

Conference Proposal Interface (CPI)

WTDC-25 User guide

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1. CPI overview

The work of the World Telecommunication Development Conference 2025 (WTDC-25) 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 Baku Action Plan or the draft WTDC-25 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 Conference 2022 (PP-22), the World Radiocommunication Conference 2023 (WRC-23), or the World Telecommunication Standardization Assembly 2024 (WTSA-24).

Key terms:

Authoritative texts:

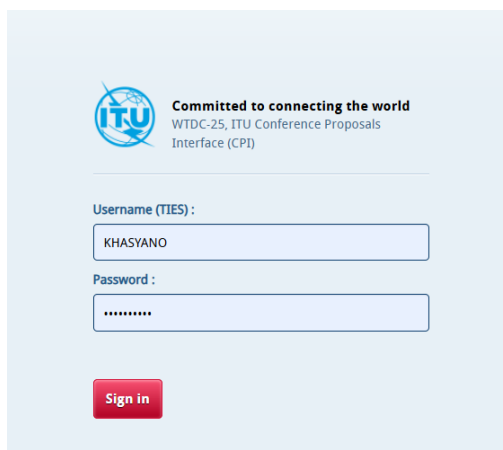
- WTDC-21 approved Resolutions
 - WTDC-21 approved Recommendations
 - WTDC-21 approved Regional Initiatives
 - WTDC-21 approved Study Group Questions
 - Draft Baku Action Plan, further to the work of the TDAG-WG-ITUDP
 - Draft WTDC-25 Declaration, further to the work of the TDAG-WG-DEC
- **Skeleton:** 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-25 suggesting changes to the authoritative texts. Proposals should be based on the Word file created by CPI, updated to indicate the desired modifications (using “track changes” where needed – see clause 5 below).

Useful addresses and contact details:

- [CPI](#)
- [CPI resource webpage](#)
- RPM and WTDC-25 Secretariat: wtdc.documentcontrol@itu.int.

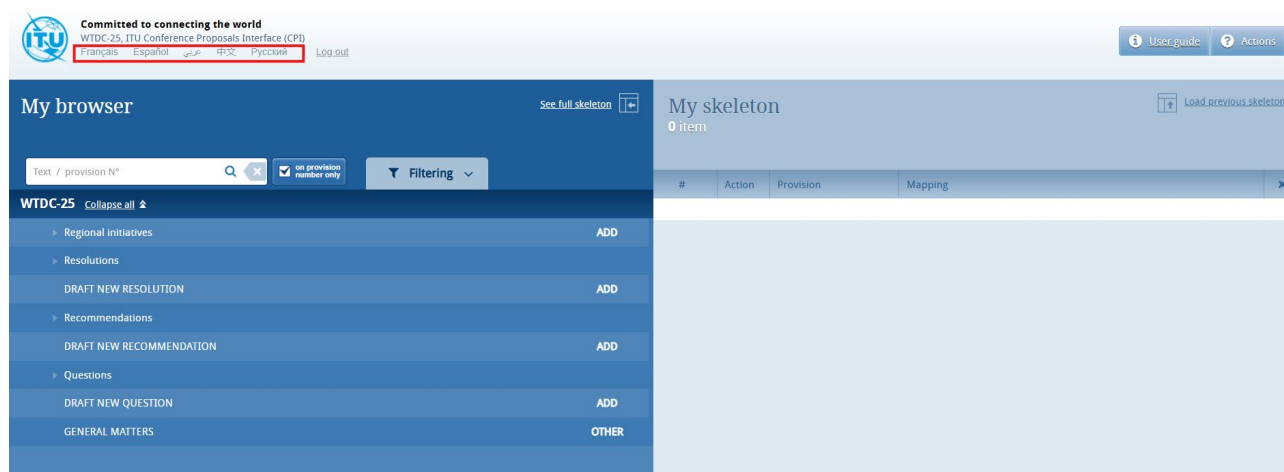
2. Logging on

To log on, navigate to <https://www.itu.int/net4/Proposals/CPI/WTDC25/Main>, and enter your TIES username and password, then click “Sign in”.



