

ITU-T Study Group, TSAG and Other Groups Leadership Tutorial

Electronic Working Methods

Rae PALADIN and Kevin QUINTO
TBS EWM

Geneva, 10-11 January 2013

SG and TSAG Leadership Tutorial
Electronic Working Methods



Services

- Informal FTP Areas (IFAs)
- Mailing Lists
- Sync Doc Application
- Discussion Forum
- Direct Document Posting
- Remote Participation

Telecommunication Information Exchange Service (TIES)

- How to apply for a TIES account
 - Online application
 - Requires authorization from the TIES Focal Point
- More information on TIES
 - TIES Homepage: <http://itu.int/TIES/>
 - Guides: <http://itu.int/TIES/services/>
 - FAQs: <http://itu.int/TIES/faq.html>

Informal FTP Areas (IFAs)

- For participants' use as a repository and exchange facility of documents and other files.
- Access is restricted to users who have a valid TIES/Guest account

Informal FTP Areas (IFAs)

- Standard folder structure
 - **/docs** – mirror of document stored on DMS, read only access and archived
 - **/exchange** – a working area for SG participants upload and download documents and other files, read + write access and also archived
 - **/temp** – a temporary exchange area that will not be archived at the end of the Study Period

Informal FTP Areas (IFAs)

- A Study Group's IFA can be accessed via the following:
 - using a web browser:
`http://ifa.itu.int/t/2013/sg#`
 - using an FTP client:
Remote host: ifa.itu.int
Remote directory: `/t/2013/sg#`

Mailing Lists

- Restricted to ITU-T membership
- TIES/Guest account required
- To subscribe:
 - Log on to the ITU-T Electronic Registration and Subscription Service page at: <http://itu.int/ITU-T/services>
 - Click on the subscription button
 - Choose from the list and submit

Mailing Lists

- Mailing lists default setup
 - **TIES e-mail** – default e-mail address for sending and receiving e-mails
 - **ITU-T Mailing list e-mail** - if provided, this e-mail becomes the default e-mail address, replacing the TIES e-mail
 - **Contact e-mail** – for administrative operations (e.g. contact in case of problems, lost passwords, etc.)

Mailing Lists

- To edit your profile:
 - Log on to: <http://itu.int/TIES>
 - Click on “Edit my account”
 - Enter your preferred mailing list e-mail address in the ITU-T Mailing List e-mail box
 - Send messages from any of the e-mail addresses defined in your profile
 - Receive messages on the default e-mail address

Meeting Documents Sync Application

- Download and synchronize documents of a current SG meeting to your local drive
 - Available as a free download for all current ITU-T SG/TSAG meetings
 - Download the application, save on the Desktop and run following simple on-screen instructions
 - TIES account required

Discussion Forums

- Online discussions in the form of posted messages
- Currently in the process of being updated to a new tool

Direct Document Posting

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

Remote Participation

ITU-T offers the following online meeting tools for its members:

- GoToMeeting/GoToWebinar
- Adobe Connect

GoToMeeting - Adobe Connect

GoToMeeting:

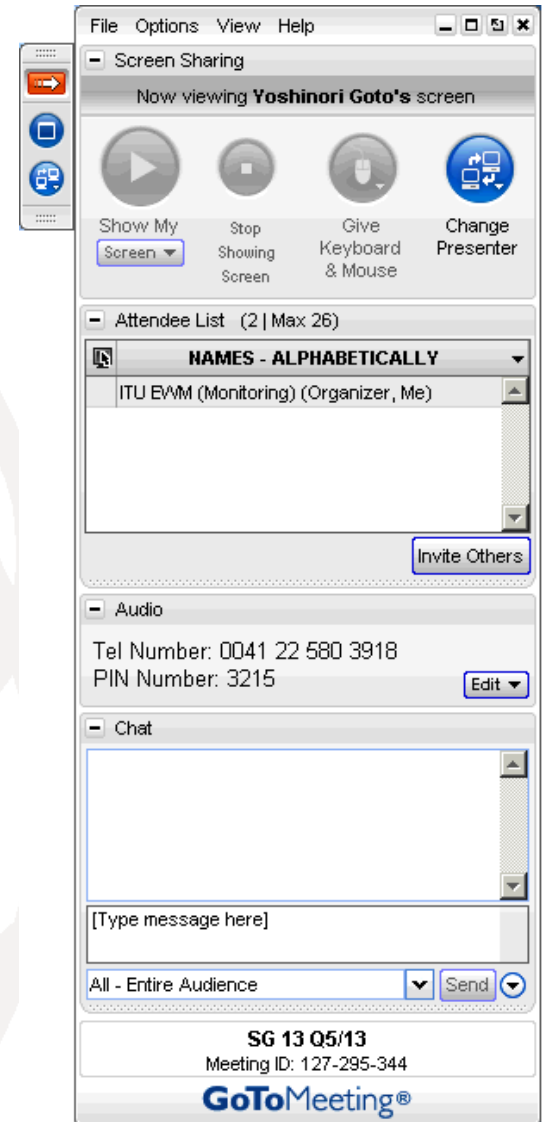
- Used for Ad-Hoc Meetings
- Easy to start, easy to join
- Up to 25 participants (GoToWebinar can go up to 1000 participants)

Adobe Connect:

- Multilingual Support
- More control over the audio
- Up to 100 participants

GoToMeeting Interface

- **Screen Sharing Pane**
- **Attendee List Pane**
- **Audio Pane**
- **Chat Pane**



Adobe Connect Interface

The screenshot displays the Adobe Connect interface for a meeting titled "ITU-T Tutorial for Chairmen and Vice-Chairmen (Main)". The main window shows a presentation slide titled "SG secretariat support for SG management team (2)" with the following bullet points:

- SG Chairman and Vice-Chairman has permanent badges
- Providing list of pre-registered participants with photos
- Drafting and managing time plan
- Printing/posting documents for management team meeting
- Booking rooms for management team meeting
- Arranging for remote access facilities for the above meeting

The slide footer indicates "10 Geneva, 10-11 Jan 2013 - Secretariat support for SGs".

On the right side, the "Attendees (11)" pod lists participants: TSB EWM 2, TSB EWM, Martin Brand, Sherif Guinena, Harald Kullmann, Simao Campos, Gaby Daniel, Flavio Cucchietti, Pablo Palacios, and Stefano Polidori.

The "Chat (Everyone)" pod shows a conversation:

Flavio Cucchietti: I will re-connect via phone when needed
Kevin Quinto (ITU): ok
Flavio Cucchietti: meanwhile I will listen to computer speaker
Flavio Cucchietti: The number is +39335462557
Kevin Quinto (ITU): Ok will dial you in when it's your turn to speak.
----- (01/11/2013 10:18) -----
Sherif Guinena: Good morning Every body. that Sherif Guinena, I am following with great interest the sessions which are very useful. Many thanks for the presenters.
----- (01/11/2013 10:33) -----
Sherif Guinena: my number is : +201005450203 in case there is a need for intervention.

Yellow callout boxes identify the "Screen Share Pod" (pointing to the presentation slide), the "Attendee Pod" (pointing to the attendee list), and the "Chat Pod" (pointing to the chat window).

Thank you

- For more information, please see the EWM Services Homepage at:
<http://groups.itu.int/itu-t/ewmservices.aspx>
- We're focused on improving productivity for our members and are open to suggestions and contributions on new EWM tools. Contact us at tsbewm@itu.int.