

User Guide: Submitting Contributions Using the New DDP System

This guide provides information on how to use the new platform for direct document posting. Please see the steps below.

Step 1:

To submit your contribution to **the SG5 meeting in Geneva, taking place from 20 to 29 October 2026**, please **access the New DDP system** using the following link: [Direct Document Posting \(DDP\)](#).

Alternatively, you can visit the [ITU-T SG5 webpage](#), where the link to the New DDP system is also available.

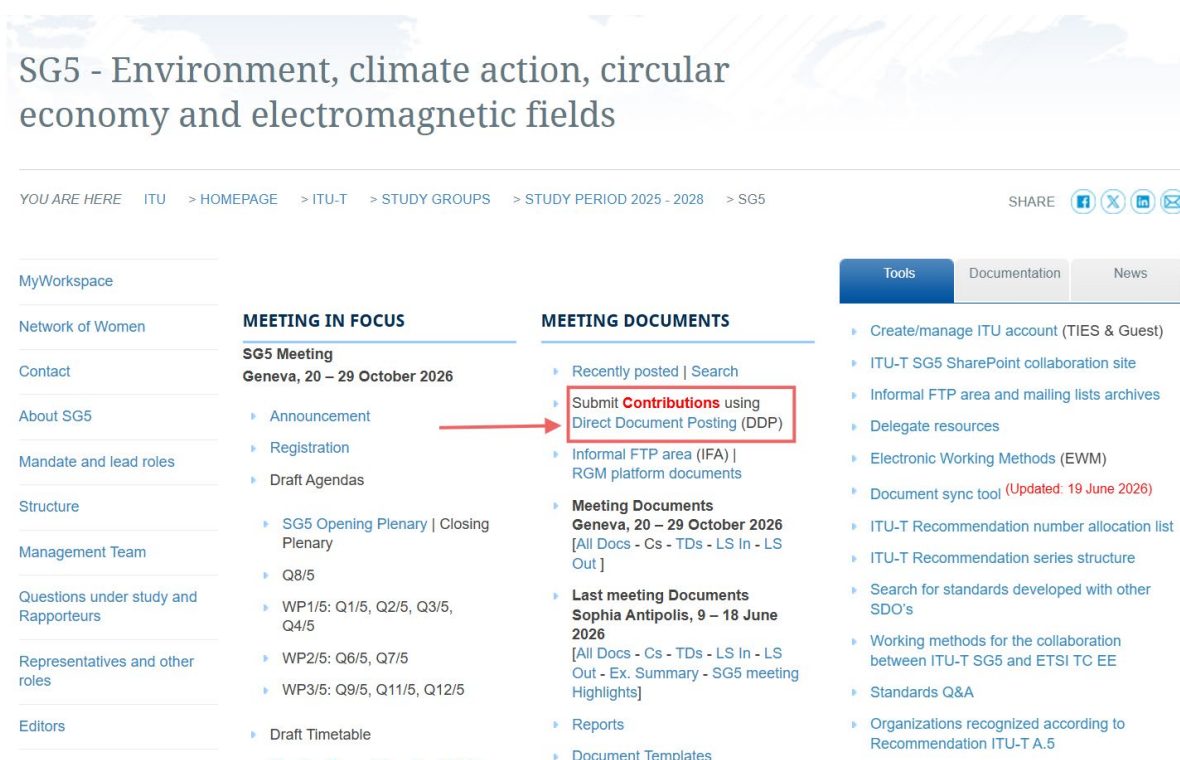


Figure 1: [SG5 webpage](#)

Log in using your ITU TIES account.

