

TSB IT Support to Study Groups

10 March 2020, Geneva

*Jérôme Belleman
Operations and Planning Department*



Agenda

- ITU-T Online Resources Overview
- ITU-T Mailing Lists
- MyWorkspace
- ITU-T Remote Participation
- ITU-T Direct Document Posting
- ITUsearch
- Rapporteur Group Meeting (RGM) Document Management System
- Logistic & Registration Services



ITU-T Online Resources Overview

- One website per Study Group
 - All websites: itu.int/en/itu-t/studygroups
 - New study period [2022-2024] is coming soon
- Online resources across study periods:
 - Recommendations: itu.int/itu-t/recommendations
 - Work Programme: itu.int/itu-t/workprog
 - AAP (ITU-T A.8): itu.int/t/aap/aap-recs
 - Intellectual Property: itu.int/en/itu-t/ipr
 - Liaison Statements: itu.int/net4/itu-t/lis
 - Rapporteurs Groups: itu.int/net/itu-t/lists/rgm.aspx
- And many other resources:
 - Documentations, News, Special topics, etc.

More resources available here: itu.int/en/itu-t/ewm



ITU-T Mailing Lists

- Restricted to ITU-T membership
- TIES/Guest account required
- To edit you profile:
 - Log on to: itu.int/ties
 - Click on “TIES User Profile”
 - Enter mailing list email in “Mailing List E-mail” field
- To subscribe:
 - Log on to: itu.int/myworkspace/#/mailing
 - Search your mailing lists by keywords (e.g., sg15)
 - Choose from the list and submit your subscription



MyWorkspace

- ITU Translate: Automatic document translation
- MyMeetings: ITU-T remote participation tool
- MyEvents: Event management and networking
- Calendar of Events: ITU-T event calendar
- ITU-T Cloud: Cloud-based document storage
- MyDocuments: Meeting documents search



ITU-T Remote Participation

- MyMeetings:
 - Used for statutory and non-statutory meetings:
 - Based on Open-source platform BigBlueButton
 - Web based
 - Easy to use
 - Up to 200 participants;
- Zoom:
 - Multilingual support;
 - Up to 1000 participants;



ITU-T Direct Document Posting

- A tool for direct posting of documents by all members and associates to ITU-T SG and WP meetings.
- Available for submission of contribution
- A two-stage process:
 - Register the document
 - Upload the document TIES account required
- Link to DDP is available from Study Group websites



ITUsearch

Search capacities with:

- multiple criteria/filters;
- multiple collection of documents;
- multiple type of files;
- full text search in six languages;

URL: itu.int/search



Rapporteur Group Meeting (RGM)

Document Management System

- Like IFA, offers a great deal of flexibility for Rapporteurs, editors and contributors to manage documents by themselves. Secretariat can be involved in case of problems;
- Unlike IFA, different rights can be assigned based on role (contributor, chair, etc.);
- Provide a standard, customizable structure for each meeting (e.g., deadlines, late submissions, document reservations);
- Set naming and numbering scheme for documents across ITU-T;
- Use of a single standard template for all documents; reuse of documents without need for reformatting (e.g., C→TD, TD→C)
- Reporting and search capabilities;
- Security features to set upload permissions and protect the work of the contributors;
- Easy to use web interface for uploading or viewing documents;
- Use of SharePoint advanced features, such as search and sorting facilities, notifications/RSS feeds, zip and download, etc.;
- Use of a single system (MS SharePoint) for all collaborative work.

URL: extranet.itu.int/meetings/ITU-T/



Logistic & Registration Services

- Provision of an annual badge to facilitate access to ITU premises;
- Allocation of a personal office at ITU Headquarters during Study Group meetings;
 - Equipped with a computer, screen, printer and telephone (landline).
- Provision of a laptop on loan if necessary;
- Provision of preliminary and final list of participants for Study Group & TSAG meetings;
 - Structured after Region, Country & Membership Status
- Guidance on “Guest” invitations to Study Groups
 - Chairmen vs TSB Director invitation to meetings
 - ITU Convention 248A PP-98 7bis)



itu.int/en/itu-t/ewm

tsbewm@itu.int

