

Conference Proposal Interface (CPI)

WTDC-21 User guide

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1. CPI overview

The work of the World Telecommunication Development Conference 2021 (WTDC-21) and that of the Regional Preparatory Meetings leading to it is driven by proposals from [ITU Member States](#), regional organizations and [ITU-D Sector Members](#). A significant number of proposals are either changes to in-force Resolutions and Recommendations, new versions of texts that were approved at the last conference such as the Regional Initiatives and Study Group Questions, or modifications of base texts already under discussion by Membership such as the draft Addis Ababa Action Plan or the draft WTDC-21 Declaration.

The Conference Proposal Interface (CPI) is a web-based tool that assists in the preparation of proposals by creating a clean baseline document (a “skeleton”) upon which proposed modifications can be indicated. CPI will be familiar to those who have submitted proposals to other major ITU events like the ITU Plenipotentiary Conferences 2014 and 2018 (PP-14 and PP-18), the World Radiocommunication Conferences 2015 and 2019 (WRC-15 and WRC-19), or the World Telecommunication Standardization Assembly 2016 (WTSA-16).

Key terms:

- **Authoritative texts:**
 - WTDC-17 approved Resolutions
 - WTDC-17 approved Recommendations
 - WTDC-17 approved Study Group Questions
 - Draft Regional Initiatives, further to the work of the RPMs and of the TDAG-WG-RDTP;
 - Draft Addis Ababa Action Plan, further to the work of the TDAG-WG-RDTP
 - Draft WTDC-21 Declaration, further to the work of the TDAG-WG-RDTP
- **Skeleton:** Those provisions from the authoritative texts that have been selected by a submitter as a baseline for proposed modifications. Once a skeleton has been created using CPI, the system generates a corresponding Word file in the correct format.
- **Proposal:** A Contribution to one of the RPMs or to WTDC-21 suggesting changes to the authoritative texts. Proposals should be based on the Word file created by CPI, updated to indicated the desired modifications (using “track changes” where needed – see clause 5 below).

Useful addresses and contact details:

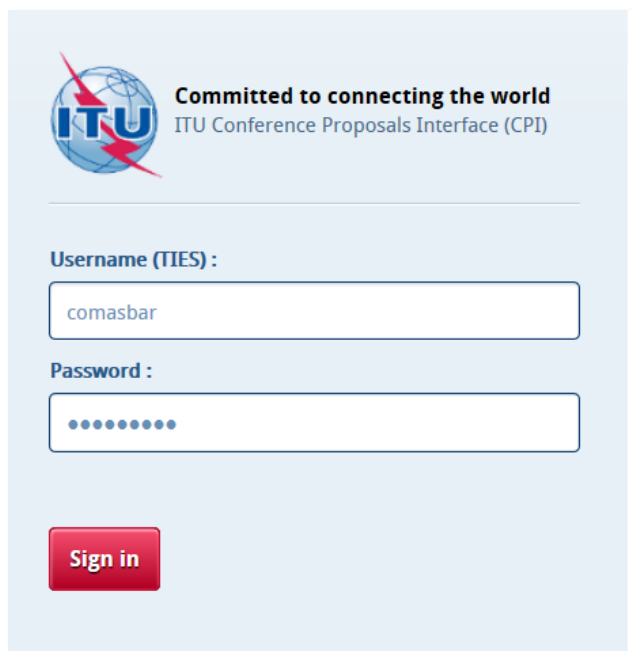
- [CPI](#)
- [Documents page on the WTDC-21 webpage](#)
- RPM and WTDC-21 Secretariat: wtcd.documentcontrol@itu.int.

In order to allow membership to review existing texts during the WTDC-21 preparatory process, a reduced version of Conference Proposals Interface (CPI) has been made already available at the end of November 2020. Membership are able to download duly formatted Word files in the six languages for the existing texts (Resolutions, Recommendations and Study Group Questions), and

prepare proposals to be used during RPMs, RTP preparatory meetings, IRMs or national discussions. Submission of proposals using the tool is not yet possible at this stage.

2. Logging on

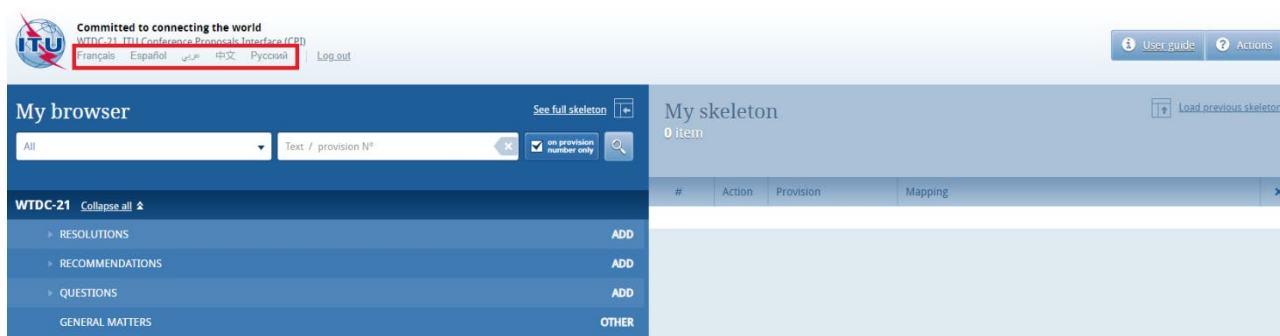
To log on, navigate to <https://www.itu.int/net4/proposals/CPI/WTDC21>, and enter your ITU user account username and password (TIES access rights required), then click *Sign in*.