3. Languages

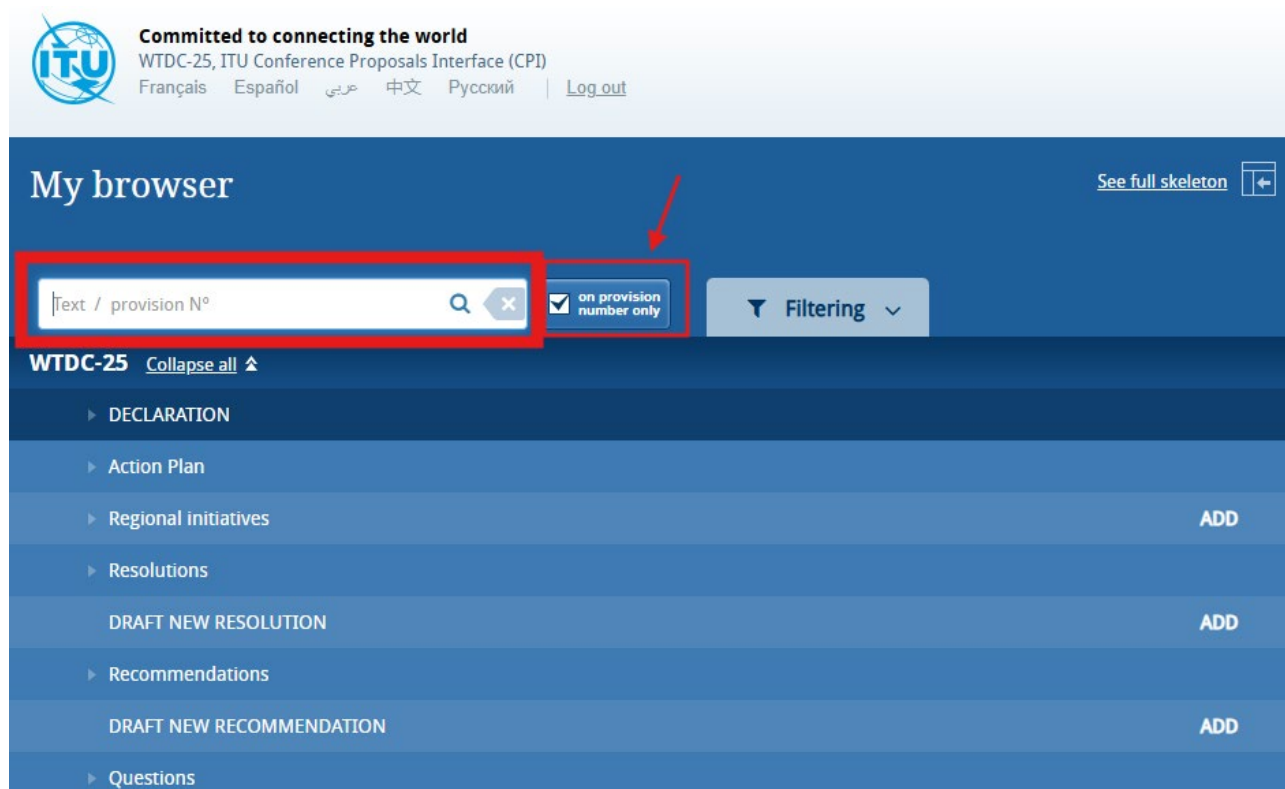
Your default TIES language will be used unless you select a different one from the options at the top of the screen.



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 Regional Initiatives, Resolutions, etc.

