

Direct Document Posting 2.0 (DDP 2.0) – User guide

About this guide

This guide helps delegates submit and manage documents through Direct Document Posting 2.0 (DDP 2.0). It covers:

- **Getting ready:** ITU account and TIES access, organizational eligibility, use of the current ITU-T template, internal approvals, supported language, submission deadlines, and preparation of a final document.
- **Submitting a document:** selecting the correct group and meeting, uploading the file, reviewing automatically extracted metadata, adding attachments, linking work items, and correcting missing or inconsistent information.
- **Validation and publication:** resolving warnings and errors, checking the revised cover page and document preview, confirming submission, receiving a document number, and understanding queued uploads and publication timing.
- **Managing submissions:** using the My Submissions dashboard to view published documents, update metadata, upload revisions or attachments, and withdraw a Contribution, subject to authorization and deadline rules.
- **Notifications:** explaining when confirmation e-mails are sent and who receives them.

Contents

1	Summary	3
2	What's new in DDP 2.0?	3
3	Before you begin	4
4	Submitting a Contribution	5
	Step 1 – Initiate a new submission	6
	Step 2 – Provide your document	6
	Step 3 – Complete the metadata	7
	Step 4 – Resolve validation issues	7
	Step 5 – Preview	8
	Step 6 – Submit	9
5	Viewing submitted documents	10
6	Updating documents (revisions and attachments)	11
7	Withdrawing documents	11
8	E-mail confirmations	12

Direct Document Posting 2.0 (DDP 2.0) – User guide

1 Summary

[ITU-T Direct Document Posting version 2.0 \(DDP 2.0\)](#) assists ITU users who have [TIES access rights](#) to upload their documents directly onto the official ITU document server¹, providing automated number assignment and document access for other study group experts via the official documents webpage for the meeting. Uploaded documents are initially annotated "To be verified by TSB". When a document is uploaded, the submitter, all contacts, and the focal points of the sources are notified of the submission. In due time, the study group or TSAG Secretariat will verify the document, and revert to the submitter if needed; once the document is verified, the note is removed from the web.

After initial publication of a Contribution, it is possible to view, update (metadata, additional attachments or revisions) or withdraw your submissions.

DDP currently supports only Contributions to TSAG, study group, working party and regional group meetings. Future enhancements are expected to support more document types (e.g., TDs) and meeting types (e.g., Rapporteur group meetings).

2 What's new in DDP 2.0?

Compared with the previous DDP system, DDP 2.0 simplifies the submission process and introduces stronger automated validation.

DDP 1.0	DDP 2.0
Two separate steps (registration then upload)	Single-step submission in an integrated workflow
Metadata entered independently from document	Metadata is extracted and validated together, then it is reinserted into the uploaded document. This ensures full alignment between the two.
Limited, manual validation before upload	Wide range of automatic validation before uploading in DMS, adding robustness to the system
Legacy web interface and back-office engine	Modern browser-based interface leveraging modern web technologies
Separate reservation page and upload page	Integrated document preview and DMS upload
E-mail confirmations sent to submitter and study group or TSAG Secretariat	E-mail notifications sent to submitter, contacts and focal point, as well as the study group or TSAG Secretariat, for the different document status changes

The new system is designed to be more intuitive and easier to use, and reduce issues during submission. It also facilitates future enhancements to the system.

¹ ITU Document Management System (DMS).

3 Before you begin

Before submitting a Contribution, **ensure** that:

1. Your **Contribution is in English**.

NOTE – Currently, Contributions in Arabic, Chinese, French, Russian or Spanish should be submitted by e-mail to the study group or TSAG Secretariat.

2. You have an [ITU user account with TIES access](#).
3. Your organization is **entitled to submit Contributions** to this study group.
4. Your Contribution uses the latest [ITU-T template](#).
5. The document conforms to any **internal approval processes** within the organization(s) that appear as the Source(s).
6. The document being uploaded is the **final, complete version**.
7. The document is being submitted **before the submission deadline**.

4 Submitting a Contribution

Figure 1 contains a general overview of the document submission process using DDP 2.0.

