 14.2 SUBMISSION OF CANADIAN CONTRIBUTIONS TO ALL CCITT MEETINGS

- a. In the CNO/CCITT, a Canadian Contribution is submitted to an NSG. It goes through a process of review and comment with the goal of having the NSG members arrive at a consensus on the Contribution. In the process of achieving consensus it is possible that the Contribution may go through some amendments. It is then passed through the review and comment process again. It follows this procedure until (a) consensus is reached, (b) consensus is not reached and it is referred to the Steering Committee via the Executive Secretary for resolution, or (c) the Contribution is withdrawn or (d) is returned to the originator for further study.
- b) Within certain NSG's, due to the nature of their work, it is sometimes difficult to achieve consensus on technical proposals. Different organizations within a particular NSG may have conflicting views. Resolution of those cases where conflicts arise should be achieved by following the guidelines for building consensus described in the preceding sections.

- c. Member organizations should not block other organizations' proposals, but rather must seek to modify Contributions in ways acceptable to all parties. This can be achieved by removing points of contention from the Contribution so that it becomes neutral on these aspects.
- d. In order to facilitate the achievement of consensus, it is necessary to allow a reasonable period of time for members to carry out a review process and to resolve areas of contention. Therefore Contributions should not normally be submitted for the first time to the final NSG meeting, prior to the desired Study Group presentation.

In cases where the Contributions are considered to have special merit as determined by the originating organization, thus justifying accelerated treatment, the Contribution should be distributed to member organizations at least two weeks prior to the final NSG meeting. The NSG Chairman could then be informed of areas of contention and these could hopefully be resolved prior to the NSG meeting. Any Contribution not receiving consensus by the final NSG meeting will not be accepted for submission to the following CCITT meeting. **(See also figure 2 Annex H).**

- e. Every effort should be made to achieve consensus in Canada. It should be recognized that submission of Contributions to CCITT which contain divergent views is in essence referring the points at issue to an international forum for resolution. Therefore, this should only occur in very exceptional cases, such as when it is recognized that the adoption of dual Recommendations would not be inimical to Canadian interests.
- f. In those cases where the NSG Chairman recognizes that discussion at the NSG level is impeded by competitive or marketing, rather than technical considerations, or where discussion has not removed all active opposition to the contents of a Contribution, the NSG Chairman shall refer the Contribution to the Steering Committee via the Executive Secretary, clearly identifying that the Contribution does not have the consensus of the NSG members and that other Contributions representing divergent opinions may be forthcoming. The Executive Secretary shall attempt to obtain consensus on the Contribution by consultation with the affected organizations and if successful, shall send the Contribution back to the NSG for processing. If the Executive Secretary is not successful in obtain consensus he shall then refer the Contribution to the Steering Committee for resolution.



- g. In the CNO/CCITT, a CCITT Contribution other than Canadian, will also be reviewed by an NSG to establish a Canadian position to support, oppose or abstain during the consideration of the Contribution in the CCITT forum. The development of this Canadian position would require consensus within the NSG. In the case where agreement cannot be obtained at the NSG level, particularly if the Canadian position involves a draft recommendation, this situation would then be referred to the Steering Committee for its consideration and resolution. If consensus cannot be reached by the Steering Committee, then the only Canadian position that can be taken would be one of abstention. Such a position should be avoided if at all possible and should be endorsed in exceptional cases only.
- h. During international meetings new matters which have not been the object of previous study in Canada may be raised for discussion. Canadian representatives at these meetings should attempt to achieve consensus before opinions are stated on these matters. If it is not possible to achieve unanimous agreement within the Canadian delegation, any intervening Canadian representative should indicate that the opinion expressed is not that of Canada and does not constitute a Canadian position.
- i. In all CCITT agreement on a single Canadian position on a subject must be achieved by the time the final draft of a Recommendation has been formulated by the appropriate CCITT body. This position may be "approve", "do not approve" or "abstain". Whichever the case, all Canadian participants at the meetings must support the agreed Canadian position.
- j. The Chairman of the CNO/CCITT Steering Committee is responsible for recommending Canadian positions to the Deputy Minister of the Department of Communications.

14.3 The above consensus procedure applies for the submission of all Canadian Contributions to all CCITT meetings including Study Group, Working Party, and Special Rapporteur meetings. They must be routed through the CNO approval process. This procedure recognizes that while Special Rapporteur group meetings are less formal than those of Study Groups and Working Parties, the outcome of their work frequently results in the drafting of Recommendations, which are then submitted to the Working Parties and Study Groups for approval by letter ballot via CCITT Resolution No. 2. As a result it is necessary that Canadian consensus be reached on all such Contributions in order to ensure that a Canadian consensus view is reflected in all CCITT Recommendations prepared by Special Rapporteur groups.

14.4 Canadian Contributions to Special Rapporteur meetings should follow the same sourcing procedures as Canadian submissions to Study Group and Working Party meetings, as described in section 2.1.6 of **ANNEX G.**

14.5 Those Contributions to be submitted to Study Group and Working Party meetings should be submitted to the CCITT via the CNO/CCITT Secretariat accompanied by a covering letter from the Department. Contributions for submission to Special Rapporteur meetings may be forwarded via the CNO/CCITT Secretariat or directly by the NSG Chairman or by member organizations with concurrence of NSG Chairmen to the Special Rapporteur with copies of the transmittal letter and Contribution(s) to the CNO/CCITT Secretariat, for record purposes.

#### CNO Procedures

Format. Generally, all Contributions including those for submission to Special Rapporteur meetings should appear and be written in the same style as regular "normal" Contributions going to the CCITT.

Submission of Contributions. Contributions submitted to Special Rapporteur meeting generally do not require a covering letter from the Department of Communications. A Contribution being submitted to a Special Rapporteur meeting should not normally be submitted to the Study Group as a "normal" Contribution at the same time although CNO approval was granted. The response to the Contribution at the Special Rapporteur meeting should be assessed first and any comments for improving the Contribution should be considered and implemented, and if at this time it is judged that this material would be beneficial as a "normal" paper to the study group, a new Contribution should be prepared, approved within the CNO, and submitted to the CCITT. A regular "normal", or "delayed" Contribution can be submitted to the Special Rapporteur meeting. These documents are ones that undergo the regular CNO approval process required for Study Group submission.

#### 14.6 APPROVAL OF NEW AND REVISED RECOMMENDATIONS

- a) CCITT Resolution No. 2 (**see ANNEX L**) defines the procedure for approval of new revised Recommendations between Plenary Assemblies. When a Study Group meeting unanimously requests approval of new and revised Recommendations, the Director of the CCITT shall explicitly announce the intention to seek to apply the approval procedure and shall include the specific intent of the proposal in summarized form. Reference shall be provided in the meeting report or other documents where the text of the draft new Recommendation or the draft revised Recommendation to be considered may be found.

The invitation to the meeting as well as the advice or the intended use of this procedure shall be sent by the Director of the CCITT so that it shall be received, so far as practicable, at least three months before the meeting. The CCITT Secretariat will send a Circular Letter to all Administrations (with information copy to Study Group members, RPOA's and SIO's) requesting their approval.

b) When such a Circular is received by the DOC, the CNO/CCITT Secretariat will:

- (i) send copies to the Steering Committee members, and to the National Study Group Chairman;
- (ii) request comments and/or agreements from RPOAs, SIOs and the DOC (DOC acts on behalf of all non/RPOA/SIO interests); and
- (iii) prepare a coordinated reply to the Circular based on responses to (b) above.

14.7 Canadian Position on New Questions. Article 6 of the ITU Convention states that:

"122.2.(1) the questions studied by each International Consultative Committee, on which it shall issue Recommendations, shall be those referred to it by the Plenipotentiary Conference, by an administrative conference, by the Administrative Council, by the other Consultative Committee, or by the International Frequency Registration Board, in addition to those decided upon by the Plenary Assembly of the International Consultative Committee itself, or, in the interval between its Plenary Assemblies, when requested or approved by correspondence by at least twenty Members of the Union.

123 (2) At the request of the members concerned, each Consultative Committee may also study and offer advice concerning their national telecommunication problems. The study of such problems shall be conducted in accordance with No. 122, where a comparison of technical alternatives is involved, economic factors may be taken into consideration."

14.8 Since the introduction of a new or revised question influences the scope of the work of the CCIs, and may have significant impact on telecommunication matters in Canada, consensus on a single Canadian position must be achieved by the CNO/CCI before a new or revised question may be submitted to a CCI.



**ANNEX A**

**CONSTITUTION OF THE CNO/CCITT**

**Article I**

**Name**

The name of the organization shall be the Canadian National Organization for the International Telegraph and Telephone Consultative Committee, hereafter referred to as the CNO/CCITT.

**Article II**

**Objective**

(a) The objective of the CNO/CCITT shall be to promote and co-ordinate full Canadian participation in the study programme of the CCITT so that an effective and coherent Canadian viewpoint will be expressed in the CCITT and CCITT Recommendations. Consequently, the CNO/CCITT shall consolidate, promote and protect the interests of the Canadian Government, Canadian telecommunications carriers, users and manufacturers and other Canadian organizations concerned with the work of the CCITT. This objective will require thorough examination of Canadian interests, determination of Canadian positions on CCITT matters and the co-ordination of the preparation of Canadian Contributions to CCITT study groups.

(b) Canadian Contributions will be encouraged, and procedures will be developed and maintained to ensure that Canada's telecommunication interests will be advanced internationally. Significant Canadian experimental results, new designs, operating arrangements and experience, tariff principles and technical planning will be presented in the appropriate CCITT study groups.

**Article III**

**Participation**

The CNO/CCITT shall be made up of representatives of the Department of Communications, other Government Departments concerned with CCITT work, Recognized Private Operating Agencies and Scientific and Industrial Organizations which participate in the work of the CCITT. Canadian experts in the telecommunications field representing user groups, consultants, manufacturers, universities or other organizations may also be invited to participate.

Article IV

Structure

The CNO/CCITT shall be composed of a Steering Committee and National Study Groups.

Article V

The Steering Committee

- (a) The Steering Committee shall have a Chairman and an Executive Secretary appointed by and from the Department of Communications, one representative of each Canadian organization which is a member of the CCITT, and one representative from the Department of Communications.
- (b) The Steering Committee shall provide general policy guidelines and oversee the work of the National Study Groups. It shall be responsible through its Chairman, to the Deputy Minister of the Department of Communications.
- (c) The Steering Committee shall appoint the Chairmen of the National Study Groups.
- (d) The Steering Committee shall recommend for the Deputy Minister's approval rules and guidelines for the transmittal of Canadian Contributions to the CCITT.
- (e) The Steering Committee shall recommend for the Deputy Minister's approval the structure and composition of Canadian delegations to CCITT Plenary Assemblies.
- (f) The Executive Secretary shall co-ordinate the distribution of relevant information, excluding Contributions published by the CCITT in general, to the National Study Groups and provide general secretariat services for the CNO/CCITT Steering Committee and National Study Group Chairmen.
- (g) The Steering Committee shall approve the acceptance by Canadians of positions within International Study Groups.

Article VI

National Study Groups

- (a) A National Study Group may be established for each current CCITT Study Group.
- (b) Each National Study Group so established shall have a Chairman appointed by the CNO/CCITT Steering Committee. Each NSG Chairman will be responsible to the Steering Committee for the work of his NSG.
- (c) Membership of the National Study Group may include representatives of organizations designated in Article III. Soliciting appropriate membership shall be the responsibility of the National Study Group Chairmen in consultation with the Executive Secretary.
- (d) Each National Study Group shall;
- 1) work under the guidance of its Chairman;
  - 2) develop its own work programme and encourage the preparation of Contributions;
  - 3) review and recommend Contributions and position papers submitted and prepared by National Study Group members;
  - 4) review other relevant CCITT documents; and recommend the action to be taken on these.
  - 5) keep the Steering Committee fully informed on the progress of its activities.

Article VII

National Security

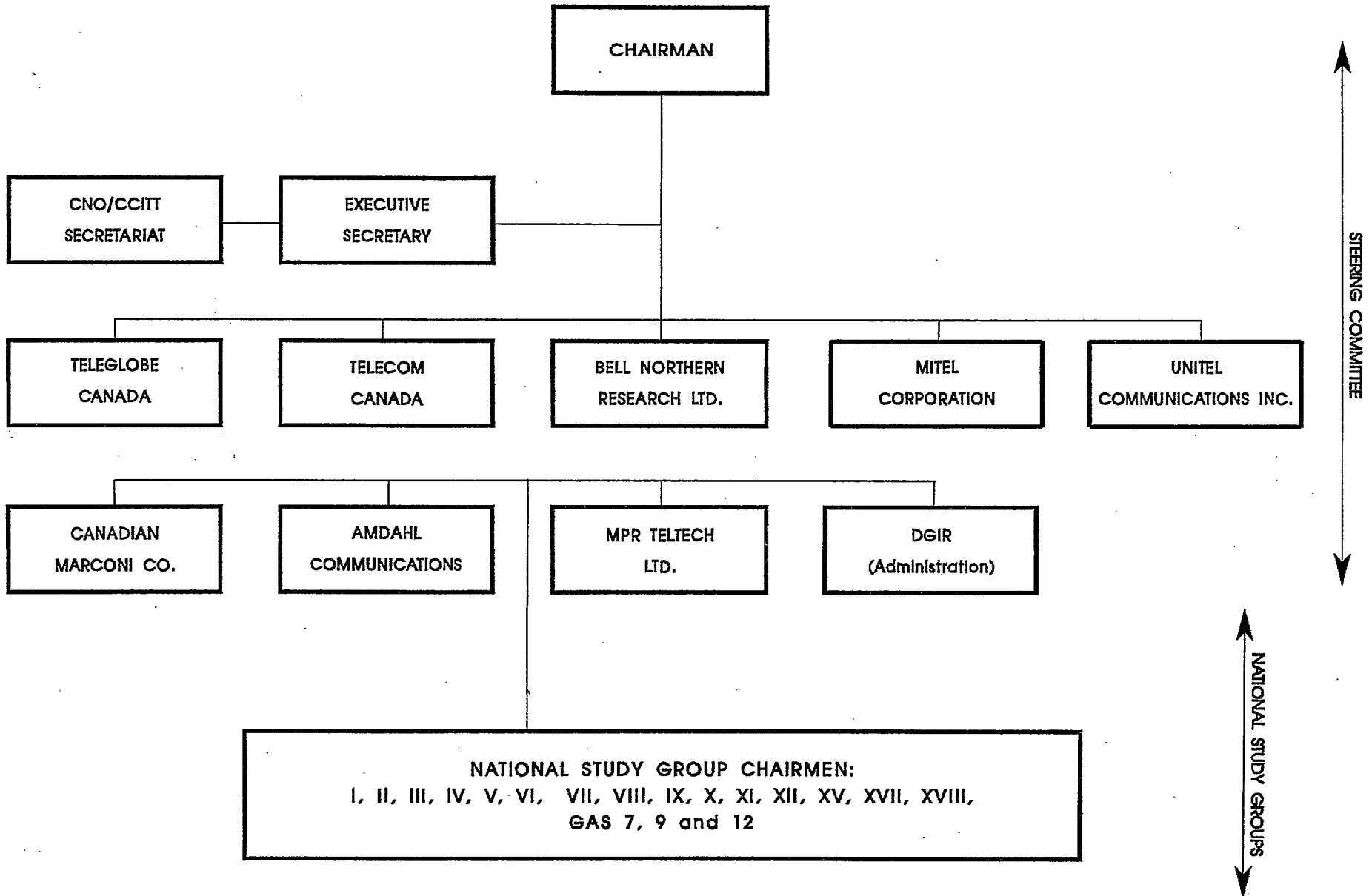
Members of, and participants in the work of the CNO/CCITT shall at all times avoid the inclusion of material of a classified nature in reports, recommendations, proposals and other documentation or correspondence. No such material shall under any circumstances be released for foreign circulation. The primary responsibility to protect classified material shall rest with the person or persons who originate correspondence or documentation.





