

## ITU-T GUIDE FOR PARTICIPANTS

### Information paper for Participants, Rapporteurs and Chairmen

(July 2005)

This information paper has been prepared in order to facilitate participation in ITU-T meetings and to present some rules to be applied to ensure the efficient conduct of meetings.

Part I contains ITU meeting room locations and related information, and Part II contains an extract of the Rules of Procedure for ITU Telecommunication Standardization Sector meetings.

There are three other guides available on the following ITU-T web pages:

- “ITU-T Guide for Beginners” (March 2005), designed to help those unfamiliar with ITU-T to understand how it works and, more importantly, how to get involved:  
<http://www.itu.int/itudoc/gs/promo/tsb/87029.pdf>
- “The Guide for Participants” (a PowerPoint presentation):  
<http://www.itu.int/ITU-T/studygroups/templates/guides/ITUT-PartGuide0705.zip>
- “The Manual for Rapporteurs/Editors”  
[http://www.itu.int/itudoc/itu-t/tools/manual03\\_ww9.doc](http://www.itu.int/itudoc/itu-t/tools/manual03_ww9.doc)

If you would like to make any suggestions or comments in regard to this paper, please contact the TSB engineer/counsellor in charge of your meeting.

## PART I




### 1 ITU location

ITU headquarters and the Geneva International Conference Centre (CICG) are both located near the “Place des Nations”, in the north-eastern part of Geneva. Buses 8, 11 and 14 stop in front of the ITU Tower building. Buses 5, Z, V and F, as well as trams 13 and 15, stop at the “Place des Nations” (near the Montbrillant building).

#### [TPG Services](#)

The English pages of the Geneva public transport system (TPG) are to be found at:  
<http://www.tpg.ch/Internet+TPG/Anglais/EHomepage/Accueil.htm>

### 2 ITU premises guide

	<b>Tower building</b>	<b>Montbrillant building</b>	<b>Varembé building</b>
<b>Office number</b>	starts with “T”	starts with “M”	starts with “V”
<b>Meeting rooms</b>	A, B, C, D (2 <sup>nd</sup> basement) T101, T103 (1 <sup>st</sup> floor)	H K L M (1 <sup>st</sup> floor)	E (1 <sup>st</sup> floor) F (4 <sup>th</sup> floor)
<b>Reception</b> 	Tel: 022 730 5107/5108 Open: 0600 - 2200 hrs <input type="checkbox"/>	Tel: 022 730 6788 Open: 0600 - 2200 hrs Weekdays only (except when authorized for specific meetings (contact the TSB Counsellor))	(Tel: 022 730 5172) Open: 0600-2200 hrs Weekdays only. Door controlled by badge (no receptionist)
<b>Telephone operators</b> 	Message centre for participants: Tel: +41 22 730 5195/5196 Fax: +41 22 733 7256		
<b>Computer rooms</b>	2 <sup>nd</sup> basement Open: 0600 - 2200 hrs Detailed information on <a href="http://www.itu.int/ITU-T/edh">EDH</a> ( <a href="http://www.itu.int/ITU-T/edh">http://www.itu.int/ITU-T/edh</a> )	 2 <sup>nd</sup> floor Open: 0600 - 2200 hrs	

 <p><b>TIES Registration</b> (<a href="http://www.itu.int/TIES/registration/index.html">http://www.itu.int/TIES/registration/index.html</a>)</p>	T.1304		
<p><b>Service Desk</b></p>			<p>V.2 Tel: 022 730 6666 servicedesk@itu.int</p>
 <p><b>Medical Service</b></p>			<p>V.319 Tel: 022 730 5397 0830 - 1230 hrs 1400 - 1730 hrs Emergency: pager 6862 or 0144 (Ambulance)</p>
<p><b>Security: dial 119</b></p>			
 <p><b>Travel Agency</b> (<a href="http://www.btionline.ch/eng/index.html">http://www.btionline.ch/eng/index.html</a>)</p>	<p>BTI Switzerland Ltd T.1108 Tel: 022 730 5168/5170</p>		
<p><b>Cafeteria and coffee machines</b></p>	<p>Cafeteria: 15<sup>th</sup> Floor Open: 0800 – 1700 hrs Coffee machines: 2<sup>nd</sup> basement</p>	<p>Coffee machines: ground floor</p>	<p>Cafeteria: ground floor Open: 0800 – 1700 hrs</p>
<p><b>Cloakroom, Locker and Document Facilities</b></p>	<p>Cloakroom: 2<sup>nd</sup> basement Lockers: 2<sup>nd</sup> basement Document counter: 2<sup>nd</sup> basement</p>	<p>Cloakroom: ground floor Lockers: first floor Document counter: ground floor</p>	
 <p><b>Library</b> (<a href="http://www.itu.int/library/index.html">http://www.itu.int/library/index.html</a>)</p>		<p>6<sup>th</sup> floor Open: 0900-1200 and 1400-1700 hrs Email: library@itu.int Tel: +41 22 730 6900 Fax: +41 22 730 5326</p>	
<p><b>ITU Bookshop</b></p>	<p>Near reception, Ground floor Tel: 022 730 5344 Open: 0830-1200 and 1400-1700 hrs</p>		
<p><b>Lost &amp; Found</b></p>			<p>V.07 Tel: 022 730 5171/6855</p>