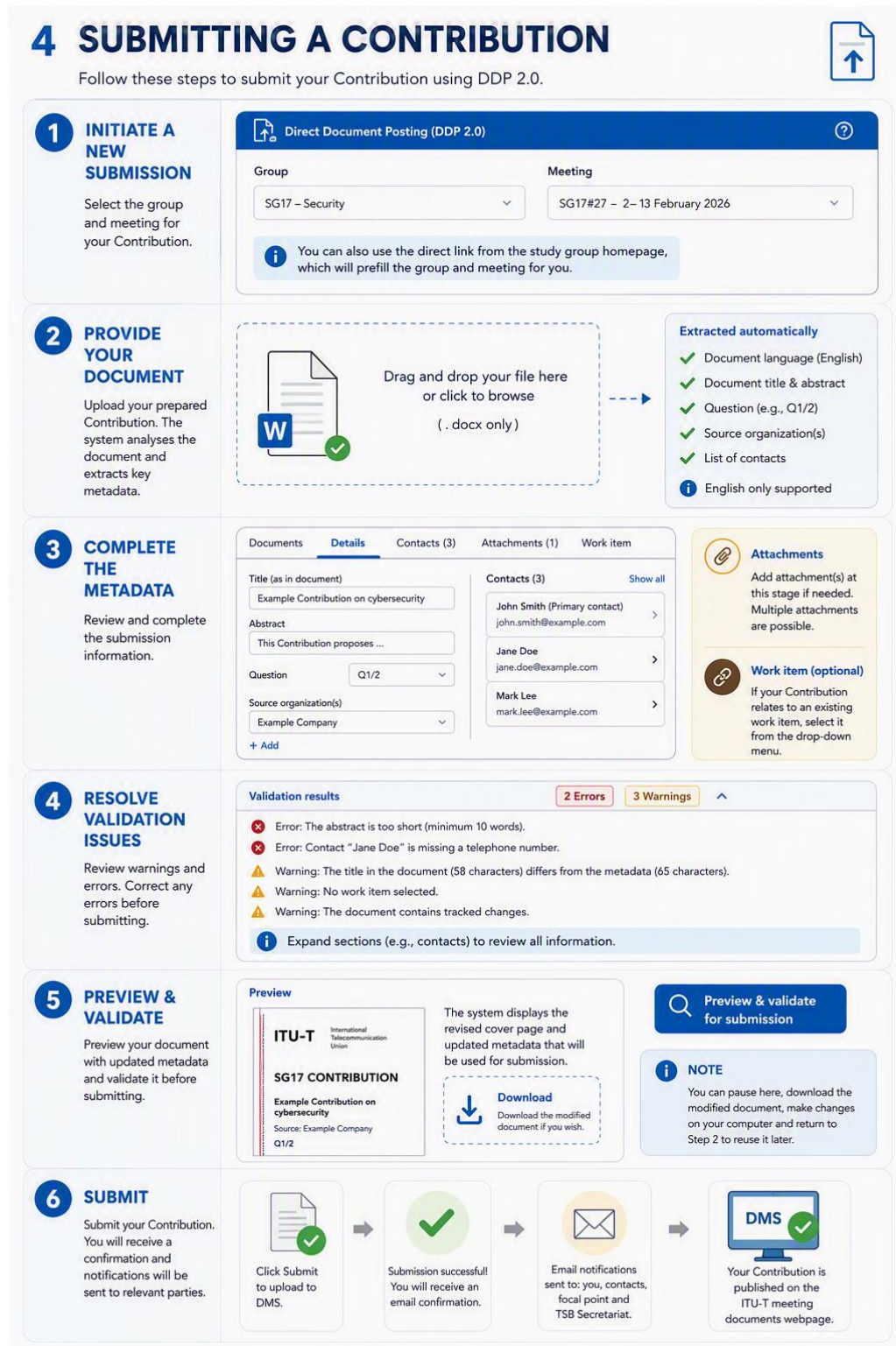


Figure 1 – Illustration of the overall DDP 2.0 submission process

Step 1 – Initiate a new submission

Enter the system from the "[Direct Document Posting](#)" application in [MyWorkspace](#), and select the group and meeting from the drop-down menu. Or, alternatively, follow the direct link from the study group homepage; this will prefill the group and meeting details for you.

The screenshot shows the 'Direct Document Posting - New Submission' interface. At the top, there's a title bar with an information icon. Below it, a brief description of the platform is provided, along with a link to access templates. Three buttons are visible: 'Reset Form', 'My Submissions', and 'Help/FAQs'. The main heading is 'Submit new contribution to SG17TEST [Geneva, 1-10 December 2026]'. Under the 'Submission Details' section, there are two dropdown menus: 'Study Group*' set to 'SG17TEST' and 'Meeting*' set to 'Geneva, 1-10 December 2026'. A submission deadline is noted at the bottom: 'Submission Deadline: Nov 18, 2026, 11:59:59 PM (Geneva time)'.