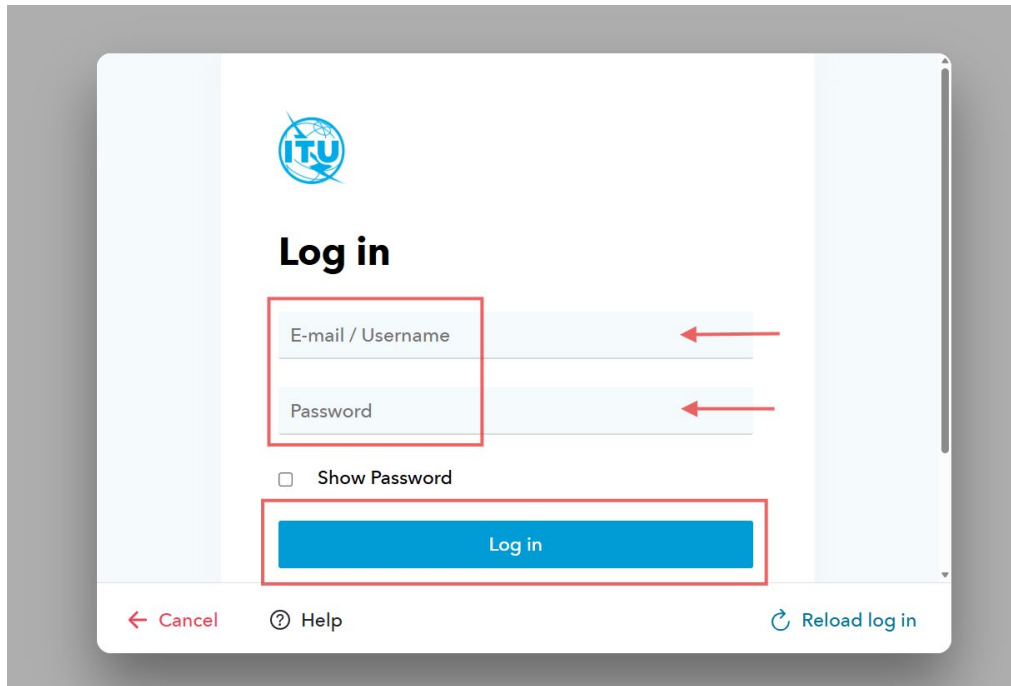
The image shows a web browser window displaying the ITU logo at the top. Below the logo is the heading "Log in". There are two input fields: "E-mail / Username" and "Password". Both fields have red arrows pointing to them from the right. Below the password field is a checkbox labeled "Show Password". At the bottom of the form is a blue "Log in" button, which is also highlighted with a red box. At the very bottom of the window, there are three links: "Cancel" with a left arrow, "Help" with a question mark icon, and "Reload log in" with a circular refresh icon.

Figure 2: Log in using your TIES account

Step 2:

Select the relevant Study Group and the meeting to which you would like to submit your contribution.

Note: The link provided above directs you directly to the SG5 meeting in October 2026.

Please ensure that you use the relevant contribution template available [here](#). The template remains unchanged from previous meetings.

The image shows a web page titled "Direct Document Posting - New Submission" with an information icon. Below the title is a paragraph explaining the platform, followed by a link "Click here" which is highlighted with a red box and a red arrow. To the right of the paragraph are three buttons: "Reset Form", "My Submissions", and "Help/FAQs". Below this is a section titled "Submit new contribution to SG5 [Geneva, 20 - 29 October 2026]". Underneath is a "Submission Details" section with two dropdown menus: "Study Group*" set to "SG5" and "Meeting*" set to "Geneva, 20 - 29 October 2026". At the bottom, there is a submission deadline: "Submission Deadline: Oct 7, 2026, 11:59:59 PM (Geneva time)".

Figure 3: Contribution template

Step 3:

Upload the word document containing your contribution.

Click the upload button or simply drag and drop the file into the designated area.

Note: At this stage, upload only the cover page of the contribution. If your contribution includes attachments, please see Step 4.