STRUCTURE OF THE CNO/CCITT

# STRUCTURE OF THE CNO/CCITT





CANADIAN RPOAs AND SIOs IN CCITT

CANADIAN RPOAs IN CCITT

Teleglobe Canada  
Telecom Canada  
Unitel Communications Inc.

CANADIAN SIOs IN CCITT

Bell Northern Research Ltd.  
Mitel Corporation  
MPR Teltech Ltd.  
Canadian Marconi Company  
Amdahl Communications Inc.



**ANNEX D**

**WORKING METHODS AND RESPONSIBILITES**



**WORKING METHODS AND RESPONSIBILITIES**

**1.0 STEERING COMMITTEE**

- 1.1 Should meet at least once a year. However, the frequency of the Steering Committee meetings will vary during the Plenary period and it is anticipated that at certain times it will meet at least three or four times a year.
- 1.2 Should ensure and advise the National Study Group Chairmen in the delineation of their work and of the activities and decisions of the Steering Committee. This should be done through direct correspondence from the Steering Committee to the NSGs and vice versa and during meetings between the NSG Chairmen and the Steering Committee as required.
- 1.3 Should receive a written progress report (1-3 pages) once a year, at a date to be determined by the Chairman, from National Study Group Chairmen.
- 1.4 Should review and resolve all grievances submitted by members and/or NSG Chairmen which have occurred during the consensus process in establishing NSG approval of Canadian Contributions.
- 1.5 Should peruse and submit for the approval of the Deputy Minister, briefs and Canadian position papers for all Plenary Assembly meetings.
- 1.6 Should be informed of the results of relevant ITU conferences and meetings by the Department of Communications.
- 1.7 Should recommend revisions to the Constitution as necessary.
- 1.8 Should establish and revise working methods as necessary.

## 2.0 NATIONAL STUDY GROUP CHAIRMEN

The duties and responsibilities of the National Study Group Chairmen include the following:

- 2.1 Responsible for the organization and expeditious handling of the work of their Study Groups and should establish such working parties as may be required to facilitate the conduct of the work.
- 2.2 Ensure that participating organizations have reasonable time to review and discuss new Contributions before attempting to establish a consensus as per Section II, paragraph 14.1.
- 2.3 Ensure that CNO/CCITT consensus has been achieved in approval of all Canadian Contributions to all CCITT meetings. This involves forwarding the approved Canadian Contributions to other appropriate National Study Group Chairmen (using the NSG Coordination Matrix as a guideline) to ensure that these Contributions are not incompatible with positions emanating from other National Study Groups. It is the responsibility of the receiving NSG Chairman to act, if necessary, on a Contribution received from another National Study Group.
- 2.4 Ensure that 5 copies of each approved Canadian contribution are submitted to the CNO/CCITT Secretariat two (2) months before the CCITT meeting for (Normal Contributions) and twenty-one (21) days before the CCITT meeting for (Delayed Contributions).
- 2.5 Establish formal liaison with other NSG Chairmen on matters of mutual interest, using the NSG Coordination Matrix as a guide, to ensure that there are no incompatibilities between Canadian Contributions.
- 2.6 Establish by consensus, Canadian positions on foreign Contributions, for the use of Canadian participants at CCITT meetings.

- 2.7 Where necessary will establish by the consensus process the National Study Group position on matters that concern his Study Group. Examples are the final approval of CCITT Recommendations by letter ballot.
- 2.8 Where a National Study Group Chairman is unable to attend a specific National Study Group or CCITT meeting, a deputy should be appointed to carry out these responsibilities.
- 2.9 **Ensure that the members of the specific National Study Group and other attendees at related CCITT meetings are aware of these CNO/CCITT guidelines governing participation. (Responsibilities of individual Canadian participants to CCITT meetings are outlined in Section 4 of this Annex).**
- 2.10 Arrange for the preparation and distribution to NSG participants of briefs and reports of all international meetings attended by members of the specific Study Group.
- 2.11 Identify those issues and Contributions emanating from NSG activities which have broad significance and bring them to the attention of the Steering Committee.
- 2.12 Submit a brief annual progress report (1-3 pages) of the NSG activities to the Steering Committee, as requested by the Chairman of the Steering Committee.
- 2.13 Advise the Executive Secretariat of the CNO/CCITT of any changes occurring in the membership of his group, as well as the schedule of future NSG meetings in order for the CNO Secretariat to publish a monthly calendar of all NSG meetings.
- 2.14 Advise the CNO Secretariat at least 21 days before the meeting of the NSG members planning to attend a recognized CCITT meeting and also indicate as well the name of the person who the CCITT Secretariat should consider as the "Head of Delegation".

**3.0 EXECUTIVE SECRETARY**

- 3.1 Will provide secretariat services to National Study Group Chairmen and Steering Committee.
- 3.2 Should assist the Chairman and other members of the CNO/CCITT Steering Committee as well as the NSG Chairmen in the discharge of their responsibilities.
- 3.3 When necessary, should ensure that comprehensive reports, covering the activities of the Organization, are submitted to the Steering Committee for its approval and subsequent transmission to the Deputy Minister of Communications.
- 3.4 Should be responsible for keeping an up-to-date list of participants in the work of CNO/CCITT and advising Steering Committee members and the Chairman of changes.
- 3.5 Should be responsible for preparing the summary record of each meeting of the Steering Committee, when required.
- 3.6 Should be responsible for issuing and keeping up to date the National Study Group Coordination matrix as well as publish on a monthly basis a calendar of all NSG meetings.
- 3.7 Should arrange for expeditious transmission of approved Contributions to the CCITT Secretariat through the Director General, Telecommunications Policy and provide copies of the transmittal letter together with the contribution to the appropriate National Study Group Chairmen.
- 3.8 Should maintain an up-to-date record of all documents issued by the CCITT, including circular and collective letters.
- 3.9 Should inform the CNO/CCITT Steering Committee members and National Study Group Chairmen of results of votes, particularly as they relate to the final approval of Recommendations as per CCITT Resolution No. 2 (i.e. via the letter ballot process).

- 3.10 Should observe the operation of the CNO/CCITT and propose appropriate improvements in operation.
- 3.11 On matters which administrations are required to reply to the CCITT, the CNO/CCITT Executive Secretary should determine the position within the CNO/CCITT as an input for the reply by the Department of Communications. Such replies are required, for example, for final approval by letter ballot of CCITT Recommendations and/or new Questions.

#### **4.0 NATIONAL STUDY GROUP MEMBERS AND OTHER PARTICIPANTS**

While this list of responsibilities is directed towards participation in international meetings of CCITT, it should be recognized that the work in the National Study Groups is an integral part of the process in that it involves all of the preparations for the international meetings.

- 4.1 NSG members are responsible for ensuring familiarity with and abiding by the procedures in the CNO/CCITT Manual.**
- 4.2 Members of the NSG's attending recognized meetings of CCITT, do so both as representatives of their parent organization and Canada. Unless specifically identified they will be considered by other participating organizations to be a Canadian spokesperson.
- 4.3 Members of NSG's or any other representatives of participating organizations of CNO/CCITT, should identify their intention to attend a recognized CCITT meeting to the appropriate NSG Chairman, prior to the meeting.

- 4.4 In order for members of the Canadian delegation to make a useful Contribution to an international meeting of the CCITT, they must be full cognizant of Canada's position and the reasons for that position. This level of knowledge is normally only attained by regular participation in the NSG process. When an organization finds it necessary to send a representative who is not a NSG member, it is the responsibility of the organization to ensure that its representative is fully knowledgeable of the responsibilities, positions, and procedures established by the CNO/NSG.
- 4.5 NSG members attending a CCITT meeting should be aware of any relevant Canadian positions so that interventions are consistent with the agreements reached with the NSG and the spirit of consensus within the CNO.
- 4.6 Effective input to the work of the CCITT is normally based on Contributions. Members are encouraged to present their organizations position to the NSG, the contribution would normally be presented to the CCITT meeting by a member of the originating organization who has participated in the NSG discussions.
- 4.7 Approval of Contributions is achieved by consensus among the participating organizations. Members must therefore ensure that Contributions are submitted to the appropriate NSG meetings with sufficient lead time to permit effective review of the document by other members. Contributions submitted at the last moment may not get reviewed in time for submission to the desired CCITT meeting.
- 4.8 In cases where in the approval of Canadian Contributions by a National Study Group, the consensus process aggrieves a CNO/CCITT member, such a member may raise the matter with the Steering Committee Chairman via the CNO/CCITT Secretariat.

- 4.9 Registration at the CCITT meeting is the responsibility of individual participants. This registration facilitates the work of the CCITT Secretariat (e.g. in the distribution of documents). Members of Canadian organizations who are not members of CCITT, must register under the auspices of the DOC.
- 4.10 Canadian participants at CCITT meetings should attend CNO meetings called at the request of NSG Chairman or his deputy (see Section 2.8). These meetings may be for logistical reasons or to resolve Canadian positions.
- 4.11 If, during the course of a CCITT meeting, any matters arise which are considered to require the establishment of a Canadian position or appear to impinge upon an established position, a meeting of Canadian participants can be requested by any NSG member. In particular, differences on positions between Canadian organizations should be resolved in this manner and not on the floor of the international meeting.
- 4.12 NSG members at a CCITT meeting, when making an intervention, should make it clear where necessary, whether the statement reflects a proposal by their organization or is a national position.
- 4.13 Designated NSG members are expected to report back on recognized CCITT meetings they have attended.





**ANNEX E**

**CNO/CCITT CHAIRMEN**

ANNEX E

CNO/CCITT CHAIRMEN  
(1989-1992 Study Period)

Steering Committee	-	Director General, Telecommunications Policy, DOC
NSG I	-	D. McKnight, Telecom Canada
NSG II	-	H. Burrows, Telecom Canada (Bell)
NSG III	-	J. Tas, Teleglobe Canada
NSG IV	-	J. Wright, Telecom Canada (Bell)
NSG V	-	F. Diamante, DOC
NSG VI	-	N. Taylor, Bell Canada
NSG VII	-	W.A. McCrum, DOC
NSG VIII	-	Y.F. Lum, DOC
NSG IX	-	P. Johnson, Teleglobe Canada
NSG X	-	W.A.. McCrum, DOC
NSG XI	-	J. MacFie, MPR
NSG XII	-	P. Coverdale, BNR
NSG XV	-	B. Murphy, Telecom Canada (Bell)
NSG XVII	-	H. Styhler, Teleglobe Canada
NSG XVIII	-	T. Knuutila, Teleglobe Canada
GAS-7	-	M. Morris, SR Telecom
GAS-9	-	K. Chang, DOC
GAS-12	-	K. Chang, DOC
Canadian Ad Hoc Group on Working Methods and Structure	-	G. Dallaire, DOC



**ANNEX F**

**CANADIAN SPECIAL RAPORTEURS  
STUDY PERIOD 1989-1992**

**Canadian Special Rapporteurs**  
**(Study Period 1989-1992)**

<b><u>NAME</u></b>	<b><u>ORGANIZATION</u></b>	<b><u>SUBJECT</u></b>
<b><u>STUDY GROUP I</u></b>		
George Young	MPR Teltech Ltd.	Q21/26-New Services on ISDN and New International Telecommunications Services
Frank Howard	Teleglobe Canada	Q14/Facsimile Store-and-Forward Services
Dave McKnight	Telecom Canada	Q15/Message Handling Services
<b><u>STUDY GROUP II</u></b>		
R. Pandya	Bell-Northern Research	Part of Q17/ISDN Grade of Service Concepts - Liaison Rapporteur to SG XI and XVIII
H.R. Burrows	Telecom Canada	Q6/Evolution of the Routing Plan in the ISDN Era

**STUDY GROUP III**

There are no Canadian Special Rapporteurs for Study Group III.

**STUDY GROUP IV**

There are no Canadian Special Rapporteurs for Study Group IV.

<u>NAME</u>	<u>ORGANIZATION</u>	<u>SUBJECT</u>
<b><u>STUDY GROUP V</u></b>		
T. Scott	Bell-Northern Research	Terminology
<b><u>STUDY GROUP VI</u></b>		
There are no Canadian Special Rapporteurs for Study Group VI.		
<b><u>STUDY GROUP VII</u></b>		
M. Unsoy	Bell-Northern Research	X.75
David Jeanes	Bell-Northern Research	Q9 and 12/Principles of Maintenance in User-Network Interfaces for Public Data Networks and Management Aspects of Interworking between Public Networks and other Networks when involved in the provision of data services
<b><u>STUDY GROUP VIII</u></b>		
Y.F. Lum	Communications Canada	Q8 and 14/ Coding and Videotex Syntax

**STUDY GROUP IX**

There are no Canadian Special Rapporteurs for Study Group IX.

<u>NAME</u>	<u>ORGANIZATION</u>	<u>SUBJECT</u>
<b><u>STUDY GROUP X</u></b>		
There are no Canadian Special Rapporteurs for Study Group X.		
<b><u>STUDY GROUP XI</u></b>		
J.M. MacFie	MPR Teltech Ltd.	Part of Q3-Packet mode Bearer Services
F.K. Bishara	Teleglobe Canada	Q16-Interworking of Signalling Systems
J. Visser	Bell-Northern Research	Q2-Protocol Architecture
XI-NAM DAM	Bell-Northern Research	Q4/OAM Stage 1 & 2 Definition
E.J. Exton	Telecom Canada	Part of Q3, Charging and Accounting Methods
<b><u>STUDY GROUP XII</u></b>		
P. Coverdale	Bell-Northern Research	Q20/Wideband Telephony
A. Niedzwiecki	Bell-Northern Research	Q27/Talker Echo, Propagation Time and Stability in Telephone Networks, ISDN and Interconnection with ISDN
<b><u>STUDY GROUP XV</u></b>		
M. Leroux	Bell-Northern Research	Q9/OAM Interfaces

<u>NAME</u>	<u>ORGANIZATION</u>	<u>SUBJECT</u>
<u>STUDY GROUP XVII</u>		
There are no Canadian Special Rapporteurs for Study Group XVII.		
<u>STUDY GROUP XVIII</u>		
R. Pandya	Bell-Northern Research	Q14/ISDN Network Capabilities for the support of additional and/or new services and Liaison Representative to Study Group II
R.F. Brett	Bell-Northern Research	Q21/Vocabulary for ISDNs and Liaison Representative to JTC 1
Ms. M. Poirier	MPR Teltech Ltd.	Q11/Interworking of ISDNs with Other Networks, including Compatibility checking and Terminal Selection
<u>GAS-12</u>		
Keith Chang	DOC	Gas-12 handbook for Chapter 2





DETAILED GUIDELINES FOR THE PREPARATION OF  
CONTRIBUTIONS RELATIVE TO THE STUDY OF  
CCITT QUESTIONS

(ANNEX A - TO RECOMMENDATION A.1)

## ANNEX G

### Detailed guidelines for the preparation of Contributions relative to the study of CCITT Questions

(Annex A - to Recommendation A.1)

The guidelines in this Annex supplement the general directives set out in Recommendation A.1. For ease of reference, they are organized under relevant headings in two categories: one deals with the contents of the Contribution and the other the mechanics of its presentation.