## CICG: Geneva International Conference Centre

- Centre open from 0700 to 1830
- CICG Reception : Tel: +41 22 791 9111  
Fax: +41 22 733 8106
- CICG Bar (ground floor) open from: 0800 - 1115  
and 1430 - 1730  
CICG self-service cafeteria open from: 1115 - 1400



### 3 Useful information

#### • Medical centres

##### *Close to ITU:*

Permanence de Vermont  
(24/24)  
9A, rue de Vermont

Tel: 022 734 5150

##### *Other medical permanence:*

Permanence des Eaux-Vives  
(0800 to 1830, except on Sunday)  
4, rue du Nant

Tel: 022 718 0380

Hôpital de la Tour  
3, Avenue Jean-Daniel Maillard  
1217 Meyrin

Tel: 022 719 6600  
022 719 6111

Hôpital Cantonal  
24, rue Micheli-du-Crest  
1211 Genève 14

Tel: 022 372 3311

#### **Ambulance**

Tel: **144**



#### • Dental care centres

Servette (right bank)  
(0800-1900 –  
Weekends: 0800-1700)  
Av. Wendt 60  
Tel: 022 733 9800

Champel (left bank)  
(0800-1900 –  
Sat.: 0800-1700 – Sun.: 0900-1700)  
Ch. Malombré 5  
Tel: 022 346 6444

#### • Cafeteria

The new ITU Cafeteria is located on the ground floor between the Varembe and Montbrillant buildings. Participants can use also the UN, WIPO, UNHCR and other UN agency cafeterias. Your ITU meeting badge with your photograph is required for access.



- **Telecom Information Exchange Services (TIES)**

The ITU Telecom Information Exchange Services (TIES) is a set of networked information services and resources supporting ITU-related information exchange requirements for the global telecommunication community.

All ITU-T documents are posted on our website (<http://www.itu.int/itu-t>). In order to retrieve documents, you need a TIES account. All participants from Member States, ITU-T Sector Members and Associates may obtain a TIES account. To that end, please see: <http://www.itu.int/TIES/registration/index.html>, or visit the Service Desk at V.02 (Tel: 022 730 6666).

- **Wireless and wired LAN access in ITU meeting rooms**

Wireless access is available on the ITU and CICG premises. For this you will need a wireless LAN card for your PC conforming to the IEEE 802.11b standard.

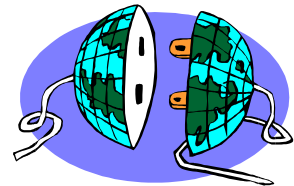
Ethernet (10baseT) LAN facilities are available in the meeting rooms in the Montbrillant building, as well as in the Delegates' Lounge in the 2<sup>nd</sup> basement of the Tower and on the 2<sup>nd</sup> floor of the Montbrillant building.

For LAN access information, please consult: [http://www.itu.int/ITU-T/edh/files/edh\\_facilities.pdf](http://www.itu.int/ITU-T/edh/files/edh_facilities.pdf).

For wireless LAN access information, please consult: <http://www.itu.int/ITU-T/edh/files/InfoWirelessLAN.pdf>.

- **Electric plug adaptors**

Most meeting rooms have an individual power outlet at each seat. **Remember**, though, that you will need to have a Swiss power cord or a Swiss adaptor. The adaptors (two types: Europe-USA, UK) can be purchased at the ITU Bookshop located at the entrance of the ITU Tower building (open from 0830 to 1200 hours and from 1400 to 1700 hours).