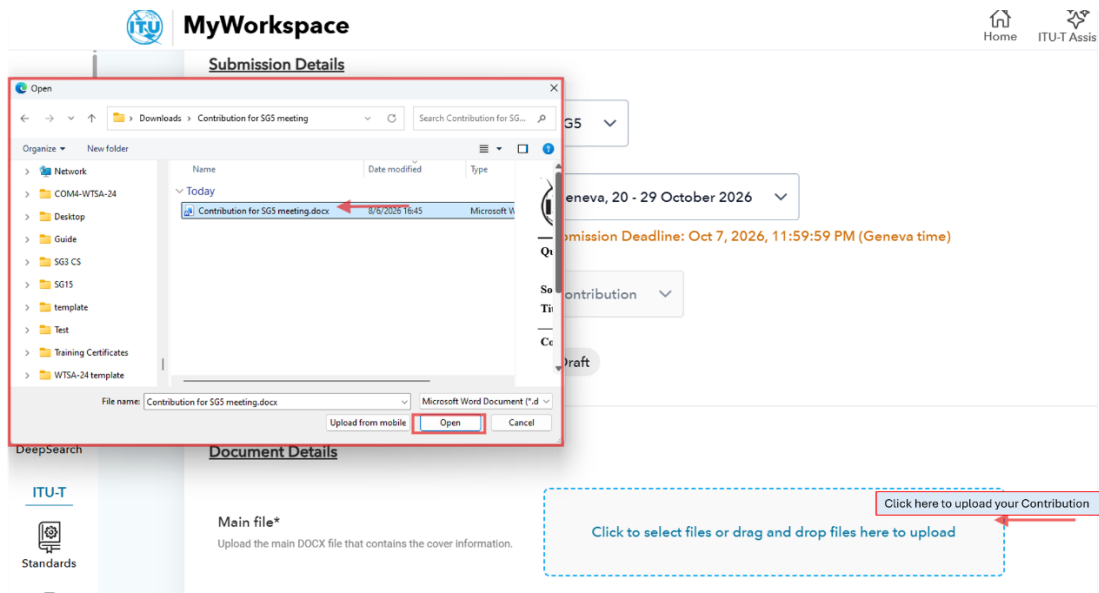


Figure 4: Upload your contribution

Step 4:

Once the contribution is uploaded, the system automatically opens the Word file internally and extracts the metadata.

The contribution contents have been extracted, including the title, abstract, Question(s), work item(s), source, contact, and comments.

The screenshot shows the metadata form after uploading the contribution. The 'Main file*' field is populated with 'Contribution for SG5 meeting.docx'. The 'Additional file(s)' field has a dashed blue box with the text 'Click to select files or drag and drop files here to upload'. The 'Language*' field is set to 'English'. The 'Title*' field is populated with 'Input to L.1022rev "Circular economy: Definitions and concepts for circular economy for information and comr'. The 'Abstract*' field is populated with 'This document proposes updating information on available ETSI Standards on Circular Economy related aspects into current draft L.1022rev Recommendation'. The 'Question(s)*' field is populated with 'Q7/5: E-waste, circular economy, and sustainable supply chain management'. The 'Work Item(s)' field is set to 'Select Work Item(s)'. A red box highlights the 'Main file*' field. Another red box highlights the 'Title*' field. A third red box highlights the 'Question(s)*' field.

Figure 5: The metadata after uploading the contribution

To upload the **attachment**, click on Additional file(s) to upload the attachments.

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Document Details

Main file*
Upload the main DOCX file that contains the cover information.

Additional file(s)

Language*
English

For now, please submit non-English contributions by email to the Secretariat.

Figure 6: Upload attachment

Step 5:

The assigned question will be automatically chosen based on the questions mentioned in the Contribution.

If the question is incorrect, tick on the correct question(s) assigned to this contribution.

Document Details

Main file*
Upload the main DOCX file that contains the cover information.

Additional file(s)

Language*

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.

Figure 7: Assigned question(s)

The work item will be automatically selected based on the work item indicated in the contribution title.

If the work item is new, select “New”. If it is not known, select “N/A”.

Please note that the Work Item option is not mandatory.

Language*

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.

Figure 8: Work Item(s)

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Step 6:

Under “**Contact Details**”, there are two options: “**Source**” and “**Contact**”.

The screenshot shows the 'Contact Details' section. Under the 'Source*' heading, there is a list of sources with 'Orange (France)' selected. Below it is a blue link 'Add Source'. Under the 'Contact*' heading, there is a list of contacts with 'Contact 1: Ahmad Alaa Almidani' selected. Below it is a blue link 'Add Contact'.