#### A.1 Contents of Contribution

A Contribution should be clear, concise and comprehensive in itself. It should start with the Heading and the Abstract which are independent sections. The main text of the Contribution should contain two sections: Rationale (or Discussion) and Proposal (or Conclusion). Supplementary sections such as annexes, if necessary, should follow the main text. The guidelines for the structure of the main text do not apply to draft Recommendations or to submission by Special Rapporteurs.

**A.1.1 Heading** - The heading of a Contribution should provide:

- Study Period;
- language in which the Contribution is originated;
- Study Group Question number(s) which the Contribution is addressing;
- date of the Contribution;
- name of the Study Group to which the Contribution should be submitted;
- source of the Contribution: originating country and/or organization;
- title of the Contribution.

An example of the recommended format is given in Figure A-1/A.1.

International Telegraph and Telephone Consultative Committee (CCITT)	<u>COM XII-97-E</u> September 1989 <u>Original: English</u>
Period 1989-1992	
Questions: 6, 10, 19, 27 and 33/XII	
STUDY GROUP XII - CONTRIBUTION 97	
SOURCE:	CANADA OR CANADA: MEMBER ORGANIZATION
TITLE:	CONSIDERATION OF ECHO CAUSED BY THE ACOUSTIC LOSS PATH OF TELEPHONE SETS

FIGURE A-1/A.1

**A.1.2 Abstract** - The abstract should outline clearly and concisely the aim (for example, proposal for a new Recommendation) and the content (proposals and/or conclusions of the Contribution). In addition, it should enable prospective readers to determine quickly whether the Contribution contains information in their area of interest, and often which Working Party(ies) should review the Contribution. This is a very important part of the document and would normally be prepared after the other sections are written. An abstract should not exceed 150-200 words. It should be understandable by other Study Groups and not just the intended readers of the Contribution.

**A.1.3 Rationale (Discussion)** - This section should provide discussion, reasons and justification for the proposals or conclusions. It develops the theme, describing the methods used and the observations or findings, and comments on their significance.

**A.1.4 Proposal (Conclusion)** - The main text should end with a conclusion which, whenever possible, should be in the form of a concrete proposal indicating the intended disposition of the Contribution. It would be useful to make the following distinction between "PROPOSAL" and "CONCLUSION", so that a standard approach to their application may be adopted. The heading PROPOSAL should be used when the section offers suggestions for acceptance (such as solutions, plans and changes the contributor expects to be implemented) and when decisions or actions are requested. The heading CONCLUSION should be used when it is merely informational, such as summarizing observations; and no decision about a course of action is expected. If both appear in a Contribution, the proposals should follow the conclusions.

**A.1.5 Supplementary Sections** - Supporting or more detailed information which might interrupt the flow of ideas in the main text should be placed in the sections containing annexes, appendices, references and attachments. A solid line can be used to separate such sections from the main text. Recommendation A.15, Note 3, describes the distinction between the uses of "Annex" and "Appendix".

## **A.2 Mechanics and presentation**

**A.2.1 Section numbering** - The Contribution should be structured logically and, whenever clarity and flow demand, hierarchically with discrete sections and subsections for presenting different levels of detail. Different sections and subsections in the main text should be designated with decimal numbers, adhering as much as possible to the hierarchical numbering system recommended for CCITT texts (Recommendation A.15); for example, 1.1, 1.2.3. Examples for numbering the supplementary sections are A.1.1 of Annex A and VI.3.4 of Appendix VI.

**A.2.2 Page numbering** - The title page should be left unnumbered. All the following pages should be numbered consecutively from page 2, including tables, annexes, appendices or attachments. Page numbers should normally be centred at the top of the page. Each page should include the document number (if available) immediately below the page number. It is useful to show the total number of pages with the page number, e.g. 2 of 10.

**A.2.3 Figures and diagrams** - In order to facilitate the reproduction in different languages no explanatory text or reference should appear in the figures, with the exception of standard abbreviations. Such textual matter should be given separately.

**A.2.4 Formulas** - Mathematical formulas should only be presented for explaining texts. Details of how they are derived should be avoided.

**A.2.5 Quotations** - Simple reference to the document number or paragraph number of an existing text or key phrase should be used instead of lengthy quotes. Material available elsewhere in the CCITT should not be reproduced or quoted at length. Excerpts or brief summaries may included in the Contribution when it is known that the members of the CCITT Study Group do not have ready access to such material.

**A.2.6 References** - Reference to other CCITT Contributions should be made by using the official document number, e.g. COM XVII-10. If the referenced Contribution belongs to a previous Study Period, this fact should be noted as well.

References should only be made to publications which are available via the ITU Library services. In exceptional cases, a copy of the article should be provided with the Contribution.

(See Recommendation A.15 for more information on references and bibliographies).

**A.2.7 Revision to existing text** - If a Contribution proposes modifications to an existing text, e.g. draft Recommendation, the portions of the text to be modified should be clearly separated from those parts of the Contribution supporting the proposals. Adequate indications should also be given to identify any changes proposed with regard to the previous version of the same text.

Such indications could be made either by bold face letters or by vertical revision bars ( | ) appearing at the margin of the page.

**A.2.8 Machine readable Contributions - The ITU** encourages the submission of material in machine readable form. "Guidelines" prepared by the ITU Computer Department are available directly from that department.



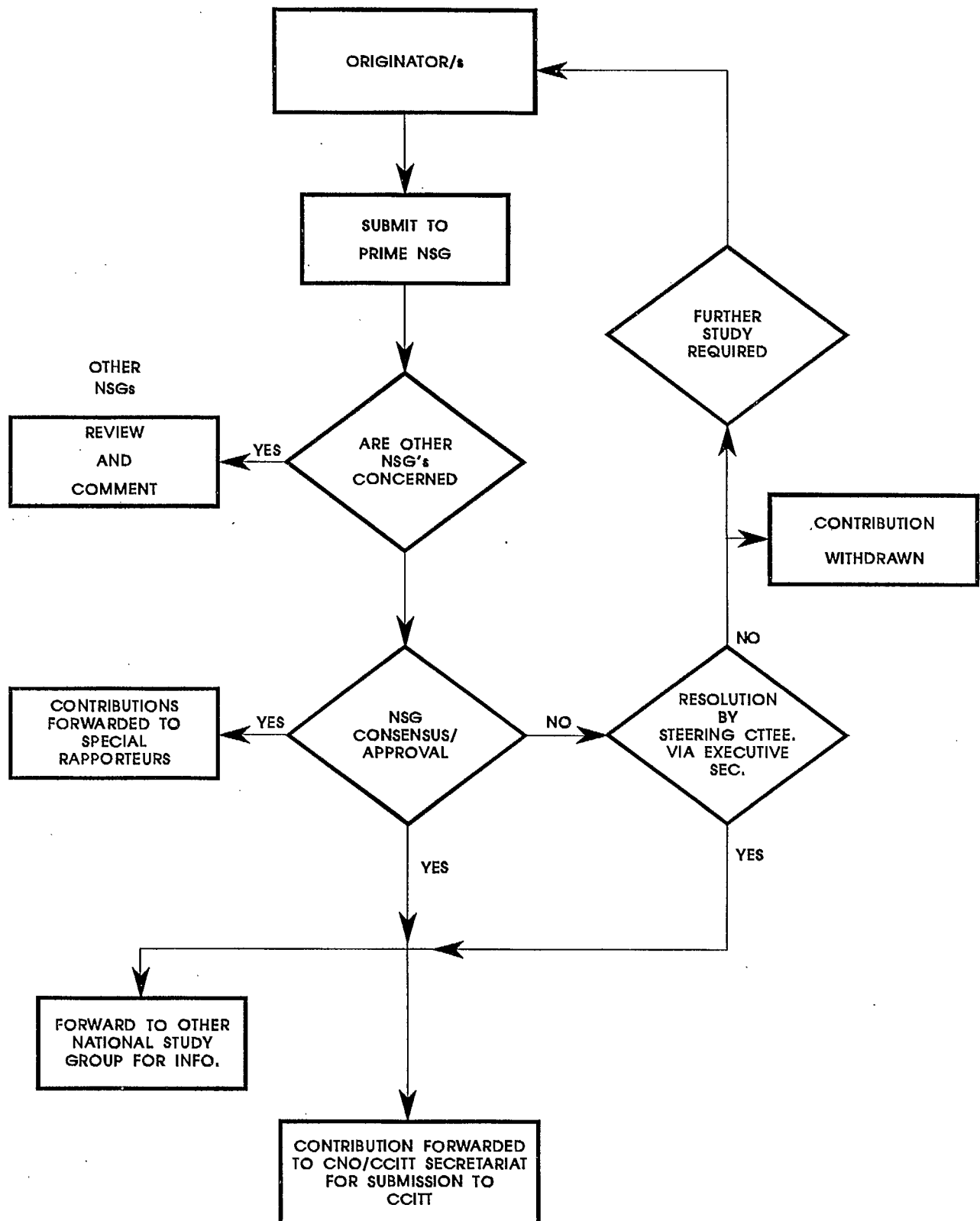


**ANNEX H**

**FLOW CHART FOR CNO/CCITT**

**CONTRIBUTIONS**

**FLOW CHART FOR CNO/CCITT CONTRIBUTIONS**





**ANNEX J**

**CCITT STUDY GROUPS**

**1989-1992 PERIOD**

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
COM I	Services	M. ISRAËL (Canada)	A.K. CABRERA (Australia) R. RUGGEBERG (Fed. Rep. of Germany) J. HAMEL (France) Y. NISHIZAWA (Japan) P.A. WENGER (Switzerland) R. SMITH (U.S.A.)
COM II	Network Operation	G. GOSZTONY (Hungary)	T. OHTA (Japan) I.N. KNIGHT (U.S.A.) A. LEWIS (Canada) F. DANNEELS (Belgium) M. READ (United Kingdom)
COM III	Tariff and Accounting Principles	B. ROUXEVILLE	J. O'BOYLE (U.S.A.) E.J. EXTON (Canada) H. HELLING (Sweden) T. MATSUDAIRA (Japan) H. TRAORE (Mrs.) (Mali) J.F.H. PAYMANS (Holland)
COM IV	Maintenance	J. SHRIMPSON (U.S.A.)	P. PIGNAL (France) T. DE ANGELIS (Italy) M. MATSUSHITA (Japan) L.B. VANDERLEM (Holland) B. HUTT (United Kingdom) A. ROJDESTVENSKY (USSR)

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
COM V	Protection Against Electromagnetic Effects	H. LORKE (DDR)	S. GUSIK ( <u>Canada</u> ) G. MEINERI (Italy) R. THARBY (United Kingdom) G. VARJU (Hungary)
COM VI	Outside Plant	K. NIKOLSKY (USSR)	LI YUANPENG (China) L.M. MOLLEDA (Spain) J. AFSHARI (Iran)
COM VII	Data Communications Networks	J.O. WEDLAKE (U.K.)	L. LAVANDERA SANCHEZ (Spain) H.V. BERTINE (U.S.A.) P.G. BOWIE ( <u>Canada</u> ) S. TOMITA (Japan) R. PARODI (Italy) J. PARK (Australia) P. PUGES (France)
COM VIII	Terminals for Telematics Services	W. STAUDINGER (Fed. Rep. of Germany)	B. MARTI (France) A. PUGH (United Kingdom) V. SIVAKOV (USSR) A. MACCHIONI (Italy) Y. YAMAZAKI (Japan)
COM IX	Telegraph Networks and Telegraph Terminals Equipment	M. MATSUBARA (Japan)	V.P. KOROP (USSR) B. KUBIN (Czechoslovakia) H. FOURNIER ( <u>Canada</u> ) W. FAY (Ireland)

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
COM X	Languages for Telecommunications Application	C. CARRELLI (Italy)	K. SCHULZ (Fed. Rep. of Germany) O.F. FAERGEMAND (Denmark) B. LINDBERG (Sweden)
COM XI	Switching and Signalling	J.S. RYAN (U.S.A.)	S. KANO (Japan) P. COLLET (France) P. STERN DORFF (Denmark) H. LANGE (Fed. Rep. of Germany) R. DAVID (Belgium) H. APPENZELLER (Canada)
COM XII	Transmission Performance of Telephone Networks and Terminals	P. LORAND (France)	N. GLEISS (Sweden) J. BARNES (United Kingdom) G. LAJTHA (Peoples's Rep. of Hungarian) J. ROSENBERGER (U.S.A.)
COM XV	Transmission Systems and Equipment	A.M. NOURI (Saudi Arabia)	M. YAMASHITA (Japan) W. BARJASZ (Poland) G.K. HELDER (U.S.A.) P. WERY (Canada) R. DIAZ DE LA IGLESIA (Spain) F. TOSCO (Italy) F.J. HOFMAN (Holland) D. FISHER (United Kingdom) P.A. PROBST (Switzerland)

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
COM XVII	Data Transmission over the Telephone Network	K. KERN (Fed. Rep. of Germany)	R. BRANDT (U.S.A.) A. PALAMIDESSI (Italy)
COM XVIII	ISDN	H.K. PFYFFER (Switzerland)	V. JOHANNES (U.S.A.) F. LUCAS (France) J.G. LUETCHFORD (Canada) B.W. MOORE (United Kingdom) J. CLAUS (Fed. Rep. of Germany) A. DAY (Australia) G. PELLEGRINI (Italy) K. ASATANI (Japan)



CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
GAS 7	Rural Telecommunications	G. RUSILLOSO (Italy)	J. DAMINGUEZ SANZ (Spain) S. KURITA (Japan) A. NUGROHO (Rep. of Indonesia) S. SHADKAM (Iran) E.J. ANTARI (Kingdom of Morocco) L. LOPEZ CELAYA (Mexico) M. GOUDEIS (Grece) K.E. LENTCHOU (Rep. of Cameroon) D. KIAKITE (Mali)
GAS 9	Economic and Technical Aspects of Transition from an Analogue to a Digital Network	M. GHAZAL (Libanon)	M. HOSHI (Japan) G. CHATZOPOULOS (Grece) P.D. LANSARD (France) J. BOBSIN (U.S.A.) P.G. TOURE (Senegal) A. SANATI (Iran) A.S. ABU RIZQ (State of Kwait) N.O.O. ADJEBU (Ghaana) S. BIJAYENDRAYODHIN (Thailand) J. YONGORO (Rep. of Central Africa) CHEICK SIDI M. NIMAGA (Mali)

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
GAS 12	Strategy for the introduction of new non-voice telecommunication services	J.B. PECRESSE (France)	K. BOUFARHAT (Liban) K. AYIKOE (Rep. Togolese) C. MOTEGI (Japan) D. DE MAIO (Italy) K. SORO (Rep. of Ivory Coast) M. LHOR (Kingdom of Morocco) M.D. TOURE (Rep. of Mali) J. KONDAOULE (Rep. of Central Africa) H. SUROSO (Rep. of Indonesia) A.A. MOHSENZADEH (Islamic Rep. of Iran)

