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| **Radiocommunication Advisory Group Geneva, 25-27 June 2012** |  |
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| **12 June 2012** |
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| Coordinator of the RAG Correspondence Group  on Electronic Document Handling (EDH)[[1]](#footnote-1) |
| PROGRESS REPORT on edh activities |

# 1 Introduction

The Radiocommunication Assembly formed the Electronic Document Handling (EDH) correspondence group reporting to the RAG as announced in [Administrative Circular CA/130](http://www.itu.int/md/R00-CA-CIR-0130/e).

Since the 2011 meeting of the RAG, there has been no activity within the EDH correspondence group, which may be taken as an indication that things are progressing well with respect to the use of electronic facilities in ITU‑R. The past correspondence is available in the [Archive](http://ties.itu.int/listarchives/rag-edh)[[2]](#footnote-2) of the [rag-edh@itu.int](mailto:rag-edh@itu.int) e-mail reflector. Some informal discussions and suggestions by delegates and the EDH Coordinator have been pursued with the BR.

The previous progress report is in [Document RAG11-1/5](http://www.itu.int/md/R11-RAG2011-C-0005/en)[[3]](#footnote-3). In particular the latest updates of the ITU-R website were covered, including the new powerful search tools (<http://www.itu.int/searchcenter/Pages/advanced.aspx>) and the secure extranet ITU Delegates Website (<https://extranet.itu.int/delweb/>).

# 2 Registration of delegates

The online web-based Event Delegate Registration System (EDRS) is currently being used for all ITU-R meetings. The BR should continue to urge that all registrations use the online system via the Designated Focal Point.

# 3 Posting of contributions “as received”

# The BR has implemented the decisions of RA-12 to post the contributions immediately “as received” within one working day. (Cf. Section 2 of [Addendum 2](http://www.itu.int/md/dologin_md.asp?lang=en&id=R12-RAG-C-0001!A2!MSW-E) to [Doc. RAG12-1/1](http://www.itu.int/md/R12-RAG-C-0001/en)). Based on feedback from delegates, some drawbacks have been noted with this approach:

- Changes have appeared in some documents posted “as received”, apparently due to computer software glitches or version incompatibilities.

- The double posting of contributions with numbers has created some confusion as it is not readily obvious the difference between the “as received page” and the “contributions page”, other than the “AR” and “C” indications on the top of the page. Perhaps a difference colour background and/or an “As Received” watermark across the page would serve to reduce the confusion.

- Since the contributions are registered twice it increases the work load for the secretariat; it would be preferable a single registration for each document.

It has been suggested that contributors be able to upload their contributions directly to the “as received” folder and this is being investigated by the BR (cf. Section 2 of [Addendum 2](http://www.itu.int/md/dologin_md.asp?lang=en&id=R12-RAG-C-0001!A2!MSW-E) to [Doc. RAG12-1/1](http://www.itu.int/md/R12-RAG-C-0001/en)).

# 4 Electronic working methods

It’s worth noting that PP-10 adopted [Resolution 167 (Guadalajara, 2010)](http://www.itu.int/council/Basic-Texts/ResDecRec-PP10-e.docx#res167) on the strengthening ITU capabilities for electronic meetings and means to advance the work of the Union, which resolves that ITU should further develop its facilities and capabilities for remote participation by electronic means in appropriate meetings of the Union and that that ITU should continue to develop its electronic working methods concerning the development, distribution and approval of documents, and the promotion of paperless meetings.

A previous progress report ([Document RAG09-1/4](http://www.itu.int/md/R09-RAG-C-0004/en)) described a number of tools that are either in production or being tested within ITU-R. For the latest information, please refer to the [ITU-R electronic facilities](http://www.itu.int/ITU-R/go/e-facilities)[[4]](#footnote-4).

# 5 Manual for the software tools

The BR should consider developing an online manual and guidelines for the software tools available, including SharePoint, Sync Tool, Remote Participation, etc.