Figure 2 – Select a group and meeting

Step 2 – Provide your document

Upload your prepared Contribution via the webpage. You can either click on the corresponding box to open file explorer, or drag-and-drop the file into the box.

The screenshot displays the 'Document Details' section. It features a label 'Main file*' with a sub-instruction: 'Upload the main DOCX file that contains the cover information.' To the right is a large dashed blue box containing the text 'Click to select files or drag and drop files here to upload'.

Figure 3 – Drag and drop, or select your file

The system automatically analyses the document and extracts key metadata:

1. document language*;
2. document title & abstract;
3. Question(s) (e.g., Q1/2);
4. source organization(s); and
5. list of contacts

* NOTE – DDP 2.0 currently supports **English only**. If you wish to submit a document in one of the **other** official **languages** of the Union (Arabic, Chinese, French, Russian or Spanish), please submit your document via **e-mail** to the study group or TSAG Secretariat. Contact details can be found on the study group or TSAG homepages.

7 DDP 2.0 user guide

The screenshot displays a webform for DDP 2.0 with several sections. The top section contains three fields: 'Title*' with the value 'Revised baseline for X.MVSC "Minimal viable security controls"', 'Abstract*' with the value 'This Contribution provides the revised baseline text for X.MVSC "Minimum Viable Security Controls".', and 'Question(s)*' with a dropdown menu showing 'Q4/17: Cybersecurity and countering spam'. Below these is the 'Work Item(s)' dropdown menu showing 'X.1221 (ex X.MVSC): Minimal viable security controls for enterprise-ready applications (MVSC)'. The 'Contact Details' section has two sub-sections: 'Source*' with two entries 'Broadcom Corporation (United States)' and 'Google Inc. (United States)', and 'Contact*' with two entries 'Contact 1: Arnaud Taddei' and 'Contact 2: Gabor Acs-Kurucz'. At the bottom is a 'Comments' text area with the placeholder 'Enter your comments, if any.' and a 'Preview & Submit' button.

Title*
This title will be used everywhere when listing the document. Avoid special, non-ASCII characters.

Abstract*
Provide a summary of the content and purpose of the document (maximum 200 words).

Question(s)*
Select one or more Question(s) related to this document. Changing this will reset the Work Item(s) previously selected (if any).

Work Item(s)
Choose the related one or more work item(s), if applicable.

Contact Details

Source*
List all the sources(organizations) of the document.

Contact*
List all the contacts for this document.

Comments
Add any additional information for the study group secretariat. This information will not be visible elsewhere.

[Add Source](#)

[Add Contact](#)

[Preview & Submit](#)

Figure 4 – Extracted metadata displayed in the webform

Step 3 – Complete the metadata

Carefully review and complete the submission information. Some information (such as contacts) may be partially hidden and need to be expanded for full review. Where information has been extracted from the document, it is important that you verify that it is correct before proceeding.

Please consider:

- If you wish to add an **attachment**, please do so *at this stage* using the "**Add attachment**" hyperlink, or drag-and-drop option. Multiple attachments are possible; the application will take care of zipping main document and attachments before uploading the submission to DMS. If you decide to add an attachment **later**, this will cause the generation of a **revised version** of the Contribution (see section 6 below).
- If your Contribution relates to an existing work item, please select it from the drop-down menu, noting that the system lists only the work items under the selected Question(s).

Step 4 – Resolve validation issues

DDP 2.0 identifies potential issues, including:

1. missing mandatory information;
2. inconsistencies between the document and the metadata;
3. formatting issues; and

4. template problems.

Warnings should be *reviewed carefully*, and any **errors** should be *corrected before submission*. Remember that *some information* may be *visually hidden* and fields (e.g., a contact detail) should be expanded to reveal full contents.

Step 5 – Preview

Before clicking the Submit button, review the complete document using the integrated preview. Click "Preview & submit". The system will display the updated metadata and generate a preview of your file, including the revised cover page. Note that the **document number** is assigned only *after* step 6.

