

INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau

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Administrative Circular
CA/17 - Revision 2

16 April 1999

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: Electronic facilities for access to ITU-R documents and publications via ITU's Telecom Information Exchange Services (TIES) interfaces (WWW, Gopher, FTP)

Pursuant to Resolutions 65 and 66 (Kyoto, 1994), the Radiocommunication Bureau (BR) would like to inform all participants in the work of the Radiocommunication Sector of the following electronic facilities available to members via ITU TIES:

- **FTP electronic document exchange (EDE) and bulletin board services (BBS)**
To facilitate the exchange of working documents and comments amongst members of Study Groups, Working Parties, Task Groups, Rapporteur Groups and Joint Rapporteur Groups using FTP (File Transfer Protocol) "exchange areas" with associated electronic mailing lists and TIES bulletin board services (BBS) (Part 1).
- **FTP electronic document handling (EDH)**
To facilitate the electronic submission of contributions to the Radiocommunication Bureau using ITU-R FTP (File Transfer Protocol) "drop-box areas" and associated electronic distribution lists (Part 2).
- **The ITU document database (ITUDOC) and TIES**
To facilitate electronic access to ITU information and documents online (Part 3).
- **'ITU-R Publications Online'**
ITU-R Recommendations and publications are available for purchase online on a subscription basis through the 'ITU Recommendations Online Service' (Part 4) or individually through the 'ITU Electronic Bookshop' (Part 5)
- **E-mail Contacts'**

A selection of useful ITU e-mail addresses and contact points (Part 6).

The information in this circular will be kept up-to-date online through the ITU Radiocommunication Sector Home Page web url: **<http://www.itu.int/ITU-R/index.html>**

Robert W. Jones
Director
Radiocommunication Bureau

Parts: 6

- Part 1 - FTP electronic document exchange (EDE) and TIES bulletin board services (BBS)
- Part 2 - FTP electronic document handling (EDH)
- Part 3 - The ITU document database (ITUDOC) and TIES Services
- Part 4 - 'ITU-R Recommendations Online' annual subscription service
- Part 5 - 'ITU-R Electronic Bookshop' service for online purchase of individual publications
- Part 6 - E-mail contacts

Annexes: 1

Annex 1 - TIES FTP service and standard ITU FTP software

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

PART 1 - ELECTRONIC DOCUMENT EXCHANGE (EDE)

FTP electronic document exchange areas with corresponding electronic mailing lists and bulletin board services

Electronic document exchange (EDE) has been established to facilitate the exchange of working documents and comments amongst members of Study Groups, Working Parties, Task Groups, Rapporteur Groups or Joint Rapporteur Groups. To distribute a working document to members of a group, the submitter puts the document in the working directory (called an EDE area) *using FTP (file transfer protocol)*, and then sends a message by e-mail to an *associated electronic mailing list server*. The mailing list server automatically sends that message to all the other members of the group, alerting them to the presence and nature of the document in the *ftp EDE area*. The other members can then access the document on the ftp EDE directory and can exchange comments by sending e-mail messages to the associated e-mail mailing list address.

A current list of electronic mailing list addresses with corresponding ftp EDE areas and bulletin board services (BBS) will be kept up-to-date online at web url: **<http://www.itu.int/brsg/mailling-lists/ede.html>**

EDE ftp areas, electronic mailing lists and BBS can be created for any ITU-R group. Participants wishing to join an existing group, or to establish EDE facilities for a group, should direct their initial enquiries to the BR Counsellor for that group. For a list of BR Study Group Counsellors, please see web url: **<http://www.itu.int/brsg/structure/index.html>**

Requirements for participation in ITU-R EDE:

You will need to:

- (1) Be a **participant** of the group for which you are requesting EDE access;
- (2) Have a **valid e-mail address**;
- (3) Have an ITU-R **registered TIES user account** (id and password)
(TIES registration information is available online at web url: **<http://www.itu.int/TIES/>** or by sending a request by e-mail to **helpdesk@itu.int**)

In this way, participants of a group can have their e-mail address listed in the associated EDE electronic mailing list and can be provided access via their TIES user ids to the ITU-R BBS online and ftp EDE areas corresponding to their group.