# 6 Use of SharePoint

The ITU-R Sharepoint tool continues to be a very effective tool in the meetings of ITU-R groups. The access is through the ITU's secure extranet server[[5]](#footnote-5) and provides a "meetings" web page with links to all relevant information and documents related to a particular meeting. In addition, the meeting participants can upload their own documents in the share folder area, such as meeting draft agendas, draft temporary documents, and additional information pertaining to current topics being discussed (See <https://extranet.itu.int/rsg-meetings>; login: <TIESusername>@ties.itu.int; password: <TIES password>).

SharePoint should continue to be supported for future meetings and used more frequently by all in ITU-R towards the goal of paperless meetings to the maximum extent possible.

Some suggestions for SharePoint improvements were made in [Document RAG11-1/5](http://www.itu.int/md/R11-RAG2011-C-0005/en), such as the use of a numbering system that would permit to refer to documents by number and the ability to download and synchronize complete directories.

The ITU IS Department has deployed [SharePoint 2010](http://www.microsoft.com/downloads/en/details.aspx?FamilyID=D2376AD6-46A3-481E-8813-B7A0F779FA89)[[6]](#footnote-6) which should be able to further enhance the available capabilities.

# 7 Remote Participation

In line with [Resolution 167 (Guadalajara, 2010)](http://www.itu.int/council/Basic-Texts/ResDecRec-PP10-e.docx#res167), [Doc. C12/21(Rev.1)](http://www.itu.int/md/S12-CL-C-0021/en) contains a Report by the Secretary-General on the ITU experience with remote participation and proposed action plan.

Section 6 of [Addendum 2](http://www.itu.int/md/dologin_md.asp?lang=en&id=R12-RAG-C-0001!A2!MSW-E) to [Doc. RAG12-1/1](http://www.itu.int/md/R12-RAG-C-0001/en) contains a detailed report of the Radicocommunication Bureau on large-scale trials of remote participation software successfully conducted in ITU-R study and working group meetings and the future plans, including a number of procedural and technical/operational challenges that are being addressed in its Annex 1.

# 8 Compatibility of Microsoft Office Word documents

The ITU has moved to Office 2010 file format, and users of the Microsoft Office XP and 2003 programs Word, Excel, or PowerPoint need to use the "Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats". By installing the Compatibility Pack in addition to Microsoft Office 2000, Office XP, or Office 2003, files can be opened, edited, and saved using the file formats in newer versions of Word, Excel, and PowerPoint. The Compatibility Pack can also be used in conjunction with the Microsoft Office Word Viewer 2003, Excel Viewer 2003, and PowerPoint Viewer 2003 to view files saved in these new formats. For more information about the Compatibility Pack, see: - [Information regarding compatibility pack](http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en)[[7]](#footnote-7).

Some compatibility problems have been reported when trying to open (or copy) an embedded object created with a different version of Office. If you encounter such a problem kindly inform the BR so that the document with the embedded object can be updated. Other problems reported include the use of formulas in documents and documents in languages not using a Latin-based alphabet.

When using MS Word 2007, some formatting problems, that affect the style of the text (e.g. format of the font or paragraph) and not the actual text, were recently identified during the preparation of ITU documents containing revision marks and track changes. To avoid these problems, ITU is now using MS Word 2010 - [see examples](http://www.itu.int/oth/R0C0A000003/en)[[8]](#footnote-8).

# 9 ITU website migration and redesign

ITU has decided to update its website based on the following two actions:

i) migration to Microsoft Office SharePoint 2010 (MOSS 2010): this process is in its final phase with most of the ITU-R webpages having been migrated; the use of MS Frontpage will no longer be made in the ITU website;

ii) redesign of the web pages: this action is being conducted to provide a more modern and uniform “look and feel” to the various main pages of the site; the new pages are planned to go live by mid-June.

# 10 Use of DotNetNuke

DotNetNuke[[9]](#footnote-9) is a tool that has been used for seminars. It has better capabilities for distributing presentation material independently of TIES. However, some of the content has disappeared:

<http://groups.itu.int/rsg5-forum/SG5Portal/WorkshopsonIMTAdvanced20072009.aspx>

**11. Permanency of web pages and/or URLs within the ITU-R site**

In Section 5 of [Document RAG11-1/5](http://www.itu.int/md/R11-RAG2011-C-0005/en) some suggestions were made regarding the use of hyperlinks in documents. It is important that ITU web pages have permanent links and if due to new directory structures some locations need to change it is important that a mapping or redirection feature be provided for the former URLs. It has been noted that some pages have been relocated or have disappeared, even if they are referred to in official Circular Letters; there should be more stability.