- **Lockers**

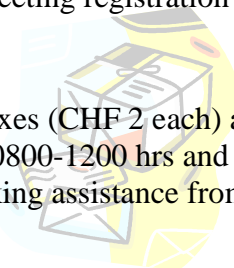
A CHF 5 coin is needed to use the locker in the 2<sup>nd</sup> basement of the Tower or on the 1<sup>st</sup> floor of the Montbrillant building.

- **Parking**

When meetings are held in the CICG, participants may use the "Nations" car park free of charge (parking card available at the meeting registration desk).

- **Sending documents home**

You can purchase cardboard boxes (CHF 2 each) at the bookshop and dispatch the package from the post office in the CICG (open: 0800-1200 hrs and 1400-1800 hrs (Note: hours are different during the Summer)). You can request packing assistance from the document counters.



#### 4 **Where to stay in Geneva**

A number of hotels in Geneva and the surrounding area offer preferential rates to participants in ITU conferences and meetings. The list of these [hotels](http://www.itu.int/travel/accommodations.asp) is available on the ITU website (<http://www.itu.int/travel/accommodations.asp>).



## 5 About TSB

The **Telecommunication Standardization Bureau (TSB)** provides secretarial support for ITU-T and services for participants in ITU-T work, disseminates information on international telecommunications worldwide, and establishes agreements with many international standards development organizations. For more details, please consult our website at: <http://www.itu.int/ITU-T/info/tsb/index.html>.

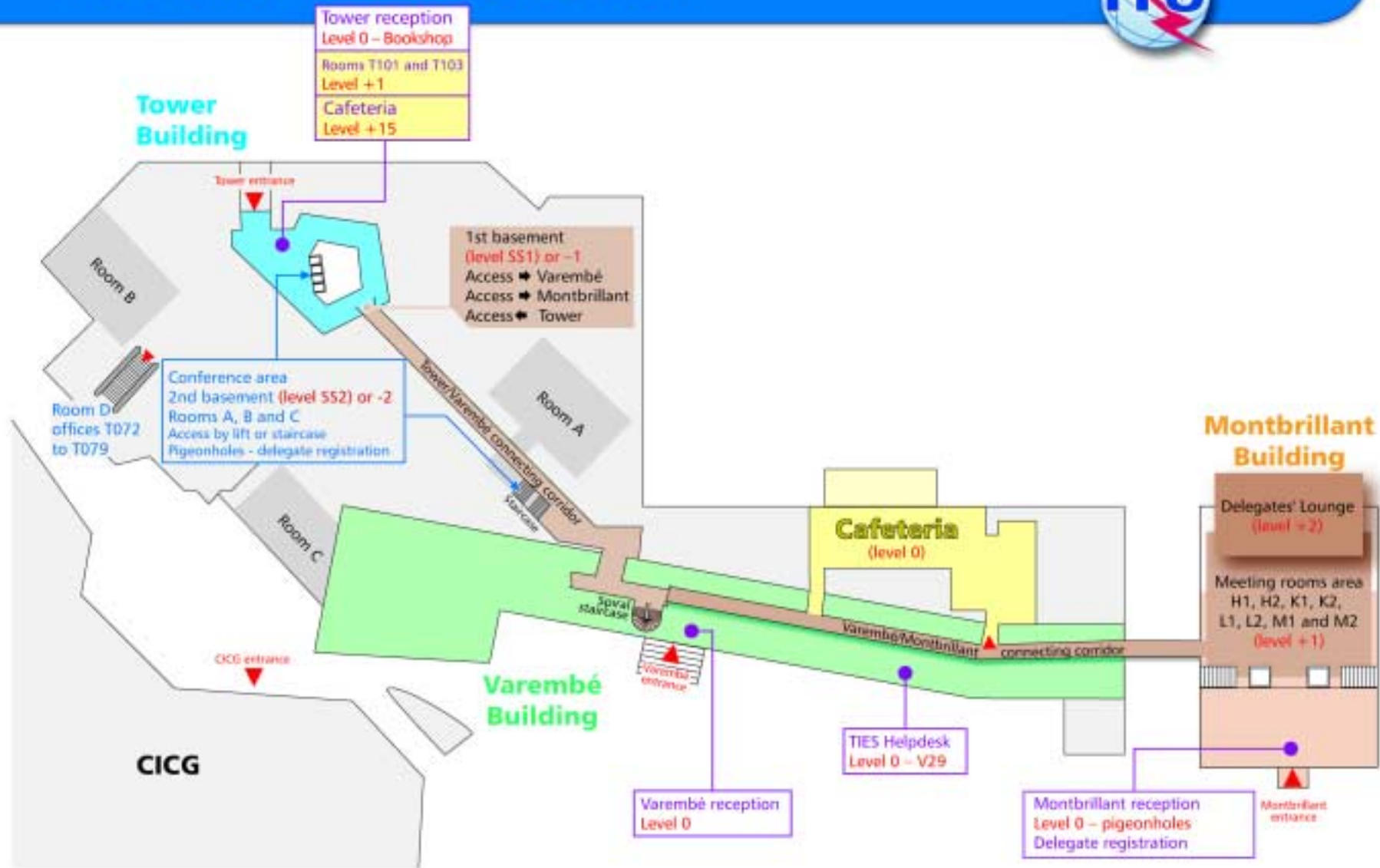
### Contacting the Telecommunication Standardization Bureau

