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| **Radiocommunication Advisory GroupGeneva, 23-25 May 2013** |  |
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|  | **Document RAG13-1/6-E** |
| **23 April 2013** |
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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 2012 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 e-mail reflector. Some informal discussions and suggestions by delegates and the EDH Coordinator have been pursued with the BR.

The activities of the Telecommunication Standardization Sector should also be noted, in particular the WTSA [Resolution 32 - Strengthening electronic working methods for the work of ITU-T](http://www.itu.int/pub/T-RES/en).

The previous progress report is in [Document RAG12-1/6](http://www.itu.int/md/R12-RAG-C-0006/en)[[3]](#footnote-3). In particular the latest updates of the ITU-R website were covered.

# 2 Registration of delegates

The online web-based Event Delegate Registration System (EDRS) is currently being used for all ITU-R meetings.

A single, integrated CRM (Customer Relationship Management) platform for the management of clients, members, events, etc., is being deployed by the ITU. The new CRM system is expected to be available by December 2013 with additional delegate registration functions included with respect to EDRS.

As announced in Section 3.4 of [Addendum 1](http://www.itu.int/md/R13-RAG13-C-0001/en) to [Doc. RAG13-1/1](http://www.itu.int/md/R13-RAG13-C-0001/en) an online version of the RAG-13 list of participants will be introduced by early May 2013. Access to the online version will be restricted to TIES users. The dynamic list will be able to be searched based on parameters such as name, member and position in the delegation. The online version of the RAG-13 list of participants will be accessible from the [RAG-13 web page](http://www.itu.int/en/ITU-R/conferences/rag/Pages/default.aspx). Following RAG-13, online lists of participants are planned to be introduced for all ITU-R Study Group events.

# 3 Posting of contributions “as received”

# Refer to Section 3 of [Document RAG12-1/6](http://www.itu.int/md/R12-RAG-C-0006/en) for background information. The double posting of contributions with numbers continues to create 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. Something should be done about it. Perhaps a difference colour background and/or an “As Received” watermark across the page would serve to reduce the confusion. Changing the order of the menu on the web pages of the groups, so that the “C” contributions appear before the “AR” contributions may also help.

The BR continues to investigate the feasibility of members uploading their contributions directly to the “as received” folder. As announced in Section 3.1 of [Addendum 1](http://www.itu.int/md/R13-RAG13-C-0001/en) to [Doc. RAG13-1/1](http://www.itu.int/md/R13-RAG13-C-0001/en) a system to allow contributors to upload their own contributions directly to the “as received” webpage will be introduced later this year.

# 4 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.

# 5 Remote Participation

In line with [Resolution 167 (Guadalajara, 2010)](http://www.itu.int/council/Basic-Texts/ResDecRec-PP10-e.docx#res167), the Council documents [Doc. C12/21(Rev.1)](http://www.itu.int/md/S12-CL-C-0021/en) and [Doc. C13/20](http://www.itu.int/md/S13-CL-C-0020/en) contain Reports by the Secretary-General on the ITU experience with remote participation and the planned activities for 2013 and onwards.

Section 3.5 of [Addendum 1](http://www.itu.int/md/R13-RAG13-C-0001/en) to [Doc. RAG13-1/1](http://www.itu.int/md/R13-RAG13-C-0001/en) and Section 6 of [Addendum 2](http://www.itu.int/md/R12-RAG-C-0001/en) to [Doc. RAG12-1/1](http://www.itu.int/md/R12-RAG-C-0001/en) contain detailed reports of the Radiocommunication Bureau on the experience with remote participation conducted in ITU-R meetings.

Within Study Group 5 the experience with sub-group meetings has shown that remote participation has proven to be successful when there were one or two delegates only. There have been no requests for more delegates for the same meeting so there is no experience with that. A couple of difficulties are anyway easy to be identified:

1) Remote participation slows down the speed of the discussion.

2) It is not always possible to arrange it for meetings outside Geneva (which are becoming frequent).

# 6 ITU website migration and redesign

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

i) migration to a more robust and secure web server architecture: this process is on-going and progressing well with most ITU-R webpages to be migrated in 2013; in the long-term,  the ITU website will no longer be using MS FrontPage;

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 ITU-R pages are planned to go live by  the end of the 3rd quarter of 2013.

It is important that with all these updates the 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. Some errors were pointed out in Section 11 of [Document RAG12-1/6](http://www.itu.int/md/R12-RAG-C-0006/en).

When moving all the web pages to the new platform, it is important that the previously established URLs remain valid.

# 7 Distribution of Circular Letters by email

Refer to Section 12 of [Document RAG12-1/6](http://www.itu.int/md/R12-RAG-C-0006/en) for background information. Although, as noted in Section 3.2 of [Addendum 1](http://www.itu.int/md/R13-RAG13-C-0001/en) to [Doc. RAG13-1/1](http://www.itu.int/md/R13-RAG13-C-0001/en), all Study Group and Working Party meetings are now completely paperless, Circular Letters continue to be distributed in paper form to specific distribution list(s), including to recipients that work by email. Suggestions were presented in Section 12 of [Document RAG12-1/6](http://www.itu.int/md/R12-RAG-C-0006/en) to manage a mixed list of electronic and paper distribution.

# 8 Discontinuation of ITU Delegates Personal Web Pages

Since the beginning of the use of the Internet, ITU has kindly provided space on its World Wide Web Server as a courtesy to its staff and TIES members (see <http://people.itu.int>). The service was discontinued in January 2013. Delegates affected need to find alternative web site hosting services.

# 9 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.

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2. <http://ties.itu.int/listarchives/rag-edh> [↑](#footnote-ref-2)
3. Former reports appear in Docs. [RAG11-1/5](http://www.itu.int/md/R11-RAG2011-C-0005/en), [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)