The login screen features the ITU logo and the text "Committed to connecting the world" and "ITU Conference Proposals Interface (CPI)". Below this, there are two input fields: "Username (TIES) :" with the text "comasbar" and "Password : " with a masked password ".....". A red "Sign in" button is located at the bottom.

3. Languages

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

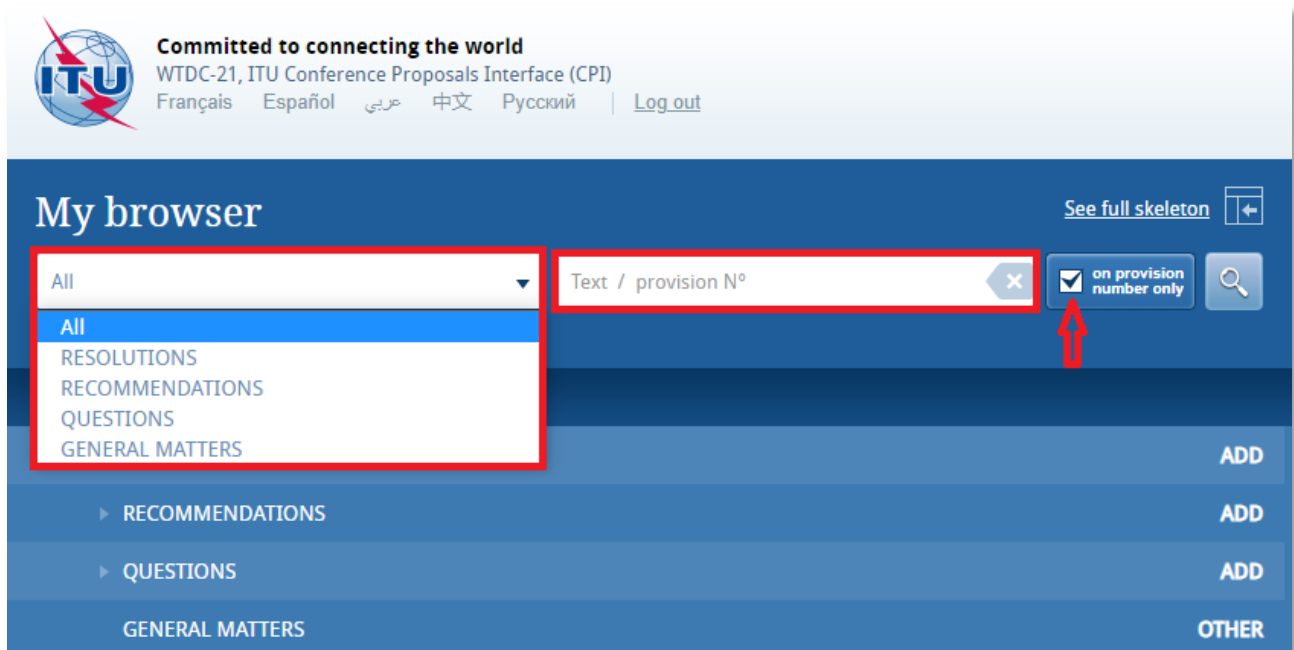


The main interface shows the ITU logo and the text "Committed to connecting the world" and "WTDC-21 ITU Conference Proposals Interface (CPI)". A language selection bar at the top includes "Français", "Español", "العربية", "中文", and "Русский", which are highlighted with a red box. A "Log out" link is also present. Below the language bar, there are two main sections: "My browser" and "My skeleton". The "My browser" section has a dropdown menu set to "All" and a search bar with the text "Text / provision N°". The "My skeleton" section shows "0 item" and a "Load previous skeleton" link. A table with columns "#", "Action", "Provision", and "Mapping" is visible below the "My skeleton" section.

