Conference Proposals Interface (CPI) for the second session of the CPM User Guide

Version: 12 January 2023

Note:

This User Guide relates to a **specific beta version of CPI for the second session of the Conference Preparatory Meeting (CPM-2)**. It aims at encouraging the use of this CPI web interface that facilitates the preparation of contributions to CPM-2 in a format compatible with the ITU document template, and provides a functionality to easily extract relevant parts of the draft CPM Report.

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1 Overview

In accordance with Resolution ITU-R 2, the main purpose of the second session of the Conference Preparatory Meeting (CPM-2) is to prepare the final CPM Report to the World Radiocommunication Conference (WRC), using as a reference the draft CPM Report which is prepared by the ITU-R responsible and contributing groups and provided as an input contribution to CPM-2 by the CPM Management Team. Access to the draft CPM Report is indicated on the main page of the CPM website.

The work of CPM-2 is based on contributions from ITU Member States and ITU-R Sector Members, which could be a common contribution from the six (6) regional organizations, a multi-source contribution or an individual contribution, to validate, amend or complete the different parts of the draft CPM Report, which includes proposed changes to the most recent edition of the Radio Regulations (RR).

The Conference Proposals Interface (CPI) for CPM-2 contains all the different elements of the draft CPM Report (Chapters, Agenda items (AIs), Sections under each AI, Annexes, etc.) in MS Word format consistent with ITU templates. It is a web-based tool that assists ITU Member States and ITU-R Sector Members in the preparation of their contributions by creating a clean baseline document (a "skeleton") upon which modifications to the selected texts from the draft CPM Report can be indicated.

CPI will be familiar to those who have submitted proposals to the previous ITU Plenipotentiary Conferences (PPs), WRCs, World Telecommunication Standardization Assemblies (WTSAs), or World Telecommunication Development Conferences (WTDCs).

It is important to note that CPI for CPM-2 does not include a feature to retrieve texts from the RR. To do that, CPI for WRC should be used.

Key terms:

- **Skeleton:** Set of sections and texts from the draft CPM Report that have been selected to serve as a baseline for the preparation of a contribution to CPM-2. Once a skeleton has been created using CPI, the system generates a corresponding MS Word file in the correct format.
- **Proposal:** An element of a contribution to CPM-2 proposing a modification (MOD) to a selected section of the draft CPM Report. Proposals should be based on the MS Word file created by CPI, updated to indicate the desired modifications (using "revision marks with track changes" and/or turquoise highlighting (see the Guidelines for the preparation of contributions to CPM-2, e.g. Guidelines for the preparation of contributions to CPM23-2)).

Useful addresses and contact details:

- CPM website: www.itu.int/en/ITU-R/study-groups/rcpm
- CPI for CPM[xx]-2* access link:
  www.itu.int/net4/Proposals/CPI/CPM[xx]
- CPM[xx]-2* Secretariat email address: cpm[xx]@itu.int

* "[xx]" has to be replaced by the year of the CPM-2, e.g. **the access link to CPI for CPM23-2 is: www.itu.int/net4/Proposals/CPI/CPM23**

2 Logging on

To log on, navigate to the CPI access link (see section 1), and enter your username (TIES) and password, then click “Sign in”. To create/update an ITU user account and TIES access, go to www.itu.int/ties.

3 Languages

Your default TIES language will be used unless you select a different one from the options at the top of the screen.

CPI for CPM-2 is initially only available with the English version of the draft CPM Report and other languages will be included in CPI for CPM-2 once available.

4 Search function in CPI

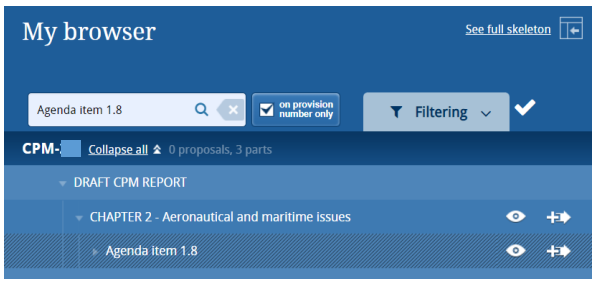
You may search for key words/strings of words using “My browser”.

Searches can be performed on the entire text of the draft CPM Report contained in the folder named “DRAFT CPM REPORT”.

Another folder, named “GENERAL MATTERS”, is available for other types of contributions not proposing changes to the draft CPM Report text.

Additionally, you may search either only within a given part of the draft CPM Report (i.e. Chapter [+number] / Agenda item [+number] / Section number) when the option **“On provision number only”** is ticked (e.g. “Chapter 1”, “Agenda item 1.2”, “1/1.2/5”, etc.), or within the entire content of the draft CPM Report when it is unticked.

