

WTSA-20 - Conference Proposals Interface (CPI) User Guide

Contents

WTSA-20 - Conference Proposals Interface (CPI) User Guide	1
1 CPI overview.....	2
2 Logging on	3
3 Languages.....	3
4 Searching the authoritative texts.....	3
5 Preparing a baseline document ("skeleton").....	4
5.1 Proposal types.....	4
5.2 Creating a skeleton	5
5.3 Removing a proposal	6
5.4 Re-ordering provisions/proposals.....	6
6 Saving your skeleton/producing a baseline Word file	7
6.1 Selecting sources.....	7
6.2 Example of the resulting Word document for a skeleton created in CPI	7
7 Loading a previously saved skeleton.....	8
8 Finalizing your MS Word document.....	9
9 Submitting proposals to ITU	9

1 CPI overview

The work of the **World Telecommunication Standardization Assembly** (WTSA) is driven by proposals from ITU Member States, regional organizations and ITU-T Sector Members, supplemented by proposals from the ITU-T study groups and TSAG. A significant number of proposals include changes to in-force Resolutions, Recommendations or Opinions, or the addition of draft new provisions.

The Conference Proposals Interface (CPI) is a web-based tool that assists in the preparation of proposals by creating a clean baseline document (referred to as a "skeleton" in this guide and in the web tool) upon which proposed modifications can be indicated. CPI will be familiar to those who have submitted proposals to other recent major ITU events, such as the ITU Plenipotentiary Conference 2018 (PP-18) or the World Radiocommunication Conference 2019 (WRC-19).

Key terms:

- **Authoritative texts:** Currently in-force ITU-T Resolutions, A-series Recommendations and Opinions (i.e., the WTSA-16 proceedings plus all changes subsequently Approved by TSAG).
- **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 WTSA-20 suggesting changes to the currently in-force Resolutions, Recommendations and Opinions. Proposals should be based on the Word file created by CPI, updated to indicate the desired modifications (using "track changes" where needed – see clause [5.1](#) below).

Useful addresses and contact details:

- CPI: <https://www.itu.int/net4/proposals/CPI/WTSA20/Main>
- WTSA-20 Docs Control Secretariat: wtsa-doc@itu.int

Below is a description of how to prepare and submit proposals to WTSA-20 using CPI.

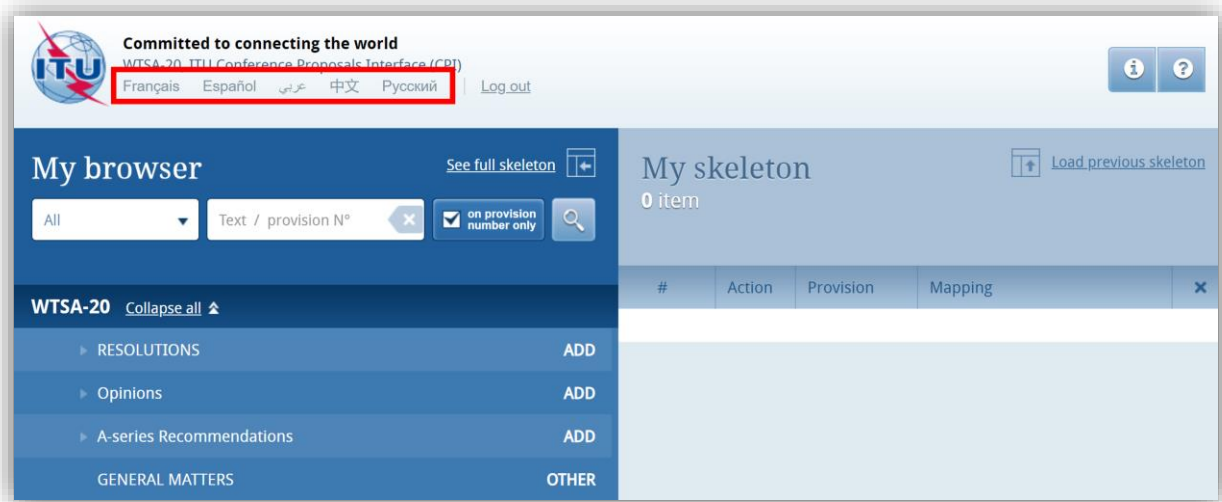
2 Logging on

To log on, navigate to

<https://www.itu.int/net4/proposals/CPI/WTSa20><https://www.itu.int/net4/proposals/CPI/Main?EventId=13483>, and enter your ITU username (TIES credentials) and password, then click "Sign in".

