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| --- | --- | --- |
| C:\Users\ponder\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\BDT-25th_anniversary_2017-Logo_411959-3_transparent.png |  | C:\Users\murphy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\PQ94T9LJ\bd_E_25Years_Horizontal-411959 (003).jpg |
|  | | |
| GUIDELINES FOR THE PREPARATION OF PROPOSALS  FOR TDAG17-22 AND WTDC-17 (12 April 2017) | | |
|  | | |

# INTRODUCTION

These guidelines have been prepared by the Document Control Secretariat to assist in the preparation of proposals to the forthcoming TDAG17-22, that will take place in ITU Headquarters in Geneva, from 9 to 12 May 2017, and later for WTDC-17, scheduled to take place in Buenos Aires (Argentina), from 9 to 20 October 2017.

For further inquiries regarding these guidelines, please contact [bdtdocscontrol@itu.int](mailto:bdtdocscontrol@itu.int).

# BEFORE GETTING STARTED

## 2.1 Conference Proposals Interface (CPI)

[**Conference Proposal Interface (CPI)**](https://www.itu.int/en/ITU-D/Conferences/Pages/WTDC-Conference-Proposal-Interface.aspx) is an electronic tool developed by the ITU to facilitate preparation and submission of proposals to TDAG17-22 and to WTDC-17.

The use of CPI to prepare and submit proposals to TDAG17-22 and WTDC-17 is recommended by the Secretariat. It will facilitate and optimize the treatment of the documents containing the proposals by the Secretariat and accelerate their publication into the six languages of the Union. Guidelines on the use of CPI are available at from the CPI landing page.

## 2.2 MS Word templates and formatting

All proposals submitted to TDAG17-22 and WTDC-17 should be prepared using the official MS Word templates, which are available when submitting the document on-line.

When retrieving text from the Radio Regulations, the *format and styles of the text must not be changed*.

The use of CPI will ensure compliance with the official MS Word templates.

## 2.3 Use of Microsoft Word

**2.3.1 Microsoft Word versions**

As of mid-2014, the ITU has been migrating to the MS Office 2013 Suite, including MS Word 2013 which will be used for the processing and publishing of WRC-15 documentation, including proposals for the work of the conference.

**2.3.2 Use of Track Changes (Revision Marks)**

To help follow proposed modifications to the authoritative texts, ITU Members should make sure their MS Word track changes options are set as follows:

| **Word 2010 options** | **Word 2013 options** |
| --- | --- |
| Under the **Review** tab:   * the Display for Review = **Final: Show Markup**   Click on the small arrow beside **Track Changes** and click on **Change Tracking Options**:    and apply the following options:   * Insertions = Underline * Deletions = Strikethrough * Track moves: Moved from = Double strikethrough * Track moves: Moved to = Double underline * Balloons - Use Balloons = Never | Under the **Review** tab:   * the Display for Review = **All Markup**   Click on the small arrow beside **Tracking** which opens the **Track Changes Options**:    and apply the following options:   * Balloons in All Markup view show = Nothing   Then click on the **Advanced Options**:   * Insertions = Underline * Deletions = Strikethrough * Track moves: Moved from = Double strikethrough * Track moves: Moved to = Double underline |

# GUIDELINES FOR PRESENTATION OF PROPOSALS

The following standards of presentation should be adhered to as far as possible:

## 3.1 Numbering of Proposals

In accordance with the provisions of No. 42 of the General Rules of Conferences, Assemblies and Meetings of the Union, the Secretariat will annotate the individual proposals with index numbers composed as follows:

**ABC/xxx/3**

where ABC is the symbol of the Member State(s) or of the regional group, Sector Member(s) or author(s) of the proposal or common proposal, xxx is the number assigned to the document, first by the submission system and later by the Secretariat, and 3 is the serial number of the proposal within that document. When using CPI, the symbol of the author(s) of the proposal(s)/common proposal(s) as well as the proposal numbering are automated.

## 3.2 Possible actions and their symbols

| **Action** | **Types of Proposed Modification** | **MS Word  Track Changes Feature** |
| --- | --- | --- |
| **n/a** | Adding an introduction, a summary or explanations at the beginning of a document, adding a reason explaining a proposed action to the RR. Do not use key words ADD, MOD, SUP and NOC | **Turned OFF** |
| **ADD** | **Proposal to add a new provision**  (add), i.e. a draft new WTDC Resolution or Recommendation, Study Group Question, Regional Initiative, Strategic Plan, Action Plan or Declaration. You may not apply ADD at a lower level, as that would be considered modifying existing text and MOD would then apply. | **Turned OFF** |
| **ADD \*** | **Proposal to add existing text from elsewhere.**  *Note:* It is necessary to reproduce the texts carrying the symbol ADD\* | **Turned OFF** |
| **MOD** | **Proposal to modify an existing provision**  (modify), i.e. adding, deleting or replacing words or figures.  *Note:* To modify the text, “track changes” should be turned on (Deleted text should appear as strikethrough and added text should appear as underlined) | **Turned ON** |
| **(MOD)** | **Proposal to amend a text, from an editorial point of view only**  *Note:* To modify the text, “track changes” should be turned on (Deleted text should appear as strikethrough and added text should appear as underlined) | **Turned ON** |
| **SUP** | **Propose to delete a provision**  (suppress). To be used only at the provision level, as is the case with ADD.  *Note 1:* It is not necessary to reproduce text carrying the symbol SUP.  *Note 2:* Where text is to be deleted from within a provision, the symbol MOD should be used | **Turned OFF** |
| **SUP\*** | **Proposal to transfer text elsewhere**  *Note:* It is not necessary to reproduce text carrying the symbol SUP | **Turned OFF** |
| **NOC** | **Proposal for text to be maintained without change.**  This symbol may be used together with a proposal number to emphasize that a particular provision or provisions should remain unchanged. Normally the reasons should be provided | **Turned OFF** |
| **NOC** | **Text for which no change is proposed.**  This symbol may be used to clarify that no proposals are made with respect to a particular text.  *Note:* It is not necessary to reproduce text carrying this symbol | **Turned OFF** |