“agenda item 1.8”
with the option **“on provision number only”**



VS

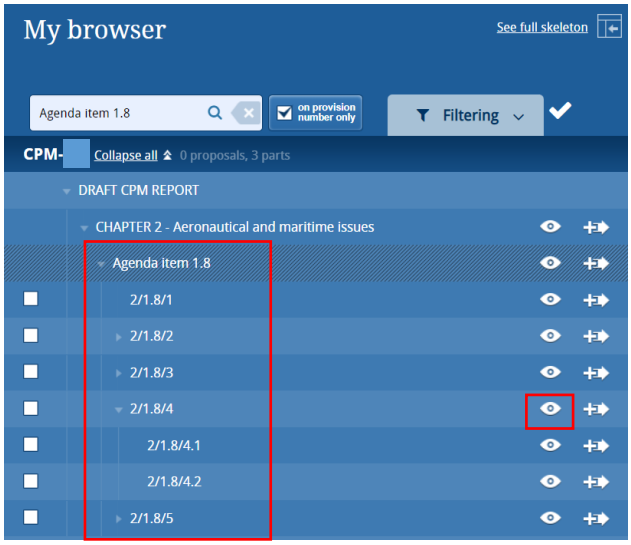
“agenda item 1.8”
without the option **“on provision number only”**

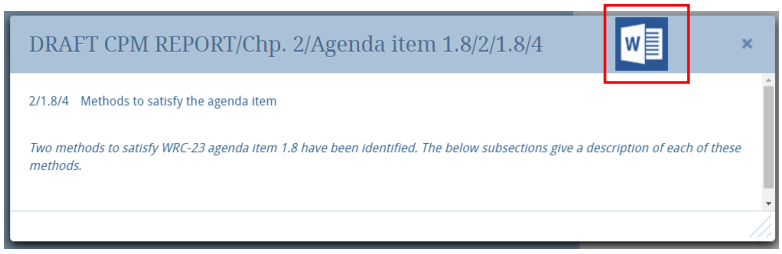
Or you may decide to use the “wild card” (“*”) for your search, either at the start of the search sentence, in the middle or at the end.

To reset the filters and do a new search, click “Reset search” as shown below.

By clicking on the small arrows before a title (e.g. Agenda item 1.8), you can expand the sub-sections and further browse the list. You may display the content of a section by clicking on the “eye” icon , and also see the content of that section in an MS Word file as indicated below.

You may also get an MS Word file from any displayed provision.





Proposed modifications (MOD) to draft CPM Report text will also appear in CPI under the relevant sections once such contributions have been published on the CPM website (see section 5.5 below for further information).

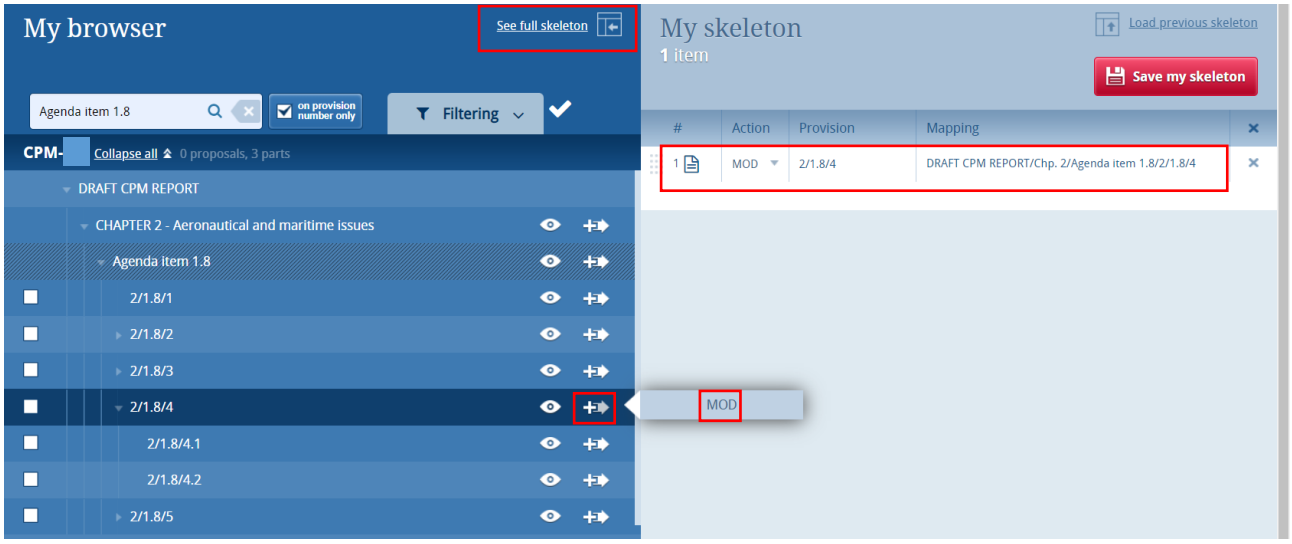
5 Preparing a baseline document ("skeleton")