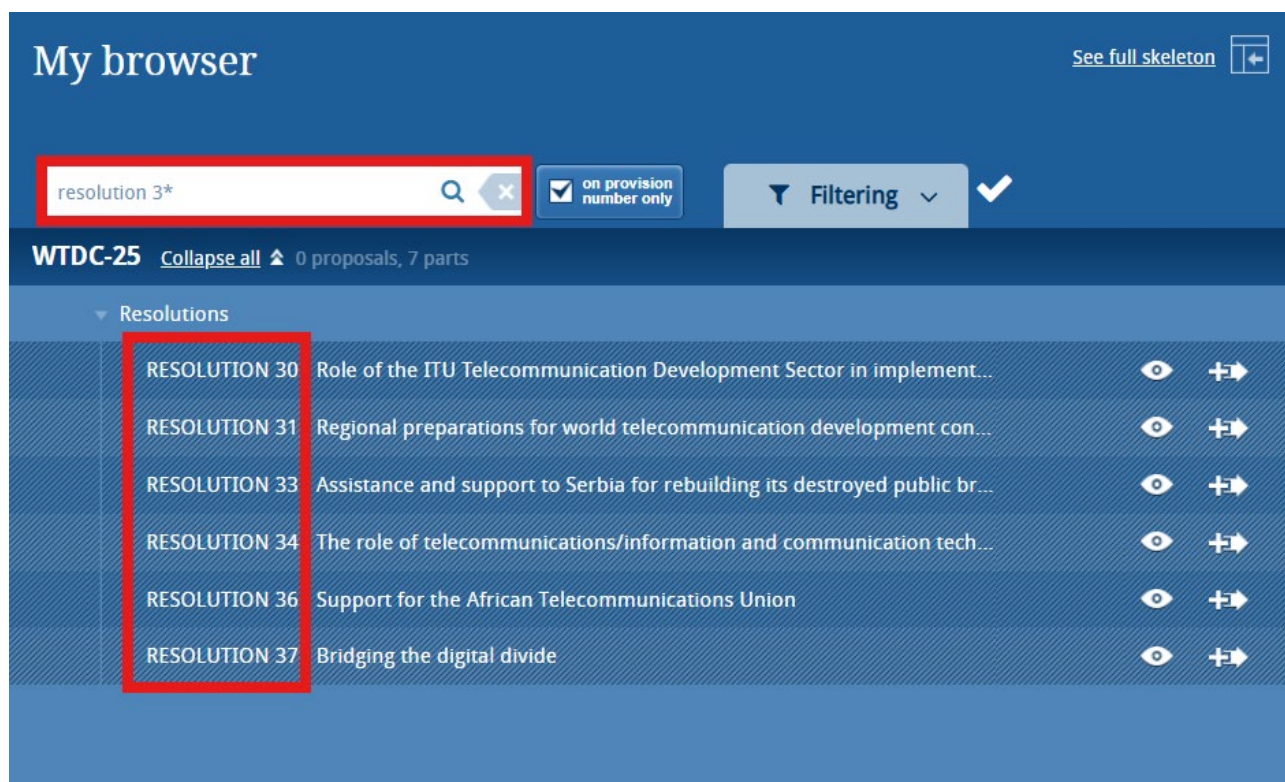
Additionally, you may search only within the titles of the provisions/individual items, when “On provision number only” is ticked, or within the content of the entire document when it is unticked.



The screenshot shows the top section of the WTDC-25 CPI interface. At the top left is the ITU logo and the text "Committed to connecting the world". Below this is "WTDC-25, ITU Conference Proposals Interface (CPI)" and a row of language links: Français, Español, عربي, 中文, Русский, and a Log out link. The main header is "My browser" with a "See full skeleton" link and a plus icon. Below the header is a search bar containing "Text / provision N°" with a magnifying glass icon and a close button. To the right of the search bar is a checkbox labeled "on provision number only" which is checked, with a red arrow pointing to it. Further right is a "Filtering" dropdown menu. Below the search bar is a list of items under the heading "WTDC-25 Collapse all ▲":

- DECLARATION
- Action Plan
- Regional initiatives ADD
- Resolutions
- DRAFT NEW RESOLUTION ADD
- Recommendations
- DRAFT NEW RECOMMENDATION ADD
- Questions