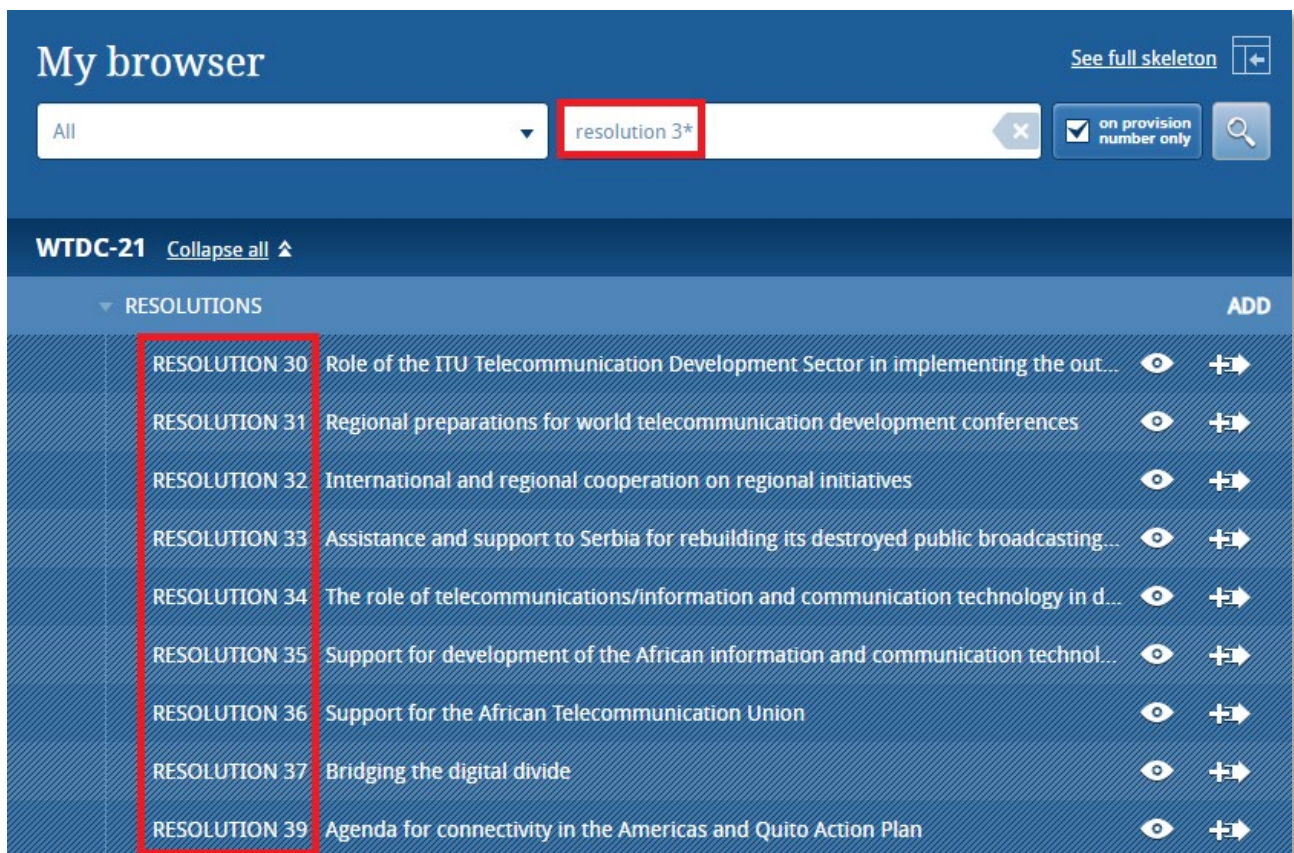
4. Searching the authoritative texts

You may search for key words/strings of words using *My Browser*. Searches can be performed on the entire collection of texts or on a selected volume: simply select, Resolutions, Recommendations, etc.

Additionally, you may search only within the titles of the provisions/individual items, when *On provision number only* is ticked, or within the content of the entire document when it is unticked.



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



By clicking on the small arrows before the titles, you can expand the sub-sections and further browse the list.