EDE bulletin board services (BBS): To facilitate the exchange of ideas, views and items of interest amongst TIES users and EDE participants, TIES bulletin board services are available where the contents of an electronic mailing list (e-mail messages and attachments) can be displayed and viewed online through the World Wide Web:

How BBS works:

Information to be posted online is simply sent by e-mail to an electronic mailing list for which a BBS has already been established. The e-mail messages and attachments are automatically posted online with the subject of the e-mail shown as the menu item. In this way, a few simple e-mail commands enable a bulletin board to be created and managed as a conferencing system.

Bulletin boards can be either *public* or *moderated (restricted)*. Public bulletin boards allow anyone who knows the e-mail address to post messages on it. Moderated bulletin boards can be created to only allow specific individuals to post messages to it or where all e-mail messages posted are authorized by a moderator. In both cases, viewing the contents of a BBS online requires a TIES user account (id and password). An example of a public BBS for electronic mailing list **jtg4-9-11@itu.int** is available on web url: **http://ties.itu.int/itudocr/itu-r/sg4/jtg4-9-1_73821.html**

PART 2 - ELECTRONIC DOCUMENT HANDLING (EDH)

FTP electronic document handling (EDH) areas with corresponding electronic distribution lists

1 Electronic document handling (EDH) has been established to facilitate the electronic submission of contributions to the BR using FTP (file transfer protocol) EDH "*drop-box areas*" together with corresponding *electronic distribution lists*. Participants in ITU-R activities are encouraged to submit contributions to BR using FTP (file transfer protocol) or other electronic methods, e.g. electronic mail or on diskette. This facilitates electronic document processing within the ITU and also makes it easier to disseminate processed documents electronically online and via other electronic means.

2 Submission by ITU FTP

The BR recommends FTP (file transfer protocol) (see §2) as the most efficient transmission method for the electronic submission of contributions as it is faster and more reliable for transmission of large files. In addition, no file encoding is required, which simplifies the process for both the submitter and the BR.

Special FTP "drop-box areas" have been set up to receive contributions submitted to ITU-R Study Group meetings and other conferences and meetings and activities. The ITU-R FTP "drop-box area" addresses as well as the associated electronic distribution lists are listed in the table below and are listed on web url: <http://www.itu.int/brsg/mailling-lists/edh.html>

Activity:	ITU-R ftp EDH "drop-box areas"	Associated Electronic Distribution Lists
BR Study Group 1	/u/itu-r/edh/rsg1	rsg1@itu.int
BR Study Group 3	/u/itu-r/edh/rsg3	rsg3@itu.int
BR Study Group 4	/u/itu-r/edh/rsg4	rsg4@itu.int
BR Study Group 7	/u/itu-r/edh/rsg7	rsg7@itu.int
BR Study Group 8	/u/itu-r/edh/rsg8	rsg8@itu.int
BR Study Group 9	/u/itu-r/edh/rsg9	rsg9@itu.int
BR Study Group 10	/u/itu-r/edh/rsg10	rsg10@itu.int
BR Study Group 11	/u/itu-r/edh/rsg11	rsg11@itu.int
Other :		
CCV	/u/itu-r/edh/rccv	brmail@itu.int
SC	/u/itu-r/edh/rsc	rsc@itu.int
CPM	/u/itu-r/edh/rcpm	rcpm@itu.int
RAG	/u/itu-r/edh/rrag	brrag@itu.int
Ship Station	/u/itu-r/edh/ship	shipcoast@itu.int
Coast	/u/itu-r/edh/coast	shipcoast@itu.int
General BR		
BRADM	/u/itu-r/brdir	bradm@itu.int

BRDIR	/u/itu-r/brdir	brdir@itu.int
BRRIS	/u/itu-r/brris	brris@itu.int
BRSGD	/u/itu-r/brsgd	brsgd@itu.int
BRSSD	/u/itu-r/brssd	brssd@itu.int
BRTSD	/u/itu-r/brtsd	brtsd@itu.int

Once the contribution is ready to send to the FTP drop-box, the additional information specified in §3 must also be sent. It should be included as the cover page of the document and at this stage should also be sent separately, either by e-mail or by fax, to indicate that the file has been placed in the FTP “drop-box area” and is ready for processing. The associated e-mail addresses in the table above have been set up especially to receive such messages, operating in conjunction with the FTP drop-boxes.