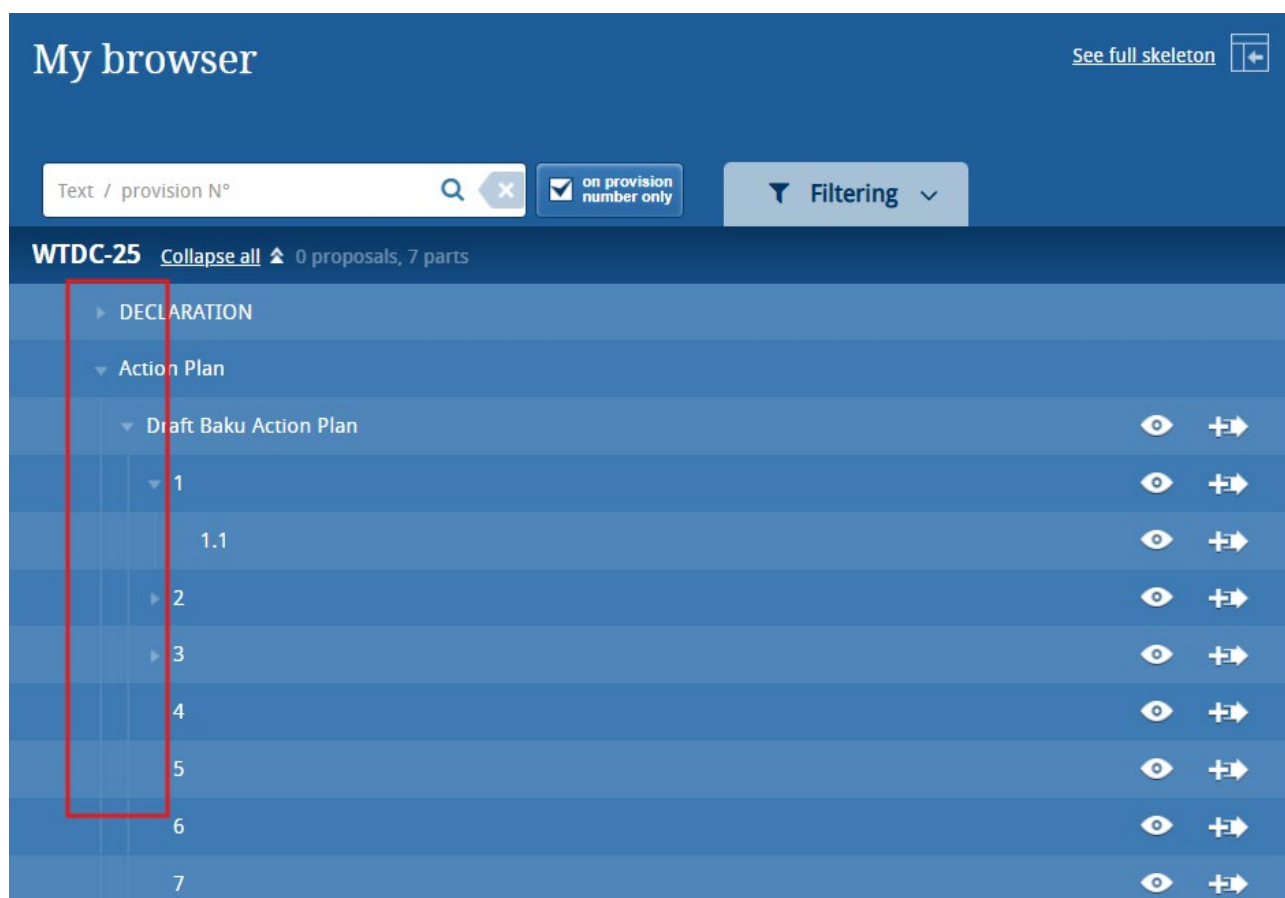
Or you may decide to use the “wild card” (“*”) for your search, either at the start of the search sentence, in the middle or at the end.



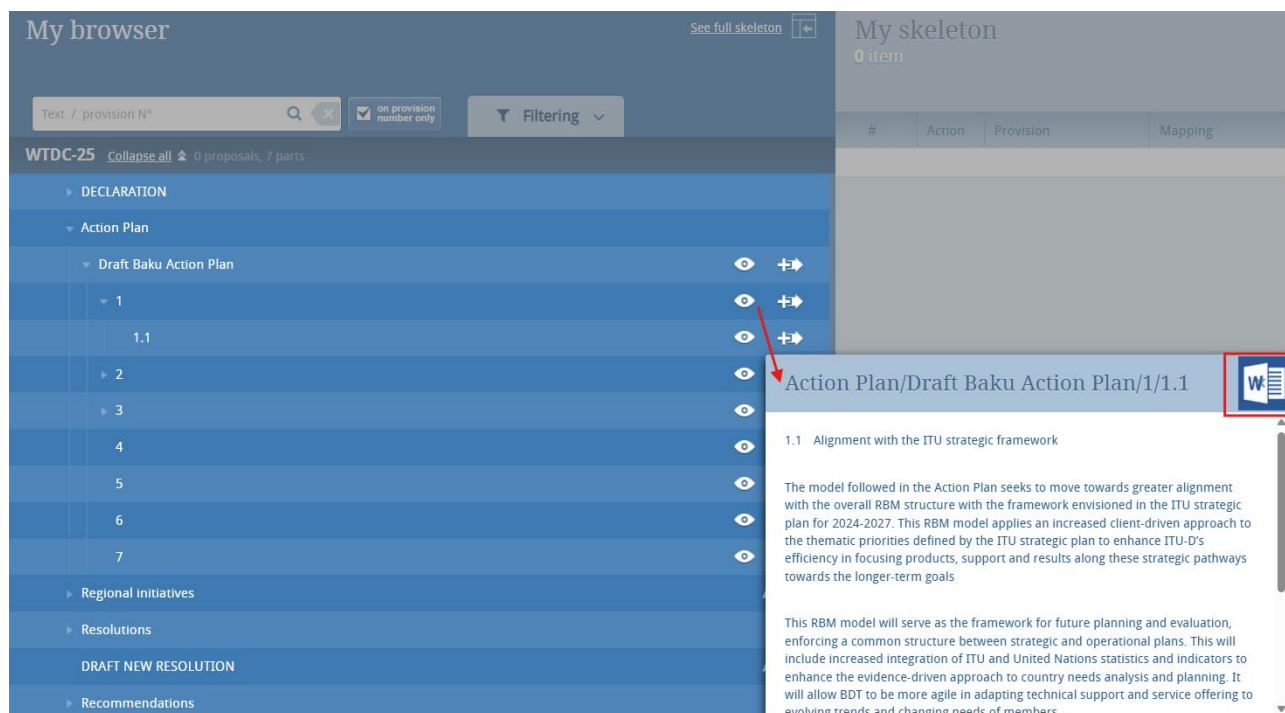
The screenshot shows the same interface as the previous one, but with the search bar containing "resolution 3*". The "on provision number only" checkbox is still checked. The "Filtering" dropdown menu now has a checkmark. Below the search bar, the heading "WTDC-25 Collapse all ▲" is followed by "0 proposals, 7 parts". The "Resolutions" section is expanded, showing a list of resolutions. A red box highlights the first six resolutions:

Resolution Number	Title	View Icon	Expand Icon
RESOLUTION 30	Role of the ITU Telecommunication Development Sector in implement...	👁	➡
RESOLUTION 31	Regional preparations for world telecommunication development con...	👁	➡
RESOLUTION 33	Assistance and support to Serbia for rebuilding its destroyed public br...	👁	➡
RESOLUTION 34	The role of telecommunications/information and communication tech...	👁	➡
RESOLUTION 36	Support for the African Telecommunications Union	👁	➡
RESOLUTION 37	Bridging the digital divide	👁	➡

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



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 (add) – Proposal to add a new provision, 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 (modify) – Proposal to modify an existing provision, 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 ~~striketrough~~ and added text should appear as underlined).

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

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

SUP (suppress) – Propose to delete a provision. To be used only at the provision level, as is the case with ADD.

Note 1: It is not necessary to reproduce text 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 text 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 a particular text.

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

NOC – Proposal for 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. Normally the reasons should be provided.

OTHER – Proposal on general matters not included above.

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.

The screenshot shows the WTDC-25 CPI interface. In the 'My browser' section, a list of resolutions is displayed. Resolution 16, 'Special actions and measures for the least developed countries, small ...', is highlighted. A dropdown menu for 'Action' is open, showing the following options: MOD, MOD (Title), (MOD), SUP, SUP*, NOC, and NOC. The 'My skeleton' section on the right shows a table with one item:

#	Action	Provision	Mapping
1	MOD	RESOLUTION 16	Res./RESOLUTION 16

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 WTDC-25 CPI interface. In the 'My browser' section, the 'See full skeleton' button is highlighted. The 'My skeleton' section shows a table with 5 items:

#	Action	Provision	Mapping
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8
2	NOC	RESOLUTION 9	Res./RESOLUTION 9
3	MOD	RESOLUTION 16	Res./RESOLUTION 16
4	MOD	RESOLUTION 23	Res./RESOLUTION 23
5	ADD	1	Draft New Res

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:

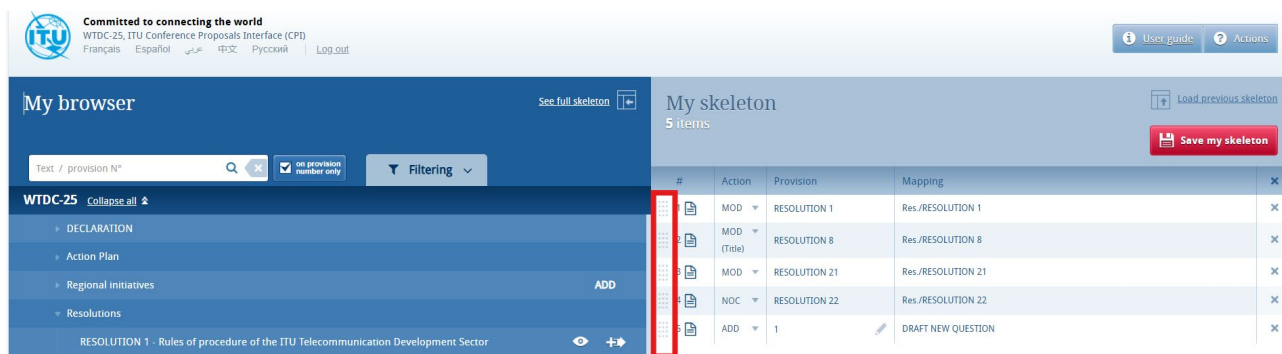
The screenshot shows the WTDC-25 CPI interface. In the 'My skeleton' section, the 'Display reasons' checkbox is highlighted. The table shows 5 items:

#	Action	Provision	Mapping	Display reasons
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>
2	NOC	RESOLUTION 9	Res./RESOLUTION 9	<input checked="" type="checkbox"/>
3	MOD	RESOLUTION 16	Res./RESOLUTION 16	<input checked="" type="checkbox"/>
4	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>
5	ADD	1	Draft New Res	<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 squares and drag-and-drop the selected provisions.

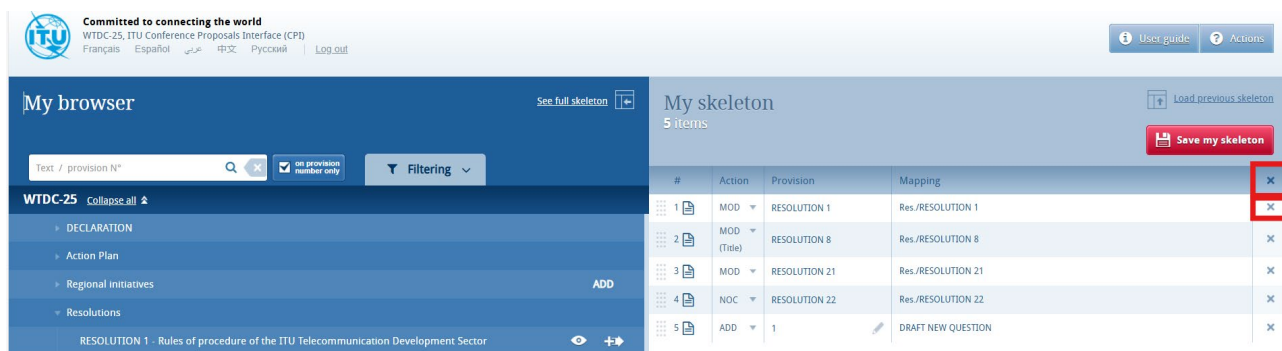


The screenshot shows the 'My skeleton' section with a table containing 5 items. The table has columns for #, Action, Provision, and Mapping. A red box highlights the grey squares in the first column, which are used for re-ordering proposals.

#	Action	Provision	Mapping
1	MOD	RESOLUTION 1	Res./RESOLUTION 1
2	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8
3	MOD	RESOLUTION 21	Res./RESOLUTION 21
4	NOC	RESOLUTION 22	Res./RESOLUTION 22
5	ADD	1	DRAFT NEW QUESTION

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.

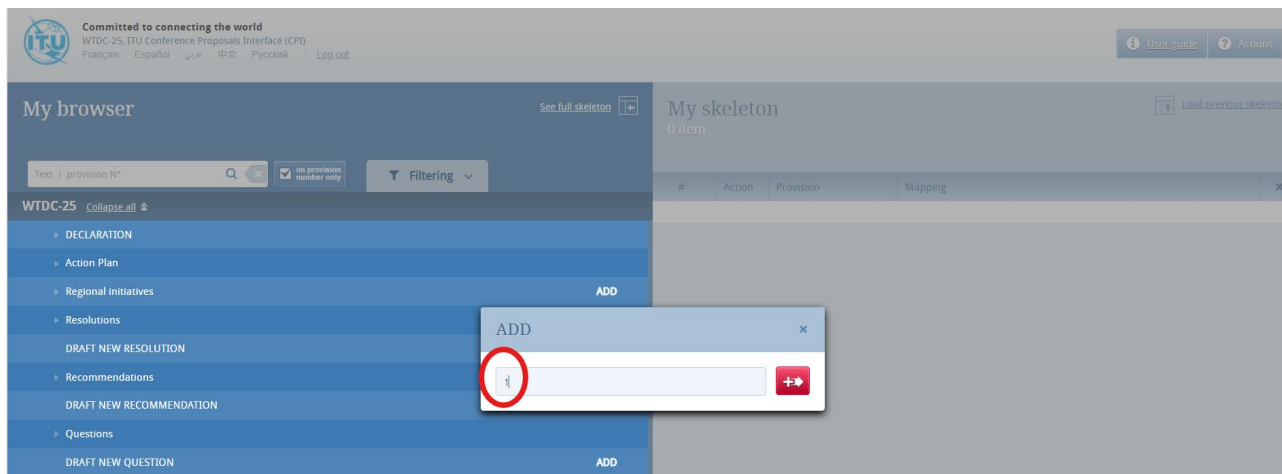


The screenshot shows the 'My skeleton' section with a table containing 5 items. A red box highlights the 'X' icon in the header of the table, which is used to remove all proposals.