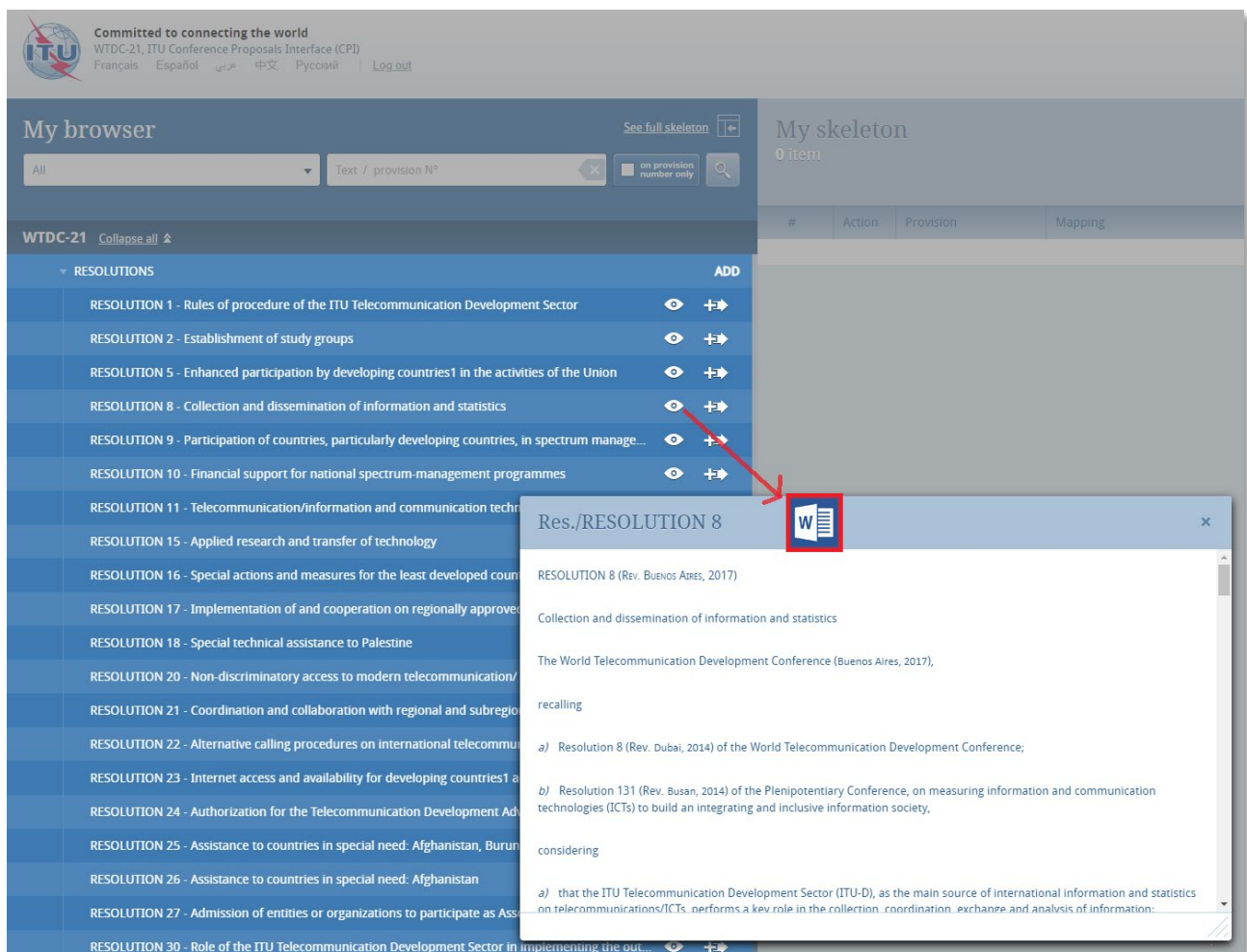
The screenshot displays the WTDC-21 ITU Conference Proposals Interface (CPI). The header includes the ITU logo and the text "Committed to connecting the world". Below this, it says "WTDC-21, ITU Conference Proposals Interface (CPI)" and provides language options: Français, Español, عربي, 中文, and Русский, along with a "Log out" link.

The main content area is titled "My browser" and features a search bar with a dropdown menu set to "All". To the right of the search bar is a text input field containing "Text / provision N°" and a search button. Below the search bar, there is a section for "WTDC-21" with a "Collapse all" link and an upward arrow.

The list of items is organized into sections: "RESOLUTIONS", "RECOMMENDATIONS", and "QUESTIONS". Each section has an "ADD" button. The "QUESTIONS" section is expanded, showing a list of questions. A red box highlights the "QUESTIONS" section and its sub-items, including "QUESTION 1/1 - Strategies and policies for the deployment of broadband in developing countries1" and its numbered sub-items (1 through 11). Each item has an eye icon and a plus/minus icon.

On the right side of the interface, there is a section titled "My skeleton" with "0 item" listed below it. Below this, there is a table with columns for "#", "Action", and "Provi".

You may check the content of a provision by clicking on the eye icon. You may also create a Word file from any provision you check.



5. Preparing a baseline document (*skeleton*)

5.1 Proposal types

Each individual proposal will use one of the following *Actions*:

ADD Proposal to add new text

i.e. a draft new WTDC Resolution or Recommendation, Study Group Question, Regional Initiative, 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.

Note: No "track changes" should be used.

ADD* Proposal to add existing text from elsewhere

Note: it is necessary to reproduce the texts carrying the symbol ADD.*

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).

(MOD) Proposal to amend a text, from an editorial point of view

Note: To modify the text, “track changes” should be turned on (Deleted text should appear as strikethrough and added text should appear as underlined).

SUP Proposal 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 texts carrying the symbol SUP.

Note 2 – Where text is to be deleted from within a provision, the symbol MOD should be used.

SUP* Proposal to transfer text elsewhere

Note: it is not necessary to reproduce texts carrying the symbol SUP.*

NOC Text for which no change is proposed

This symbol may be used to clarify that no proposals are made with respect to texts carrying this symbol.

Note: It is not necessary to reproduce texts carrying this symbol.

NOC Proposal for a 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.

Note: The reasons should be provided.

5.2 Selecting and stacking your proposals

To create a skeleton, identify the first provision that you wish to modify, then click on the icon



to select it and apply the associated Action to make a proposal. Note that you may “ADD” only at the level of Resolutions, Recommendations, Regional Initiatives or Question; and that you may use the other *Actions* at the level of individual provisions.

By clicking on the *Actions* button in the top right-hand corner, you will be able to see a description of each Action type.