For example, <http://www.itu.int/ITU-R/study-groups/docs/rwp5a-programme.doc>, as announced in [Addendum 1 to Circular Letter 5/LCCE/1](http://www.itu.int/md/R00-SG05-CIR-0001/en), gives an error.

Another example: the links to the workshops in this page give errors:

<http://groups.itu.int/rsg5-forum/SG5Portal/WorkshopsonIMTAdvanced20072009.aspx>

However, the following page is correct:

<http://groups.itu.int/rsg5-forum/SG5Portal/RegionalWorkshopsIMTfortheNextDecade.aspx>

When moving all the web pages to a SharePoint platform, it is important that in doing so the previously established URLs remain valid.

**12. Distribution of Circular Letters by email**

Currently Circular Letters are distributed in paper form to a specific distribution list(s).  At RA-12, as well as in previous meetings of the RAG, there have been discussions about electronic distribution of Circular Letters, but not everyone is able to receive email.  In order to manage a mixed list of electronic and paper distribution the following approach is suggested:

1) Add a box in the TIES profile to select email or paper distribution.

2) Add a note to Circular Letters to inform users of this option and invite them to update their TIES profiles (default would be paper).

3) When a Circular Letter is issued the TIES profile is consulted automatically to print the mailing labels for those in the distribution list(s) that want paper distribution and the others are sent by email.  The email could contain a pdf of the Circular Letter or, preferably, a link to the posted version.

It should be noted that this is different from (and in addition to) the ITU Web Notification system that any TIES user can subscribe to; the Circular Letters should be delivered separately to the specific individuals who ought to receive them (member focal points, chairmen and vice-chairmen, etc.).

Eventually, members will realize that receiving the circular letters by email is much faster than by paper mail and everyone will want to opt for electronic distribution.

# 13. Arrangement of ITU-R Recommendations by frequency bands

At the recent meeting of Working Party 1B a proposal was received ([Doc. 1B/15](http://www.itu.int/md/R12-WP1B-C-0015/en)) on the arrangement of ITU-R Recommendations by frequency bands in accordance with Article 5 of the Radio Regulations. Annex 1 to [Doc. 1B/15](http://www.itu.int/md/R12-WP1B-C-0015/en) contains an example. During the discussion, it was noted that the [Study Group 5 web page](http://www.itu.int/ITU-R/index.asp?category=study-groups&link=rsg5&lang=en) already provides analytical lists of the Recommendations by topics in the [F-series](http://www.itu.int/oth/R0A0600002F/en), [M-series](http://www.itu.int/oth/R0A06000030/en), and [SF-series](http://www.itu.int/oth/R0A06000031/en), as constructed by the Study Group 5 management team, and that similar analytical lists could be constructed by frequency bands.

It was also proposed that rather than constructing lists, it would be preferable to adopt a database approach where search could be conducted by frequency band, topic, keywords, etc. But the question arose of who should build and maintain such a database.

It is noted that the RAG meeting of January 2003 already discussed a similar need; here is a quote from the summary of conclusions in [Doc RAG03-1/51(Rev.1)](http://www.itu.int/md/R00-RAG-C-0051/en):

## “2.10 ITU-R text categories and numbering (agenda item 3.10)

RAG considered the progress report from the Convener of the correspondence group on ITU-R text categories and numbering option of introducing a new category of ITU-R texts (([Document RAG03-1/2](http://www.itu.int/md/R00-RAG-C-0002/en)), with a special attention to the preferred approach, as suggested in section 4 of that report. The proposed approach was supported, subject to further refinement (e.g. use of keywords), bearing in mind that the new document management system of the ITU already provides sufficient functionalities in this regard. Assistance from the Study Groups and from the CCV would be sought in the future development of such an approach, for example in the area of key words and summaries. It was further agreed that the particular needs of developing countries would need to be taken into account.”