International Telecommunication Union (ITU)  
Telecommunication Standardization Bureau (TSB)  
Place des Nations  
CH-1211 Geneva 20  
Tel: +41 22 730 5852  
Fax: +41 22 730 5853  
E-mail: [tsbmail@itu.int](mailto:tsbmail@itu.int) (central address)  
[tsbedh@itu.int](mailto:tsbedh@itu.int) (electronic document handling)  
URL: <http://www.itu.int/ITU-T>



[ITU Circulation Plan \(3D\)](#)

# ITU Circulation Plan



## PART II

### 1 Rules for debates and Rules of Procedure of ITU-T meetings ([Resolution 1](#), [Recommendation A.1](#))

**1.1 Order of debates** (See the General Rules of conferences, assemblies and meetings of the Union).

- 1) Persons desiring to speak must first obtain the consent of the chairman. As a general rule, they shall begin by announcing in what capacity they speak.
- 2) Speakers must express themselves slowly and distinctly, separating their words and pausing as necessary in order that everybody may understand their meaning.

### 1.2 Duties of the chairman

#### 1.2.1 Conduct of meetings

All meetings should proceed according an agenda established and distributed well in advance. Where an agenda is provided, all interested parties have a chance to be informed and to participate. It is the chairman's role to ensure that the meeting runs smoothly, that everyone wishing to express an opinion has an opportunity to do so, and that no speaker ends up dominating a discussion.

The chairman should do everything possible to move the meeting forward, allowing everyone interested in a given topic to speak once, and only then allowing repeat speakers. One of the simplest and most important goals is to start and end the meeting on time.

**1.2.2** The chairman shall conduct the debates during the meeting with the assistance of TSB.

**1.2.3** The chairman is authorized to decide that there shall be no discussion on Questions on which insufficient contributions have been received.

**1.2.4** It shall be the duty of the chairman to protect the right of each delegation to express its opinion freely and fully on the point at issue.

**1.2.5** The chairman shall ensure that discussion is limited to the point at issue, and may interrupt any speaker who departs therefrom and request such speakers to confine their remarks to the subject under discussion.

**1.2.6** Chairmen will ask, at the beginning of each meeting, whether anyone has knowledge of patents or software copyrights, the use of which may be required to implement the Recommendation being considered. The fact that the question was asked will be recorded in the working party or study group meeting report, along with any affirmative responses. (1.4.6 Rec. A.1)

#### 1.2.7 Voting

Although recourse to a vote is not excluded in study group meetings, it is strongly recommended that the practice of agreement by consensus be maintained. The procedure for a vote is very complicated. If it is used, the relevant rules defined in the Convention must be followed, particularly in regard to eligibility. Voting has to date never been used at a study group meeting.

Conflict is almost unavoidable at meetings. What is important is to respect the opinion of others. The solution adopted in such a circumstance is the principle of consensus. There is also a need for



“concessions” to be made by each party. Applying the principle of consensus can help your meeting move forward on controversial subjects.

**1.2.8** For more information, see [Resolution 1, Section 3](#) and [Recommendation A.1, Sections 1 and 2](#).

### **1.3 Duties of the TSB engineer/counsellor**

**1.3.1** During the meeting, the TSB engineer/counsellor acts on behalf of the Director of TSB and assists the chairman in ensuring the smooth conduct of meeting.