Committed to connecting the world
WTDC-21, ITU Conference Proposals Interface (CPI)
Français Español العربية 中文 Pycckий Log out

My browser

See full skeleton

All Text / provision N° on provision number only

WTDC-21 Collapse all

RESOLUTIONS ADD

RESOLUTION 1 - Rules of procedure of the ITU Telecommunication Development Sector

RESOLUTION 2 - Establishment of study groups

RESOLUTION 5 - Enhanced participation by developing countries¹ in the activities of the Union

RESOLUTION 8 - Collection and dissemination of information and statistics

RESOLUTION 9 - Participation of countries, particularly developing countries, in spectrum manage...

RESOLUTION 10 - Financial support for national spectrum management programmes

RESOLUTION 11 - Telecommunication/information and communication technology services in rural...

RESOLUTION 15 - Applied research and transfer of technology

RESOLUTION 16 - Special actions and measures for the least developed countries, small island dev...

RESOLUTION 17 - Implementation of and cooperation on regionally approved regional initiatives at...

RESOLUTION 18 - Special technical assistance to Palestine

RESOLUTION 20 - Non-discriminatory access to modern telecommunication/ information and com...

RESOLUTION 21 - Coordination and collaboration with regional and subregional organizations

RESOLUTION 22 - Alternative calling procedures on international telecommunication networks and...

My skeleton

1 item

Load previous session

Save my skeleton

#	Action	Provision	Mapping
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8

MOD
MOD (Title)
(MOD)
SUP
SUP*
NOC
NOC

The selected provision and the associated Action will then appear under *My skeleton*. Repeat this process until all provisions have been added to your skeleton.

By default, a *reduced* skeleton is displayed. Click on *See full skeleton* to see all the information available.

The screenshot shows the 'My skeleton' section with 6 items. The 'See full skeleton' button is highlighted with a red box. The table below shows the items in the skeleton:

#	Action	Provision	Mapping
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8
2	MOD	RESOLUTION 23	Res./RESOLUTION 23
3	NOC	RESOLUTION 33	Res./RESOLUTION 33
4	MOD	QUESTION 1/1	Que./QUESTION 1/1
5	MOD	QUESTION 6/1	Que./QUESTION 6/1
6	ADD	New Question on AI	DRAFT NEW QUESTION

A *Reasons* clause will be added automatically immediately after each proposal by default. To remove the *Reasons* clause, unclick *Display reasons* from the full skeleton mode:

The screenshot shows the 'My skeleton' section with 6 items. The 'Display reasons' checkbox is highlighted with a red box. The table below shows the items in the skeleton:

#	Action	Provision	Mapping	Display reasons
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	<input checked="" type="checkbox"/>
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	<input checked="" type="checkbox"/>
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	<input checked="" type="checkbox"/>
6	ADD	New Question on AI	DRAFT NEW QUESTION	<input checked="" type="checkbox"/>

Your skeleton is now ready to be downloaded in any of the six languages.



5.3 Re-ordering proposals

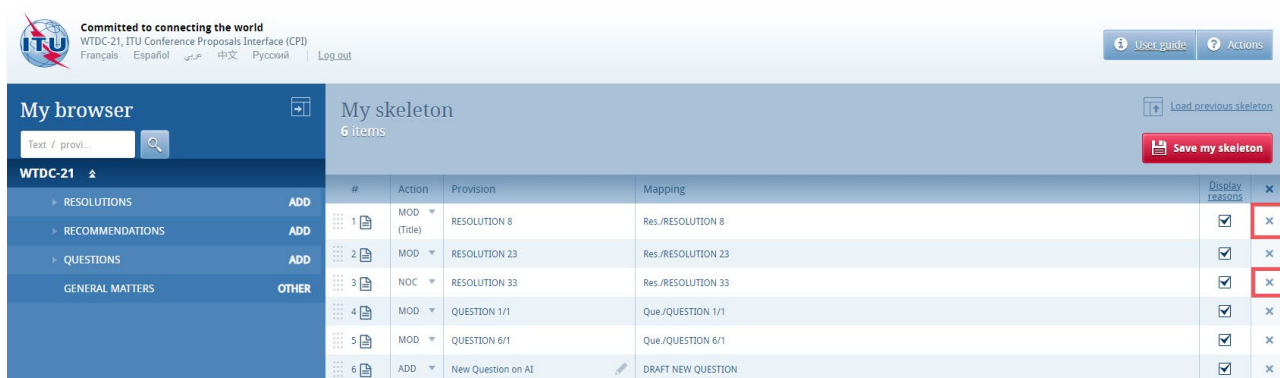
Should you wish to re-order selected provisions, click on the grey dotted squares and drag-and-drop the selected provisions.