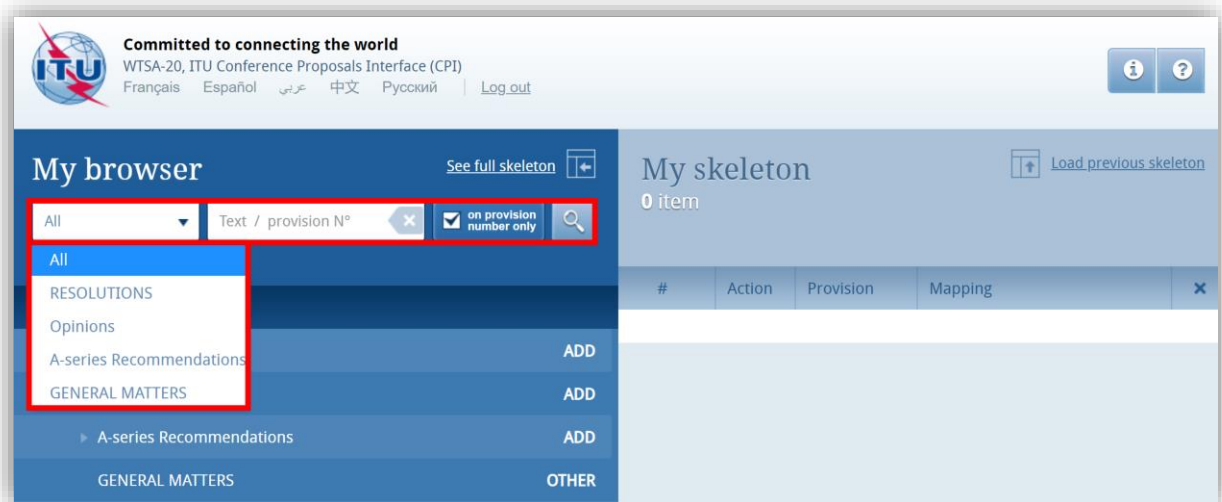
3 Languages

By default, your default TIES language is used. To change it, select your preferred language from the list at the top of the screen.



4 Searching the authoritative texts

You may search for key words/terms using "My browser". Searches can be performed on the entire collection of texts or on a selected volume (i.e., Resolutions, Opinions, Recommendations, etc.). Additionally, you may search within the document content or only within the titles of provisions (in which case, click "On provision number only").



You may inspect the content of provisions by clicking on the "eye" icon. Note that you may create a Word file from any provisions that you inspect.

The screenshot displays the ITU WTSA-20 Conference Proposals Interface (CPI). The header includes the ITU logo and the slogan "Committed to connecting the world". Below the header, there are language options (Français, Español, عربي, 中文, Русский) and a "Log out" button. The main interface is divided into two panels: "My browser" and "My skeleton".

In the "My browser" panel, there is a search bar with "RESOLUTION" and "All" filters, and a search term "Resolution 72". A checkbox labeled "on provision number only" is also visible. Below this, a table lists resolutions under the heading "WTSA-20". One entry is highlighted: "RESOLUTION 72 - Measurement and assessment ...". A red circle highlights the eye icon next to this entry, which is linked to a pop-up window.