It is also noted that the existing search mechanisms in the ITU-R web site already support searches by “key word in context” (KWIC): <http://www.itu.int/searchcenter/Pages/advanced.aspx> and ITU-R Recommendations can be searched by their status:   
<http://www.itu.int/ITU-R/index.asp?category=publications&rlink=rec-search&lang=en>

Perhaps the search mechanisms could be enhanced if every Recommendation and Report would include a short template to capture a list of keywords and frequency bands.

It should also be noted that the numbering of Recommendations and Reports no longer follows a pre-established pattern; numbers are not unique to one single document, even within the same series. Therefore, when referring to a document it is more important than ever to indicate not only the series and the number but also whether it is a Recommendation or a Report; for example:

[Recommendation ITU-R M.2014](http://www.itu.int/rec/R-REC-M.2014/en) “Global circulation of IMT-2000 satellite terminals”.

[Report ITU-R M.2014](http://www.itu.int/pub/R-REP-M.2014) “Digital land mobile systems for dispatch traffic”.

# 14. Use of the Proposal Management System (PMS)

The BR should consider extending the use of the WRC-12 Proposal Management System (PMS) (<http://www.itu.int/net4/proposals/>) in the work of the study groups and working parties.

# 15. ITU-R Study Group Sync Applications

# The ITU-R Study Group Sync Applications for Windows[[10]](#footnote-10) allow participants to synchronize ITU-R Study Group documents[[11]](#footnote-11) from the ITU server to the participant’s local drive. It has been configured to access the ITU Server and synchronize on demand to the latest published documents. For further information refer to: <http://www.itu.int/ITU-R/go/rsg-sync>.

It would be desirable that the Study Group Sync Applications be made to work also with documents in the share folder in SharePoint.

# 16. Proposal

It is proposed that more groups should try the various approaches available in ITU-R for EDH with the goal of making our work in ITU-R easier and more productive. The experiences and suggestions for further improvements should be sent to the RAG-EDH correspondence group: [rag-edh@itu.int](mailto:rag-edh@itu.int).

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1. José Costa (Ericsson Canada, Inc., Canada), Tel.: +1 613 667-0456, E-mail: [jose.costa@ericsson.com](mailto:jose.costa@ericsson.com). [↑](#footnote-ref-1)
2. <http://ties.itu.int/listarchives/rag-edh> [↑](#footnote-ref-2)
3. Former reports appear in Docs. [RAG10-1/4](http://www.itu.int/md/R10-RAG-C-0004/en), [RAG09-1/4](http://www.itu.int/md/R09-RAG-C-0004/en), [RAG08-1/4](http://www.itu.int/md/R08-RAG-C-0004/en), [RAG07-1/2](http://www.itu.int/md/R07-RAG-C-0002/e), [RAG05-1/5](http://www.itu.int/md/R05-RAG-C-0005/e), and [RAG04-1/15](http://www.itu.int/md/R04-RAG-C-0015/e). [↑](#footnote-ref-3)
4. <http://www.itu.int/ITU-R/go/e-facilities> [↑](#footnote-ref-4)
5. <https://extranet.itu.int/rsg-meetings/> [↑](#footnote-ref-5)
6. <http://www.microsoft.com/downloads/en/details.aspx?FamilyID=D2376AD6-46A3-481E-8813-B7A0F779FA89> [↑](#footnote-ref-6)
7. <http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en> *[*[*http://tinyurl.com/26y3lxd*](http://tinyurl.com/26y3lxd)*]* [↑](#footnote-ref-7)
8. <http://www.itu.int/oth/R0C0A000003/en> *[*[*http://tinyurl.com/49jkkvh*](http://tinyurl.com/49jkkvh)*]* [↑](#footnote-ref-8)
9. <http://www.dotnetnuke.com/> [↑](#footnote-ref-9)
10. The ITU Sync Application works in Windows® 2000/XP/2003/Vista/7 [↑](#footnote-ref-10)
11. ITU-R Study Group published documents include: Contributions (C), Information Documents (INFO), Administrative Documents (ADM) and Temporary Documents (DT). [↑](#footnote-ref-11)