

## **Proposal for numbering documents**

The definition of a numbering plan for the documents that can be produced within our group is a mandatory task. It will help to refer to them without error or to trace the evolution of documents subject to comments and revision in our normal activity.

The proposals hereunder were discussed and finalised at the New-Delhi meeting. The final version shall be kept as one of the method documents of TBG 19. It will be subject to update, as may appear necessary in the future.

The schema provides **two levels of management** and independent series for numbering:

- documents related to the **TBG19 “plenary”** activity, the management of which is under the responsibility of the secretariat;
- documents related to **Work Items**, the management of which is delegated to the project leader of the WI.

The schema takes into consideration **categories of documents**.

### **Categories of documents:**

A document can be specified as of one of the four following categories. But the category can remain not specified:

- Contribution-coded "C",
- Technical contribution-coded "TC",
- Minutes-coded "M",
- Report-coded "R",
- Reference Document "RD".

### **Description of the numbering:**

#### **Common string:**

The numbering of any documents must start with the string **TBG19/yy**, where

- “yy” indicates the year of production of the first version of the document.

#### **TBG Plenary level:**

The string is extended with the number as **TBG19/yy/nnn**, where:

- “nnn” is a three digits serial number given by the secretariat and reinitiated on 1<sup>st</sup> January of each year;

Note : the title is different and independent of any file name and should remain the same in the successive versions of the document.

**Category non specified:** the string is extended with the title of the document, selected to provide a good idea of the subject, which yields:

- **TBG19/yy/nnn/title**

**Category specified:** the string is extended with the code of category and the title of the document, selected to provide a good idea of the subject, which yields:

- **TBG19/yy/nnn/c/title**

**WI level:**

The same principle applies as for the TBG plenary, after insertion of the code of the WI before “nnn”. This enables the WI project leader to manage independently his numbering.

This yields:

The common string is extended with the code of the WI and a number as **TBG 19/yy/wi/nnn**, where:

- “nnn” is a three digits serial number given by the WI team leader, the serie being reinitiated on 1<sup>st</sup> January of each year

**Category non specified:** the string is extended with the title of the document, selected to provide a good idea of the subject, which yields:

- **TBG 19/yy/wi/nnn/title**

**Category specified:** the string is extended with the code of category and the title of the document, selected to provide a good idea of the subject, which yields:

- **TBG 19/yy/wi/nnn/c/title**

**Maintaining the list of WI codes**

The code will be provided in the work program description, as soon as the WI is agreed.