The pop-up window, titled "Res./RESOLUTION 72", displays the following text:

RESOLUTION 72 (Rev. Hammamet, 2016)
 Measurement and assessment concerns related to human exposure to electromagnetic fields
 (Johannesburg, 2008; Dubai, 2012; Hammamet, 2016)


5 Preparing a baseline document ("skeleton")

5.1 Proposal types

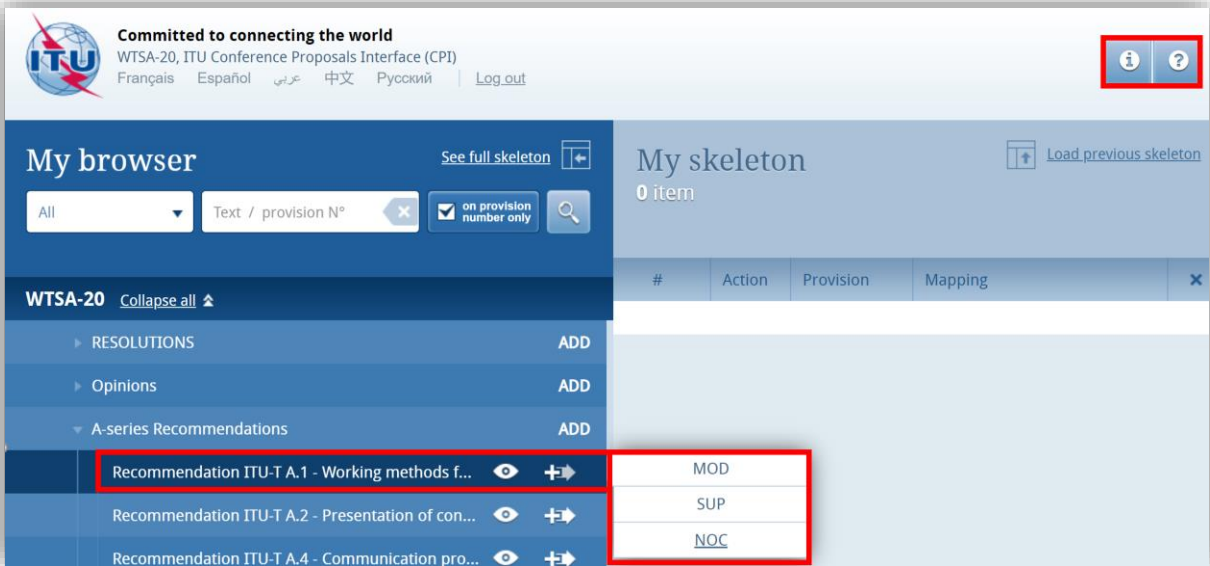
Each individual proposal will use one of the following "Actions":

- **MOD (modify)**: Proposal to modify existing provision(s) (use "track changes").
E.g., addition, deletion or replacement of words or figures.
- **ADD (add)**: Proposal to add a new provision, i.e., a draft new WTSA Resolution, A-series Recommendation or Opinion (do *not* use "track changes").
Note that adding text to an existing provision should be done as a MOD.
- **SUP (suppress)**: Proposal to delete an existing Resolution, Recommendation or Opinion (do *not* use "track changes").
Reasons/rationale for deletion need to be given.
- **NOC (no change)**: Proposal to maintain provision(s) without change (do *not* use "track changes").
Reasons/rationale for maintaining the text need to be given.
- **OTHER**: Proposal on general matters not included above.

5.2 Creating a skeleton

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 or Opinions; and you may "MOD", "SUP" or "NOC" at the level of individual provisions.

Click on the "Actions" button in the top right-hand corner to see a description of each Action type.