5.1 Proposal with a single possible type: MOD

Each individual proposal in a contribution to CPM-2 can only use the proposed "Action" (MOD) which is highlighted in Grey in order to be distinguished from the actions (e.g. ADD, MOD, SUP, NOC) proposed to the Radio Regulations in the sections on "Regulatory and procedural considerations" of the draft CPM Report.

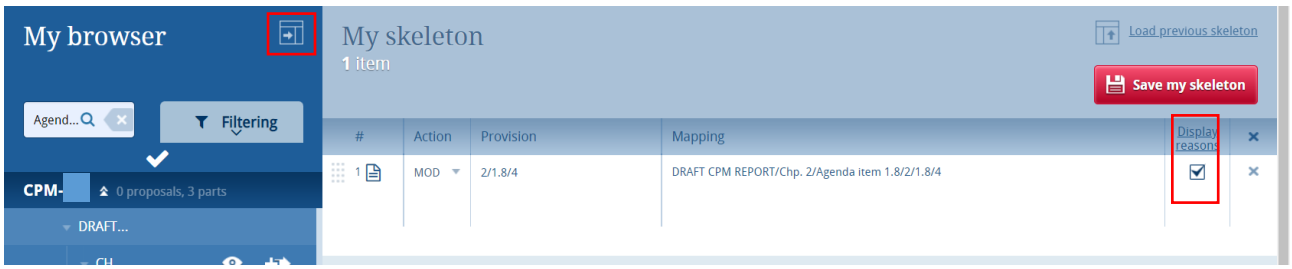
5.2 Selecting and stacking your proposals

To start the creation of a skeleton, identify the first section of the draft CPM Report on which you wish to make a proposal, then click on the icon to select it and apply the MOD Action to generate a proposal.



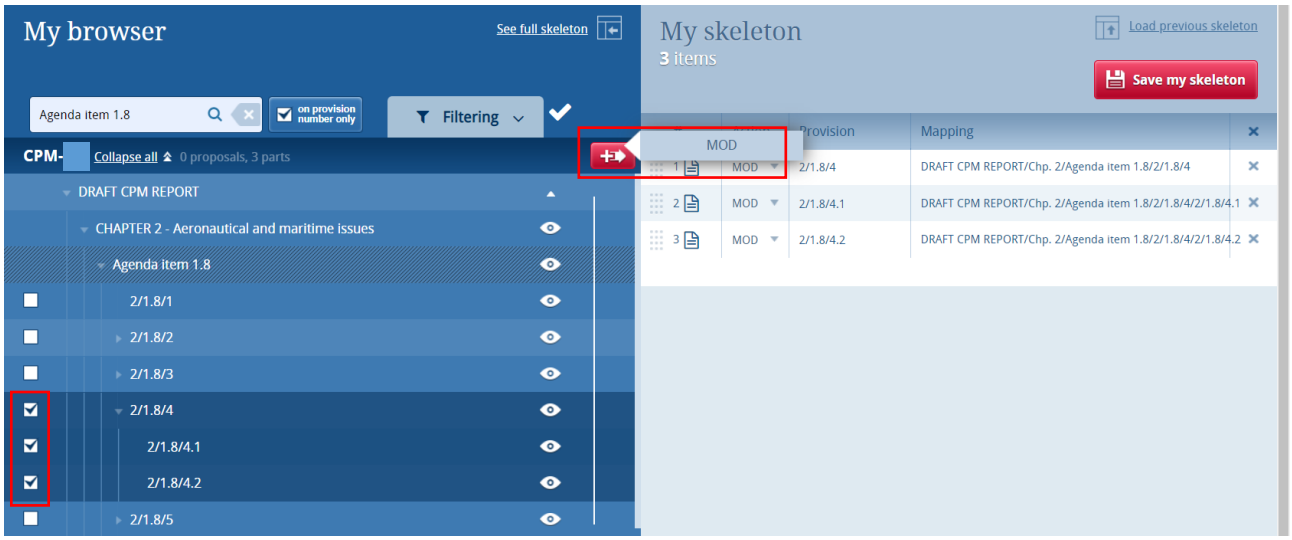
The selected section of the draft CPM Report and the associated Action will then appear under "My skeleton". Repeat this process until all desired sections of the draft CPM Report have been added to your skeleton. By default, the proposals on existing sections are stack following the order these sections appear in the draft CPM Report. Also, by default, a "reduced" skeleton is displayed. Click on "See full skeleton" to see all the information available.