The screenshot shows a 'Preview & Confirmation' window with a close button (X) in the top right corner. Inside the window, there is a message: 'Please review and verify the details below before submit.' Below this message is a large white box containing the following metadata fields:

- Study Group: SG17TEST
- Meeting: Geneva, 1-10 December 2026
- Title: Revised baseline for X.MVSC "Minimal viable security controls"
- Abstract: This Contribution provides the revised baseline text for X.MVSC "Minimum Viable Security Controls".
- Language: English
- Question(s): Q4/17: Cybersecurity and countering spam
- Work Item(s): X.1221 (ex X.MVSC): Minimal viable security controls for enterprise-ready applications (MVSC)
- Source(s): Broadcom Corporation (United States) Google Inc. (United States)
- Contact(s): Arnaud Taddei, Broadcom Europe Ltd., United Kingdom
Gabor Acs-Kurucz, Google, United States
- Additional Files:
- Comments:

Below the white box, there is a checkbox labeled 'I confirm that I have verified the details.' At the bottom of the window, there are three buttons: 'Confirm & Submit' (green), 'Download Word version & Go Back' (blue), and 'Go Back' (red). At the very bottom of the window, there is a 'File Preview:' label and a 'Download Word version' button.

Figure 5 – Review and validate your document metadata

You can then "Confirm & submit" or go back to correct any remaining issues.

[illegible]

Figure 6 – Optional: Review how the document will look when published

NOTE – At this point, the system offers you the ***option to download the document*** as modified by the application. If you wish, you can pause your document submission at this stage, and work on that newly generated version on your computer and re-use it later on by returning to Step 2. This allows you to take advantage of the initial metadata analysis and formatting by DDP 2.0 and avoid the need to prepare revised versions of your document.

Step 6 – Submit

Once you submit your document, the system confirms successful upload to DMS and records the Contribution in the DDP 2.0 database. A confirmation message is displayed, and the Contribution becomes available for subsequent review by the submitter and by the study group or TSAG Secretariat. At the same time, an e-mail notification is sent to the submitter, all contacts listed in the document, and the focal points of the sources, and another to the study group or TSAG Secretariat.

IMPORTANT! Under specific circumstances, uploading of the document will be reported as **queued**. This is a fail-safe mechanism to ensure uploading of the submission in case of DMS processing delays. In such cases, delegates should **not** re-submit their document, but wait until they are notified

that uploading is complete. An e-mail confirmation is *normally* sent *within two minutes* of submission. In case of **problems**, users should *contact the study group or TSAG Secretariat* before considering (re-)submitting the document.

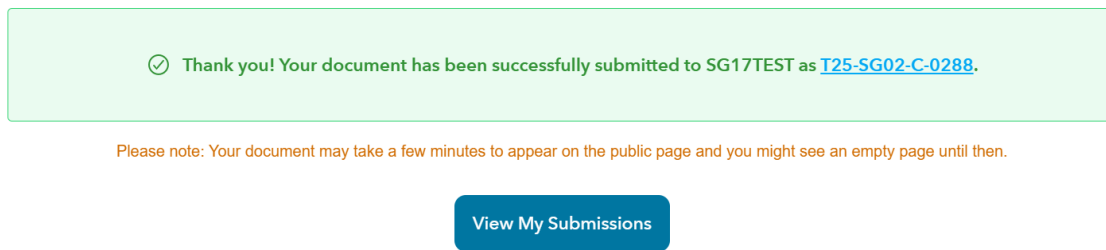


Figure 7 – Confirmation of submission

5 Viewing submitted documents

Your document will be published directly on the DMS documents webpage. In some cases, there may be a delay of up to five minutes for web server synchronization. Please do **not** attempt to **reupload** your document during that time, since this is likely to create a duplicate publication and require subsequent manual intervention to repair.

Within the DDP 2.0 application, the "My Submissions" dashboard displays a list of all documents that you have submitted using the previous or the new DDP. Refer to Figure 8: from the dashboard you can directly access the published document (first link on the left, ①), or review the document submission metadata (2nd link on the left, ②) in order to update (if within the submission deadline) or withdraw your submission.

Q Search with any keyword(s)							
File Name (as posted)	Title	Study Group	Meeting	Question	Submission Date	Status	
T25- SG17TEST-C- 0540 ①	DDP test file: Page size, page setup, headers, e-mail in contacts - Demo for CAICT workshop ② To be verified by TSB	SG17TEST	SG17TEST (01 Dec 2026), Switzerland [Geneva]	Q2/17, Q6/17	Sep 22, 2026, 8:40:47 AM	POSTED	
T25- SG17TEST-C- 0262 (R1)	Proposals for the Development of Draft New Recommendation X.AI- gcd: Guidelines for Artificial Intelligence-generated content detection File Replaced to test notification	SG17TEST	SG17TEST (01 Dec 2026), Switzerland [Geneva]	Q7/17	Apr 23, 2026, 9:02:50 AM	PUBLISHED	
T25- SG17TEST-C- 0434	DDP test file: Page size, page setup, headers, e-mail in contacts	SG17TEST	SG17TEST (01 Dec 2026), Switzerland [Geneva]	ALL/17TEST	Apr 14, 2026, 6:56:01 PM	PUBLISHED	