## 3.3 Draft New Resolutions and Draft New Recommendations

Proposals for draft new resolutions, recommendations and Questions should be annotated "ADD". Revision marks should not be shown when using the action “ADD”.

Draft new resolutions, recommendations and Questions should be identified as follows.

ADD MBS/4020/1 [style: proposal]

DRAFT NEW RESOLUTION [MBS-1] [style: RES\_NO]

New Title [Style: Res\_title]

The World Telecommunication Development Conference (Dubai, 2014), [style: normal after title]

xxx [style: call]

xxx [style: Normal]

**Reasons:** xxx [style: Normal]

where

* + MBS = Member(s)/Regional Organization

ADD MBS/4020/2 [style: proposal]

DRAFT NEW RECOMMENDATION [MBS-1] [style: REC\_NO]

New Title [Style: Rec\_title]

The World Telecommunication Development Conference (Dubai, 2014), [style: normal after title]

xxx [style: call]

xxx [style: Normal]

**Reasons:** xxx [style: Normal]

ADD MBS/4020/3 [style: proposal]

DRAFT NEW QUESTION [MBS-1] [style: QUESTION\_NO]

New Title [Style: Question\_title]

# 1 Statement of the situation or problem [style: Heading 1]

xxx [style: Normal]

# 2 Question or issue for study [style: Heading 1]

xxx [style: Normal]

# 3 Expected output [style: Heading 1]

xxx [style: Normal]

# 4 Timing [style: Heading 1]

xxx [style: Normal]

# 5 Proposers/sponsors [style: Heading 1]

xxx [style: Normal]

# 6 Sources of input [style: Heading 1]

xxx [style: Normal]

# 7 Target audience [style: Heading 1]

| **Target audience** | **Developed countries** | **Developing countries[[1]](#footnote-1)1** |
| --- | --- | --- |
| Telecom policy-makers |  |  |
| Telecom regulators |  |  |
| Service providers/operators |  |  |
| Manufacturers |  |  |
| Consumers/end users |  |  |
| Standards-development organizations, including consortia |  |  |

a) Target audience [Heading\_b]

xxx [style: Normal]

b) Proposed methods for implementation of the results [Heading\_b]

xxx [style: Normal]

# 8 Proposed methods of handling the Question or issue [style: Heading 1]

**a) How?**

xxx [style: Normal]

**b) Why?**

xxx [style: Normal]

# 9 Coordination and collaboration [style: Heading 1]

xxx [style: Normal]

# 10 Relevant programme [style: Heading 1]

xxx [style: Normal]

# 11 Other relevant information [style: Heading 1]

xxx [style: Normal]

**Reasons:** [style: Normal]

In cases where resolutions, recommendations or Questions cancel and replace existing ones, a mention of this should be included in the reason after the ADD proposal and the existing resolutions or recommendations proposed to be suppressed should appear in a separate SUP proposal.

## 3.4 New text for Regional Initiatives

Please bear in mind that, should you wish to submit an **ADD** proposal for **Regional Initiatives**, this would comprise the block of five Regional Initiatives for one given region.

**Submitting only one Regional Initiative would be a MOD**.

Following is the formatting/styles required to submit new text for Regional Initiatives:

[REGION] REGIONAL INITIATIVES [style: Section 1]

# xxx1: New title of RI [style: Heading 1]

**Objective:** xxx [style: Normal]

**Expected results**  [style: Normal]

1) xxx [style: enumlev1]

2) xxx [style: enumlev1]

3) … [style: enumlev1]

# xxx2: New title of RI [style: Heading 1]

**Objective:** xxx

**Expected results**

1) xxx [style: enumlev1]

2) xxx [style: enumlev1]

3) … [style: enumlev1]

# SUBMISSION OF PROPOSALS

Once ready, proposals should be submitted to the Secretariat using the link on the email received upon saving the skeleton.

# ASSISTANCE

Should you require any assistance and/or clarification on how to prepare proposals, do not hesitate to contact the Secretariat:

For TDAG17-22: [bdtdocscontrol@itu.int](mailto:bdtdocscontrol@itu.int)

For WTDC-17: [wtdc.documentcontrol@itu.int](mailto:wtdc.documentcontrol@itu.int)

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1. 1These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition. [↑](#footnote-ref-1)