In the full skeleton, a "Reasons" clause will be added automatically immediately after each proposal. To no longer display the "Reasons" clause in the skeleton, unclick "Display reasons" from the full skeleton mode:



5.3 Selecting multiple sections of the draft CPM Report

When a checkbox is shown on the left-hand side of a section, you have the possibility to select all sub-sections below that section and/or select many sub-sections at the same time. **The MOD action will be applied to all selected sections.**



Your skeleton is now ready to be generated by clicking:

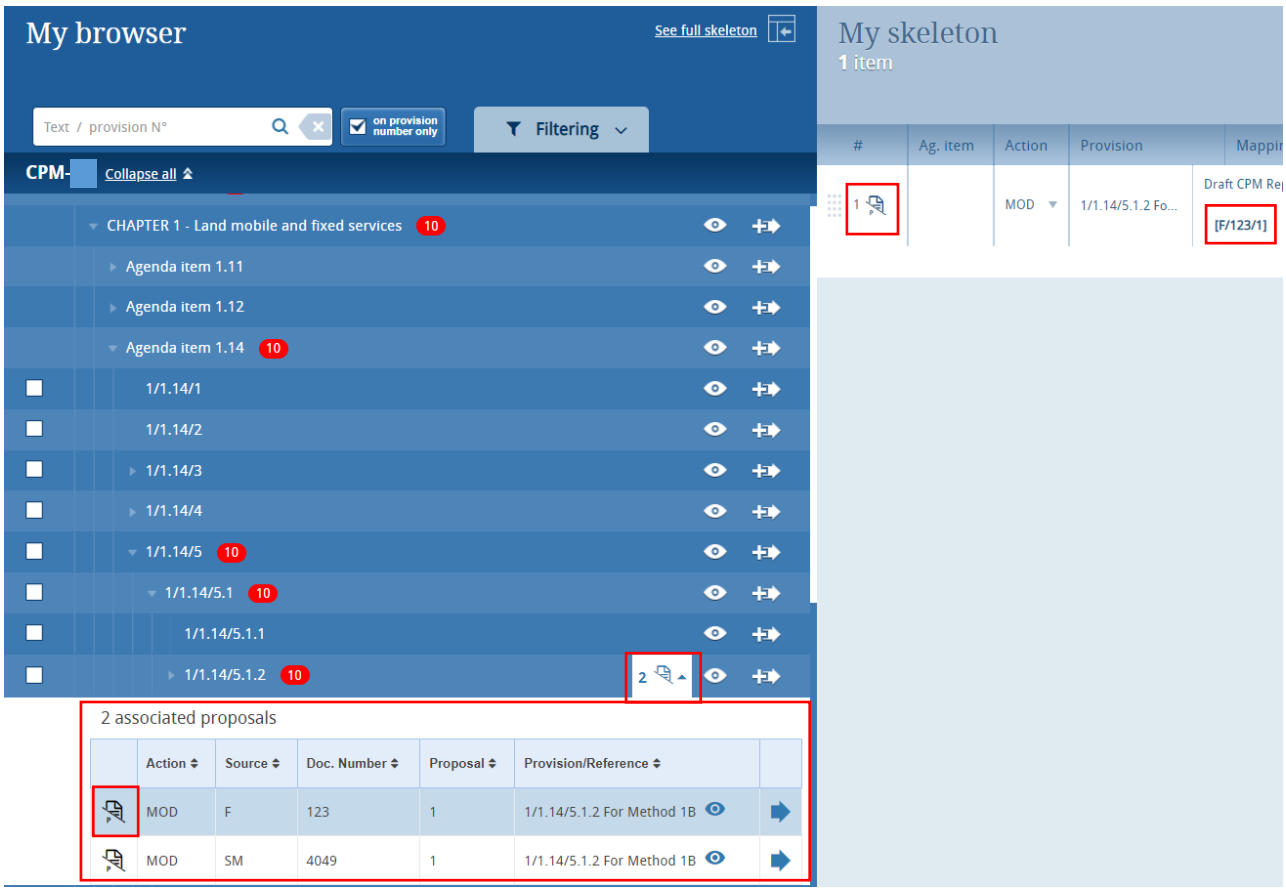
5.4 Creating a proposal to add a new section to the draft CPM Report

The addition of a new section to the draft CPM Report should be done by creating a proposal to modify the "parent" section in which this new section is proposed to be added and by adding the new section with revision marks and turquoise where appropriate in this "parent" section.