Note that, for reasons of security, the FTP EDH “drop-box areas” are granted write access only so submitters will not be able to view and retrieve contributions once they have been submitted. Only authorised ITU staff have read and write access to these “drop-box areas”, and they will acknowledge receipt of a contribution by return e-mail.

Where possible, with submission by FTP, a paper copy of the contribution should also be faxed or mailed, particularly if the document contains unusual symbols, formulae, complicated tables, graphics, etc., or if the document requires special formatting.

3 Information required

Whichever electronic submission method is used, the document submitted must contain the following additional information in order to allow it to be processed effectively by the BR.

3.1 General information

- To: the destination in the BR
- From: name, position, address, phone and fax numbers and e-mail address
- Contact: means of contacting the author (if different to the submitter)
- Approval: a statement indicating whether or not the document has been approved by the relevant ITU Member country/organization
- SG/WP/TG: which Study Group/Working Party/Task Group is to receive the document
- Meeting date: date of the SG/WP/TG meeting
- Submission date: date of submission of the document(s)
- No. of contributions: the number of contributions included in the submission

3.2 Document information (this must be specified for *each* contribution in the submission)

- Contribution title: title of the contribution
- Related file(s): the name of the related file(s), version of software used, any encryption/compression techniques used and the file size (in bytes) should be listed.

Where a contribution includes figures or tables produced with different software packages this should be specified.

If a number of files need to be combined to produce the complete contribution, the relationship and characteristics of each file should be specified.

- Computer: the type of computer used to develop the submission.

For example -

Contribution title: Proposed modification to preliminary draft new Recommendation [2-2/XA]

Related files: contrib.doc; Word for Windows 7.0; no compression/encryption; 17,560 bytes
(Tables 1 and 2 were prepared with Excel 4.0 and included in the document)
(Figure 2 was prepared with Microsoft Draw and included in the document)

figure1.uue; Designer 7; uu-encoded; 55,320 bytes
(to be included in contrib.doc as Figure 1)

Computer: IBM PC compatible.

NOTE 1 – The end of the document should be indicated as follows:

4 Standard file formats and conversion possibilities

Contributions submitted on diskette, by e-mail or by FTP should be submitted in certain formats (ITU standard formats, or convertible formats). These formats are described below.

To further facilitate electronic document processing in the ITU, a revised document template for MS Word for Windows, is now available online at url: <http://www.itu.int/brsg/template/>. It is recommended that documents be prepared in accordance with the built-in instructions and styles in this template.

4.1 Document processing standards

The ITU uses **Word for Windows** (version 7.0) as its standard word processing package and **Designer** (versions 3.1 and 6.0) as its standard drawing package for producing figures and diagrams. If documents are submitted using these software standards, processing of the documents will be faster since no conversion and reformatting of texts is required. Particularly where contributions contain complex documents with equations and drawings it is recommended that these be converted to the Word for Windows 7.0 format in order to speed up processing.

If you are using another word processing package a good way of ensuring maximum possible compatibility is to save you document in RTF (Rich Text Format) which in most cases can be read with any other RTF compliant word processor.

The following word processors, listed in order of preference, can be converted within the BR:

IBM PC Compatible :	
MS Word for Windows	(versions 1.1, 2.0c, 6.0, 7.0)
Rich Text Format (RTF)	(from Microsoft PC/Macintosh Word or Works programs)
Windows Write	(version 3)
WordPerfect	(versions 4.1, 4.2, 5.0, 5.1, 6.0)
Text (ASCII)	

Apple Macintosh Compatible :	
MacWrite, MacWrite II	
MS Word	(versions 4.0, 5.0)
WordPerfect	(versions 4.2, 5.0, 5.1, Mac1, Mac2)

4.2 Accepted diskette formats

IBM and compatible:

- 5 1/4" (360 K or 1.2 MB) single or double-sided,
- 3 1/2" (720 K or 1.4 MB) diskettes.

