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| **Radiocommunication Advisory GroupGeneva, 24-27 June 2014** |  |
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|  | **Document RAG14-1/19-E** |
| **16 June 2014** |
| **English only** |
| 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/R00-CA-CIR-0130/e).

Since the 2013 meeting of the RAG, there has been no activity within the EDH correspondence group, which may be taken as an indication that things are progressing well with respect to the use of electronic facilities in ITU‑R. The past correspondence is available in the [Archive](http://ties.itu.int/listarchives/rag-edh)[[2]](#footnote-2) of the rag-edh@itu.int e-mail reflector. Some informal discussions and suggestions by delegates and the EDH Coordinator have been pursued with the BR.

The activities of the Telecommunication Standardization Sector should also be noted, in particular the WTSA [Resolution 32 - Strengthening electronic working methods for the work of ITU-T](http://www.itu.int/pub/T-RES/en).

The previous progress report is in [Document RAG13-1/6](http://www.itu.int/md/R13-RAG13-C-0006/en)[[3]](#footnote-3). In particular the latest updates of the ITU-R website were covered.

# 2 Registration of delegates

The online web-based Event Delegate Registration System (EDRS) is currently being used for all ITU-R meetings.

A single, integrated CRM (Customer Relationship Management) platform for the management of clients, members, events, etc., is being investigated by the ITU with additional delegate registration functions included with respect to EDRS.

An online version of the list of participants is now available for all ITU-R Study Group events. Access to the online version is restricted to TIES users. The dynamic list can be searched based on parameters such as name, member and position in the delegation.

# 3 Submission of contributions

The BR continues to investigate the feasibility of members uploading their contributions directly to the “as received” folder. As announced in Section 3.1 of [Addendum 1](http://www.itu.int/md/R13-RAG13-C-0001/en) to [Doc. RAG13-1/1](http://www.itu.int/md/R13-RAG13-C-0001/en) a system to allow contributors to upload their own contributions directly to the “as received” webpage will be introduced in the future.

# 4 Manual for the software tools

The BR should consider developing an online manual and guidelines for the software tools available, including SharePoint, Sync Tool, Remote Participation, etc.

# 5 ITU website migration and redesign

ITU has decided to update its website and the server infrastructure has been renewed and migrated to SharePoint 2013 by end of 2013. The migration of most important ITU-R Webpages is nearly completed. The FrontPage Web services will be frozen end of June 2014 (some sites/pages will be retired, some will remain “as-is”, the other have been migrated already).

The new design (more modern “look and feel”) has been deployed for the main pages of the sites in 2013.

It is important that with all these updates the ITU web pages have permanent links and if due to new directory structures some locations need to change it is important that a mapping or redirection feature be provided for the former URLs.  Mechanisms have been developed for generating permanent shortcuts to pages (e.g., [www.itu.int/cybersecurity](http://www.itu.int/cybersecurity) will always bring you to the main cybersecurity page, wherever it is located).

# 6 Distribution of Circular Letters by email

Refer to Section 12 of [Document RAG12-1/6](http://www.itu.int/md/R12-RAG-C-0006/en) for background information. Although, as noted in Section 3.2 of [Addendum 1](http://www.itu.int/md/R13-RAG13-C-0001/en) to [Doc. RAG13-1/1](http://www.itu.int/md/R13-RAG13-C-0001/en), all Study Group and Working Party meetings are now completely paperless, Circular Letters continue to be distributed in paper form to specific distribution list(s), including to recipients that work by email. Suggestions were presented in Section 12 of [Document RAG12-1/6](http://www.itu.int/md/R12-RAG-C-0006/en) to manage a mixed list of electronic and paper distribution.

# 7 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.

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2. <http://ties.itu.int/listarchives/rag-edh> [↑](#footnote-ref-2)
3. Former reports appear in Doc. [RAG13-1/6](http://www.itu.int/md/R13-RAG13-C-0006/en), [Doc. RAG12-1/6](http://www.itu.int/md/R12-RAG-C-0006/en), [RAG11-1/5](http://www.itu.int/md/R11-RAG2011-C-0005/en), [RAG10-1/4](http://www.itu.int/md/R10-RAG-C-0004/en), [RAG09-1/4](http://www.itu.int/md/R09-RAG-C-0004/en), [RAG08-1/4](http://www.itu.int/md/R08-RAG-C-0004/en), [RAG07-1/2](http://www.itu.int/md/R07-RAG-C-0002/e), [RAG05-1/5](http://www.itu.int/md/R05-RAG-C-0005/e), and [RAG04-1/15](http://www.itu.int/md/R04-RAG-C-0015/e). [↑](#footnote-ref-3)