5.5 Creating a skeleton from an existing proposal

Note: This feature will only be available once contributions to CPM-2 containing proposals on modifications to the text of the draft CPM Report have been processed, published on the CPM website and imported in the proposal management system web tool (PMWeb) for CPM-2, including CPI.

After publication of contributions containing proposals on the modification of the draft CPM Report on the CPM-2 website, such proposals will also appear in CPI under the relevant sections (see below an example related to the draft CPM Report to WRC-19).



Users will then be able to see the proposals submitted on every part of the draft CPM Report, along with information on each proposal (e.g. action, source, document number, etc.). It is also possible to see, in MS Word format, the content of these proposals already published.

It will then be possible to select in CPI a proposal already published on the CPM website in order to generate a new proposal. In such cases, the action applied to this new proposal should be the same as the one applicable to the original proposal.

6 Saving your skeleton and producing a baseline MS Word file

Important: Since CPI is a web interface, do not forget to save your skeleton before leaving the application if you wish to retrieve it later or else the skeleton will be lost.

The act of saving by clicking on

will generate a baseline MS Word file in any one of the six official ITU languages, once available. The system will also email a copy of this file to the email address associated with your ITU user account.

6.1 Selecting the source(s)

Upon saving your skeleton, select the **source(s) of the contribution** containing the proposal(s). The following options are available:

1) The **Member State** associated with your ITU user account;
2) The **Regional Group** to which your Member State is associated (this option is used for the preparation of common proposal(s) by the focal points of regional organizations and would require the separate submission of the list of co-signatories);

3) A list of Member States to be selected as **Co-signatories** of the contribution/proposal(s) (this option would require a confirmation of the support of the contribution by each co-signatory);

4) **ITU-R Sector Member** in case the contribution is prepared by any one or several ITU-R Sector Member(s) (the name of the ITU-R Sector Member(s) supporting this contribution will have to be explicitly indicated on the cover page of the contribution to be submitted to the secretariat).

6.2 Optional selection of a suffix for an addendum number

In case the same source (see the source selection in section 6.1 above) intends to submit proposed modifications on several parts of the draft CPM Report regarding different WRC-23 agenda items or topics, it is recommended to provide separate documents per agenda item or topic, in order to facilitate the processing of documents prior to and their consideration at CPM-2.

Each document can then be prepared and provided separately with a different contribution document number, or as an addendum to a main contribution document from that source which can be prepared and provided separately.

Users can then indicate in the box under "Suffix (e.g. A13-C1)" an addendum number to a main contribution document.

Contrary to CPI for WRC, no default number is suggested with respect to a WRC agenda item or topic.

6.3 Saving your skeleton

Now click on "Save my skeleton"

to create the MS Word file which will open on your computer as well as being e-mailed to you. CPI will assign a provisional document number to your contribution. It will also assign a unique ticket number that can be found in the email notification. **The output MS Word file should be used as the basis of your contribution, without changing the ITU Template of the file.**

6.4 Numbering of the proposals in the contributions

Following the proposal numbering scheme in place in CPI for conferences and other web tools of the Proposal Management System, the Secretariat will annotate the individual proposals in a contribution to CPM-2 with index numbers composed as in the example below:

MOD ABC/25/3

where:

ABC is the symbol(s) of the source or source(s) submitting the document (for ITU-R Sector Members the unique symbol SM is used),