#	Action	Provision	Mapping
1	MOD	RESOLUTION 1	Res./RESOLUTION 1
2	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8
3	MOD	RESOLUTION 21	Res./RESOLUTION 21
4	NOC	RESOLUTION 22	Res./RESOLUTION 22
5	ADD	1	DRAFT NEW QUESTION

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 letter. 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.



The screenshot shows the 'My browser' section with a list of options. A red box highlights the 'ADD' button, which is used to create a new provision.

ADD

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 Details*. You may enter your new email address in the *New Login Email* field and then confirm it:

The top screenshot shows the ITU User Management interface. The left sidebar has a menu with 'Personal Details' highlighted in red. The main content area shows the 'Email' field with the value 'YULIA.KHASYANOVA@ITU.INT' highlighted in red. Below the email field is a 'Correspondence Language' dropdown menu set to 'English' and a blue 'Save' button. A message at the bottom says 'To update your Mailing List Email, click [here](#) to log into MyWorkspace'.

The bottom screenshot shows the same interface but with the 'Change Email' option highlighted in the sidebar. The main content area has a 'Change Your Email' button highlighted in red. Below the button is a text box for the new email address and a blue 'Get The Code' button. A message above the text box says 'A code will be sent to the new email for verification. If you don't validate with the code, your email will remain unchanged.'

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 TIES 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). 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

World Telecommunication Development Conference 2025 (WTDC-25)
Baku, Republic of Azerbaijan, 17 to 28 November 2025

PLENARY MEETING

Document 4215-E
26 June 2025
Original: English

Switzerland (Confederation of)

PROPOSALS FOR THE WORK OF THE CONFERENCE

Priority area:

Summary:

Expected results:

References:

MOD SUI/4215/1

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b) the Tunis Commitment of the World Summit on the Information Society (WSIS), recognizing the principles of universal, non-discriminatory, equitable and affordable access to information and communication technology (ICT) for all nations and all persons everywhere (see §§ 15, 18 and 19);

c) Resolution 64 (Rev. Dubai, 2018) of the Plenipotentiary Conference, on non-discriminatory access to modern telecommunication/ICT facilities, services and applications, including applied research and transfer of technology, and e-meetings, on mutually agreed terms;

d) the Addis Ababa Action Agenda of the third International Conference on Financing for Development, endorsed by the United Nations General Assembly (UNGA) in Resolution 69/313, which recognizes the transfer of technology on mutually agreed terms as a powerful driver of economic growth and sustainable development;

e) the Nairobi outcome document of the High-level United Nations Conference on South-South Cooperation, endorsed by UNGA in Resolution 64/222, which emphasizes the need to promote, including through South-South cooperation, access to and the transfer of technology on mutually agreed terms,

recognizing

a) that many countries would benefit from technology transfer;

b) that joint ventures can be effective means of technology transfer;

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.

Save my skeleton

Sources

☒ Switzerland

☐ Member States of the European Conference of Postal and Telecommunications Administrations