The screenshot shows the 'My skeleton' section with 6 items. The grey dotted squares next to the items are highlighted with a red box. The table below shows the items in the skeleton:

#	Action	Provision	Mapping	Display reasons
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	<input checked="" type="checkbox"/>
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	<input checked="" type="checkbox"/>
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	<input checked="" type="checkbox"/>
6	ADD	New Question on AI	DRAFT NEW QUESTION	<input checked="" type="checkbox"/>


5.4 Removing a proposal

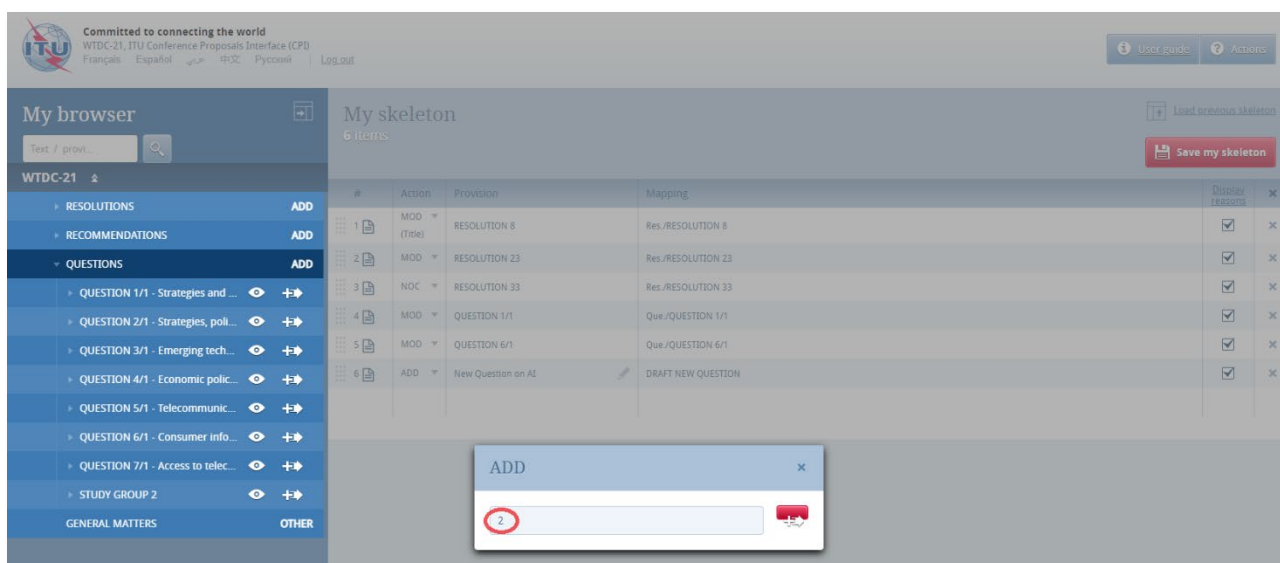
To remove a proposal from your skeleton, click on the icon  located on the same row as the proposal to be removed; to remove all proposals from your skeleton, click on the icon  in the header of the table.









#	Action	Provision	Mapping	Display reasons	X
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>	
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>	
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	<input checked="" type="checkbox"/>	
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	<input checked="" type="checkbox"/>	
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	<input checked="" type="checkbox"/>	
6	ADD	New Question on AI	DRAFT NEW QUESTION	<input checked="" type="checkbox"/>	

5.5 Action ADD

When you choose to create a new provision (new resolution, recommendation, SG Question or new Regional Initiative), the system automatically proposes a temporary provision number. You may modify the title at this stage or later, once the proposal has been stacked by clicking on the  icon. Now please proceed to stack your proposal.



#	Action	Provision	Mapping	Display reasons	X
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>	
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>	
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	<input checked="" type="checkbox"/>	
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	<input checked="" type="checkbox"/>	
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	<input checked="" type="checkbox"/>	
6	ADD	New Question on AI	DRAFT NEW QUESTION	<input checked="" type="checkbox"/>	

6 Saving your skeleton and producing a baseline 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.

The act of saving will generate a baseline Word file in any one of the six official ITU languages. The system will also email a copy of this file to the email address associated with your ITU user account. In order to check or update the [login page](#), log into your user account and click on

Personal Data. Rather than modifying the existing email field, you need to enter your new email address in the *New Login Email* field and then confirm it:

USER MANAGEMENT

PERSONAL DATA
My Account > Personal Data

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request TIES access
- My Requests

Save Cancel

LOGON DATA

Username: COMAS

E-Mail: maite.comasbarnes@itu.i

New Login Email: [Red Arrow]

New Login Email Confirm: [Red Arrow]

GENERAL DATA

Title*: Ms.

First Name*: MAITE

Last Name*: COMAS BARNES

Correspondence Language*: English

The password must have minimum 6 characters, contain


6.1 Selecting sources

Upon saving your skeleton, select the source(s) of the proposal(s). Either of the following may be selected:

- 1) The **Member State** associated to your ITU user account;
- 2) The **Regional Group** to which your Member State is associated, to create common proposals (only shown if you have been designated as coordinator for a regional group);
- 3) **Co-signatories**
- 4) **Sector Member.**

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 (see below). CPI will assign a provisional number for your proposal(s). It will also assign a unique ticket number that can be found in the e-mail notification. The output Word file should be used as the basis of your proposal(s).