Apple Macintosh formatted diskettes.

4.3 Recommended binary encoding/decoding methods

- uuencode/uudecode, MIME (for DOS / Windows)
- Bin Hex (for Apple Macintosh)

Please note that compression is recommended only when transferring large files, e.g. over 2 MB.

4.4 Recommended compression/decompression methods

- pkzip/pkunzip, (winzip)
- unix compressed files

5 Standard ITU FTP (file transfer protocol) software

The standard FTP software used by the ITU are TIES FTP and WS_FTP graphical Windows FTP client. To obtain a copy of WS_FTP and for more details please see Annex 1.

PART 3 - ITU DOCUMENT DATABASES (ITUDOC) AND TIES SERVICES

ITUDOC has been established to facilitate electronic access to ITU information and publications¹. It currently contains ITU-R documents and information dealing with the World Radiocommunication Conference (WRC) 2000, Conference Preparatory Meeting (CPM), Chairmen and Vice-Chairmen (CVC) Meeting, Study Group Meetings (SG), Council Working Group - Cost Recovery for Satellite Filings, Group of Technical Experts (GTE), Inter-conference Representative Group (IRG), Radiocommunication Advisory Group (RAG), Radio Regulations Board (RRB), Radiocommunication Seminar 1998, Resolution 18 (Kyoto, 1994), Special Committee on Regulatory/Procedural Matters (SC)² as well as Maritime Mobile Services and Databases, Space Networks (including software) and ITU Radiocommunication Sector free Publications (ITU-R Resolutions, Opinions and Questions), and Administrative Circulars and Circular Letters.

These documents can be accessed interactively via various TIES interfaces (World Wide Web (www.itu.int) ftp ([ftp.itu.int](ftp://ftp.itu.int)) and Gopher ([ties.itu.int](gopher://ties.itu.int))). The ITU Radiocommunication Sector Web Home Page url is: **<http://www.itu.int/ITU-R/index.html>**

At present there are two principal categories of access to ITUDOC electronic documents online: public access (where general information about the activities and publications of the ITU can be accessed by the public) and TIES restricted access (more detailed information, e.g. the activities or working documents of a particular Study Group which can only be accessed by ITU-R TIES registered users):

For general information on **ITU TIES Services** and for application for TIES registration please see web url: **<http://www.itu.int/TIES/>** or send an e-mail request to **helpdesk@itu.int**

(a) How to connect to your personalized ITU TIES account using the World Wide Web

You can view your ITU-R group membership as well as manage your TIES account online (e.g. change your TIES password, mail forwarding and access your TIES e-mail) through web url: **<http://www.itu.int/tiesutils/>**

(b) How to access electronic documents via the FTP server ([ftp.itu.int](ftp://ftp.itu.int)):

Information on how to access electronic documents via the FTP server is provided in the **ITU TIES FTP User Guide** online at web url: **<http://www.itu.int/TIES/guide/access.html>**

¹ In the future this may be replaced by a new document database management system (DOCUMENTUM)

² In addition to making the contributions to the Rapporteur Groups of the SC available online via WWW, ITUDOC and TIES, these will also be dispatched to participants of the Rapporteur Groups by electronic mail or facsimile as per new working arrangements agreed within the Special Committee.

PART 4 - ITU-R PUBLICATIONS ONLINE SUBSCRIPTION SERVICES

ITU-R Publications Online keep you in touch with the fast-moving and complex world of international radiocommunications. They are an essential reference for government agencies, public and private telecommunication operating agencies, manufacturers, scientific/industrial entities, international organizations, consultants, technical colleges, universities, etc.

The **ITU-R Recommendations Online** subscription service is an annual subscription to online electronic versions of draft, pre-published, in-force and superseded ITU-R Recommendations. These electronic publications are available in English, French and Spanish and can be accessed via popular networking interfaces including World Wide Web (<http://www.itu.int>), Gopher (<info:itu.int>) and FTP (File Transfer Protocol) (<ftp2.itu.int>). Access to the subscription based ITU Publications Online paying service is also available via the FTP service. The Internet address for this server is: <ftp2.itu.ch> (for paying Subscribers only).