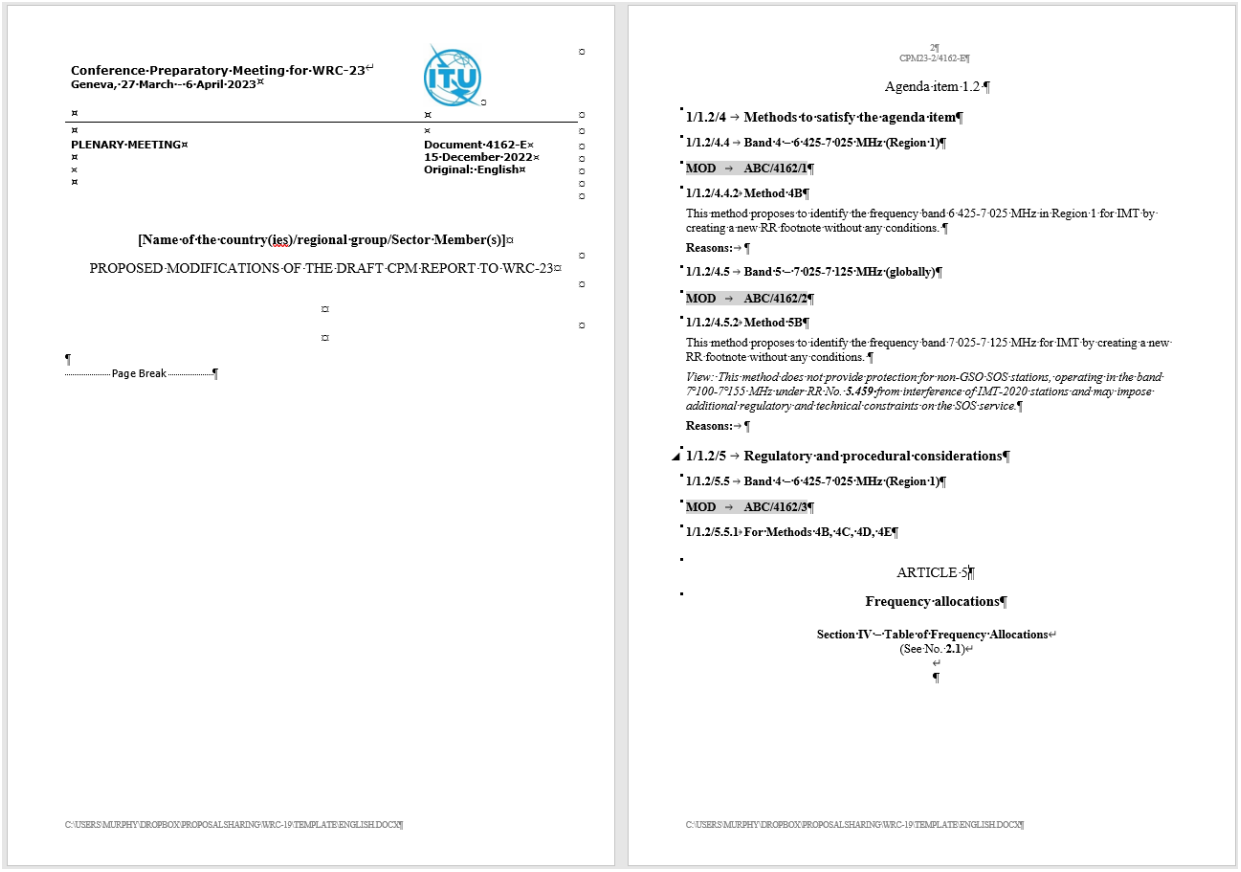
25 is the number assigned by the Secretariat to the document,

3 is the serial number of the proposal within that document.

To expedite the processing of CPM-2 contributions/proposals by the Secretariat, Member States, Regional Groups and ITU-R Sector Members are advised to leave the automated numbering proposed by CPI unchanged.

6.5 Example of the resulting MS Word document of a skeleton created in CPI for CPM-2

The system has given your document a provisional number. This number will be replaced by a final document number under which it will be published, once submitted to ITU.



Conference Preparatory Meeting for WRC-23
Geneva, 27 March – 6 April 2023

PLENARY MEETING

Document 4162-E
15 December 2022
Original: English

[Name of the country(ies)/regional group/Sector Member(s)]

PROPOSED MODIFICATIONS OF THE DRAFT CPM REPORT TO WRC-23

Page Break

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2
CPM23-2/4162-E

Agenda item 1.2

1/1.2/4 → Methods to satisfy the agenda item

1/1.2/4.4 → Band 4 – 6 425-7 025 MHz (Region 1)

MOD → ABC/4162/1

1/1.2/4.4.2 Method 4B

This method proposes to identify the frequency band 6 425-7 025 MHz in Region 1 for IMT by creating a new RR footnote without any conditions.

Reasons: →

1/1.2/4.5 → Band 5 – 7 025-7 125 MHz (globally)

MOD → ABC/4162/2

1/1.2/4.5.2 Method 5B

This method proposes to identify the frequency band 7 025-7 125 MHz for IMT by creating a new RR footnote without any conditions.

