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| **Radiocommunication Advisory Group Geneva, 8-10 June 2011** |  |
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| Coordinator of the RAG Correspondence Group  on Electronic Document Handling (EDH)[[1]](#footnote-1) |
| PROGRESS REPORT on edh activities |

# 1 Introduction

The Radiocommunication Assembly formed the Electronic Document Handling (EDH) correspondence group reporting to the RAG as announced in [Administrative Circular CA/130](http://www.itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=R00-CA-CIR-0130).

There has been little activity within the EDH correspondence group, which, again, may be taken as an indication that things are progressing well with respect to the use of electronic facilities in ITU‑R. Some suggestions that have been made were pursued with the IS Department and BR. The correspondence to-date is available in the [Archive](http://ties.itu.int/listarchives/rag-edh)[[2]](#footnote-2) of the [rag-edh@itu.int](mailto:rag-edh@itu.int) e-mail reflector.

The previous progress report is in [Document RAG10-1/4](http://www.itu.int/md/R10-RAG-C-0004/en). In particular the latest updates of the ITU-R website were covered, including the new powerful search tools (<http://www.itu.int/net/search/searchframe.aspx>) and the secure extranet ITU Delegates Website (<https://extranet.itu.int/delweb/>).

# 2 Registration of delegates

The online web-based Event Delegate Registration System (EDRS) is currently being used for all ITU-R meetings. BR should strongly encourage that all registrations use the online system via the Designated Focal Point. Some registration problems have been reported by some delegates, but overall the system is working as planned.

# 3 Electronic working methods

For those participating in, or organizing ITU meetings, there are a number of tools that can be used to improve or substitute face-to-face meetings, or to facilitate remote participation in meetings (e.g., for developing countries).

A previous progress report ([Document RAG09-1/4](http://www.itu.int/md/R09-RAG-C-0004/en)) described a number of tools that are either in production or being tested within ITU-R. For the latest information please refer to the [ITU-R electronic facilities](http://www.itu.int/ITU-R/go/e-facilities)[[3]](#footnote-3).

It’s worth noting that PP-10 has adopted Resolution 167 (Guadalajara, 2010) on the strengthening ITU capabilities for electronic meetings and means to advance the work of the Union, which resolves that ITU should further develop its facilities and capabilities for remote participation by electronic means in appropriate meetings of the Union and that that ITU should continue to develop its electronic working methods concerning the development, distribution and approval of documents, and the promotion of paperless meetings.

# 4 Use of SharePoint

The ITU-R Sharepoint tool has proven to be very effective in the meetings of ITU-R groups. The access is through the ITU's secure extranet server[[4]](#footnote-4) and provides a "meetings" web page with links to all relevant information and documents related to a particular meeting. In addition, the meeting participants can upload their own documents in the share folder area, such as meeting draft agendas, draft temporary documents, and additional information pertaining to current topics being discussed (See <https://extranet.itu.int/rsg-meetings>; login: <TIESusername>@ties.itu.int; password: <TIES password>).

Sharepoint should continue to be supported for future meetings and used more frequently by all in ITU-R towards the goal of paperless meetings to the maximum extent possible.

Some suggestions for share folder improvements have been made, for example:

1) Although the BR counsellors and meeting chairmen are doing a very good job of setting up a folder structure for each particular meeting, sometimes the needed document is hard to find or even become aware of its existence. It would be useful if an automatic numbering sequence could be set up automatically, so that documents could be referred by number. It should also be possible to generate lists of documents independently of the folder structure.

2) The SharePoint share folder provides a Windows explorer view that permits downloading all documents at once; however, the restrictions on some computers prevent its use. It would be good if an alternative could be provided, for example, the creation of a zip file with all documents that could be downloaded (maintaining the folder structure).

The ITU IS Department has deployed [SharePoint 2010](http://www.microsoft.com/downloads/en/details.aspx?FamilyID=D2376AD6-46A3-481E-8813-B7A0F779FA89)[[5]](#footnote-5) which will be able to support the applications outlined above.

# 5 Use of hyperlinks in documents

The use of hyperlinks is becoming standard practice in ITU-R documentation because it facilitates enormously the access to referred documents with significant time savings. However, sufficient information must also be provided for the reader to be able to access the referred documents by alternative means if necessary. Furthermore, when the URL of a hyperlink is not visible; it should also be provided in a visible manner particularly for documents that might be hard to find otherwise. Since the URLs of some documents can be fairly long, they appear unsightly on documents and are prone to errors if the user needs to retype them, let alone the time it takes. To alleviate this problem the ITU IS Department could implement an URL alias service to be used only in ITU-R publications, for ITU-related documentation, external or internal to ITU. This is an example of how it works:

*Hyperlink:* [*CEPT Report 19*](http://www.erodocdb.dk/doks/filedownload.aspx?fileid=3451&fileurl=http://www.erodocdb.dk/Docs/doc98/official/pdf/CEPTREP019.PDF)

*URL (hidden) in the above hyperlink:* [*http://www.erodocdb.dk/doks/filedownload.aspx?fileid=3451&fileurl=http://www.erodocdb.dk/Docs/doc98/official/pdf/CEPTREP019.PDF*](http://www.erodocdb.dk/doks/filedownload.aspx?fileid=3451&fileurl=http://www.erodocdb.dk/Docs/doc98/official/pdf/CEPTREP019.PDF)

*Alias: <http://www.itu.int/ITU-R/go/cept-rep-019>*

A meaningful descriptor should be chosen for each document or web page to follow the “/go/” in the alias in the format xxx-yyy-zzz, where xxx is a descriptor for the organization (e.g., CEPT, ATIS, ETSI, ARIB, ...), yyy is the type of document (e.g., rep, rec, art, doc, web, ...), and zzz is a short identifier that may contain numbers and letters.