The service is licensed for a certain number of authorized users within an organization. The terms and conditions for individual users and for organizations with a large number of authorized users are provided in the Licence Agreement, which has to be concluded prior to obtaining access to ITU-R Recommendations Online. The service can only be accessed with a user name and password.

To subscribe to this service, please see ITU Subscription Circular No. 210, available online at web url: http://www.itu.int/itudoc/gs/subscirc/itu-r/210-8_50572.html, or contact the ITU Sales and Marketing Service for the conditions, licence agreement and subscription form :

International Telecommunication Union
Sales and Marketing Service
Place des Nations
CH-1211 Geneva 20
Switzerland
Internet e-mail : **sales.online@itu.int**
Telephone : **+ 41 - 22 - 730 6141**
Facsimile : **+ 41 - 22 - 730 5194**
Telex : **421 000 uit ch**

The following **ITU-R Publications Online** subscription services are also available through web url: <http://www.itu.int/bredh/publications/pub-online-j.html>

- **Space Network Systems Online**
- **Terrestrial Services Weekly Circular**
- **Space Services Weekly Circular**
(free service until the next edition of the International Frequency List)
- **Maritime Mobile Access and Retrieval System (MARS)**
(free service until the next edition)

Complete information about **ITU Publications Online** subscription services is available online at url: <http://www.itu.int/publications/online.htm>

PART 5 - ELECTRONIC BOOKSHOP SERVICE

The 'Electronic Bookshop' allows individual ITU-R Recommendations and Publications to be purchased online. This service enables you to immediately obtain individual ITU-R Publications by downloading them from the ITU Website (<http://www.itu.int>) or via electronic mail. Payment is made online by credit card with a secure transaction. Purchases may be made as a single transaction or by setting up a convenient customer account. For further information please contact the ITU Sales and Marketing Service at the above address (see Part 4).

The following ITU-R publications are currently available for online purchase through **the ITU-R Electronic Bookshop** web url: <http://www.itu.int/bredh/publications/pub-bkshp-j.html>

- **ITU-R Recommendations** (Drafts, Pre-published, In-force and Superseded)
- **ITU-R Reports**
- **Final Acts of the WRC-97**
- **Radio Regulations, edition of 1998**
- **Terrestrial Services Weekly Circular**
- **Space Services Weekly Circular**
(free service until the next edition of the International Frequency List)

Complete information about the **Electronic Bookshop** service is available online at web url: <http://www.itu.int/POD/index.html>

PART 6 - E-MAIL CONTACTS

This information is also available online at web url:
<http://www.itu.int/bredh/brochure/13.contact/index.html>

TIES Help Desk : queries related to TIES services and registration.

Internet e-mail : helpdesk@itu.int
Telephone : + 41 22 730 6666
Facsimile : + 41 22 730 5337
Web url: <http://www.itu.int/TIES/>

ITU Sales and Marketing Service : to purchase ITU Publications including ITU-R Recommendations and Reports (on paper, CD-ROM or other electronic format), and register for the ITU-R Recommendations Online and Electronic Bookshop services

Internet e-mail : sales@itu.int
Telephone : + 41 22 730 6141
Facsimile : + 41 22 730 5194
Web url: <http://www.itu.int/publications/index.html>

How to contact the Radiocommunication Bureau:

Official correspondence should be directed to :

RADIOCOMMUNICATION BUREAU
INTERNATIONAL TELECOMMUNICATION UNION
1211 GENEVA 20, SWITZERLAND

Telex : 421 000 uit ch
Internet e-mail : brmail@itu.int
Telephone : + 41 22 730 5579 or + 41 22 730 5581
Facsimile : + 41 22 730 5785
Web url: <http://www.itu.int/ITU-R/index.html>

Director's Office (DIR) : correspondence for the Office of the Director, BR.

Director BR : Mr. Robert W. Jones
Deputy Director BR: Mr. Klaus Olms
Administrator BR : Mr. Philippe Capitaine
Internet e-mail : brdir@itu.int
Telephone : + 41 22 730 5800

Radiocommunication Information Systems Department (RIS) : matters related to RIS software, software for electronic notifications and CD-ROMs.