☐ Co-signatories

Priority area

None selected

☐ Declaration

☐ Thematic Priorities, Action Plan, Regional Initiatives and SG Questions

☐ Working methods

☐ Resolutions and Recommendations

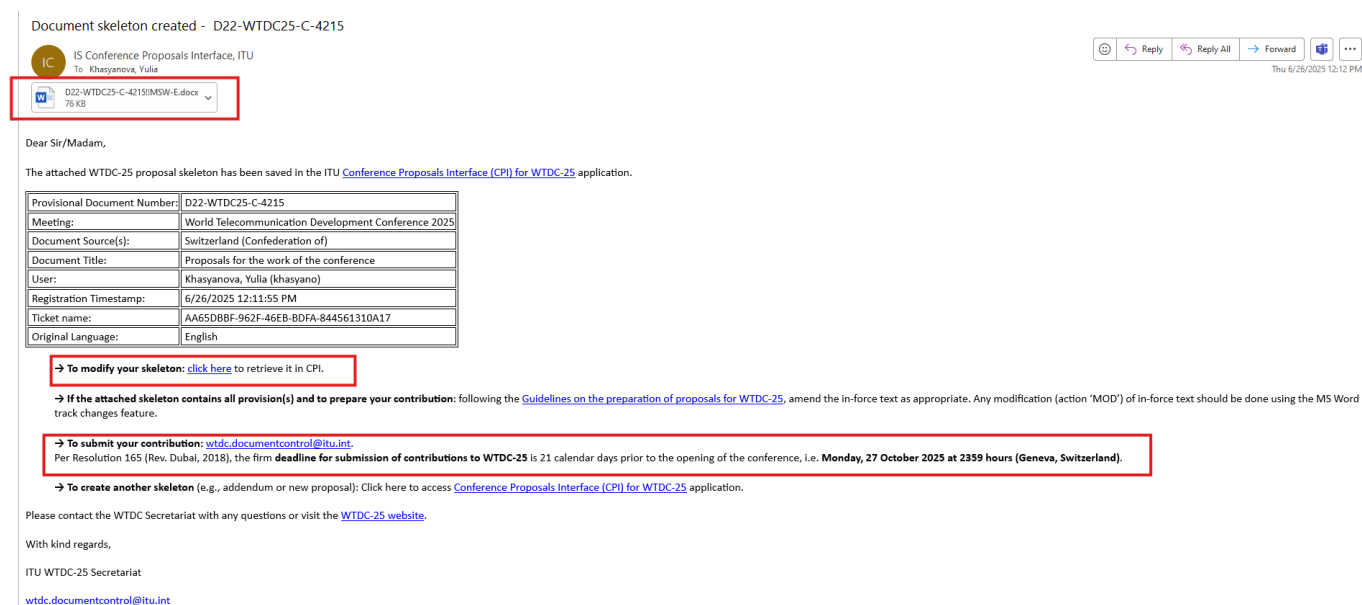
☐ Other proposals

Save my skeleton

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/4215/1**.
 - a) MOD: This proposal is a modification of an existing provision
 - b) SUI: The submitting Member State is Switzerland
 - c) 4215: 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

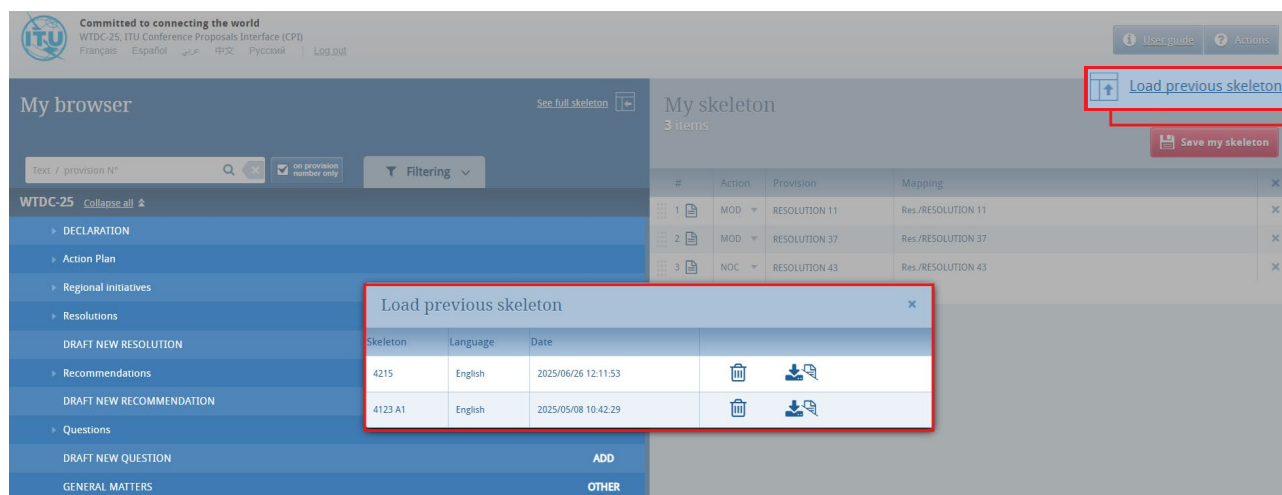
The email notification includes a copy of the skeleton Word file and hyperlinks to CPI in order to allow for easier modification of the skeleton or submission of the proposal.



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-25 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 a TIES account can prepare and submit proposals for WTDC-25 to the Secretariat. The WTDC-25 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-25 Secretariat at wtdc.documentcontrol@itu.int.

9.1 Submitting proposals using CPI

Proposals are to be submitted to the Secretariat via email to wtdc.documentcontrol@itu.int and the submission will be confirmed via email.