## Regional Tariff Groups of Study Group III

ANNEX J

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
GR TAF	Tariffs (Africa)	M. HAILE (ETH)	F. BACHABI (BEN) M. BAKO (BFA) J.M. SAKILA (CAF) A.H.J. MARIJANI (TZA) M. NYEMEK (CME)
GR TAL	Tariffs (Latin America)	F. RODRIGUEZ ACOSTA (CUB)	(CHL) (CLM) (URG)
GR TAS	Tariffs (Asia and Oceania)	N. VIRATA (PHL)	A. LOFTI-KAZEMI (IRN) H. KOESOEBIJONO (INS)
GR TEUREM	Tariffs (Europe and the Mediterranean Basin)	G. REPICI (I)	V. JACKOWSKA (Mme) (Pol.) J. MARTORY (F) S. SYPERDA (HOL) N.B. RIHAN (LBN)

Plan Committee  
(Joint CCITT/CCIR Committees Administered by the CITT)

ANNEX J

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
World Plan Committee	General Plan for the development of the International Telecommunication Network	C. CRUMP (U.S.A.) L. TEROL MILLER(E) Chairman designate	SAGOE KOW (CTI) P. GONIN (F) Y. KAWASUMI* (J)
Plan Committee for Africa	General Plan for the development of the Regional Telecommunication Network in Africa	E. KAMDEN KAMGA (Cameroon)	M. KEITA (Mali) J.C. KOUNKOU* (Central Africa) S.J. NJAGAH (Kenya) CHEIK T. MEAYE* (Senegal) A.S. DLAMINI* (Switzerland)
Plan Committee for Latin America	General Plan for the development of the Regional Telecommunication Network in Latin America	A.F. GARCIA (Argentina)	R. PEDROSA PEREZ (Cuba) J. POLLONI (Chile) J.R. NEEDE (Suriname) F. CASTRO ROJAS* (CLM)
Plan Committee for Asia and Oceania	General Plan for the development of the Regional Telecommunication Network in Asia and Oceania	J. PARAPAK (Indonesia)	H. MAHYAR* (Iran) A.R. AL-FEHAID* (ARS China) HAN SONGLING* (CHN)

Special Committee

ANNEX J

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
Ad Hoc Group on Working Method and Structure	Future Evolution of the CCITT Working Methods and Structure	K. HOFFMAN ( <u>Canada</u> )	M. KATO (Japan) B.W. MOORE (U.K.) P. GONIN (France)

Plan Committee  
(Joint CCITT/CCIR Committees Administered by the CCITT)

ANNEX J

CCITT Study Groups  
(1989-1992)

Designation	Title	Chairman	Vice-chairman
Plan Committee for Europe and the Mediterranean Basin	General Plan for the development of the Regional Telecommunication Network in Europe and the Mediterranean Basin	L. TEROL MILLER(E)	M. POPOVIC* (YUG) A. OLKONEN* (FNL) A. FRANCHI* (I) A. AIDOUNI* (MRC) E. EID* (LBN)
CMTT	Television and Sound Transmission	W.G. SIMPSON (G)	G. ZEDLER (Fed. Rep. of Germany)

\* Provisional appointment pending the XVIIth CCIR Plenary Assembly.



**ANNEX K**

**RESOLUTION NO. 1**

**Rules of Procedure of the CCITT in addition to  
those in the International Telecommunication Convention  
(Geneva, 1956 and 1958; New Delhi, 1960; Geneva, 1964;  
Mar del Plata, 1968; Geneva, 1972, 1976 and 1980;  
Malaga-Torremolinos, 1984; Melbourne, 1988)**



RESOLUTION NO. 1

Rules of Procedure of the CCITT in addition to those in the International Telecommunication Convention (Geneva, 1956 and 1958; New Delhi, 1960; Geneva, 1964; Mar del Plata, 1968; Geneva, 1972, 1976 and 1980; Malaga-Torremolinos, 1984; Melbourne, 1988)

**Revised Part II and IV**

The CCITT,  
in view of

Articles 11, 14, 16 and 68-76 of the International Telecommunication Convention (Nairobi, 1982);

decides

that, as far as the CCITT is concerned, the General Regulations of the Nairobi Convention, 1982, shall be amplified as follows:

**I. PLENARY ASSEMBLY (PA)**

1. If the PA meets at the seat of the Union, the precise date of the meeting shall be decided by the Director of the CCITT in agreement with the Secretary-General of the Union. If the PA does not meet at the seat of the Union, the exact date of the meeting shall be decided by the inviting government in agreement with the Director of the CCITT.
2. The Director of the CCITT shall send an invitation to participate in the PA to all Members of the Union. The invitation shall also be sent to recognized private operating agencies (RPOAs) which are members of the CCITT. If the PA does not meet at the seat of the Union, the Director of the CCITT shall issue the above-mentioned invitation on behalf of the inviting government.
3. Members of the CCITT wishing to participate in the PA are required to advise the Director of the CCITT, by letter or telegram, at least one month before the meeting, of the names of the delegates of Administrations especially the Heads of Delegation and representatives of recognized private operating agencies who will attend meetings of the PA. The Director of the CCITT shall forward this information to the Administration of the inviting government, if any.
4. The Director of the CCITT shall invite the Director of the CCIR, the United Nations, the Specialized Agencies of the United Nations which reciprocally allow representatives of the Union to attend their

conferences, and the international organizations and regional telecommunication organizations entitled to participate in the work of the CCITT under No. 398 of the Convention (Nairobi, 1982), to attend the PA in an advisory capacity. The United Nations, the specialized agencies and other international and regional telecommunication organizations are required to notify the names of their observers in the manner specified in Para. 3. above for members of the CCITT.

5. Prior to the official opening of the PA the Heads of Delegation shall meet:

- a) to prepare, on the basis of proposals by the Director of the CCITT, the programme of work of the PA, for submission to the latter at its first meeting;
- b) to designate the persons who will be proposed as Vice-Chairmen and, if necessary (when the PA meets at the seat of the Union), Chairman of the PA;
- c) to determine the Committees to be proposed to the PA for establishment.

6. In general, the following Committees are proposed:

- a) "Committee on the Organization and Working Methods of the CCITT" (Committee A)

Which examines the organization and working methods of the CCITT;

- b) "Committee on the CCITT Work Programme" (Committee B)

Which first considers the Questions proposed for study (or further study) by the Study Groups, decides whether they are suitable for study, checks that there is no duplication of Questions referred to different Study Groups, assembles related Questions, and, secondly, submits a report to the PA setting out the wording of the Questions which it proposes for study, their allocation to Study Groups and their degree of priority.

This Work Programme Committee shall be composed of:

- the Chairmen of the Study Groups and other Groups set up by the PA;
- members of delegations.

## c) "Budget Control Committee" (Committee C)

Which examines the estimate of the financial needs of the CCITT up to the next PA and the accounts for expenditure incurred by the current PA, in accordance with Nos. 410 and 476 of the International Telecommunication Convention, (Nairobi, 1982).

## d) "Technical Assistance Committee" (Committee D)

Which defines the policy to be adopted by the PA for dealing with subjects concerning the planning, establishment and management of national telecommunication networks which are of general interest to all countries Members of the ITU.

It shall make a preliminary examination of the reports on the work of the Special Autonomous Study Groups (GAS). It shall define the guidance to be given for the next study period with a view to the publication of new Manual or of new Sections to existing Manuals. It shall consider the advisability of establishing new GAS.

It shall propose to the PA any useful provisions required for the organization of seminars or symposia to be arranged in conjunction with CCITT meetings held away from ITU headquarters (particularly meetings of the Regional Plan Committees) or within the framework of the United Nations Development Programme (UNDP) or the programmes of other international organizations;

## e) "Editorial Committee"

7. Any other PA Committee may be set up if the Heads of Delegation deem it advisable.

8. During the PA, the Heads of Delegation shall meet:

- a) to consider the proposals of the Committee on the Organization and Working Methods of the CCITT concerning the constitution of Study Groups in particular;
- b) to draw up proposals concerning the designation of Chairmen and/or Vice-Chairmen of Study Groups, Plan Committees and any other groups.

9. The PA shall set up the committees listed in Para. 6. and 7. above. On the basis of both the proposals by the Committee on the Organization and Working Methods of the CCITT and the Technical Assistance Committee and the assessment of those proposals by the Heads of Delegation; it shall also set up Study Groups and, where appropriate, other groups. The PA shall designate the Chairmen and/or Vice-Chairmen of Study Groups, Plan Committees and any other groups, after considering the proposals made by the Heads of Delegation (see Para. 8. above).

10. The programme of work of the PA shall be designed to provide adequate time for consideration of the important administrative and organizational aspects of the CCITT for the next study period. As a general rule, the following sequence of work is recommended:

10.1 The PA shall examine the final reports of the Study Groups and the report of the Director of the CCITT on activities in the previous study period, approve Recommendations and note the lists of Questions appearing in these reports.

While the PA is in session, Study Group Chairmen shall make themselves available to the PA to supply information on matters which concern their Study Groups.

10.2 The Committee on the Organization and Working Methods of the CCITT shall meet to prepare proposals on the organization of the work of the CCITT.

10.3 The Budget Control Committee shall meet to approve the budget of the current PA and prepare a report proposing that the PA should approve an estimate of the financial needs of the CCITT until the next PA, for subsequent submission to the ITU Administrative Council in accordance with No. 410 of the International Telecommunication Convention.

10.4 The Technical Assistance Committee may meet at the same time.

10.5 The PA shall appoint the Chairmen and Vice-Chairmen of Study Groups, Plan Committees and any other groups for the new study period.

10.6 The Committee on the CCITT Work Programme shall meet to prepare a draft programme on work (see Para. 6. b) above).

11. On the proposal of the Committee on the CCITT Work Programme, the PA shall:

- a) prepare the list and text of Questions set for study or further study until the next PA;

- b) allocate these Questions to Study Groups and other groups;
  - c) decide, when a Question concerns several Study Groups, whether:
    - to set up a Joint Working Party comprising members of the Study Groups concerned, or
    - to entrust the study to a single Study Group, the necessary coordination being effected within the framework of national organizations;
  - d) where appropriate, set up coordinating groups for each family of Study Groups, comprising the Chairmen and Vice-Chairmen of the Study Groups in the family concerned, to coordinate any studies shared by Study Groups in that family.
12. Recommendations prepared by Study Groups and put to the vote during a PA shall be considered as approved if they obtain a majority of votes; the minutes of the PA shall give the result of the vote without listing the delegations which voted for or against, unless a delegation expressly asks for its vote to be mentioned.
13. When a Recommendation is approved by the PA by a vote that is not unanimous, the result of the vote shall be recorded in the Recommendation as follows: "The CCITT issues Recommendation... by a majority (of... votes, to..., with... abstentions)."
14. When a country is not represented by an Administration, the representatives of its recognized private operating agencies shall be entitled jointly, whatever their number, to a single vote.
15. The PA shall receive and consider the reports of the Committees it has set up and take final decisions on the proposals submitted to it by those Committees.

## II. THE DIRECTOR

1. The Director shall take the necessary preparatory measures for meetings of the PA, Study Groups and other groups, and coordinate their work so that the meetings produce the best results in the shortest possible time. To this end he may decide, with the agreement of the Chairmen of Study Groups, to set up Working Parties attached to one

Study Group or Joint Working Parties involving several Study Groups, for the purpose of studying a Question or group of Questions. He shall fix, by agreement with the Chairmen, the dates and programmes of Study Group and Working Party meetings/and shall group these meetings in time according to the nature of the work and the availability of the CCITT Secretariat.

2. In his estimate of the financial needs of the CCITT until the next PA, the Director shall communicate to the PA (for information) a summary of the accounts for the years which have elapsed since the preceding PA and the "estimated expenses of the CCITT" to cover the latter's financial requirements until the next PA.

The "estimated expenses of the CCITT" shall first be submitted for preliminary examination to the Budget Control Committee; whose Chairmen shall prepare a report on the subject for the PA. After approval, the "estimated expenses of the CCITT" shall be sent by the Director of the CCITT to the Secretary-General of the Union, for submission to the Administrative Council.

3. The Director shall communicate to the Secretary General, for inclusion in the annual budgetary estimates of the Union to be submitted to the Administrative Council, the estimated expenses of the CCITT for the following year, on the basis of the estimate of financial needs approved by the PA.

4. The Director of the CCITT shall submit for preliminary examination by the Budget Control Committee and thereafter for approval by the PA, the accounts for expenditure incurred for the current PA.

5. The Director shall submit to the PA a consolidated report on the proposals he has received concerning the organization, terms of reference and work programme of Study Groups and other groups for the next study period; he may give his views on these proposals if he so desires.

In addition, the Director may, within the limits imposed by the Convention, submit to the PA any report or proposal which he considers would help to improve the work of the CCITT, so that the PA may decide what action to take. In particular, the Director shall submit to the PA such proposals concerning the organization and terms of reference of the Study Groups for the next study period as he may consider necessary.

6. After the close of the PA, the Director shall supply Administrations of Members of the Union, recognized private operating agencies and scientific or industrial organizations taking part in the

CCITT's activities with a list of Study Groups and other groups set up by the PA, indicating which Questions have been referred to the various Groups for Study and asking them to advise him of the Study Groups or other groups in which they wish to take part.

Furthermore, he shall supply the international organizations with a list of the Study Groups and other groups set up by the PA, asking them to advise him of the Study Groups or other groups in which they wish to participate in an advisory capacity.

7. Administrations and other participating organizations are urgently requested to supply these particulars after each PA, not later than two months after they received the circular of the Director of the CCITT, and to update them regularly.

8. In the interval between PAs, when circumstances so demand, the Director is authorized to take exceptional measures to ensure the efficiency of work of the CCITT within the limits of the credits available.

### **III. STUDY GROUPS AND OTHER GROUPS**

#### **1. Classification of Study Groups**

1.1 Study Groups shall be classified as normal Study Groups and Joint CCITT-CCIR Study Groups.

A clear description of the work area of each Study Group should be approved by the PA.

1.2 A Joint Study Group, set up with the approval of the PA of both CCIs, shall submit its draft Recommendations to the first PA to meet after the drafts in question have been drawn up; the adoption by this PA of draft Recommendations submitted by a Joint Study Group shall be considered as provisional pending approval by the PA of the other CCI.

One of the CCIs shall be responsible for the management of a Joint Study Group. The CCI concerned shall appoint the Chairman and the other CCI shall appoint the Vice-Chairman.

1.3 To facilitate their work, Study Groups may set up Working Parties for the preparatory study of some of the Questions assigned to them by the PA.

## 2. Classification of other groups

2.1 Special Autonomous Groups, which are established by and report directly to the PA, deal with studies carried out by the CCITT relating to the developing countries, in accordance with Nos. 14, 15, 20, 22, 24, 64 and 327 of the Convention (Nairobi, 1982).

2.2 A Joint Working Party, set up with the approval of the PA, shall submit draft Recommendations to the controlling Study Group designated by the PA which established it.

2.3 A Regional Group may be established to deal with Questions and studies of particular interest to a group of countries and Administrations in an ITU region (e.g. the TAF Group).

## 3. Meetings outside Geneva

3.1 In accordance with Opinion No. 1 Study Groups or Working Parties may meet outside Geneva if invited to do so by Administrations or recognized private operating agencies of countries that are Members of the Union and if the holding of a meeting outside Geneva is desirable (e.g. in association with symposiums or seminars). Such invitations shall be considered only if they are submitted to a PA or a CCITT Study Group meeting and they shall be finally accepted after consultation with the Director and if they are compatible with the credits allocated to the CCITT by the Administrative Council.