Figure 8 – "My Submissions" dashboard to view submitted documents

Status	Meaning
Draft	Saved in the form, not yet submitted.
POSTED	Available in the meeting documents, marked "To be verified by TSB" until the secretariat checks it.
PUBLISHED	Verified and approved by the study group secretariat.

Figure 9 – Document status

6 Updating documents (revisions and attachments)

DDP 2.0 supports the publication of a revised version of your document at any time up to the submission deadline. Documents should be revised if you wish to modify the metadata or content of the file, or upload any additional attachments that were not already uploaded during initial submission (see Step 3, above).

To update your document, navigate to the document page within the "My Submissions" dashboard, and click on "Update Submission" (see Figure 10). You can then modify the metadata, document or attachment(s) as needed. This process is similar to the initial submission of a Contribution (see clause 4 above).

If only metadata is modified, there is no need to re-upload the document, as it will be updated automatically. This way, the document will not appear as a Revision; a note is normally used in DMS to indicate that the document has been updated.

IMPORTANT NOTES:

- 1) Updates can **only** be made by the person who originally submitted the document or the study group or TSAG Secretariat.
- 2) Documents **cannot** be modified after the Contribution **deadline**. In exceptional circumstances, e.g., updating sources or a misspelling of an organization name or contact e-mail, the study group or TSAG Secretariat is able to make changes. In such cases, a note will normally be added to the Contribution to indicate the type of change and the reason for it. Please contact the study group or TSAG Secretariat for more information.

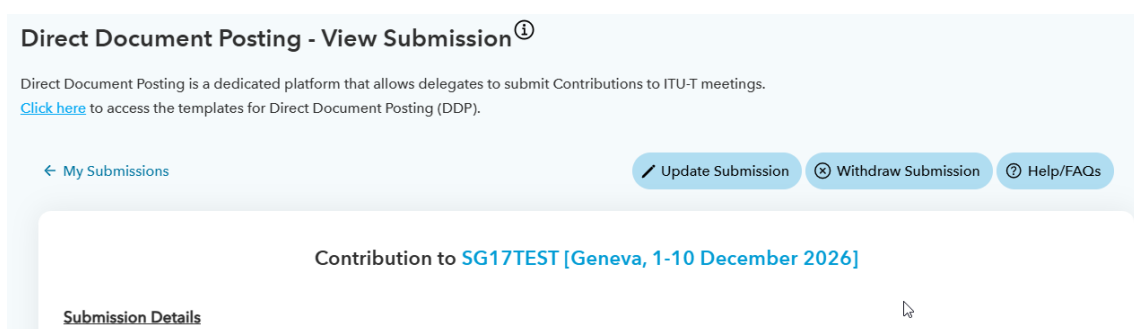


Figure 10 – Illustration of the "Update Submission" and "Withdraw Submission" buttons

7 Withdrawing documents

To withdraw your document, navigate to the document page within DDP 2.0, and click on "Withdraw Submission" (see Figure 10). Click "Yes" to confirm withdrawal. Your Contribution will be removed from the meeting documents webpage, and a note added indicating that it has been withdrawn.

Documents can be withdrawn at any time, even after the Contribution deadline. Note that only the submitter of a document or the study group or TSAG Secretariat is authorized to withdraw it.

Contacts (other than the submitter) and focal points are not able to withdraw a document using the dashboard. If you need any assistance with withdrawing (or restoring) a document, please contact the study group or TSAG Secretariat.

8 E-mail confirmations

DDP 2.0 sends e-mails to the submitter, the focal point for each organization identified in the Source field, and all individuals identified in the Contact(s) field. Messages are sent when:

1. A document or revision has been successfully submitted (uploaded in DMS).
2. A document or revision has been updated or validated by the study group or TSAG Secretariat.
3. A document has been withdrawn by the submitter or the study group or TSAG Secretariat.

The system has been developed to minimize the transmission of unwanted e-mails. If you are receiving more e-mails than you wish, please consider [setting a rule \(filter\)](#) in your e-mail application to automatically process messages as you prefer.