Head of Department : Mr. Klaus Olms
Telephone : + 41 22 730 5920

Space Services Department (SSD) : matters related to coordination and notification of space networks and earth stations, modification and maintenance of space plans, space-related assistance to administrations as well as space-related ITU databases (SNS, Space Network List) and their publication.

Head of Department : Mr. Roger Smith
Telephone : + 41 22 730 5311

Terrestrial Services Department (TSD) : matters related to the Radio Regulations concerning terrestrial services including broadcasting, Maritime Mobile Services (MARS), cases of harmful interference, monitoring, radiocommunication publications and seminars.

Head of Department : Mr. Michel R. Giroux
Telephone : + 41 22 730 5777

Study Group Department (SGD) : queries and submission of contributions related to Study Groups 1, 3, 4, 7, 8, 9, 10, 11 and the CPM.

Head of Department : Mr. Giuliano Rossi
Internet e-mail : brsgd@itu.int
Telephone : + 41 22 730 5804
Facsimile : + 41 22 730 5806

Radiocommunication Advisory Group (RAG) : queries and submission of contributions related to the RAG.

Senior Counsellor : Mr. Klaus Olms
Internet e-mail : brrag@itu.int
Telephone : + 41 22 730 5920

Special Committee for Regulatory/Procedural Matters (SC) : queries and submission of contributions related to regulatory/procedural matters.

Counsellor : Mr. Peter Lundborg
Internet e-mail : rsc@itu.int
Telephone : + 41 22 730 5325

Document and Meetings Unit (DMU) : queries related to document dispatch and delegate registration for BR conferences and meetings.

Internet e-mail : brdmu@itu.int
Telephone : + 41 22 730 5802
Facsimile : + 41 22 730 6600

Electronic Document Handling (EDH) : queries related to electronic documents and the use of TIES, FTP (drop-box areas and document exchange areas), mailing lists, World Wide Web (WWW), Gopher, Internet and the ITU-R Recommendations Online.

Internet e-mail : bredh@itu.int
Telephone : + 41 22 730 5810

Annex 1 - TIES FTP Service and standard ITU FTP software

TIES FTP Service:

Access to the public and restricted ITU documents is also available via the TIES registered FTP server. This FTP server can be accessed by TIES registered users only. The Internet address for this server is: **[ftp.ITU.ch](ftp:ftp2.itu.ch)**

Users can use an FTP software program to connect to the TIES FTP server. The system prompts for the *TIES user name* and *password* before giving access. After successful connection the user can select and view the contents of the available directories and then download the required documents (files) either one at a time or several at a time.

Access to the subscription based ITU Publications Online paying service is also available via the FTP service. The Internet address for this server is: **<ftp2.itu.ch>** (for paying subscribers only).

More information on TIES FTP is available online at url: **<http://www.itu.int/TIES/ftp/index.html>**

Standard ITU FTP Software:

The WS_FTP graphical FTP client application for Windows currently used by the ITU can be obtained from :

Ipswitch, Inc., 81 Hartwell Avenue, Lexington, MA 02173, USA
Phone: 01 (617) 676-5700 - Fax: 01 (617) 676-5710
E-mail: info@ipswitch.com
Web: <http://www.ipswitch.com>

USA and Canada credit card orders call : (800) 793-4825 - approximate price for WS_FTP Pro - \$37.50

Please refer to the Ipswitch licensing agreement available on Web site **<http://www.ipswitch.com>** on the use of the Windows based WS_FTP Limited Edition (LE) and WS_FTP Professional (Pro), which states as follows :

“WS_FTP LE is available free of charge to non-commercial home users, students and faculty of educational institutions, and to U.S. federal, state, and local government employees. WS_FTP Pro, which includes advanced capabilities, printed manual, and support, is available directly from Ipswitch. Commercial users and others who do not qualify for free use of WS_FTP LE may download WS_FTP LE for a free evaluation prior to purchasing WS_FTP Pro.”

WS_FTP - Copyright © 1991-1999 by Ipswitch, Inc. All rights reserved.

Other graphical FTP software is also available in the public domain.