3.2 The invitations mentioned in Para. 3.1 above shall be issued and accepted and the corresponding meetings outside Geneva organized only if the conditions laid down in Resolution No. 3 annexed to the Nairobi Convention (1982) and ITU Administrative Council Decision No. 304 are met.

3.3 Should an invitation be cancelled for any reason, it shall be proposed to Administrations that the meeting be convened in Geneva, in principle on the date originally planned.

## 4. Participation in meetings

4.1 Administrations, recognized private operating agencies and scientific or industrial organizations shall be represented in the Study Groups and other groups in whose work they wish to take part, by participants appointed by name and chosen by them as experts qualified to investigate technically and economically satisfactory solutions to



the Questions under study. Exceptionally, however, registration with a Study Group or other group may be made without specifying the name of the participants concerned. International organizations\* shall give the names of the observers by whom they wish to be represented.

4.2 To study Questions of common interest to the CCITT and the CCIR, Administrations, recognized private operating agencies and scientific or industrial organizations may also appoint participants in the CCIR to a Study Group of the CCITT; such an appointment does not entail any obligation to share in the expenses of the CCITT.

## 5. Frequency of meetings

5.1 Study Groups shall normally meet once in the period between the end of a PA and the meetings mentioned in Para. 5.5 below. However, additional meetings may be held, with the approval of the Director of the CCITT, to discuss questions which cannot be resolved by correspondence (No. 427 of the Nairobi Convention, 1982). In particular, such extra meetings could facilitate the approval of new Recommendations using the procedure in Resolution No. 2.

5.2 In the establishment of the work programme, the timetable of meetings must take into account the time required for Administrations, RPOAs, ISOs and international organizations (participating bodies) to react and prepare Contributions. Meetings should not be held more frequently than is necessary to make effective progress and should take into account the Secretariat's capabilities to provide the necessary documentation. A meeting scheduled so that its separation from a preceding meeting, upon which it depends, is less than 6 to 8 months, may incur the possibility of full documentation not being available.

5.3 Meetings of Study Groups having common interests or dealing with problems possessing affinities should, if possible, be arranged so as to enable participating bodies to send one delegate or representative to cover several meetings. As far as possible, the arrangement chosen should enable the Study Groups meeting during the period to exchange any information they may require without delay. Furthermore, it should enable specialists from all over the world in the same or related subjects to have direct contacts with each other of benefit to their Organizations. It should likewise enable the specialists concerned to avoid leaving their home countries too often.

---

\* Organizations participating in an advisory capacity in the work of the CCITT as recognized in Articles 68 and 72 of the International Telecommunications Convention.

5.4 The timetable of meetings shall be prepared and communicated to participating bodies well in advance (one year), to give time to study problems and submit Contributions within the prescribed time-limits and to give the CCITT Secretariat time to distribute the Contributions. In this way, Study Group Chairmen and delegates will be given the opportunity to consider the Contributions in advance, thus helping to make meetings more efficient and reduce their length.

5.5 The final meetings of Study Groups late in each study period shall end not less than four months before the beginning of the PA, to ensure the preparation of full and homogeneous final reports and to give delegates to the PA an opportunity to study them thoroughly.

5.6 To meet the objectives stated in Para. III.10. below, the schedule of final Study Group meetings shall be drawn up in the light of circumstances by the Director of the CCITT in consultation with the Chairman of each Study Group.

5.7 A Study Group may schedule meetings to be conducted on ongoing activities under the existing organization of the Study Group in the time period between the final meeting and its first meeting in the new study period in consultation with the Director of the CCITT. Such ongoing activities shall be listed in the report of its final meeting.

## 6. Preparation of studies and meetings

6.1 At the beginning of each study period an organization proposal and an action plan for the study period shall be prepared by each Chairman with the help of the CCITT Secretariat. The plan should take into account any priorities and coordination arrangements decided by the PA.

How the proposed action plan is implemented will depend upon the Contributions received from the members of the CCITT and the view expressed by participants in the meetings.

6.2 A Collective-letter with an agenda of the meeting, a draft work plan and a listing of the Question to be examined shall be prepared by the CCITT Secretariat with the help of the Chairman.

The work plan should state which Questions are to be studied on each day, but it must be regarded as subject to change in the light of the rate at which work proceeds. Chairmen should try to follow it as far as possible.

This Collective letter should be received by bodies participating in the activities of particular CCITT Study Groups, as far as practicable, two months before the beginning of the meeting.

The Collective letter shall include a registration form for these bodies to indicate participation in the meeting. This registration form should be returned to the CCITT Secretariat so that it is received one month before the start of the meeting. The registration form should indicate the names of the expected participants. In the event that names cannot be provided, the expected number of participants should be indicated. Such information will facilitate the registration process and the timely preparation of registration materials. Individuals who attended the meeting without pre-registration may experience a delay in receiving their documents.

If the meeting in question has not been previously planned and scheduled or if an approval under Resolution No. 2 is intended, a Circular should be received at least three months before the meeting.

6.3 If an insufficient number of Contributions or notification of delayed Contributions has been submitted, no meeting should be held. The decision whether to cancel a meeting or not shall be taken by the Director of the CCITT, in agreement with the Chairman of the Study Group or Working Party concerned.

6.4 If it appears from the Contributions received that there is agreement on the reply to a Question (or part of a Question), the Chairman, with the assistance of the Secretariat, may submit a draft reply, possibly accompanied by a draft Recommendation.

6.5 If the Contributions received reveal divergent proposals or points of view, the Secretariat, in collaboration with the Chairman, may prepare a summary of the different positions on the Question and the stage reached in the study.

## **7. Conduct of meetings**

7.1 The Chairman shall direct the debates during the meeting, with the assistance of the CCITT Secretariat.

7.2 The Chairman is authorized to decide that there shall be no discussion on Questions on which an insufficient number of Contributions have been received.

7.3 Questions which have not elicited any Contribution should not be placed on the agenda of the meeting, and at the end of the study period should be deleted from the list of Questions to be studied.

7.4 Study Groups and Working Parties may set up working teams (which should be as small as possible) during their meetings, to study Questions allocated to those Study Groups and Working Parties.

7.5 A Study Group may entrust a Question or group of Questions to an Ad Hoc Working Party for preliminary study. It may, by agreement with another Study Group (or, if necessary, with other Study Groups) entrust an Ad Hoc Joint Working Party with the Study of a Question or group of Questions on common interest to the Study Groups concerned. If urgent, it may be established by agreement among the relevant Study Group Chairmen and in consultation with the Director of the CCITT. One of these Study Groups, known as the controlling Study Group, shall have final responsibility for the study. The Contributions used as a basis for discussion in the Ad Hoc Joint Working Party shall be sent exclusively to the members registered in the Ad Hoc Joint Working Party; only the reports of Ad Hoc Joint Working Parties shall be sent to all participating bodies of the Study Groups concerned.

7.6 Working Parties or Sub-Working Parties should be set up by Study Groups only after thorough consideration of the Questions. Proliferation of Working Parties and sub-groups should be avoided as far as possible.

7.7 The meetings of regional tariff groups shall, in principle, be limited to delegates and representatives of Administrations and Recognized Private Operating Agencies (for the definition of these terms see Annex 2 to the Nairobi Convention, 1982). However, each regional tariff group may invite other participants to attend all or part of a meeting.

7.8 There should be an established format for liaison statements between Study Groups and/or between Working Parties. This should include:

- the origin of the liaison documents;
- the nature of information and the goal, for instance:
- documents submitted for action,
- documents submitted for comments,
- documents for information etc.

## **8. Use of Special Rapporteurs**

8.1 The study of Questions by correspondence should be encouraged as far as practicable, at least during the early stages of study. For this purpose, a Study Group or Working Party may instruct a Special Rapporteur, appointed personally by the Study Group or Working Party and working alone or in collaboration with others, to make a preliminary analysis of the more complex Questions and/or to prepare a draft reply to a Question for submission to the Study Group or Working Party.

8.2 A Special Rapporteur working with a group of collaborators, shall choose the most appropriate method of work - correspondence or meetings of the groups. The Special Rapporteur should establish a list of collaborators (members of the Rapporteur Group). At subsequent meetings, this list should be updated and a copy given to the CCITT Secretariat.

The Special Rapporteur shall submit a report on the results of the work for examination at the next meeting of the Study Group or Working Party.

8.3 The following are examples of ways in which a Special Rapporteur may work.

8.3.1 By one method, a single Special Rapporteur may be designated to analyse the contents of Contributions distributed in the normal manner and to draw up a report, which is itself submitted as a Contribution, setting out the results of his analysis.

8.3.2 By another method, a Special Rapporteur may be appointed for the study of a single Question requiring detailed consideration before decisions can be taken. The Special Rapporteur works primarily by correspondence with any other collaborators interested in the preliminary study of the Question. Contributions should be submitted directly to the Special Rapporteur (with a copy, if desired, to the CCITT Secretariat). The CCITT Secretariat and, through it, the ITU common services are at the disposal of the Special Rapporteur for the translation and distribution of any document. However, the distribution of preliminary documentation is limited to the members of the group collaborating with the Special Rapporteur.

There will often come a time when the study cannot progress further by correspondence alone; the Special Rapporteur after consulting with collaborators on the necessity for a meeting and the availability of Contributions, may call a meeting of collaborators subject to the agreement of the Study Group (or Study Group Chairman, in consultation with the Director of CCITT - if for timing reasons it is not possible to obtain the Study Group's agreement). The Special Rapporteur shall be responsible for all the necessary arrangements for such meetings, ensuring that adequate notice for the meeting is given to collaborators. In the case where close coordination is required between Special Rapporteurs in several Study Groups who are dealing with closely related Questions, a meeting of these Special Rapporteurs may be called subject to the agreement of the Study Groups concerned (or Study Group Chairmen in consultation with the Director of CCITT - if for timing reasons it is not possible to obtain the Study Group's agreement).

8.3.3 When the work is completed or cannot progress any further, the Special Rapporteur prepares a document for submission to the Study Group responsible for the Question. This document, which constitutes the report of the Special Rapporteur, may include a draft Recommendation, if it is possible to formulate one. When the views expressed are too numerous and too divergent, a summary of the observations may be made, and responsibility for further study of the Question reverts to the Study Group.

8.4 When an area of study requires coordination between several Study Groups, Liaison Representatives are nominated.\* It is the responsibility of the Liaison Representative, together with the CCITT Secretariat, to ensure effective personal liaison among the involved Study Groups (CCITT and CCIR), based on specific terms of reference and working methods determined by the Study Group.

8.5 Progress reports with proposed draft Recommendations to be translated should be received by the Director of the CCITT two months before the next meeting of the parent Study Group or Working Party.

Additional reports and liaison documents to be made available for a meeting of a Study Group or a Working Party should be received at the CCITT Secretariat at least seven working days before the meeting. Exceptions can be admitted only if the date of the meeting which originates the document does not allow a timely submission. In no case shall liaison documents sent from one CCITT Study Group be reproduced as white Contributions in another CCITT Study Group.

The liaison statements must be prepared on separate sheets of paper annexed to the report.

---

\* The Special Rapporteur themselves may be nominated as the Liaison Representatives to one or more Study Groups or several Liaison Representatives for a Question within a Study Group may be appointed, depending on the number of other Study Groups with which liaison is required.

9. Preparation of Reports of Study Groups, Working Parties or Ad-Hoc Joint Working Parties, Recommendations and New Questions

9.1 A report on the work done during a meeting of a Study Group, Working Party or a hoc Joint Working Party shall be prepared by the Secretariat of the CCITT. Reports of meetings not attended by the CCITT Secretariat should be prepared under the responsibility of the Chairman of the meeting. This report should set out in a condensed form the results of the meeting and the agreements reached and should identify the points left to the next meeting for further study. The number of annexes to the report should be kept to a strict minimum by means of cross-references to Contributions, reports, etc., and references to material in the documentation of a Study Group or Working Party. It would be desirable to have a concise summary of delayed Contributions (or equivalent) considered by the meeting.

The report should consist of two parts:

PART I - Organization of work, references to and possible summary of Contributions and/or documents issued during a meeting, main results, directive for future work, planned meetings or Working parties, Sub-Working Parties and Rapporteur Groups, and condensed liaison statements endorsed at the Study Group Level.

PART II - Draft Recommendations or modified Recommendations accepted by the meeting as mature.

9.2 To assist the CCITT Secretariat in this task, the Study Group or Working Party may arrange for delegates to draft some parts of the report. The Secretariat should coordinate this drafting work. If necessary, the meeting sets up an Editorial Group to improve the texts of draft Recommendations in the three working languages.

9.3 If possible, the report shall be submitted for approval before the end of the meeting; otherwise it shall be submitted to the Chairman of the meeting for approval.

9.4 When existing and already translated CCITT texts have been used for some parts of the report, a copy of the report annotated with references to the original sources should also be sent to the CCITT Secretariat. If the report contains CCITT figures, the CCITT number should not be deleted even if the figure has been modified.

9.5 The procedure for the approval of Recommendations in Resolution No. 2 should be used when it appears to a Study Group that a draft has reached an adequate state of completion and agreement. In deciding to utilize this procedure consideration should be taken of the time remaining before the next Plenary Assembly.

9.6 Draft new Recommendations should not be submitted to the procedure of Resolution No. 2 nor to the Plenary Assembly for approval while the texts are of a provisional nature.

9.7 CCITT participating bodies are authorized to transmit Study Group or Working Party reports and documents to any experts they consider it expedient to consult, except where the Study Group or Working Party concerned has specifically decided that its report, or a document, is to be treated as confidential.

9.8 Chairmen are requested to apply more stringently the criteria of CCITT Opinion No. 3 on the preliminary examination of draft new Questions. Towards the close of each study period the attention of the Study Groups should be drawn to this Opinion, so that they may apply the criteria it contains when preparing draft new Questions.

9.9 The report of a Study Group's first meeting in the study period shall include a list of all the Special Rapporteurs appointed. This list shall be updated, as required, in subsequent reports.

9.10 When questions arise during the interval between Plenary Assemblies, they may be studied when requested or approved by correspondence by at least twenty Members of the Union.

Before such a Question can be adopted by the Study Group seeking it, the approval referred to above should be endorsed by the Director. The Director should only give this endorsement if a similar Question has not already been allocated to another Study Group.

## **10. Final meetings of Study Groups**

10.1 All Study Groups shall meet sufficiently in advance of the PA for the final report of each Study Group to reach Administrations at least one month before the PA (see also Para. III.5.5 - III.5.6).

10.2 The Director shall advise Administrations, RPOAs, scientific and industrial organizations and international organizations of the dates of the final Study Group meetings by a Collective letter which must be received three months in advance so that, among other things, draft Questions for study in the next study period may be submitted in accordance with Opinion No. 3.



10.3 On conclusion of the study of each Question, Study Groups may appoint one or two members to prepare a text summing up the final results of the work. This document would be of assistance to the Chairman and the CCITT Secretariat in establishing the final report.

10.4 The final report of each Study Group is the responsibility of the Study Group Chairman, and shall include:

- a short and comprehensive summary of the results achieved in the study period, by submitting a synoptic tabular summary of the replies to the Questions, indicating in particular which new and amended draft Recommendations have been prepared identifying the scope, the application and the importance of these draft Recommendations;
- the final text of new draft Recommendations and or draft amendments to existing Recommendations;
- reference to any new or revised Recommendations that have been adopted during the study period under the provisions of Resolution No. 2)\*\*;
- the list of Questions proposed to the Plenary Assembly for the following study period.