Figure 9: Contact Details

To add a new source, click “**Add source**” and search for the desired source.

The screenshot shows the 'Contact Details' section. The 'Add Source' button is highlighted with a red box and an arrow pointing to it with the text 'Click here to add new source'. Below the 'Add Source' button, a search results dropdown is shown. The dropdown lists 'Nokia' as the selected source, with other options like 'Nokia Solutions (Shanghai) Co., Ltd. (China)', 'Nokia USA (United States)', and 'Nokia Corporation (Finland)'. A red box highlights 'Nokia Corporation (Finland)' with an arrow pointing to it and the text 'Select the source you want from the list'. Another red box highlights the search input field with the text 'Enter the name of the new source'.

Figure 10: New source

Move your mouse pointer over an item, then drag it up or down to change its position.

The screenshot shows the 'Contact Details' section. The 'Source*' heading is highlighted. Below it, the list of sources is shown. 'Nokia Corporation (Finland)' is now at the top of the list, above 'Orange (France)'. A red box highlights the 'Add Source' button below the list.

Figure 11: Rearrange the source order

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To add a new contact, click **Add Contact** and search for the desired contact.

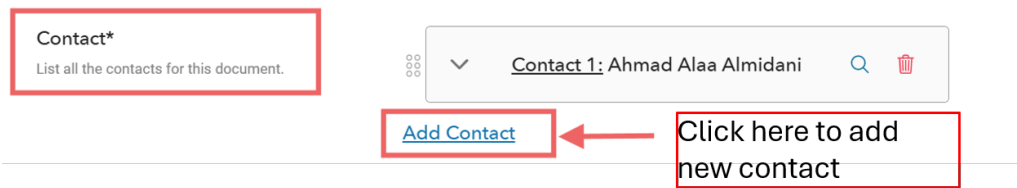


Figure 12: Add new contact

Your contact details will be populated automatically based on your ITU account. To add another contact, simply enter the contact's name.

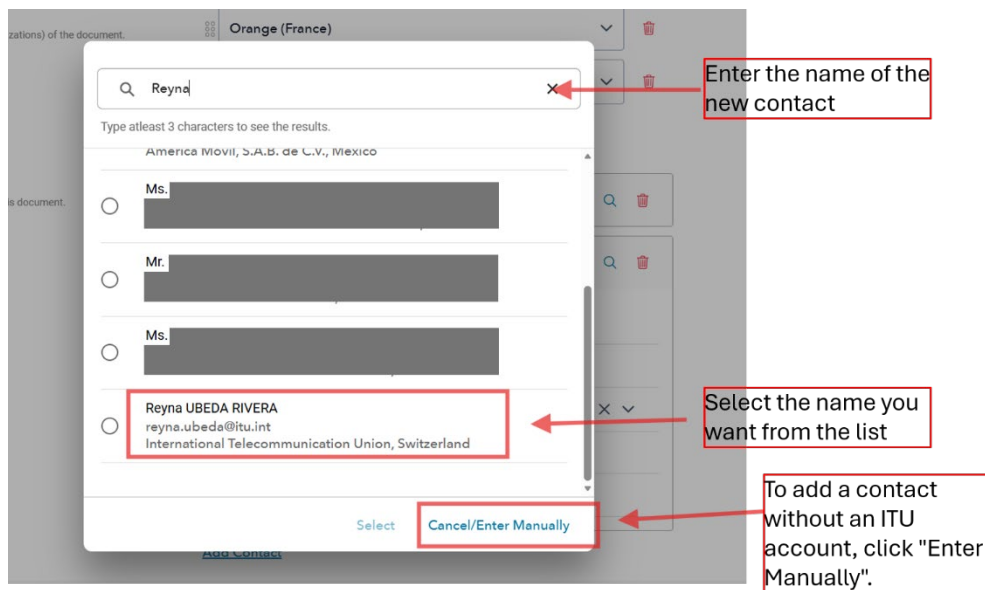


Figure 13: Add new contact

To add a contact **without an ITU account**, click **Enter Manually**, enter the contact details, and then click the arrow button to save and continue.