**1.3.2** He/she must be consulted in regard to any decision involving the responsibility of the Director of TSB.

**1.3.3** The engineer/counsellor is also responsible for the logistic arrangements for the meeting, checking and authorizing the allocation of meeting rooms and the processing, printing, posting and distribution of documents. Delegates may not submit, post or distribute documents without prior authorization from the engineer/counsellor.

## **2 Study group management ([Recommendation A.1](#))**

A study group management team comprises the chairman and vice-chairmen of the study group, the chairman (and sometimes also the vice-chairmen) of the working parties and the TSB counsellor assigned to the study group.

**2.1** The study group chairman, in conjunction with his or her management team, shall be responsible for establishing an appropriate structure for the distribution of work and for selecting an appropriate team of working party chairmen, and shall take into account the advice provided by the members of the study group as well as the proven competence, both technical and managerial, of the candidates.

**2.2** At the beginning of each study period, an organization proposal and an action plan for the study period shall be prepared by each study group chairman with the help of TSB. The plan should take into account any priorities and coordination arrangements, recommended by TSAG or decided by WTSA. (See [§ 1.3.1 of Rec. A.1](#))

**2.3** A study group may entrust a Question, a group of Questions or the maintenance of some existing Recommendations within its general area of responsibility to a working party.

**2.4** Where the scope of the work is considerable, a study group may decide to further divide the tasks assigned to a working party to sub-working parties.

**2.5** Working parties and sub-working parties should be set up only after thorough consideration of the Questions. Proliferation of working parties, sub-working parties or any other subgroups should be avoided.

**2.6** A study group may exceptionally, by agreement with another relevant study group(s) and taking account of any advice from TSAG and the Director of TSB, entrust a joint working party with Questions or parts of Questions of common interest to the study groups concerned.

**2.7** The chairmen of study groups and working parties (including joint working parties) are encouraged to make most effective use of the limited resources available by delegating responsibility to rapporteurs for the detailed study of individual Questions or small groups of related Questions, parts of Questions, terminology, or amendment of existing Recommendations. Review and approval of the results resides with the study group or working party.

**2.8** Liaison between ITU-T study groups or with other organizations can be facilitated by the rapporteurs or by the appointment of liaison rapporteurs.

**2.9** As the promotion of study group activities is an essential element in any ITU-T marketing plan, each study group chairman, supported by other study group leaders and subject matter experts, is encouraged to establish, maintain and participate in a promotion plan, coordinated with TSB, whose emphasis is the dissemination of study group information to the telecommunication community.

### **3 Submission of contributions** **(Recommendations A.1 and A.2)**

**3.1** Member States and other duly authorized entities registered with a study group or its relevant group and the chairmen and vice-chairmen of study groups and working parties should submit their contributions to current studies via electronic means. ([See 3.8](#))

**3.2** Contributions should be concisely drafted, avoiding unnecessary details, tables or statistics that make no direct contribution to the study of a Question. They should be clearly written with a view to being universally understood.

**3.3** A contribution should not as a rule exceed about 2500 words (five pages), nor should it include more than three pages of figures (making eight pages in all). It should be accompanied by an abstract which is no more than 150-200 words, and which summarizes the aim of the contribution and its technical content.

**3.4** Documents of purely theoretical interest which are not directly related to the Questions under study should not be submitted.

**3.5** Articles which have been or are to be published in the technical press should not be submitted to ITU-T, unless they relate directly to Questions under study.

**3.6** Passages of an unduly commercial nature included in a contribution may be deleted by the Director of TSB in agreement with the chairman.

**3.7** All contributions to ITU-T meetings should – as far as possible – be sent using electronic means; if no such facilities are available to the contributor, submission of paper only copies is acceptable.

**3.8** Electronic submission facilities include e-mail, FTP via drop box or Web, and the ITU web-based interface, but the preferred solution is the study group drop box. Detailed information and instructions for these methods are maintained by TSB on the ITU-T website and disseminated periodically via TSB circular.

Contributions can be submitted by:

- E-mail to [tsbedh@itu.int](mailto:tsbedh@itu.int)
- FTP drop box (requires a TIES account)
- The web-based submission system via the study group web page.