10.5 The final report shall be the documents forwarded to the PA.

#### IV. SUBMISSION AND PROCESSING OF CONTRIBUTIONS

##### 1. Submission of Contributions

1.1 Administrations, recognized private operating agencies, scientific or industrial organizations and international organizations registered with a Study Group or other Group, the Chairmen and Vice-Chairmen of Study Groups and Working Parties and participants in Study Groups or Working Parties shall send their Contributions to current studies by official letter to the Director of the CCITT.

\*\* This point may be subject to change following decision of the 1989 Plenipotentiary Conference.

1.2 These Contributions shall contain comments or results of experiments and proposals designed to further the studies to which they relate.

## 2. Processing of Contributions

2.1 Contributions received at least two months before a meeting shall be published in the normal way. As far as possible, the Director shall group the Contributions received Question by Question, have the necessary translations made and send them to participants in the working language they desire, before the date laid down for the opening of the Study Group or Working Party meeting which has the Question concerned on its agenda.

2.2 If a Chairman, in agreement with the participants of his Study Group (or Working Party), states that his Study Group (or Working Party) is willing to use documents in the original working language, the Director shall send out the documents, grouped as specified in 2.1 above, without having them translated.

2.3 Contributions received by the Director less than two months but not less than 7 working days before the date set for the opening of a meeting cannot be handled under the procedure outlined in IV.2.1 above and shall be published as "Delayed Contributions" in the form in which they are received, in their original language only and (where applicable) in the second working language into which they have been translated by the sender; they shall be distributed at the beginning of the meeting to only the participants present. Draft Recommendations submitted within this period of time will be translated into working languages. As far as possible, participating bodies should advise the CCITT Secretariat about any forthcoming "Delayed Contribution" and its contents, at least two months before the meeting.

2.4 Delayed contributions should be available from the Secretariat at least one working day before the meeting.

2.5 Contributions received by the Director less than 7 working days before the meeting will not appear on the agenda of the meeting, will not be distributed and will be held for the next meeting. Contributions judged to be of extreme importance may be admitted by the Director at shorter notice.

2.6 The Director of the CCITT should insist that participating bodies follow the rules established for the presentation, form and timing of documents, set out in Recommendation A.1. A reminder Circular should be sent out by the Director whenever appropriate.

2.7 The Director of the CCITT, with the agreement of the Study Group Chairman, may return to the contributor any document which does not comply with the general directives set out in Recommendation A.1, so that it may be brought into line with those directives.

2.8 The CCITT Secretariat shall not reissue delayed Contributions as normal Contributions, unless otherwise decided by the Study Group or Working Party in cases of special interest and importance. Delayed Contributions shall not be included in reports as annexes.

2.9 Some Contributions of general (and not merely incidental) interest which may, for example, be of some scientific importance (measurement results), although received too late to be distributed before a meeting and therefore issued as delayed contributions, might exceptionally be distributed later as Contributions.

2.10 Contributions should, as far as possible, be submitted to a single Study Group. If, however, a participating body submits a Contribution which it believes is of interest to several Study Groups, it should identify both the Study Group primarily concerned and the other Study Groups involved. The Contribution will be issued in full to the Study Group primarily concerned and a single sheet giving the title of the Contribution, its source and a summary of its contents will be issued to the other Study Groups. This single sheet will be numbered in the series of Contributions of each Study Group to which it is issued.

2.11 Extracts from reports of other Study Group meetings or from reports of Chairmen, Special Rapporteurs or Drafting Groups received less than two months before the meeting shall be published as temporary documents and distributed during the meeting to participants.

2.12 Temporary documents containing extracts from reports of other Study Group or Working Party meetings shall not be reissued by the CCITT Secretariat as normal Contributions, since they have usually served their purpose at the meeting and some relevant parts may already have been included in the report of the meeting.



RESOLUTION No. 2

Approval of new and Revised Recommendations  
between Plenary Assemblies  
(Mar del Plata, 1968,; Geneva, 1972, 1976, and 1980;  
Malaga-Torremolinos, 1984; (Melbourne 1988)

RESOLUTION No. 2

Approval of new and Revised Recommendations  
between Plenary Assemblies  
(Mar del Plata, 1968,; Geneva, 1972, 1976, and 1980;  
Malaga-Torremolinos, 1984; (Melbourne 1988)

The CCITT,

considering:

- (a) that rapid changes in technology and telecommunication services make it desirable for an accelerated procedure to be used for the approval of new and revised Recommendations between Plenary Assemblies;
- (b) that use of this procedure should be encouraged to reduce the workload of Plenary Assemblies;

decides

that the approval of new and revised Recommendations between Plenary Assemblies may be sought from Members in accordance with the following rules:

**1. Prerequisites**

1.1 Upon request of the Study Group Chairman the Director of the CCITT shall explicitly announce the intention to seek to apply the approval procedure set out in this Resolution when convening the meeting of the Study Group. He/she shall include the specific intent of the proposal in summarized form. Reference shall be provided to the report or other documents where the text of the draft new Recommendation or the draft revised Recommendation to be considered may be found.

This information shall also be distributed to all Members.

The invitation to the meeting as well as the advice on the intended use of this approval procedures should be sent by the Director of the CCITT so that it shall be received, so far as practicable, at least three months before the meeting.

1.2 Approval may only be sought for a draft new Recommendation within the Study Group's mandate as defined by the Questions allocated to it in accordance with Article 58, No. 326 of the Nairobi Convention. Alternatively, or additionally, approval may be sought for amendment of an existing Recommendation within the Study Group's mandate, unless the text of that Recommendation specifically excludes application of this procedure.

1.3 Where a draft Recommendation (or revision) falls within the mandate of more than one Study Group, the Chairman of the Study Group proposing the approval should consult and take into account the views of any other Study Group Chairmen concerned before proceeding with the application of this approval procedure.

1.4 In the interests of stability, revision of a Recommendation approved during a given study period should not normally be put to this procedure again during the same study period unless the proposed revision complements rather than changes the agreement reached in the previous version.

## **2. Requirements at the Study Group's meeting**

2.1 After debate at the Study Group's meeting the decision of the Delegations to apply this approval procedure must be unanimous (but see 2.3).

2.2 This decision must be reached during the meeting upon the basis of a text available in its final form to all participants at the meeting. Exceptionally, but only during the meetings, delegations may request more time to consider their positions. Unless the Director of the CCITT is advised of formal opposition from any of these Delegations within a period of six weeks after the last day of the meeting, he shall proceed in accordance with section 3.1.

2.3 A delegate may advise at the meeting that his/her delegation is abstaining from the decision to apply the procedure. This delegation's presence shall then be ignored for the purposes of 2.1 above. Such an abstention may subsequently be revoked, but only during the course of the meeting.

## **3. Consultation**

3.1 Within one month of a Study Group's final decision to seek approval, the Director of the CCITT shall request Members to inform him/her within three months whether they approve or do not approve the proposal.

This request shall be accompanied by reference to the complete final text in the three working languages of the proposed new Recommendation of the proposed revised Recommendation.

3.2 The CCITT Secretariat shall also advise RPOAs, SIOs and IOs participating in the work of the Study Group in question that Members are being asked to respond to a consultation on a proposed new Recommendation or proposed revised Recommendation, but only Members are entitled to respond.

3.3 If 70% or more of the replies from Members indicate approval, the proposal shall be accepted.

If the proposal is not accepted it shall be referred back to the Study Group. Subject to further consideration in the Study Group, the proposal may be submitted again for approval, either using the procedure set out in this Resolution (including the prerequisites in Section 1 above) or through the Plenary Assembly according to section I.12 of Resolution No. 1.

3.4 Those Members who indicate disapproval are encouraged to advise their reasons and to indicate possible changes in order to facilitate further consideration by the Study Group.

#### **4. Notification**

4.1 The Director of the CCITT shall promptly notify the results of the consultation by Circular letter.

The Director of the CCITT shall arrange that this information is also included in the next available ITU Notification.

4.2 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the CCITT Secretariat may correct these with the approval of the Chairman of the Study Group.

4.3 Any comments received along with responses to the consultation shall be collected by the CCITT Secretariat and submitted to the next meeting of the Study Group or to the relevant Special Rapporteur for consideration.

4.4 The Secretary General shall publish the approved new Recommendations or revised Recommendations in the working languages as soon as practicable, indicating, as necessary, a date of entry into effect.

---

**Note** - For the purpose of this Resolution, use of the term "Member" should not be read as having any implications for the customary practice of each country in dealing with CCITT matters. It should be further noted that Article 11 of the Nairobi Convention, Nos. 86 and 87, states that administrations of all Members of the Union are, of right, members of the CCITT.





**RESOLUTION NO. 4**

**Publication of CCITT Books**

**(Geneva, 1958; New Delhi, 1960; Geneva, 1964; Mar del Plata, 1968;  
Geneva, 1972; Geneva, 1976; Geneva, 1980;  
Malaga-Torremolinos, 1984; Melbourne, 1988)**

RESOLUTION NO. 4

**Publication of CCITT Books**

**(Geneva, 1958; New Delhi, 1960; Geneva, 1964; Mar del Plata, 1968;  
Geneva, 1972; Geneva, 1976; Geneva, 1980;  
Malaga-Torremolinos, 1984; Melbourne, 1988)**

The CCITT,

decides that

(1) The CCITT Book shall be published in separate volumes and fascicles according to the following;

**a) Volume I - (4 fascicles, sold separately)**

- I.1 - Minutes and reports of the Plenary Assembly.  
List of Study Groups and Questions under study.
- I.2 - Opinions and Resolutions.  
Recommendations on the organization and working procedures of CCITT (Series A).
- I.3 - Terms and Definitions. Abbreviations and acronyms. Recommendations on means of expression (Series B) and General telecommunications statistics (Series C).
- I.4 - Index of Blue Book

**b) Volume II - (6 fascicles, sold separately)**

- II.1 - General tariff principles - Charging and accounting in international telecommunications services. Series D Recommendations (Study Group III).
- II.2 - Telephone network and ISDN - Operation, numbering, routing and mobile service. Recommendations E.100 - E.333 (Study Group II).

- II.3 - Telephone network and ISDN - Quality of service, network management and traffic engineering. Recommendations E.401 - E-880 (Study Group II).
- II.4 - Telegraph and mobile services - Operations and quality of service. Recommendations F.1 - F.140 (Study Group I).
- II.5 - Telematic, data transmission and teleconference services. Operations and Quality of Service. Recommendations F.160 - F.353, F.600, F.601, F.710 - F.730 (Study Group I).
- II.6 - Message handling and directory services - Operations and definition of service. Recommendations F.400 - F.422, F.500 (Study Group I).

**c) Volume III - (9 fascicles, sold separately)**

- III.1 - General characteristics of international telephone connections and circuits. Recommendations G.101 - G.181 (Study Groups XII and XV).
- III.2 - International analogue carrier systems. Recommendations G.211 - G.544 (Study Group XV).
- III.3 - Transmission media - Characteristics. Recommendations G.601 - G.654 (Study Group XV).
- III.4 - General aspects of digital transmission systems; terminal equipments. Recommendations G.700 - G.795 (Study Groups XV and XVIII)
- III.5 - Digital networks, digital sections and digital line systems. Recommendations G.801 - G.961 (Study Groups XV and XVIII).
- III.6 - Line transmission of non-telephone signals. Transmission of sound-programme and television signals. Series H and J Recommendations (Study Group XV).

- III.7 - Integrated Services Digital Network (ISDN) - General structure and service capabilities. Recommendations I.110 - I.257 (Study Group XVIII).
- III.8 - Integrated Services Digital Network (ISDN) - Overall network aspects and functions, ISDN user-network interfaces. Recommendations I.310 - I.470 (Study Group XVIII).
- III.9 - Integrated Services Digital Network (ISDN) - Internetwork interfaces and maintenance principles. Recommendations I.500 - I.605 (Study Group XVIII).

**d) Volume IV - (4 fascicles, sold separately)**

- IV.1 - General maintenance principles: maintenance of international transmission systems and telephone circuits. Recommendations M.10 - M.782 (Study Group IV).
- IV.2 - Maintenance of international telegraph and leased circuits. Maintenance of the international public telephone network. Maintenance of maritime satellite and data transmission systems. Recommendations M.800 - M.1375 (Study Group IV).
- IV.3 - Maintenance of international sound-programme and television transmission circuits. Series N Recommendations (Study Group IV).
- IV.4 - Specifications for measuring equipment. Series O Recommendations (Study Group IV).

**e) Volume V - Telephone transmission quality. Series P Recommendations (Study Group XII).**

- f) Volume VI - (14 fascicles, sold separately)**
- VI.1 - General Recommendations on telephone switching and signalling. Functions and information flows for services in the ISDN. Supplements. Recommendations Q.1 - Q.118 bis (Study Group XI).
  - VI.2 - Specifications of Signalling Systems Nos. 4 and 5, Recommendations Q.120 - Q.180 (Study Group XI).
  - VI.3 - Specifications of Signalling System No. 6. Recommendations Q.251 - Q.300 (Study Group XI).
  - VI.4 - Specifications of Signalling Systems R1 and R2. Recommendations Q.310 - Q.490 (Study Group XI).
  - VI.5 - Digital local, transit, combined and international exchanges in integrated digital networks and mixed analogue-digital networks. Supplements. Recommendations Q.500 - Q.554 (Study Group XI).
  - VI.6 - Interworking of signalling systems. Recommendations Q.601 - Q.699 (Study Group XI)
  - VI.7 - Specifications of Signalling System No. 7. Recommendations Q.700 - Q.716 (Study Group XI).
  - VI.8 - Specifications of Signalling System No. 7. Recommendations Q.721 - Q.766 (Study Group XI).
  - VI.9 - Specifications of Signalling System No. 7. Recommendations Q.771 - Q.795 (Study Group XI).
  - VI.10 - Digital Subscriber Signalling System No. 1 (DSS 1) Data Link Layer. Recommendations Q.920 - Q.921 (Study Group XI)

- VI.11 - Digital Subscriber Signalling System, No. 1 (DSS 1), Network Management. Recommendations Q.930 - Q.940 (Study Group XI).
- VI.12 - Public land mobile network. Interworking with ISDN and PSTN. Recommendations Q.1000 - Q.1032 (Study Group XI)
- VI.13 - Public land mobile network. Mobile application part and interfaces. Recommendations Q.1051 - Q.1063 (Study Group XI).
- VI.14 - Interworking with satellite mobile systems. Recommendations Q.1100 - Q.1152 (Study Group XI).

**g) Volume VII - (7 fascicles, sold separately)**

- VII.1 - Telegraph transmission. Series R Recommendations. Telegraph services terminal equipment. Series S Recommendations (Study Group IX).
- VII.2 - Telegraph switching. Series U Recommendations (Study Group XI).
- VII.3 - Terminal equipment and protocols for telematic services. Recommendations T.0 - T.63 (Study Group VIII).
- VII.4 - Conformance testing procedures for the Teletex Recommendations. Recommendation T.64 (Study Group VIII).
- VII.5 - Terminal equipment and protocols for Telematic Services. Recommendations T.65 - T.101, T.150 - T.390 (Study Group VIII).
- VII.6 - Terminal equipment and protocols for telematic services. Recommendations T.400 - T.418 (Study Group VIII).
- VII.7 - Terminal equipment and protocols for telematic services. Recommendations T.431 - T.564 (Study Group VIII).