6.2 Example of the resulting Word document for a skeleton created in CPI

<p> World Telecommunication Development Conference 2021 (WTDC-21) Addis Ababa, Ethiopia, 8-19 November 2021</p> <p>PLENARY MEETING</p> <p>Document /4001 27 November 2020 Original: English</p> <p>Switzerland (Confederation of)</p> <p>Proposals for the work of the conference</p> <p>Priority area:</p> <ul style="list-style-type: none">- Thematic Priorities, Action Plan, Regional Initiatives and SG Questions- Resolutions and Recommendations <p>Summary:</p> <p>Expected results:</p> <p>References:</p> <p>Contact: Name/Organization/Entity: Phone number: E-mail:</p> <p>WTDC-21</p>	<p>WTDC-21/4001-E Page 2</p> <p>MOD SUI/4001/1</p> <p>RESOLUTION 8 (Rev. Buenos Aires, 2017)</p> <p>Collection and dissemination of information and statistics</p> <p>The World Telecommunication Development Conference (Buenos Aires, 2017),</p> <p><i>recalling</i></p> <p>a) Resolution 8 (Rev. Dubai, 2014) of the World Telecommunication Development Conference;</p> <p>b) Resolution 131 (Rev. Busan, 2014) of the Plenipotentiary Conference, on measuring information and communication technologies (ICTs) to build an integrating and inclusive information society,</p> <p><i>considering</i></p> <p>a) that the ITU Telecommunication Development Sector (ITU-D), as the main source of international information and statistics on telecommunications/ICTs, performs a key role in the collection, coordination, exchange and analysis of information;</p> <p>b) the importance of the existing Telecommunication Development Bureau (BDT) databases, in particular the World Telecommunication/ICT Indicators (WTI) database and the regulatory database;</p> <p>c) the usefulness of analytical reports published by ITU-D, such as the World Telecommunication/ICT Development Report, the Measuring the Information Society Report and the Trends in Telecommunication Reform report, the Global Cybersecurity Index and Cyberwellness Profiles report and other reports;</p> <p>d) the need to collect and disseminate information and statistics for follow-up on and monitoring of the United Nations 2030 Agenda for Sustainable Development;</p>
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1. The system has given your document a provisional number. This number will be replaced by a final contribution number under which it will be published, once submitted to ITU.
2. You will be given a list of priority areas of which you will need to choose the ones that apply to your proposals. In the case of the example skeleton prepared under section 5 above, the following priority areas should be selected:
 - a. Thematic Priorities, Action Plan, Regional Initiatives and SG Questions
 - b. Resolutions and Recommendations
3. Please complete the *Summary* and *Expected results* fields with short paragraphs not exceeding 250 words each. Under *References*, please provide any ITU documents related to the one submitted (prior version, parent document, etc.).
4. Each of your proposals will carry an identification code. In this case, **MOD SUI/4001/1**.
 - a) MOD: This proposal is a modification of an existing provision
 - b) SUI: The submitting Member State is Switzerland
 - c) 4001: is the provisional number of your document. As is the case with the document number in the header, this number will be replaced before publication by the final contribution number
 - d) 1: This is the first proposal within this document

6.3 Example of email notification received after the saving of a skeleton created in CPI

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

Document skeleton created - D18-WTDC21-C-4001



IS Conference Proposals Interface, ITU

To Comas Barnes, Maite

Reply Reply All Forward ...

Fri 27/11/2020 18:23



D18-WTDC21-C-4001!!MSW-E.docx
58 KB

Dear Sir/Madam,

The WTDC-21 document skeleton you created is saved in the ITU Conference Proposals Interface (CPI) application.

This skeleton is saved but has not yet been submitted to ITU for its publication as an official WTDC-21 contribution.

Provisional Document Number:	D18-WTDC21-C-4001
Meeting:	World Telecommunication Development Conference 2021 (WTDC-21)
Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposals for the work of the conference
TIES Account:	COMAS
Registration Timestamp:	11/27/2020 6:22:56 PM
Ticket name:	19BFDD7E-06C9-4DDE-88CC-21347B66D3AC
Original Language:	English

In the ITU Conference Proposals Interface (CPI) interface.

→ **You omitted to select some provisions/proposals ?** [Click here to retrieve/modify your WTDC-21 skeleton](#) in the ITU Conference Proposals Interface (CPI) interface.

→ **The attached word file contains all provisions/proposals** you need: make all necessary amendments, using revision marks when action is MOD or (MOD). Once your word document is finalized, [click here to submit it to ITU](#) as an **official WTDC-21 contribution**. [see list](#)

→ You wish to create a new different document (Addendum or new contribution) ? [Click here](#) to access the ITU Conference Proposals Interface (CPI) interface.

As soon as the Secretariat has reviewed it, you will receive by e-mail its final official WTDC-21 contribution number

If you have questions, please do not hesitate to contact [the Secretariat of the Conference](#)