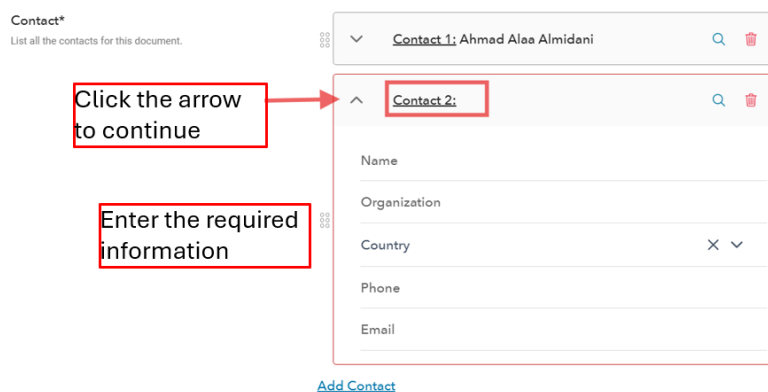


Figure 14: Add new contact manually

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Move your mouse pointer over an item, then drag it up or down to change its position.

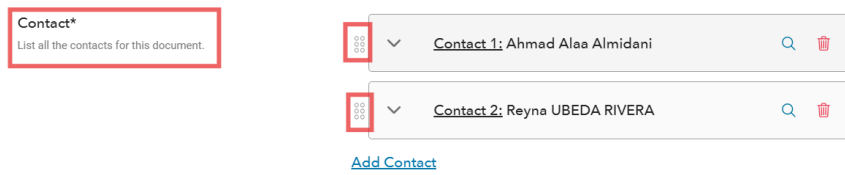


Figure 15: Rearrange the contact's order

Use the “**comments**” field to add any additional comments, if needed.

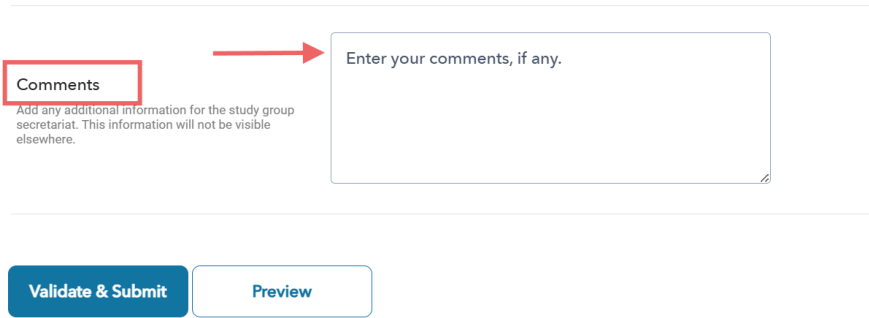


Figure 16: Comments box

All changes have been saved and incorporated into the contribution.

Click “**Preview**” to review it, or click “**Validate & Submit**” to proceed with the submission.

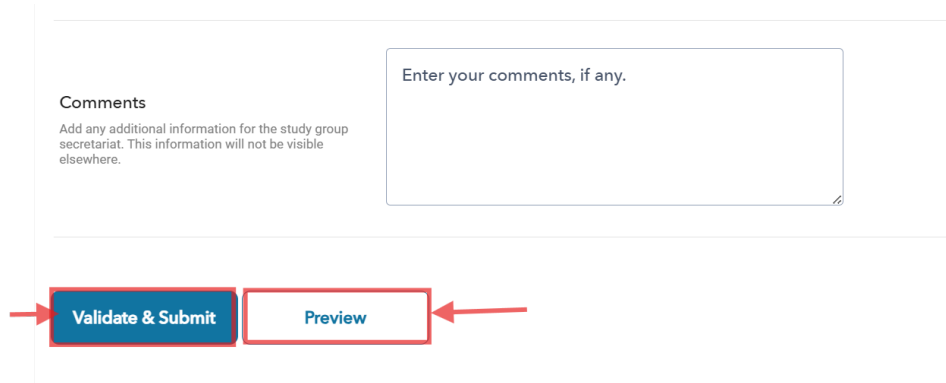


Figure 17: Validate & Submit – Preview

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After clicking **“Validate & Submit”**, a confirmation message will appear showing all manually modified information.