Note that for existing ITU-R pages there is already an existing alias/shortcut service: <http://www.itu.int/ITU-R/go/>.

It’s also worth noting that Resolution 167 (Guadalajara, 2010) resolves that final documents submitted for approval shall not contain hyperlinks other than, where appropriate, internal hyperlinks to documents or parts of documents that are stable and have already been approved by the competent organ of the Union, and that the inclusion of an internal hyperlink in a document submitted for approval should not result in implicit approval of the content of the hyperlink's target; rather, any approval must be explicit (this procedure is not applicable to study groups).

In the case of the work of the ITU-R Study Groups, including Recommendations, Reports and Handbooks, the use of hyperlinks is very common and the context signifies the relevance. For example, some simply provide additional information while others provide normative references to standards that are essential for the implementation of the Recommendation. In the latter case the reference has to be to a specific standard from a Standard Development Organization (SDO), with version number and date.

# 6 Compatibility of Microsoft Office Word documents

The ITU is moving to Office 2007 and 2010 file format, and users of the Microsoft Office XP and 2003 programs Word, Excel, or PowerPoint should download and install "Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats". By installing the Compatibility Pack in addition to Microsoft Office 2000, Office XP, or Office 2003, you will be able to open, edit, and save files using the file formats in newer versions of Word, Excel, and PowerPoint. The Compatibility Pack can also be used in conjunction with the Microsoft Office Word Viewer 2003, Excel Viewer 2003, and PowerPoint Viewer 2003 to view files saved in these new formats. For more information about the Compatibility Pack, see: - [Information regarding compatibility pack](http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en)[[6]](#footnote-6).

Some compatibility problems have been reported when trying to open (or copy) with Office 2003 an embedded object with a more advanced version of Office. If you encounter such a problem kindly inform the BR so that the document with the embedded object can be updated.

When using MS Word 2007, some formatting problems, that affect the style of the text (e.g. format of the font or paragraph) and not the actual text, were recently identified during the preparation of ITU documents containing revision marks and track changes. To avoid these problems, ITU is now using MS Word 2010 - [see examples](http://www.itu.int/oth/R0C0A000003/en)[[7]](#footnote-7).

# 7 Use of DotNetNuke

DotNetNuke[[8]](#footnote-8) is a tool that is used for seminars. It has better capabilities for distributing presentation material independently of TIES.

# 8. ITU-R Study Group Sync Applications

# The ITU-R Study Group Sync Applications for Windows[[9]](#footnote-9) allow participants to synchronize ITU-R Study Group documents[[10]](#footnote-10) from the ITU server to the participant’s local drive. It has been configured to access the ITU Server and synchronize on demand to the latest published documents. For further information refer to: <http://www.itu.int/ITU-R/go/rsg-sync>.

It would be desirable that the Study Group Sync Applications be made to work also with documents in the share folder in SharePoint.

# 9. Proposal

It is proposed that more groups should try the various approaches available in ITU-R for EDH with the goal of making our work in ITU-R easier and more productive. The experiences and suggestions for further improvements should be sent to the RAG-EDH correspondence group: [rag-edh@itu.int](mailto:rag-edh@itu.int).

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1. José Costa (Ericsson Canada, Inc., Canada), Tel.: +1 613 667-0456, E-mail: [jose.costa@ericsson.com](mailto:jose.costa@ericsson.com). [↑](#footnote-ref-1)
2. <http://ties.itu.int/listarchives/rag-edh> [↑](#footnote-ref-2)
3. [http://www.itu.int/ITU-R/go/e-facilities](http://www.itu.int/ITU-R/go/e-facilities" \o "blocked::http://www.itu.int/ITU-R/go/e-facilities) [↑](#footnote-ref-3)
4. <https://extranet.itu.int/rsg-meetings/> [↑](#footnote-ref-4)
5. <http://www.microsoft.com/downloads/en/details.aspx?FamilyID=D2376AD6-46A3-481E-8813-B7A0F779FA89> [↑](#footnote-ref-5)
6. <http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en> *[<http://tinyurl.com/26y3lxd>]* [↑](#footnote-ref-6)
7. <http://www.itu.int/oth/R0C0A000003/en> *[<http://tinyurl.com/49jkkvh>]* [↑](#footnote-ref-7)
8. <http://www.dotnetnuke.com/> [↑](#footnote-ref-8)
9. The ITU Sync Application works in Windows® 2000/XP/2003/Vista/7 [↑](#footnote-ref-9)
10. ITU-R Study Group published documents include: Contributions (C), Information Documents (INFO), Administrative Documents (ADM) and Temporary Documents (DT). [↑](#footnote-ref-10)