

Annex

Guidelines for TIES access

1. Scope

Recommendations 2, 3 and 4 below cover the electronic access of Member States and Sector Members to ITU working documents for conferences and meetings of the three Sectors and the General Secretariat of the Union including contributions, delayed contributions, other working or temporary documents, reports, etc. These documents are **not** accessible to the general public and access is restricted to active participants of the ITU Members community to support their participation in the activities of the Union. ITU Member States and Sector Members have to issue a statement of accreditation for any individual person wanting electronic access to such documents. In this statement, they have to indicate whether this statement includes access to ITU Council input and output documents.

2. ITU Member States

Staff of the Telecommunication "Administration" of an ITU Member State (see CS 1002 of the ITU Constitution and ITU Global Directory) who participate in ITU activities have access rights for the whole set of electronic working documents of all ITU Sectors and the General Secretariat. For this purpose, they are given an individual specific TIES user account and password on request from the Administration. This request from the Administration contains a statement of accreditation for the staff member, which certifies that the staff member is representing the interests and participating with the support of the ITU Member State in its activities with the ITU.

Staff members of other administrations of an ITU Member State who need for the support of their ITU activities electronic access to restricted documents must send their request for an individual specific TIES account through the Telecommunication Administration of this Member State with a respective accreditation of this Administration. This statement also indicates explicitly whether electronic access to ITU Council documents should be included for the individual.

Cases arise of individual persons needing access to restricted documents who are not employed by an administration of a Member State but who nevertheless participate in ITU activities with the support of the Member State. Such persons must request an individual TIES account through the Telecommunication Administration of the Member State with a respective accreditation of the Member State Administration, stating that he/she represents the interests of the Member State in such ITU activities. This statement also indicates explicitly whether electronic access to ITU Council documents should be included for the individual.

The granted access rights are valid until the ITU Member State officially informs the ITU that a given individual is no longer representing the Member State in activities with the ITU, or for a maximum period of two calendar years. After two calendar years, the ITU Member State provides the ITU with an official list of individual persons for whom the access rights should be extended for another period.

3. ITU Sector Members

Staff of an ITU Sector Member participating in ITU activities have access rights only for the set of electronic working documents of those ITU Sectors of which the organization is a Sector Member. For this purpose, such staff members are given an individual specific TIES user account and password on request by the ITU Sector Member. This request contains a statement of accreditation for the staff member, which certifies that the staff member is representing the interests and participating with the support of the ITU Sector Member in its activities with the ITU. This statement also indicates explicitly whether electronic access to ITU Council documents should be included for the individual.

Staff members of other branch offices or subsidiary units of the Sector Member organization identified in the ITU Global Directory, located possibly in countries other than the country of the ITU Sector Member, who need for their ITU activities electronic access to restricted documents, must send their request for an individual specific TIES account through the Sector Member organization with an accreditation, certifying that this staff member is representing the Sector Member organization in the respective activities of the ITU. This statement also indicates explicitly whether electronic access to ITU Council documents should be included for the individual.

Cases may arise of individual persons needing access to restricted documents who are not employed by a Sector Member but who nevertheless participate in ITU activities with the support of the ITU Sector Member. Such persons must request an individual TIES account through the respective ITU Sector Member with an accreditation of the Sector Member, stating that he/she represents the interests of the Sector Member in such ITU activities. This statement also indicates explicitly whether electronic access to ITU Council documents should be included for the individual.

The granted access rights are valid until the ITU Sector Member officially informs the ITU, that a given individual is no longer representing the Sector Member in activities with the ITU, or for a maximum period of two calendar years. After two calendar years, the ITU Sector Member provides the ITU with an official list of individual persons for whom the access rights should be extended for another period.

4. Permanent Missions to the UNOG

Diplomatic Staff members of Missions have access rights for the whole set of electronic working documents of all ITU Sectors and the General Secretariat. For this purpose, they are given an individual specific TIES user account and password on written request by the Ambassador of the Mission. This request contains a statement of accreditation for the staff member, which certifies that the staff member is representing the interests and participating with the support of the ITU Member State in its activities with the ITU. This statement also indicates explicitly whether electronic access to ITU Council documents should be included for the individual.

The granted access rights are valid until the Mission officially informs the ITU that a given individual is no longer representing the Member State in activities with the ITU, or for a maximum period of two calendar years. After two calendar years the Mission provides the ITU with an official list of individual persons for whom the access rights should be extended for another period.

5. Retired ITU Staff

Upon retirement of an ITU staff member the retired person upon request can retain a TIES account with the ITU to give him/her access to ITU e-mail services and Internet services. Such accounts will not have access to ITU documents

6. Exceptions

Some exceptions may be granted to the above to allow access to TIES by any individual or group of individuals involved in ITU activities. This access is typically granted for specific categories of ITU documents and a limited period of time.