Scroll down to preview how the contribution will appear.

You can also download a copy of the contribution by clicking **“Download Word Version”**.

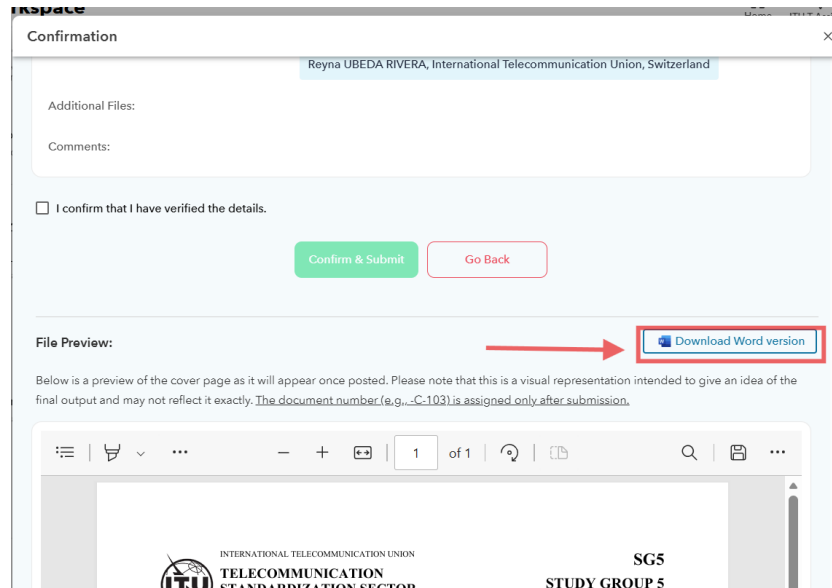


Figure 18: Download Word Version

Note: At this stage, the contribution number is not yet available.

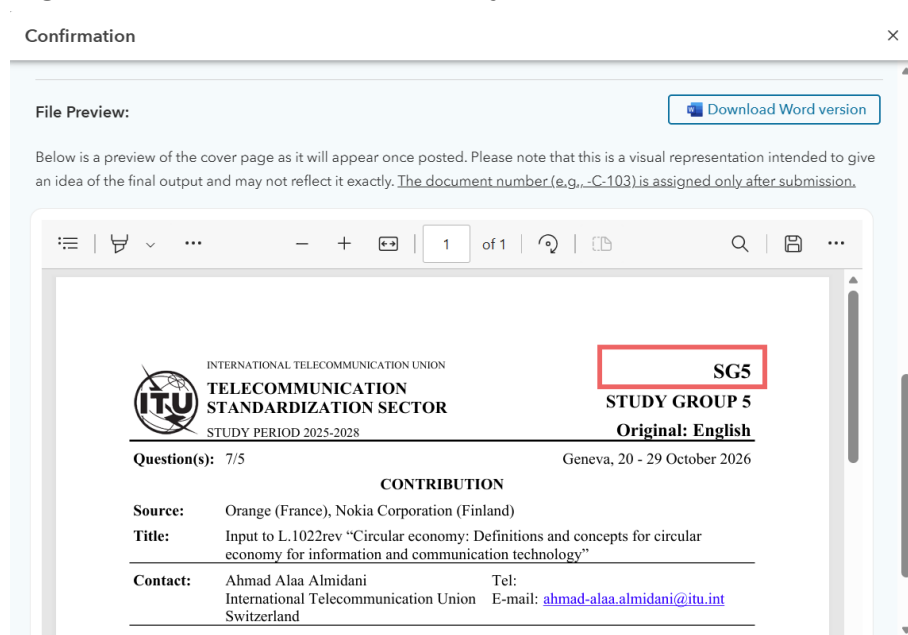
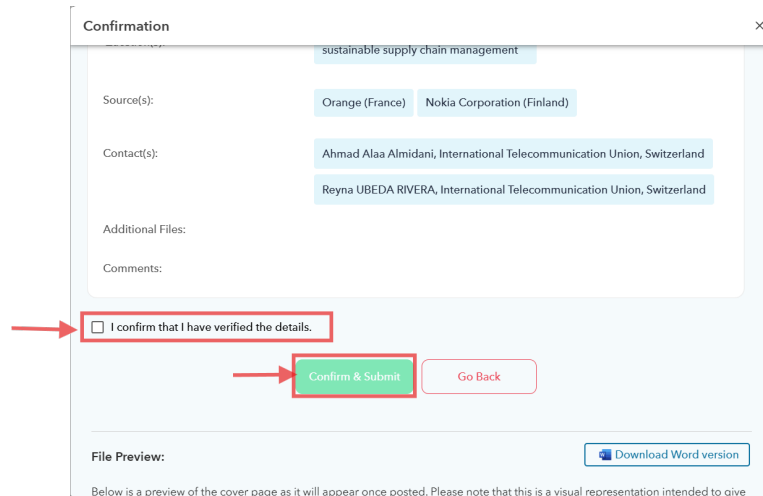


