## **ITU – T**

## **Series A: Organization of the work of ITU – T**

**3 Submission and processing of contributions**

## HOW TO SUBMIT A CONTRIBUTION

1. **Select the meeting** for which you wish to submit a contribution
2. **Source**: indicate the entity which you represent at the meeting
3. **Title**: include the title of the proposal/document
4. **Revision**: if suggesting a revision to previous contribution please indicate the document number. Any changes in a previous text should be indicated with revision marks (track changes)
5. Indicate whether your **document is for action or for information**If you select **Action**, your contribution will be placed on the agenda, if you select**Information** your contribution will be available for reference only, and not placed on agenda or discussed
6. **Action required**: if the document is submitted for action, the action expected from the meeting should be clearly indicated
7. **Keywords:** insert relevant keywords
8. **Questions**: click only those Questions to which the proposal relates
9. **Abstract**: this field should include a short summary of the proposal
10. **Lessons learned and suggested best-practices** (if appropriate): insert lessons learned and suggested best-practices which have been included in the contribution
11. **Text of contribution**: This is where the text of your document is to be pasted. If you have tables, graphics, figures or other non-textual elements, they will not be suitably reformatted by the system. In order to solve this shortcoming, you are kindly requested to upload the Word version of the document in the step following the submission of the contribution (step 2).
12. **Enter your contact details** for the contribution. These details will be displayed in the footer of the final document.
13. **Click Submit**. This will display on-screen the submitted document to enable you to review or amend as required. If you wish to make changes, click the "modify request" on the bottom right-corner of the page. Make your changes and click "modify" to save whatever changes you have made.
14. When finished, click the "**confirm request**" button.
15. In the following step, you will be able to **upload** the original Word file by clicking "here". This will open an email message which should be used to send the Word file. The secretariat will be able to include these non-textual elements based on the Word model you uploaded, in the final formatted document to be published.

***3.1 Submission of contributions***

3.1.1 Member States and other duly authorized entities registered with a study group or its relevant group should submit their contributions to current studies via electronic means, in accordance with guidance from the Director of TSB (see clause 3.2.6).

3.1.2 (clause intentionally left blank)

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

3.1.4 Contributors are reminded, when submitting contributions, that early disclosure of patent information is desired, as contained in the statement on Common Patent Policy for ITU-T/ITU-R/ISO/IEC (available at the ITU-T website). Patent declarations are to be made using the "Patent Statement and Licensing Declaration Form for ITU-T/ITU-R Recommendation | ISO/IEC Deliverable" available at the ITU-T website. See also clause 3.1.5.

3.1.5 A general patent statement and licensing declaration may be submitted using the form available at the ITU-T website. The purpose of this form is to give patent holders the voluntary option of making a general licensing declaration relative to patented material contained in any of their contributions. Specifically, the submitter of the licensing declaration declares its willingness to license, in case part(s) or all of any proposals contained in contributions submitted by the organization are included in ITU-T Recommendation(s) and the included part(s) contain items that have been patented or for which patent applications have been filed and whose use would be required to implement ITU-T Recommendation(s). The general patent statement and licensing declaration is not a replacement for the individual (per Recommendation) patent statement and licensing declaration but is expected to improve responsiveness and early disclosure of the patent holder's compliance with the Common Patent Policy for ITU-T/ITU-R/ISO/IEC. Rec. ITU-T A.1 (09/2019) 11

3.1.6 By making a contribution, contributors acknowledge, to the best of their knowledge, that material such as text, diagrams, etc., submitted as their contribution to the work of ITU-T has no restriction2 in order to permit the normal distribution of this material for discussions within the appropriate ITU-T study groups and other groups and possible use, in whole or in part, with or without modification, in any resulting ITU-T Recommendations that are published (see [PP Res. 66]).

3.1.7 If a contribution proposes to make normative reference to, or to incorporate text, diagrams, etc. from a document from a source qualified according to [ITU-T A.5], the source document should be clearly identified in the contribution, allowing [ITU-T A.5] or [ITU-T A.25] to be followed in the case the study group reaches consensus on such a proposal.

3.1.8 A contributor submitting copyrighted software for incorporation in the draft Recommendation is required to submit a software copyright statement and licensing declaration form available at the ITU-T website. The form must be provided to TSB at the same time that the contributor submits the copyrighted software3.

3.1.9 The full text of contributions that are to be considered at a study group or working party meeting shall reach TSB at least 12 calendar days before the meeting.

***3.2 Processing of contributions***

3.2.1 Contributions received at least two months before a meeting may be translated (see clause 3.2.2) and will be posted in the original and, if applicable, in translated languages, on the web as soon as practicable after they are received. They will be printed and distributed at the beginning of the meeting only to the participants present who request paper copies.

3.2.2 If a chairman, in agreement with the participants of his or her study group (or working party), states that the study group (or working party) is willing to use documents in the original language, no translations will be made.

3.2.3 Contributions received by the Director less than two months but not less than 12 calendar days before the date set for the opening of a meeting cannot be translated. 3.2.4 Contributions should be posted on the web no more than three working days after they are received by the secretariat. 3.2.5 Contributions received by the Director less than 12 calendar 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. The final decision as to their consideration by the meeting shall be taken by the study group (or working party). 3.2.6 The Director should insist that contributors follow the rules established for the presentation and form of documents set out in clause 2 of [ITU-T A.2], and the timing given in clause 3.1.9. A reminder should be sent out by the Director whenever appropriate.

3.2.7 The Director, with the agreement of the study group chairman, may return to the contributor any document that does not comply with the general directives set out in [ITU-T A.2], so that it may be brought into line with those directives.

3.2.8 Contributions shall not be included in reports as annexes but should be referenced as needed.

3.2.9 Contributions should, as far as possible, be submitted to a single study group. If, however, a member submits a contribution that it believes is of interest to several study groups, it should identify the study group primarily concerned; a single sheet giving the title of the contribution, its 2 Restrictions include, but are not limited to, copyright ownership by other entities. 3 See https://www.itu.int/ipr 12 Rec. ITU-T A.1 (09/2019) source and a summary of its contents will be issued to the other study groups by the member. This single sheet will be numbered in the series of contributions of each study group to which it is issued.



