Full details can be found at: <http://www.itu.int/ITU-T/edh/faqs-docsub.html>

Templates for all types of document can be found on the study group web page.

The standard ITU-T word-processing application is Microsoft Word. Further guidelines on document format, etc., are given at the above URL.

**3.9** Contributions shall be addressed to TSB and copied to the study group chairman and vice-chairman, working party chairmen and concerned rapporteur(s).

**3.10** Contributions should be printable in A4 format, as far as possible. The first page must have the standard layout of ITU-T contributions (see the ITU-T document templates on each ITU-T study group's home page).

**3.11** Normal contributions which are to be considered at a study group or working party meeting shall reach TSB at least two months before the date fixed for the opening of the meeting. Delayed contributions shall arrive in TSB at least seven working days before the meeting.

**3.12** Contributors are reminded, when submitting contributions, that early disclosure of patent information is desired, as contained in the statement on ITU-T patent policy (available on the ITU-T website). Patent declarations should be made using the "Patent Statement and Licensing Declaration" forms available on the ITU-T website. (See [§ 3.1.3 of Rec. A.1](#))

**3.13** Material such as text, diagrams, etc., submitted as a contribution to the work of ITU-T is presumed by ITU to have no restrictions in order to permit the normal distribution of this material for discussions within the appropriate groups and possible use, in whole or in part, in any resulting ITU-T Recommendations which are published. By submitting a contribution to ITU-T, authors acknowledge this condition of submission. In addition, authors may state any specific conditions on other uses of their contribution. (See [§ 3.1.5 of Rec. A.1](#))

**3.14** A contributor submitting software for incorporation in the draft Recommendation is required to submit a software copyright statement and licensing declaration form available on the ITU-T website. The form must be provided to TSB at the same time that the contributor submits the software. (See [§ 3.1.6 of Rec. A.1](#))

**3.15** In the title of the contribution, it will be highly desirable to quote the number of Recommendation to which it is related.

**3.16** Detailed guidelines recommended for the preparation of contributions are provided in Appendix I of Recommendation A.2. Details on the presentation of ITU-T texts can be found in the "[Author's Guide](#) for drafting ITU-T Recommendations". (<http://www.itu.int/itudoc/itu-t/guide/64657.html>)

## 4 Reference to documents

**4.1** References to published Recommendations should be meaningfully completed. Avoid missing or unclear titles and unspecified versions, e.g. date shown as “???” or “19??”.

**4.2** No reference should be made to a draft/future Recommendation not yet approved.

**4.3** The catalogue entitled “List of ITU-T Recommendations” is available from the ITU Sales Department, e-mail: [sales@itu.int](mailto:sales@itu.int). The [ITU-T website](#) contains full information on ITU-T Recommendations. Delegates can also obtain information on [ITU-R Recommendations](#) by visiting: <http://www.itu.int/publications/sector.aspx?lang=e&menu=categories&sector=1>.

Further information on ITU publications may be found at: <http://www.itu.int/publications>.

For ISO-IEC information, please visit: <http://www.iso.ch/ittf>.

**4.4** For reference to external (non-ITU) documents, the requirements of [Recommendation A.5](#) must be met. A supporting input document following the format outlined in Appendix I to Recommendation A.5 must be submitted to the study group so that the latter can decide whether or not to include a reference.

## 5 Temporary documents ([Recommendation A.1](#), Section 3.3)

**5.1** Extracts from reports of other study group meetings or from reports of chairmen, rapporteurs/editors or drafting groups received less than two months before the meeting shall be published as temporary documents and distributed during the meeting to participants.

**5.2** Temporary documents should be provided to TSB in electronic format. TSB shall post electronically those temporary documents submitted as electronic files as soon as they become available; those submitted as paper copies will be posted as soon as practicable.

**5.3** Temporary documents input before the start of the study group or working party meeting should be submitted as soon as possible.

**5.4** Temporary documents containing extracts from reports of other study group or working party meetings shall not be reissued by TSB as normal contributions, since they have usually served their purpose at the meeting and some relevant parts may already have been included in the report of the meeting.

**5.5** **Temporary documents may be produced during the meeting.**

## 6 Access to documentation

### 6.1 Web-based access

ITU-T meetings are more and more often completely paperless and you may download meeting documents electronically. All study group and working party meetings, unless otherwise stated (e.g. because they are outside Geneva), provide unrestricted Internet access, so there is no need to burden

yourself with kilos of paper. Nevertheless, when you register for a meeting you can opt to request paper copies of meeting documents.