*View: This method does not provide protection for non-GSO SOS stations, operating in the band 7*100-7*155 MHz under RR No. **5.459** from interference of IMT-2020 stations and may impose additional regulatory and technical constraints on the SOS service.*

Reasons: →

1/1.2/5 → Regulatory and procedural considerations

1/1.2/5.5 → Band 4 – 6 425-7 025 MHz (Region 1)

MOD → ABC/4162/3

1/1.2/5.5.1 For Methods 4B, 4C, 4D, 4E

ARTICLE 5

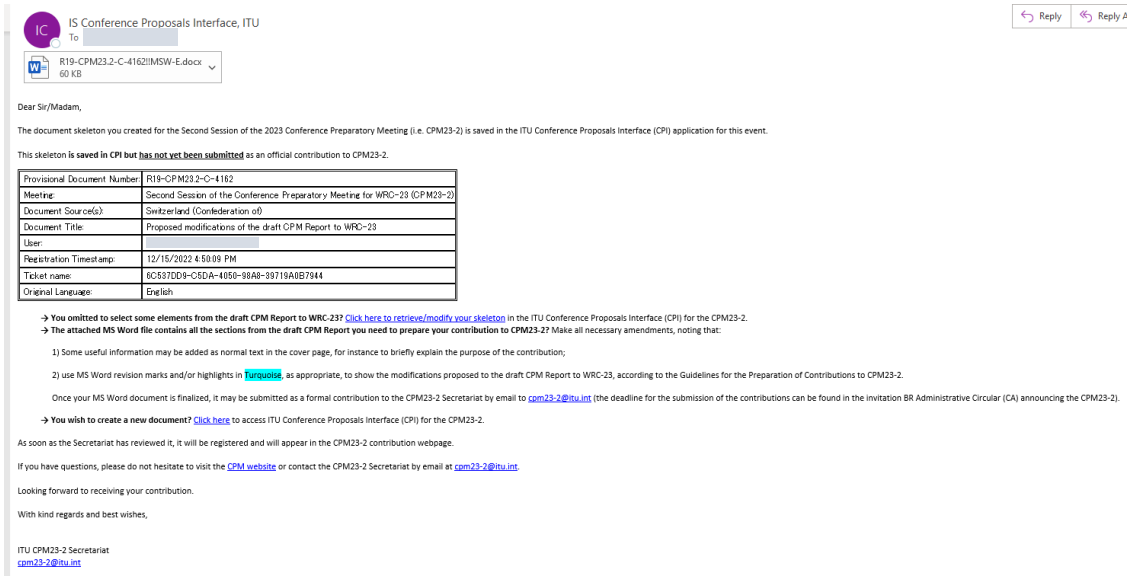
Frequency allocations

Section IV – Table of Frequency Allocations
(See No. 2.1)

C:\USERS\MURPHY\DROPBOX\PROPOSAL SHARING\WRC-19\TEMPLATE\ENGLISH.DOCX

6.6 Example of an email notification received after saving the skeleton created in CPI for CPM-2

The email notification includes a copy of the skeleton MS Word file and hyperlinks to CPI in order to allow for easy modification of the skeleton or submission of the proposal.



IS Conference Proposals Interface, ITU
To

R19-CPM23.2-C-4162!!MSW-E.docx
60 KB

Dear Sir/Madam,

The document skeleton you created for the Second Session of the 2023 Conference Preparatory Meeting (i.e. CPM23-2) is saved in the ITU Conference Proposals Interface (CPI) application for this event.

This skeleton **is saved in CPI but has not yet been submitted** as an official contribution to CPM23-2.

Provisional Document Number:	R19-CPM23.2-C-4162
Meeting:	Second Session of the Conference Preparatory Meeting for WRC-23 (CPM23-2)
Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposed modifications of the draft CPM Report to WRC-23
User:	
Registration Timestamp:	12/15/2022 4:50:09 PM
Ticket name:	6C537DD9-C5DA-4050-98A8-39719A0B7944
Original Language:	English

→ **You omitted to select some elements from the draft CPM Report to WRC-23?** Click here to retrieve/modify your skeleton in the ITU Conference Proposals Interface (CPI) for the CPM23-2.
→ **The attached MS Word file contains all the sections from the draft CPM Report you need to prepare your contribution to CPM23-2?** Make all necessary amendments, noting that:

1) Some useful information may be added as normal text in the cover page, for instance to briefly explain the purpose of the contribution;

2) use MS Word revision marks and/or highlights in Turquoise, as appropriate, to show the modifications proposed to the draft CPM Report to WRC-23, according to the Guidelines for the Preparation of Contributions to CPM23-2.

Once your MS Word document is finalized, it may be submitted as a formal contribution to the CPM23-2 Secretariat by email to cpm23-2@itu.int (the deadline for the submission of the contributions can be found in the invitation BR Administrative Circular (CA) announcing the CPM23-2).

→ **You wish to create a new document?** Click here to access ITU Conference Proposals Interface (CPI) for the CPM23-2.

As soon as the Secretariat has reviewed it, it will be registered and will appear in the CPM23-2 contribution webpage.

