

# **ITU-T Rapporteur and Editor Tutorial**

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## **Electronic Working Methods (EWM) Services**

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# Telecommunication Information Exchange Service (TIES)

- Set of networked information resources and services offered without any charge to ITU membership
- To support their participation in ITU activities
- TIES account benefits
  - Personal TIES E-mail
  - Online collaboration tools
  - Access to ITU meeting documents and sites reserved to ITU membership only

# Telecommunication Information Exchange Service (TIES)

- How to apply for a TIES account
  - Online application
  - Requires authorization from the TIES Focal Point
- More information on TIES
  - TIES Homepage: <http://itu.int/TIES/>
  - Guides: <http://itu.int/TIES/services/>
  - FAQs: <http://itu.int/TIES/faq.html>

# Informal FTP Areas (IFA)

- Used by the participants as a repository and an exchange facility for documents and other files.
- Common folders structure
  - ➔ **docs** – mirror of documents from DMS, Read access only, will be archived
  - ➔ **exchange** – working area where SG participants can upload documents/files, Read+Write access, will be archived
  - ➔ **temp** – temporary exchange area

# Informal FTP Areas (IFA)

- Access to a Study Group's IFA
  - Restricted to those with a TIES account, e.g., Member States, Sector Members, Associates, Academia
- How to access a Study Group's IFA
  - Via the WEB using a Web browser  
*<http://ifa.itu.int/t/2009/sg#/>*
  - Via FTP using a FTP client  
Remote Host: *ifa.itu.int*  
Subdirectory: */t/2009/sg#*

# Mailing Lists

- Subscription to ITU-T Mailing Lists
  - ➔ Restricted to ITU-T membership
  - ➔ TIES account required
- Subscription to the mailing lists
  - ➔ Log in to the ITU-T Electronic Registration and Subscription Service page: <http://itu.int/ITU-T/services>
  - ➔ Choose from the available mailing lists and subscribe

# Mailing Lists

- Mailing lists default setup
  - ➔ **TIES e-mail** – default e-mail address for sending and receiving e-mails
  - ➔ **ITU-T Mailing list e-mail** - if provided, this e-mail becomes the default e-mail address, replacing the TIES e-mail
  - ➔ **Contact e-mail** – for administrative operations (e.g. contact in case of problems, lost passwords, etc.)

# Mailing Lists

- Modify your mailing lists profile
  - ➔ Log in to: <http://itu.int/TIES>
  - ➔ Click on “Edit my account”
  - ➔ Enter your preferred mailing list e-mail address in the ITU-T Mailing List e-mail box
  - ➔ Send messages from any of the e-mail addresses defined in your profile
  - ➔ Receive messages on the default e-mail address



# Meeting Documents Sync Application

- Download and synchronize documents of a current SG meeting to your local drive
  - Available for all current ITU-T SG meetings
  - Download, save on the Desktop and run following simple on-screen instructions
  - TIES account required

# Discussion Forums

- Online discussions in the form of posted messages
  - Organized by SG Structure (Working Parties)
  - TIES account required
  - Log in, choose or create a topic and join in the discussions
  - Complement to or an alternative to the mailing lists

# Electronic Working Methods (EWM) Services

- QUICK DEMOS and Q & A
  - ➔ Access a study group IFA using a FTP client
  - ➔ Subscribe to a study group mailing list
  - ➔ Update mailing list profile
  - ➔ Download and synchronize documents of a current SG meeting
  - ➔ Create a topic and post messages in the Discussion Forum

# Electronic Working Methods (EWM) Services

**THANK YOU!**

EWM Services Homepage:

<http://groups.itu.int/itu-t/ewmservices.aspx>

Send questions/requests for support to:

[tsbedh@itu.int](mailto:tsbedh@itu.int)