Figure 19: Contribution number

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Once you have verified all changes, tick the box **“I confirm that I have verified the details”** and click **“Confirm & Submit”**. You will receive a confirmation email after submission.



Confirmation

sustainable supply chain management

Source(s): Orange (France) Nokia Corporation (Finland)

Contact(s): Ahmad Alaa Almidani, International Telecommunication Union, Switzerland
Reyna UBEDA RIVERA, International Telecommunication Union, Switzerland

Additional Files:

Comments:

☐ I confirm that I have verified the details.

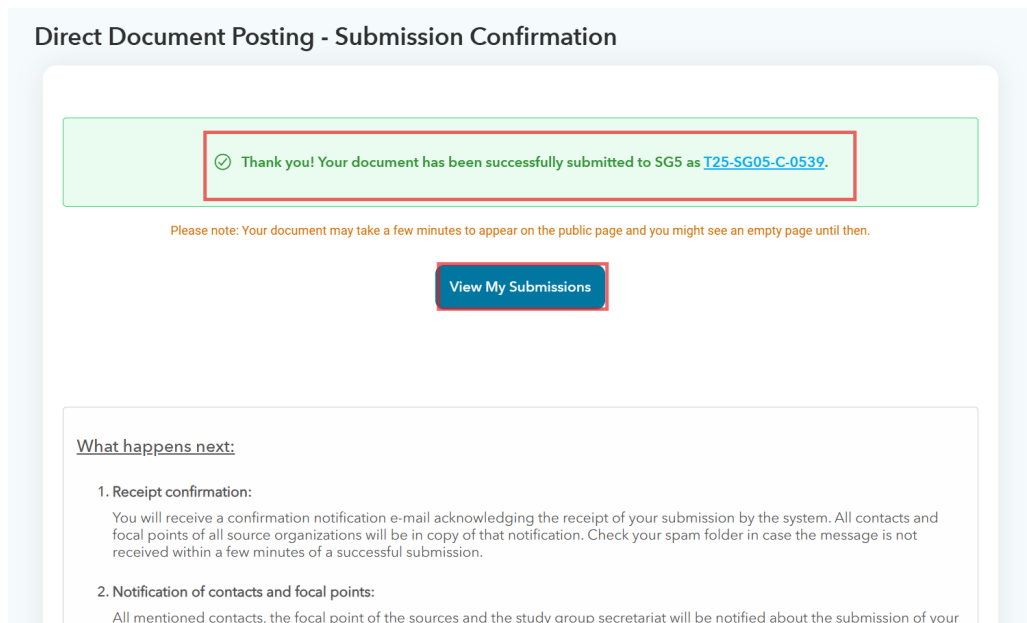
Confirm & Submit Go Back

File Preview: Download Word version

Below is a preview of the cover page as it will appear once posted. Please note that this is a visual representation intended to give

Figure 20: Submit the Contribution

After submitting the contribution, a confirmation page will be displayed indicating that the contribution has been successfully submitted and **showing the contribution number**.