If you have questions, please do not hesitate to visit the CPM website or contact the CPM23-2 Secretariat by email at cpm23-2@itu.int.

Looking forward to receiving your contribution.

With kind regards and best wishes,

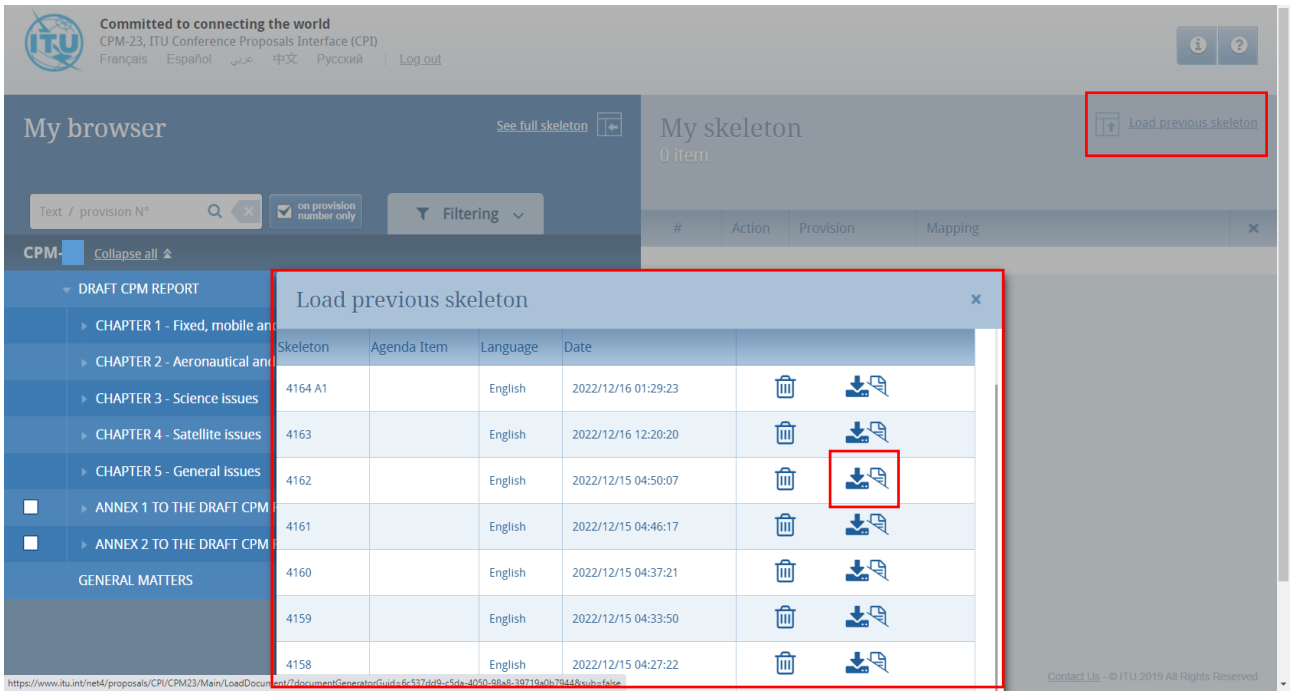
ITU CPM23-2 Secretariat
cpm23-2@itu.int

7 Loading a previously saved skeleton

If you wish to change the baseline text for your contribution/proposal(s), you may load and then modify any skeletons previously saved in CPI before creating a new MS Word file.

Load a previously saved skeleton (e.g. 4162 below*) by either clicking on the link in the email (see section 6.6 above), or clicking on the "Load previous skeleton" button in the CPI interface. You may then select or delete any of the skeletons that you previously created.

Once a skeleton has been created, an MS Word file can be produced in any of the six official ITU languages. Click on the desired language at the top of the page once available (see section 3 above), then click "Save my skeleton", and follow the process described above.



* The skeleton numbers (e.g. 4164 A, 4163, 4162, etc.) are automatic provisional running numbers internal to CPI.

8 Finalizing your MS Word document

Once your MS Word document has been created, you may modify it as you wish following the Guidelines for the preparation of contributions to CPM-2 (e.g. see the Guidelines for the preparation of contributions to CPM23-2)), before submitting it to the Secretariat for further processing and posting.

Should you wish to add, remove or reorder some proposals included in your document, you can retrieve your skeleton in CPI using the “Load previous skeleton” link (see section 7 above) or on the link provided in the email you received when you saved your skeleton (see section 6.6 above).

9 Submitting the contributions/proposals to ITU

Please follow the related information provided in the Guidelines for the preparation of contributions to CPM-2.

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