**h) Volume VIII - (8 fascicles, sold separately)**

- VIII.1 - Data communication over the telephone network. Series V Recommendations (Study Group XVIII).
- VIII.2 - Data Communication networks: services and facilities, interfaces. Recommendations X.1 X.32 (Study Group VII).
- VIII.3 - Data communication networks: transmission, signalling and switching, network aspects, maintenance and administrative arrangements. Recommendations X.40 - X.181 (Study Group VII).
- VIII.4 - Data communication networks: Open Systems Interconnection (OSI) - Model and notation, service definition. Recommendations X.200 - X.219 (Study Group VII).
- VIII.5 - Data communication networks: Open Systems Interconnection (OSI) - Protocol specifications, conformance testing. Recommendations X.220 - X.290 (Study Group VII).
- VIII.6 - Data communication networks: interworking between networks, mobile data transmission systems. Recommendations X.300 - X.370 (Study Group VII).
- VIII.7 - Data communication networks: message handling systems. Recommendations X.400 - X.420 (Study Group VII).
- VIII.8 - Data communication networks: directory. Recommendations X.500 - X.521 (Study Group VII).

- i) Volume IX-** Protection against interference. Series K Recommendations (Study Group V). Construction, installation and protection of cable and other elements of outside plant. Series L Recommendations (Study Group VI).



**j) Volume X - (7 fascicles, sold separately)**

- X.1 - Functional Specification and Description Language (SDL). Criteria for using Formal Description Techniques (FDTs). Recommendation Z.100 and Annexes A, B, C and E, Recommendation Z.110 (Study Group X).
- X.2 - Annex D to Recommendation Z.100: SDL user guidelines (Study Group X).
- X.3 - Annex F.1 to Recommendation Z.100: SDL formal definition. Introduction (Study Group X).
- X.4 - Annex F.2 to Recommendation Z.100: SDL formal definition. Static semantics (Study Group X).
- X.5 - Annex F.3 to Recommendation Z.100: SDL formal definition. Dynamic semantics (Study Group X).
- X.6 - CCITT High Level Language (CHILL). Recommendation Z.200 (Study Group X).
- X.7 - Man-Machine Language (MML). Recommendations Z.301 - Z.341 (Study Group X).

(2) Except for Volume I, each volume or fascicle sold separately will contain, in its subject area:

- the texts of the recommendations (in principle, worldwide in scope, or in particular cases, of a regional nature);
- the texts of supplements of a documentary nature, adopted by the Study Groups, which cannot be published as ordinary Contributions. These supplements should be limited in number and if included already in a preceding Book, will not be republished.

The technical terms, together with their definitions found throughout the Book will be collected and published in Fascicle I.3.

(3) Each volume for fascicle will be published in A4 format with a cover whose colour will rotate, successively after each Plenary Assembly, through the colours of previous CCITT Books, in their chronological order (i.e. blue, white, green, orange, yellow and red).



**ANNEX N**

**RESOLUTION NO. 5**

**Numbering and lay-out of CCITT Recommendations**

**(Geneva, 1958, New Delhi, 1960; Geneva, 1964, 1972, 1976  
and 1980, Malaga-Torremolinos, 1984; Melbourne, 1988)**

RESOLUTION NO. 5Numbering and lay-out of CCITT Recommendations

(Geneva, 1958, New Delhi, 1960; Geneva, 1964, 1972, 1976 and 1980, Malaga-Torremolinos, 1984; Melbourne, 1988)

The CCITT,  
decides that

(1) All CCITT Recommendations shall be numbered; the number of each Recommendation shall have a letter prefix referring to the series, as well as a reference number.

(2) The series of Recommendations shall be as follows:

Reference Letter of the series	Scope of the Series	Volume in which the Recommendations will be published
A	Organization of the work of the CCITT	I.2
B	Means of expression (definitions, symbols, classification)	I.3
C	General telecommunications statistics	I.3
D	General tariff principles	II.1
E	International telephone operation, network management and traffic engineering	II.2, II.3
F	Telegraph, telematic, message handling and directory services; operations, quality of service and definitions of service	II.4 to II.6
G	Transmission systems and media, digital systems and networks	III.1 to III.5
H	Line transmission of non-telephone signals	III.6
I	Integrated Services Digital Networks (ISDN)	III.7 to III.9
J	Transmission of sound programme and television signals	III.6
K	Protection against interference	IX
L	Construction, installation and protection of cable and other elements of outside plant	IX
M	Maintenance: international transmission systems, telephone circuits, telegraphy, facsimile and leased circuits	IV.1, IV.2
N	Maintenance: international sound programme and television transmission circuits	IV.3
O	Specifications of measuring equipment	IV.4
P	Telephone transmission quality, telephone installations local line networks	V
Q	Telephone switching and signalling	VI.1 to VI.14
R	Telegraph transmission	VII.1
S	Telegraph services terminal equipment	VII.1
T	Terminal equipment and protocols for telematic services	VII.3 to VII.7
U	Telegraph Switching	VII.2
V	Data communication over the telephone network	VIII.1
X	Data communication networks	VIII.2 to VIII.8
Z	Programming languages	X.1 to X.7

(3) Recommendations in each series shall be classified in sections according to subject.

(4) The operative part of a Recommendation shall be preceded by a statement of the reasons that have led to the issue of the Recommendation. This will be worded, as far as possible, in an informative way, omitting the formula "considering".



**ANNEX 0**

**RESOLUTION No. 17**

**Pre-eminence of CCITT in world-wide telecommunications  
standardization (Melbourne, 1988)**

**RESOLUTION No. 17**

**Pre-eminence of CCITT in world-wide telecommunications  
standardization (Melbourne, 1988)**

The IXth CCITT Plenary Assembly, Melbourne, 1988,

**considering**

- (a) the accelerating pace of development of telecommunications technology which is shortening product life cycles and increasing the range and diversity of new services and applications and the speed with which they become feasible;
- (b) the high priority accorded by Member countries of the ITU to investment in telecommunications systems and services and the strong desire which exists for this investment to be based upon CCITT Recommendations;
- (c) the need for timely and reliable CCITT Recommendations to assist all Member countries in the balanced development of their telecommunications infrastructure;
- (d) that the updating of CCITT Resolution No. 1 of the IXth Plenary Assembly gives a formal basis for a number of immediate and useful practical changes in Study Groups' working procedures;
- (e) the need for CCITT to manage its expanding work-load effectively and efficiently taking full account both of resource constraints which affect the Union as a whole and the quality and universality of the results of the CCITT's work;
- (f) the need for CCITT to work effectively with national and regional standardization activities in particular through working to comparable time-frames;
- (g) the need for CCITT to examine closely its appropriate relations with other international standardization bodies, including in particular the CCIR, ISO and IEC in order to reflect properly the implications of increasing convergence of technologies;
- (h) the need for CCITT to maintain its pre-eminent position in the field of world-wide standardization for telecommunications.



**noting that**

- (i) the consequences of CCITT's failing to keep well abreast will be that the coordinated development of new world-wide systems and services will be delayed, and the cost of their introduction will be increased through lack of economies of scale which affects all Members but particularly developing countries;
- (j) for CCITT to be fully responsive to the rapid changes in the world telecommunications environment now in train it must work with the maximum flexibility and be able to make timely adjustments as and when necessary to its procedures and working methods;

**observing that**

- (k) the periods of time between CCITT Plenary Assemblies and Plenipotentiary Conferences of the Union are such that rapid changes to working procedures for the CCITT as currently set out in the Convention are very difficult to achieve;

**requests the Administrative Council**

to convey to the Plenipotentiary Conference, Nice, 1989 an invitation to endorse:

the importance of the CCITT's maintaining its pre-eminent world-wide position in telecommunications standardization through its Recommendations and the need, in order to ensure this, for the CCITT to give priority to:

- modernization,
- flexibility,
- efficiency,

in the organization and working methods, and

- cooperation

in the production of high quality Recommendations;

**and to request the Plenipotentiary Conference**

When it reviews the International Telecommunication Convention, Nairobi, 1982

- 3 -

- to consider what changes may be needed to enable the CCITT to do what is necessary in a timely way to maintain its pre-eminent position;
- to note in particular Resolution No. 2 of the CCITT Plenary Assembly, Melbourne, 1988, and take the appropriate steps so that the CCITT can achieve immediate improvements in its performance.



**ANNEX P**

**RESOLUTION No. 18**

**Future evolution of the CCITT working methods and structure**

RESOLUTION No. 18

Future evolution of the CCITT working methods and structure

(Melbourne, 1988)

The IXth Plenary Assembly of the CCITT, Melbourne, 1988

**considering**

- (a) that there is general agreement regarding the need for the future evolution towards a functional CCITT Study Group structure;
- (b) that with the development of ISDN many aspects of the traditionally separate voice and non-voice services are likely to be drawn closer together;
- (c) that related CCITT studies should take into account such growing commonality of service provision;
- (d) that the work of the CCITT will increasingly need to take account of the needs of broadband/broadcast services and that increasing liaison with CCIR for these and other converging areas will be required;
- (e) that there is continuing pressure to increase the efficiency of working in CCITT Study Groups and to reduce costs without prejudicing the quality and universality of the results of the CCITT's work;
- (f) that any proposed reorganization must take account of the needs of both developed and developing countries;
- (g) that the relations between the CCITT and other relevant bodies inside and outside the ITU should be taken into account including harmonization of the respective work programmes to the extent possible;
- (h) that the working methods of CCITT Study Groups may be affected by the structure of the Study Groups and that this should be taken into account;
- (i) that the further evolution of CCITT organization and working methods may be affected by the decisions of WATTC-88, as well as those of the Plenipotentiary Conference;

**resolves**

(1) to establish an ad hoc Group, open to all Administrations, RPOAs and scientific or industrial organizations participating in the work of the CCITT for the purpose of continuing studies related to the working methods and structure of CCITT and CCITT's relations with other relevant bodies inside and outside the ITU;

(2) that the principal task of the Group will be to develop specific proposals designed to ensure that the CCITT continues to maintain its pre-eminent world-wide position in telecommunications standardization. The Group's work should be based on the need for the CCITT to give priority to the following principles:

- modernization,
- flexibility,
- efficiency, in organization and working methods,
- cooperation, in the production of high quality Recommendations;

the Group should, amongst any other issues it may consider relevant, develop proposals on future Study Group structure having regard to the issues on this subject left open by Special Study Group "S" for consideration after the IXth Plenary Assembly as in AP IX-1, Annex C;

the Group should review all existing Resolutions, Series-A Recommendations and other relevant texts with a view to improving further the efficiency of CCITT working methods. In its work, the Group should take account of relevant decisions of, and instructions from, the Plenipotentiary Conference, as well as the results of the IXth Plenary Assembly, including in particular the discussion at the ninth Plenary meeting on the question of selection of Study Group Chairman and Vice-Chairman;

(3) that the ad hoc Group should complete and publish its work one year before the Xth Plenary Assembly, so that Administrations may consider its proposals in advance of the Plenary Assembly;

(4) that Study Group should take the ad hoc Group's proposals into account in preparing Questions for the 1993-1996 study period;

(5) that the ad hoc Group should report to the Xth Plenary Assembly. This Report may take into account comments on the proposals of the ad hoc Group received after the proposals are published,

**instructs**

the Director of the CCITT to solicit Contributions and convene a first meeting of the ad hoc Group at an appropriate time soon after the Plenipotentiary Conference. The ad hoc Group should elects its Chairman and Vice-Chairman(men) at that first meeting.





ANNEX Q

RECOMMENDATION A.15

PRESENTATION OF CCITT TEXTS

**Recommendation A.15**

**PRESENTATION OF CCITT TEXTS**

(Geneva, 1980)

The CCITT,  
**considering**

(a) that continuous effort must be expended to avoid unnecessary complication in CCITT documents and published material;

(b) that adoption of an acceptable method of text presentation simplifies work procedures;

(c) that a logical system of paragraph numbering facilitates the work of delegates, interpreters and others using texts in more than one language;

(d) that electronic storage and manipulation of text is facilitated by standardized text formats.

**recommends**

(1) that a system providing for the logical, hierarchical numbering and standardized layout of texts be applied to all CCITT texts;

(2) that due consideration be given in the application of such a system to both the needs of the user and the exigencies of electronic storage and treatment of text (see Appendix I).

Not all text passages need necessarily be numbered (among other reasons, for aesthetic considerations). In this regard, however, due consideration must be given to the requirements of both the individual reader and the interpreter during Study Group meetings.

The recommended numbering system, as illustrated below, was designed to apply primarily to the content of a CCITT Recommendation but may be applied generally to a chapter of a CCITT manual or to other texts.

The system must be adaptable to content of texts structured as follows:

- introductory part;
- main divisions;
- subdivisions;
- annexes;
- appendices;
- references;
- bibliographies.

**Note 1** - Texts do not necessarily contain an introductory part, annexes, appendices, references or bibliographies.

**Note 2** - A supplement is considered as a separate document which is associated with a Recommendation Series of the CCITT.

**Note 3** - The definition of "Annex" and "Appendix" are similar and some Study Groups use both in publishing the results of their work. While not indispensable, it would be helpful if some distinction could be made between the two, leading to a standard approach to their application. The following descriptions are provided for this purpose.

**Annex:** An annex to a document should contain material which contributes substantially to the overall comprehensibility and completeness of the document.

Appendix: An appendix to a document should contain material which is supplementary and is associated with, but separate from, the subject matter of the document and is not essential to its completeness or comprehensibility.

## 1 Numbering of the divisions of text

### 1.1 Numbering of the introductory part

Numbers beginning with the digit 0 may be assigned to the introductory part of the text for information retrieval purposes.

The numbering is with Arabic numerals (they are suppressed when published).

### 1.2 Numbering of the main divisions

The main divisions are numbered continuously beginning with the digit 1 (a number without a separation point).

The numbering is with Arabic numerals (boldface when published).

### 1.3 Numbering of subdivisions of main divisions

The subdivisions of the main divisions are numbered, for example, 1.1, 1.2, 2.1.1, 2.3.4 (several numbers separated by points).

The numbering is with Arabic numerals.

**Note** - When reference is made to numbered text passages, the symbol & is used (see &8.1).

### 1.4 Numbering of annexes

Annexes are assigned capital letters beginning with A. The word and the letter, for example "ANNEX A", are in capitals, Roman and centred horizontally.

Divisions of an annex are numbered by Arabic numerals following the letter of annex, e.g. A.1, B.2.1..

### 1.5 Numbering of appendices

Appendices are assigned Roman numbers beginning with the number 1. In the title of an appendix, the word is in Roman capitals, thus "APPENDIX IV", and centred horizontally. Divisions of an appendix are numbered by Arabic numerals following the number of the appendix, e.g. I.2, IV.3.4.

1.6 A point is placed only between the numbers (or between the letter and the number) designating subdivisions of different levels.

## 2 Titles

2.1 The text of the title (CCITT Recommendation, chapter or section of a CCITT manual) is in capitals (boldface when published) and is centred horizontally.

2.2 The text of the title of a main division is in lowercase (boldface when published). The text is indented with respect to the margin.

2.3 The text of the title of an annex or appendix is lowercase (boldface when published). The text is centred horizontally below the word "ANNEX" or "APPENDIX" and its associated letter of the annex (see && 1.4 and 1.5).

2.4 The texts of the titles of the subdivisions of: a) the introductory part, b) the main divisions and c) the annexes and appendices are in lowercase and underlined (italics when published). They are indented with respect to the margin.

### 3 Text passages

Text passages begin with an indent with respect to the margin with the following lines aligned at the margin. The numbers assigned to the text passages are placed at the margin.