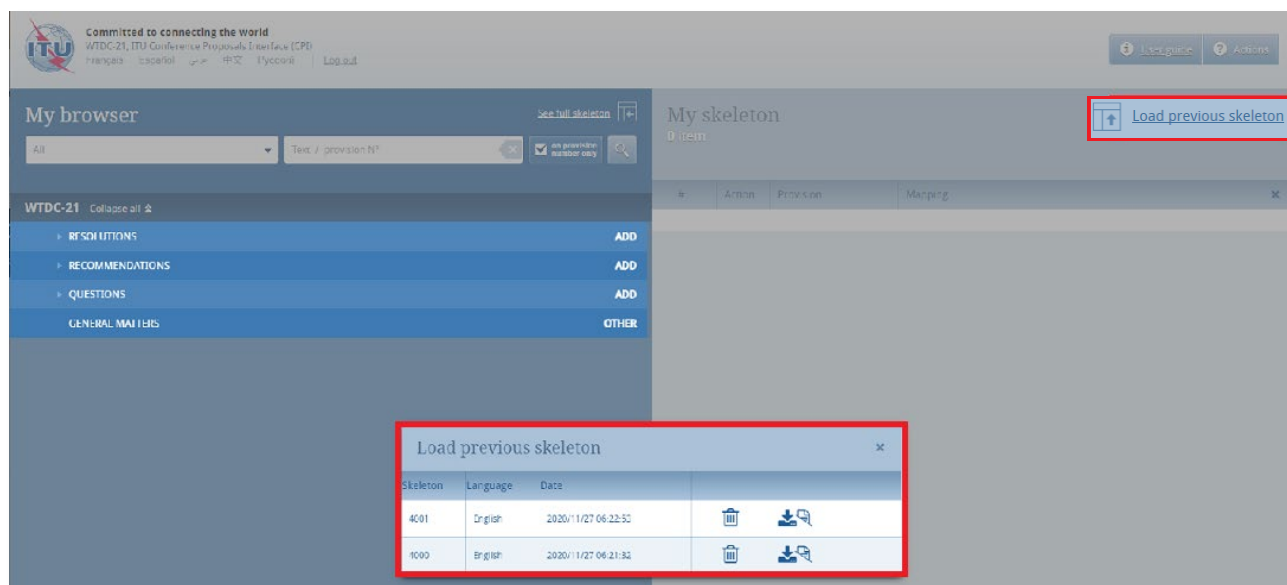
Looking forward to receiving your contribution

With kind regards and best wishes,
ITU WTDC-21 Secretariat

7 Loading a previously saved skeleton

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

To load a previously saved skeleton, either click the link in the email (see above), or click 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, a Word file can be produced in any of the six official ITU languages. Click on the desired language at the top of the page (please refer to section 3), then click “Save my skeleton”, and follow the process described above.

8 Finalizing your MS Word document

Once your Word document has been created, you may modify it as you wish before submitting it to the WTDC-21 Secretariat for posting.

Note – “MOD/(MOD)” proposals should be made with track changes switched on: new text added should then appear as underlined (underlined); existing text deleted should appear as crossed out (~~crossed out~~).

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 sub-section 6.3).

9 Submitting proposals to ITU

Anyone with an ITU user account with TIES access rights can prepare and submit proposals for WTDC-21 to the Secretariat. The WTDC-21 Secretariat will then ensure that the submitter is indeed authorized to do so on behalf of their organization. For any clarifications, please contact the WTDC-21 Secretariat at wtdc.documentcontrol@itu.int.

9.2 Submitting proposals using CPI

To submit your proposal(s) to the WTDC-21 Secretariat, return to the email you received when successfully creating your skeleton and click on the link “[click here to submit it to ITU](#)”. You will be redirected to the CPI on-line application and the associated ticket name will automatically be displayed.


Select the MS Word file containing your proposal(s) by clicking on the icon to upload your document. If required, you can add a suffix (addendum number), remarks, or additional contact

emails (a copy of the confirmation of submission email will be sent to these additional contact emails).

Official submission to ITU

My document

Select file



Ticket name

19bfdd7e-06c9-4dde-88cc-21347b66d3ac


Suffix (e.g. A13-C1)

In accordance with the ITU information/document access policy, this document will be (please select one option):

☐ made available to the public ☐ TIES restricted

Remarks

Additional contact emails (Separate by ";")

 **Official Submission to ITU**

9.2 Example of a confirmation of submission email

Document officially submitted - 4001 - Acknowledgement receipt



IS Conference Proposals Interface, ITU

To Comas Barnes, Maite

Cc WTDC Document Control, ITU

Reply

Reply All

Forward



Mon 30/11/2020 09:47



RDTP-xxxE_v1_9Apr2021_Agenda_2020113094657.docx
48 KB

Dear Sir/Madam,

We are pleased to hereby acknowledge receipt of your WTDC-21 contribution. Please find below its **provisional** document number which should be quoted in any correspondence.

If you wish to withdraw your submission or replace the submitted file (active for 12 hours), [click here](#).

Provisional Document Number:	4001
Meeting:	World Telecommunication Development Conference 2021 (WTDC-21)
Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposals for the work of the conference
TIES Account:	COMAS
Registration Timestamp:	11/30/2020 9:46:59 AM
Ticket name:	19BFDD7E-06C9-4DDE-88CC-21347B66D3AC
Original Language:	English
Document Policy:	made available to the public

As soon as the Secretariat has reviewed it, you will receive by e-mail its final official WTDC-21 contribution number

If you have questions, please do not hesitate to contact [the Secretariat of the Conference](#)

Looking forward to receiving your contribution

With kind regards and best wishes,
ITU WTDC-21 Secretariat