For electronic access, all documents can be found via the study group web page, but you will need to have a **TIES account** with a username and password. TIES accounts are granted to representatives of ITU Member States, ITU-T Sector Members and Associates. Details of how to register for TIES access are given in Annex 1.

All documents for forthcoming or recent study group or working party meetings are available via the ITU website. Go to the homepage of the study group of interest and you will find a section entitled "Documents by meeting", which includes documents for both "Last meeting" and "Next meeting". For each meeting, the **document set** includes the convening or collective-letter, all normal (white) and delayed contributions and all temporary documents. The web page provides facilities for:

- bulk downloading of all documents;
- downloading of individual documents;
- bulk downloading of a set of selected documents.

In each case, the documents can be downloaded as a zip file to reduce the download time.

The website also provides a search facility which enables you to home in easily on the key documents of interest. For example, you can run a search based on working party, Question, source, keyword, etc.

## 6.2 LAN access

Virtually all of the meeting rooms now have some form of LAN access for delegates. The most common form is wireless access, for which you will need a wireless LAN card for your laptop conforming to the IEEE 802.11b standard. The meeting rooms in the Montbrillant building also have traditional Ethernet ports at each seat. Configuration information for access to the ITU-T LAN is given in Annex 2.

## 6.3 Documents in paper form

If, during registration, you elect to have paper copies of all documents, these will appear in your allocated and numbered pigeonhole (the pigeonhole number is shown on your badge).

## 7 The roles of rapporteurs ([Recommendation A.1](#))

The responsibility of the rapporteur is to ensure that the experts make progress on the work assigned under the Question, lead e-mail discussions, coordinate progress and drive the work on the text of Recommendations. The roles of rapporteurs are defined in Recommendation A.1, [section 2.3](#).

The following is a summary of the roles of rapporteurs. The detailed manual to assist rapporteurs in their activity is reproduced separately.

**7.1** Rapporteurs may be appointed (and their appointments may be terminated) at any time with the agreement of the competent working party, or of the study group. In principle, a rapporteur, on accepting this role, is expected to have the support necessary to fulfil this commitment throughout the study period or throughout the execution of his or her work.

**7.2** A rapporteur may propose the appointment of one or more associated rapporteurs, liaison rapporteurs or editors, whose appointments should then be endorsed by the relevant working party

(or study group). The editor assists the rapporteur in the preparation of the text of draft Recommendations or other publications.

**7.3** As a general principle, work by correspondence is preferred, and the number of meetings should be kept to a strict minimum.

**7.4** The rapporteur's responsibilities are:

- To coordinate the detailed study in accordance with guidelines established at working party (or study group) level.
- To act as a contact point and source of expertise for the allocated study topic.
- To establish a work programme, which should be approved and reviewed periodically by the parent group.
- To ensure that the parent working party (or study group) is kept well informed of the progress of the study.
- To submit a progress report to each of the parent group's meetings.
- To convene an authorized rapporteur group meeting. ([See 7.8 below](#))
- To establish a group of active "collaborators" from the working party (or study group) where appropriate, with an updated list of those collaborators being given to TSB at each working party meeting.
- To provide the edited text to TSB for Last Call and, subsequently, the final revised text for the second round of AAP when requested by the chairman and by the TSB engineer/counsellor.
- To delegate the relevant functions from the list above to associate rapporteurs and/or liaison rapporteurs as necessary.
- To maintain his or her assigned iFTP and a list of e-mail addresses of active collaborators or experts. It should be noted that the structure of the iFTP level must be agreed by the study group and implemented by TSB. ([See Annex 3](#))

**7.5** Rapporteurs should work only on the basis of contributions received.

**7.6** Rapporteurs are responsible for the quality of their texts, submitted by the study group for publication. They shall be involved in the final review of that text prior to it being submitted to the publication process.

**7.7** Rapporteurs should normally base any draft new or substantially revised Recommendations on written contribution(s) from ITU-T members.

**7.8** Rapporteur meetings are authorized at study group/working party level. The actual meeting will take place only if sufficient input contributions and participants are confirmed and if the final authorization is given by the chairman and TSB.