Direct Document Posting - Submission Confirmation

Thank you! Your document has been successfully submitted to SG5 as [T25-SG05-C-0539](#).

Please note: Your document may take a few minutes to appear on the public page and you might see an empty page until then.

View My Submissions

What happens next:

1. Receipt confirmation:
You will receive a confirmation notification e-mail acknowledging the receipt of your submission by the system. All contacts and focal points of all source organizations will be in copy of that notification. Check your spam folder in case the message is not received within a few minutes of a successful submission.

2. Notification of contacts and focal points:
All mentioned contacts, the focal point of the sources and the study group secretariat will be notified about the submission of your

Figure 21: Confirmation page and Contribution number

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A confirmation email will be sent to you containing all submission details, including the Study Group, meeting, document number, title, source(s), contact(s), submission date, and submitted by information.

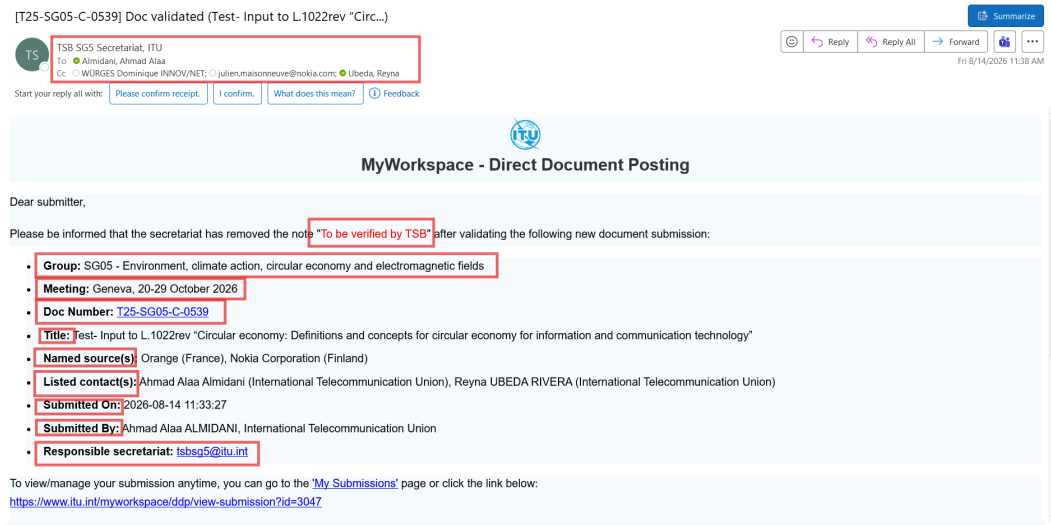


Figure 22: Confirmation email

You can access your submitted contribution, as well as all other contributions for the meeting, using the link: [ITU-T SG05 C \(2026-10-20\)](#)

Things to keep in mind

If a contribution is submitted with incorrect information, the new DDP system will automatically correct it.

The example below shows an incorrect contribution number, meeting place, date, document type (TD instead of Contribution), and source information.

	INTERNATIONAL TELECOMMUNICATION UNION	SG5-C0482
	TELECOMMUNICATION STANDARDIZATION SECTOR	STUDY GROUP 5
	STUDY PERIOD 2025-2028	Original: English
Question(s): 7/5		Sophia Antipolis, 9-18 June 2026
TD		
Source:	Nokia, Orange	
Title:	Input to L.1022rev "Circular economy: Definitions and concepts for circular economy for information and communication technology"	

Figure 23: Example of wrong information

If an error is detected, the system will display an error message indicating where the issue is. The meeting place, date, and document type will be corrected automatically.

Some fields could not be parsed because they were invalid or missing.

- Unable to find the proper match for the source "Nokia" from the document. Please review the available options for this source and select the appropriate one manually.

Please correct the document and resubmit or select the appropriate values manually in the form.

OK

Figure 24: Error message

In the example above, an incorrect source was provided. If the source cannot be found in the Source field, follow the steps above to add the correct source.

Contact Details

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

Select source

Orange (France)

Add Source

Figure 25: Correct the Error

After correcting the error, please follow the steps above.