### 4 Notes associated with the main text

#### 4.1 Notes in the main text

The word "Note" followed by the text begins with an indent with respect to the margin with the following lines aligned at the margin.

Note - The word "Note" is underlined (italics when published) and followed by a space, a dash, a space and then the text. Several notes together are assigned consecutive numbers (e.g. Note 1 -).

#### 4.2 Footnotes to the main text

A footnote is referred to from the main text through the use of a superior positioned number followed by a superior positioned parenthesis, thus<sup>1</sup>.

Footnotes are numbered consecutively within a CCITT Recommendation or generally within a chapter of a CCITT manual.

---

<sup>1</sup> The text of a footnote is preceded by an Arabic number followed by a parenthesis (superior positioned characters) and a space. The lines of the text are aligned with respect to the beginning of the first line of text.

## 5 Enumerations

### 5.1 First level enumerations

Each item in a first level enumeration may be presented thus:

- a) a lowercase Roman letter followed by a parenthesis, several character spaces and the text of the item or
- 1) an Arabic number followed by parenthesis, several character spaces and the text of the item or
- i) a lowercase Roman number followed by a parenthesis, several character spaces and the text of the item or
- a dash followed by several character spaces and the text of the item.

**Note 1** - The lines of the text are aligned with respect to the beginning of the text of the item.

**Note 2** - If there are several text passages under a given item, the beginning of each text passage is aligned with respect to the beginning of the first text passage.

**Note 3** - A note associated with an item, including the underlined word "Note" (italics when published), is aligned with respect to the beginning of the text of the item.

**Note** - A note associated with all the enumerated items, including the underlined word "Note" (italics when published), is aligned with respect to the letters, numbers or dashes, which are indented with respect to the margin.

## 5.2 Second level enumerations

Second level enumerations are similar to first level enumerations. They may, for example, be presented thus:

- a) use of a lowercase letter followed by a parenthesis and several character spaces at the first level and
  - 1) use of an Arabic number followed by a parenthesis and several character spaces at the second level or
  - i) use of a lowercase Roman number followed by a parenthesis and several character spaces at the second level or
  - use of a dash and several character spaces at the second level or
- 1) use of an Arabic number followed by a parenthesis and several character spaces at the first level and
  - use of a dash and several character spaces at the second level or
- i) use of a lowercase Roman number followed by a parenthesis and several character spaces at the first level and
  - use of a dash and several character spaces at the second level.

**Note 1** - Alignment of several text passages in second level enumerations is similar to the alignment of text passages in first level enumerations as described in &5.1.

**Note 2** - The presentation of the notes in second level enumerations is similar to the presentation of the notes in first level enumerations as described in &5.1.



### 5.3 Titles in enumerations

The titles of the enumerated items are written in lowercase letters and underlined (italics when published). They are not numbered but are indented with respect to the margin. The different cases may be presented thus:

#### Example 1

In this example the text of the enumerated item is aligned with the beginning of the title.

Example 2 - In this example the title is followed by a space, a dash, a space and the text of the enumerated item. The following lines of text are aligned with the beginning of the title.

#### Example 3

1) In this example the title is followed by a first level enumeration (see &5.1).

- The first level enumeration can be followed by a second level enumeration (see &5.2).

#### a) Example 4

In this example the title is indented with respect to the letter or number and the text is aligned with the beginning of the title.

b) Example 5 - In this example the title is indented with respect to the letter or number, and is followed by a space, a dash, a space and the text of the enumerated item. The following lines of text are aligned with the beginning of the title.

c) **Example 6**

- In this example the title is indented with respect to the letter or number and is followed by a second level enumeration (see &5.2).

**6 Tables and figures**

**6.1 Numbering of tables and figures**

Tables and figures are numbered with reference to the main division, the annex or the appendix of the text. They are identified by the words "TABLE" and "FIGURE" respectively in association with an assigned number as described in Table 1/A.15.

**6.2 Titles of tables and figures**

The titles of the tables and figures are in lowercase letters (boldface when published). They are placed below the word "TABLE" and "FIGURE" and centred horizontally (see Table 1/A.15 and Figure 1/A.15).

**6.3** The table itself is placed below its title (see Table 1/A.15).

**6.4** The figure itself is placed above its number and title (see Figure 1/A.15).

TABLE 1/A.15

## Numbering of tables and figures

Designation	Meaning of designation
TABLE 1/W.1001 <sup>a)</sup>	First table in Recommendation W.1001
TABLE 2/W.1001 <sup>b)</sup>	Second figure in Recommendation W.1001
TABLE A-3/W.1001	Third table in Annex A of Recommendation W.1001
TABLE II-2/W.1001	Second table in Appendix II of Recommendation W.1001
TABLE 6-4(VII)	Fourth table in & 6 of Chapter VII of a manual
FIGURE 6-5 (B.II)	Fifth figure in & 6 of Part B, Chapter II of a manual

a) The word "TABLE" is in capital Roman followed by its assigned number.

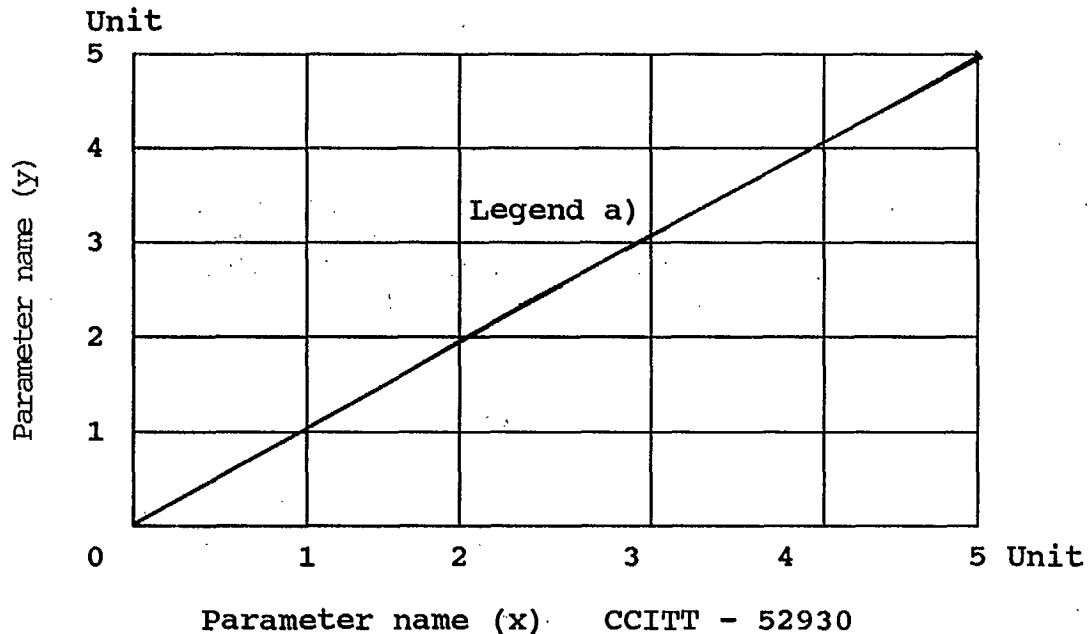
b) The word "FIGURE" is in capital Roman followed by its assigned number.

Note 1 - The words "TABLE" and "FIGURE" in association with their numbers are centred horizontally (see &6.2).

Note 2 - In order to avoid confusing the footnotes to the text with those to tables or figures, the footnotes to the tables of figures will be indicated by a superior positioned letter, followed by a superior positioned parenthesis.

## 6.5 Notes associated with tables or figures

6.5.1 In the case of tables, the notes are placed below the table. In the case of figures, the notes are placed between the figure and the number and title of the figure. The notes are aligned at an appropriate indent with respect to the margin or with respect to the table of figure.



a) Explanatory comments are placed immediately below the figure.

Note - General notes to the figure are placed above the number and title of the figure (see &6.5.1).

FIGURE 1/A.15

Presentation of notes associated with figures

6.5.1.1 In the case of a general note to the table or figure (a note not referred to from the table of figure), the text of the note is preceded by the underlined word "Note" (italics when published). Several notes together are assigned consecutive numbers (e.g. Note 1 -).

6.5.1.2 In the case of a note referred to from a table of figure, the note is referred to through the use of a superior positioned letter followed by a superior positioned parenthesis and a space.

## 7 Formulas

7.1 Formulas are numbered with reference to the main division of the annex of the text. They are centred horizontally and are identified by an assigned number placed at the right margin illustrated as follows:

"Centred formula" (7-1)

"Centred formula" (A-2)

where

(7-1) is the first formula in & 7.

(A-2) is the second formula in Annex A.

7.2 Listings of symbols and variables are aligned at an indent with respect to the margin. Explanations of the symbols and variables are indented with respect to the symbols or variables (see & 7.1).

## 8 References, bibliographies

### 8.1 Reference to other divisions or subdivisions

The sign "&" is used to refer to a numbered text passage of the same Recommendation or of the same chapter of a CCITT manual, e.g. "see & 2", or "as indicated in & 3".

In the case of a manual, the sign "&" can be accompanied by the designation of the part or the chapter in which the cited passage is found, if it is outside of the present chapter, e.g. "see Chapter II, & 5".

## 8.2 List of specific references

Reference numbers within square brackets (e.g. "[3]", signifying: see the third reference) are used when the text is referencing a passage (or the contents) or another publication.

The number of a Recommendation may be cited in the text but it must be accompanied by a reference number within square brackets which allows a more complete description of the reference.

Specific references are numbered consecutively within a Recommendation or chapter of a manual, assigning the number 1 to the first reference.

A list of the specific references is placed at the end of the Recommendation<sup>2</sup> (annexes and appendices included) but before the bibliography (if there is one). The reference numbers are Arabic numerals within square brackets and aligned at the margin. The text of the reference is indented with respect to the margin as illustrated in the three examples [1] to [3].

---

<sup>2</sup> For manuals, at the end of a chapter or at the end of the manual, as desired.

### 8.3 Bibliography

The elements of the bibliography are placed at the end of the Recommendation<sup>3</sup>, or for a manual at the end of the thematic subdivision to which it relates. The word "Bibliography" appears as a non-numbered title in lowercase (boldface when published). The text of the elements of the bibliography is aligned at the margin. The elements are in alphabetical order.

They contain the following information, in the given order:

- a) **Name of author(s)** - The name(s) are written in capitals, Roman, followed by the initial(s) of the first name(s) in capitals, Roman with point(s) after, and placed within parentheses.
- b) **Title of the publication** - written in lowercase, Roman.
- c) **Source of the publication** - written in lowercase, underlined (italics when published).
- d) Information concerning the volume, number, page, location, month and year are written in lowercase, Roman.

**Note** - When the author of a publication is not indicated, the underlined title (italics when published) is placed first and the source is then put in lowercase, Roman.

---

<sup>3</sup> If the Recommendation contains one or several annexes or appendices together with bibliographies, one can differentiate between the titles of the bibliographies: bibliography relating to the text of the Recommendation, bibliography relating to Annex A, etc.

Presentation of CCITT texts – Summary

	bold-face	italic	normal	First line									Following lines						
				left margin	special TAB	TAB 1	TAB 2	TAB 3	fixed space	centred	right margin	left margin	special TAB	TAB 1	TAB 2	TAB 3	fixed space	centred	
<b>Numbers and letters (main text)</b>																			
– 1, 2, 3, etc. . . . .	X			X															
– 0, 0.1, 0.1.2, etc. . . . .			X	X															
– 1.2, 1.2.3, 1.2.3.4, A.1, A.1.2, etc. . . . .			X	X															
– (a), (1) . . . . .			X			X													
<b>Titles (main text)</b>																			
– title of documentation . . . . .	X									X									X
– title following 1, 2, 3, etc. . . . .	X					X													
– title following 1.1, 1.2, 1.2.3, A.1, . . . . .		X				X							X						
– title following 1.2.3.4, etc. . . . .		X							X							X			
– “ANNEX A” or “APPENDIX I” . . . . .			X							X									
– titre of an annex or an appendix . . . . .	X									X									X
<b>Text passages</b>																			
– text following 1, 1.2, 1.2.3 . . . . .			X			X						X							
– text following 1.2.3.4, etc. . . . .			X						X			X							
– text following (a), (1) . . . . .			X				X					X							
– unnumbered text passages . . . . .			X			X						X							
<b>Notes (main text)</b>																			
– “Note”, “Note 1” . . . . .		X				X													
– text following “Note” or “Note 1” . . . . .			X						X			X							
– “1)” of footnote . . . . .			X	X															
– text of footnote following “1)” . . . . .			X	X	X								X						
<b>Enumerations</b>																			
– titles . . . . .		X				*	*							*	*				
– text under the title . . . . .			X			*	*							*	*				
– a), —, 1), i) . . . . .			X			*	*							*	*				
– text following a), —, 1), i) . . . . .			X			*	*							*	*				
– “Note” . . . . .		X				*	*							*	*				
– text following “Note” . . . . .			X						X					*	*				
* TAB fixed according to type and level (see the examples of § 5)																			
<b>Tables and figures</b>																			
– “TABLE 1/W.1001” “FIGURE 2/W.1001” . . . . .			X																
– titles of tables and figures . . . . .	X									X									X
<b>Formulas</b>																			
– number of formula “(2-1)” . . . . .			X										X						
– formula . . . . .										X									
– listing of symbols and variables . . . . .						X													
– explanations of symbols and variables . . . . .			X				X												
<b>References</b>																			
– title . . . . .	X					X													
– reference number “[3]” . . . . .			X	X															
– text following “[3]” . . . . .						X							X						
<b>Bibliography</b>																			
– title . . . . .	X					X													
– unnumbered text . . . . .				X								X							



## APPENDIX I

(to Recommendation A.15)

### Treatment of machine readable texts

I.1 The CCITT presently received most material for documents and publications in written form. Many Administrations and other originators of documentation increasingly use automated office equipment in preparing material for submission to the CCITT. Considering the increasing volume of submissions and the ITU's continuing efforts to control costs and to prepare documentations and publications expeditiously, Administrations and other Organizations are encouraged to submit material in machine readable form compatible with the ITU's capabilities whenever possible. The "word processor" currently used in CCITT/ITU is SAMNA and for figures, diagrams and flow charts the current CCITT software is autoCAD.

I.2 To facilitate the exchange of machine readable information the ITU is augmenting its capabilities to accommodate different magnetic media, telecommunications methods, and word processing formats. As these improvements will be made throughout the 1989-1992 Study Period, contributors should request guidance from the ITU Computer Department.

I.3 Contributors' attention is drawn to the importance of adhering to the presentation rules detailed in the body of this Recommendation. It is of primordial importance that any modified text bears marks to identify the changes (see Rec. A.1, & A.2.7). So-called "clean copies" can cause either hours of unnecessary searching or duplication of work.

### References

- [1] CCITT manual **Title of manual**, Part A, Chapter II & 1.2, ITU, Geneva 1972.
- [2] CCITT Recommendation **Title of the Recommendation**, Coloured Book, Vol. XII, Rec. W.1002, Division A, &1.2, ITU, Geneva 1977.
- [3] NAME (F.), NAME (F.): **Title of publication**, Source of publication, Vol. 14, No. 2, pp. 250-270,

### Bibliography

NAME (F.), NAME (F.): **Title of publication**, Source of publication, Vol. 15, No. 3, pp. 270-280, Madrid 1971.

**Title of publication**, Source of publication, Part A, Chapter V, pp. 280-290, Montreal 1975.