**7.9** The intention to hold meetings should be agreed in principle and publicized with as much notice as possible (normally at least two months) at study group or working party meetings (for inclusion in their reports) and via the study group web page, for example. Rapporteurs should send the invitation to the meeting by e-mail to the collaborators, with a copy to the relevant working party chairman or study group chairman and to the TSB engineer/counselor, at least three weeks prior to the meeting.

**7.10** In principle, there is no TSB involvement in the submission and processing of rapporteur meetings. IFTP areas are available at each study group meeting for providing documents to all the participants and those interested in the Question.

**7.11** Rapporteurs should prepare a meeting report for each rapporteur meeting held and submit it as a contribution or a temporary document.

**7.12** The parent working party (or study group) must define clear terms of reference for each rapporteur's specific tasks and for each authorized rapporteur group meeting.

**7.13** When meetings are arranged to be held outside ITU premises, participants should not be charged for meeting facilities, unless agreed in advance by the study group. Meeting charges should be an exceptional case and only applied if, for example, the study group is of the opinion that a meeting charge is necessary for the work to proceed properly.

**7.14** For more information see Recommendation A.1, [Section 2.3](#).

## **Annex 1**

### **TIES registration**

#### **Instructions for registering with the ITU Telecom Information Exchange Services (TIES)**

ITU TIES is available, free of charge, to persons or companies meeting one or other of the following conditions:

- Your company is a Sector Member of ITU. To find out, please visit: <http://www.itu.int/members/>
- You are working in the permanent mission of a country that is an ITU Member State
- You are working in a government telecommunication administration in one of the ITU Member States. To find out whether your country is a Member State or not, visit: <http://www.itu.int/members/>.

To register with TIES, please complete the online form at <http://www.itu.int/TIES/>.

## Annex 2

### Wired LAN facilities

Ethernet (10baseT) LAN facilities are available in the meeting rooms in the Montbrillant building, as well as in the Tower (2nd basement) and Montbrillant (2nd floor) buildings.

The IP address is automatically allocated by the ITU servers. For information on the necessary configurations, etc., see: [http://www.itu.int/ITU-T/edh/files/edh\\_facilities.pdf](http://www.itu.int/ITU-T/edh/files/edh_facilities.pdf).

#### - **Accessing ITU's wireless facilities**

ITU has now installed an 802.11b wireless LAN network in its main conference rooms (in the Tower building: rooms A, B, C, and the "salle des Pas Perdus"; in the Montbrillant building: rooms H, K, L, M and the 2nd floor lounge; and in most of the CICG meeting rooms) with 11 Mbit/s 2.4 GHz access points. Delegates can connect to this wireless network using their laptops with a wireless LAN card. Any Wi-Fi certified wireless card can be used, although we recommend using 128-bit encryption cards from known vendors to minimize problems and facilitate troubleshooting.

For more information see: <http://www.itu.int/ITU-T/edh/files/InfoWirelessLAN.pdf>.

#### - **Buying wireless cards**

When procuring your own card, ensure that the card is compatible with Wi-Fi 802.11b with 128-bit encryption (although encryption is not currently used in ITU, it may become mandatory in future, and most cards come with it anyway). Limited quantities of wireless cards are available for sale from the ITU Bookshop.

#### - **ITU's wireless configuration parameters**

To install the wireless card, you may need to log in with administrator privileges, depending on the operating system and card purchased.

Here are a few things to configure on your laptop to enable it to work with ITU's wireless network:

- Set your case-sensitive SSID as "ITUdelg"
- WEP encryption: Off. WEP encryption is not used in ITU at the moment
- Operation mode: Infrastructure (not Ad-Hoc)
- Enable DHCP for the client so that you will get IP address and other network parameters automatically.

Please consult the installation instructions provided with your card for details of installation.

#### - **Non-ITU access points**

As wireless channels can interfere with each other if not planned properly, the use of access points other than those belonging to ITU is prohibited. If you have personal access points, please do not use them inside ITU.



### Annex 3

#### E-mail mailing list and informal FTP area access

##### **Qualifications for enrolment**

You must have a TIES username and password provided to you after you enrol in TIES, as described on the previous page.

Online forms for subscribing to ITU-T e-mail mailing lists and for requesting access to study group FTP areas are available on the TSB EDH website at [http://www.itu.int/ITU-T/edh/files/edh\\_facilities.pdf](http://www.itu.int/ITU-T/edh/files/edh_facilities.pdf).

These forms are also available via each study group homepage.

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