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| **Telecommunication Development Advisory Group (TDAG)****23rd Meeting, Geneva, 9-11 April 2018** | P:\SUP\Logos\Post-150th Anniv\ITU-logo-UNblue.jpg |
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|  | **Document** **TDAG-18/10-E** |
|  | **31 January 2018** |
|  | **Original: English** |
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| Electronic working methods for ITU-D events |
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| **Summary:**This document provides an overview of the ITU-D Events Electronic Working Methods (EWM), including PC/Mac and mobile applications, meeting documents, ITU-D publications, electronic correspondence tools and live tools during events.**Action required:**  TDAG is invited to note this document and provide guidance as deemed appropriate.**References:**Resolution 167 (Rev. Busan, 2014) |

This document provides an overview of the ITU-D Events Electronic Working Methods (EWM), including PC/Mac and mobile applications, meeting documents, ITU-D publications, electronic correspondence tools and live tools during events.

1. ITU Account

Anyone can create an ITU account. Once an account has been created, a TIES (Telecommunication Information Exchange Service) authentication can be requested which will grant access to Membership content, which can include certain documents, webcasts, tools, etc. TIES authentication is approved for ITU Members (Member States, Sector Members, Associates and Academia).

1. PC/Mac/Mobile Applications

Two main installable applications exist for facilitating Electronic Working Methods (EWM) of an ITU-D Event.

2.1 ITU Sync Application

The ITU Sync Application is available for events featuring a large number of documents. The application, available for PC and Macintosh computers, allows the bulk download and synchronization of all the event’s documents to the computer. Using this application results in time saved whilst accessing documents and the possibility of working offline.

2.2 ITU-D Events Mobile Application

ln response to Resolution 167 (Rev. Busan, 2014) which resolves “that ITU should continue to develop its EWM in relation to the elaboration, distribution and approval of documents and the promotion of paperless meetings”, and for the benefit of the major ITU‑D event participants, BDT has developed and continues to improve the ITU-D Events mobile app for Android and iOS (iPhone and iPad) mobile devices which was launched in 2014. This mobile app is available on the Android and Apple app download services for free. The mobile app provides all information related to
all major ITU-D events in mobile-friendly format such as documents, list of participants, photos, videos, venue plan, as well as many useful functions for those using mobile devices.

The mobile app allows for browsing and searching through the list of participants, as well as contacting participants without sharing email addresses or other direct contact information. Additionally, the mobile app contains all the ITU-D publications, of which most are available for direct free download. Access to ITU’s official social media accounts is integrated in the mobile app, including photos and videos.

1. Meeting Documents

For TDAG and Study Groups, the ITU-D electronic contribution submission system, available on the corresponding event’s website, should be used. The World Telecommunication Development Conference uses the Conference Proposal Interface (CPI) for submission of propsals.
[www.itu.int/go/wtdc17proposals](http://www.itu.int/go/wtdc17proposals).

For accessing the event’s documents, any of the following three tools can be used: 1) the event’s website, 2) the ITU Sync Application or 3) the ITU-D Events mobile app. Once logged into an ITU account, TIES Notification Service can be activated for various document series, including WTDC, RPMs, TDAG, ITU-D Study Groups, Circulars and ITU-D Publications, sending email notifications on new postings of documents in the chosen series.
[www.itu.int/en/ties-services](http://www.itu.int/en/ties-services).

1. ITU-D Publications

The ITU-D publications can be accessed from 1) the ITU-D Publications website and 2) the ITU-D Events mobile app. ITU-D publications include the Final Reports of the World Telecommunication Development Conferences, as well as ITU-D flagship publications such as Measuring the Informaiton Society, Yearbook of Statistics, Trends in Telecommunication Reform and the Final Reports of the Study Groups Questions.

1. Electronic Correspondence Tools

Various collaborative tools exist for facilitating collaborators’ electronic participation to the work of ITU-D either during or in-between events.

5.1 Mailing lists and Correspondence Groups

Circulars and multiple destination letters are available on the ITU-D website. Invitation letters to events are made available on the event’s website. Mailing lists for TDAG Correspondance Groups, various Study Group Questions and other groups can be subscribed to via the ITU-D Electronic Subscription website: [www.itu.int/go/itudmailsub](http://www.itu.int/go/itudmailsub). These allow for an exchange of e-mails amongst those interested in the subscribed topics.

5.2 Collaborative Workspaces

Based on demand, collaborative workspaces are created for correspondence work on certain documents either during on in-between events. At their core, these collaborative workspaces provide a document repository for facilitating historical tracking and consolidation of versions of documents along with instanteous email notifications of changes to documents. During WTDC-17, such collaborative workspaces were created for consolidating texts of the Committee 3 Drafting Group.

In the case of the ITU-D Study Groups, the collaborative workspaces provide a virtual meeting place for participants. These include calendar of activities, latest announcements and document repositories for facilitating the work in between meetings. Separate collaborative workspaces exist for the management teams of the ITU-D Study Groups. These workspaces exist during the Study Period of the ITU-D Study Groups and are adapted as the work of the ITU-D Study Groups advances.

1. Live Tools During Events

For major ITU-D events, the following live electronic tools are made available during these events. Links to these tools will be available from the event’s website.

6.1 Webcast

Webcast refers to the live broadcast of the on-going event, session by session. The live webcast of the event is provided in all languages of the event as well as the floor (un-interpreted) channel. Webcast sessions are recorded in all languages of the event and these are made available on the webcast archive area.

6.2 Captioning

Captioning refers to the live transcription of the English interpreted channel. This service is provided for accessibility reasons. The transcription is made available live to participants in the meeting room and to remote participants. Captioned texts of previous sessions are made available in the captioning archive area of the event’s website.

6.3 Remote Participation

Remote participation refers to the participation, with possibility of intervention, of a registered participant from a remote location. Remote participants must follow the same registration process as physical participants, with an indication of remote participation, and will be granted an access to the virtual meeting room. In the virtual meeting room, remote participants have a live video feed of the speaker and the main projected screen, access to the interpreted audio channels of the event, and the ability to electronically request the floor.

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