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Français Español عربي 中文 Русский | Log out

My browser [See full skeleton](#)

All Text / provision N° on provision number only

WTSA-20 Collapse all

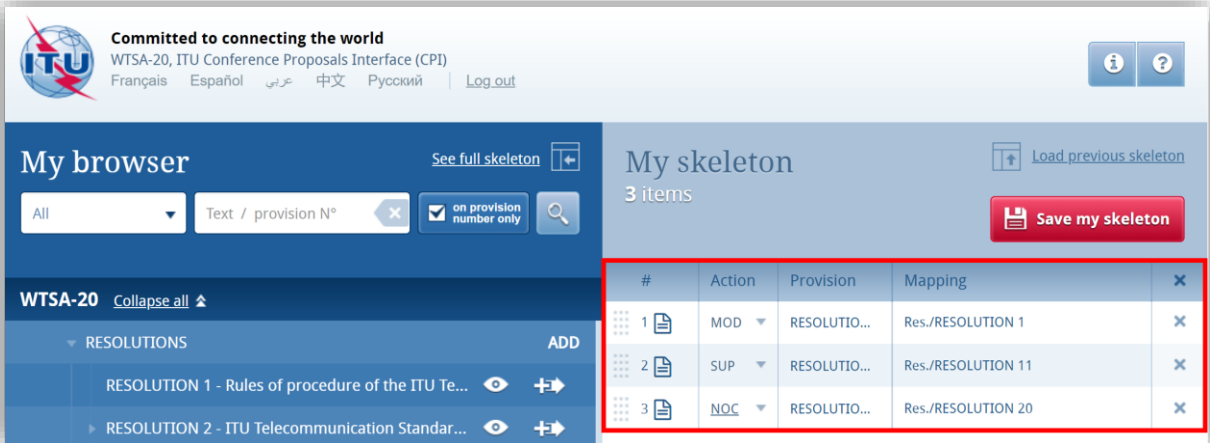
- RESOLUTIONS ADD
- Opinions ADD
- A-series Recommendations ADD
- Recommendation ITU-T A.1 - Working methods f...** MOD
- Recommendation ITU-T A.2 - Presentation of con... SUP
- Recommendation ITU-T A.4 - Communication pro... NOC

My skeleton [Load previous skeleton](#)

0 item

#	Action	Provision	Mapping
---	--------	-----------	---------

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.



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My browser [See full skeleton](#)

All Text / provision N° on provision number only

WTSA-20 Collapse all

- RESOLUTIONS ADD
- RESOLUTION 1 - Rules of procedure of the ITU Te...
- RESOLUTION 2 - ITU Telecommunication Standar...

My skeleton [Load previous skeleton](#) [Save my skeleton](#)

3 items



#	Action	Provision	Mapping
1	MOD	RESOLUTIO...	Res./RESOLUTION 1
2	SUP	RESOLUTIO...	Res./RESOLUTION 11
3	NOC	RESOLUTIO...	Res./RESOLUTION 20

By default, a "Reasons" clause will be added automatically immediately after each proposal. To remove the "Reasons" clause, click on see full skeleton and unclick "Display reasons".

#	Action	Provision	Mapping	Display reasons	
1	MOD	RESOLUTION 31	RESOLUTIONS\RESOLUTION 31	<input checked="" type="checkbox"/>	×

Your skeleton can be downloaded in any of the six official languages.

5.3 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.

#	Action	Provision	Mapping	
1	MOD	RESOLUTION...	Res./RESOLUTION 1	×
2	SUP	RESOLUTION...	Res./RESOLUTION 11	×
3	NOC	RESOLUTION...	Res./RESOLUTION 20	×

5.4 Re-ordering provisions/proposals

Should you wish to re-order selected provision(s), click on the grey squares and drag-and-drop selected provisions.

#	Action	Provision	Mapping	Display reasons	
1	SUP	RESOLUTION 2	RESOLUTIONS\RESOLUTION 2	<input checked="" type="checkbox"/>	×
2	MOD	Recommendation ITU-T A.4 RESOLUTION 31	A-SERIES RECOMMENDATIONS\Recommendation ITU-T A.4	<input type="checkbox"/>	×
4	OTHER	General Matters	General Matters	<input checked="" type="checkbox"/>	×

6 Saving your skeleton/producing a baseline Word file

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 UN languages. The system will also email a copy of this file to the email address associated with your ITU user account.

6.1 Selecting sources

Upon saving your skeleton, select the source(s) of the proposal. A combination 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**: select multiple Member States from the drop-down menu;
- 4) **Sector Member**.


Click again on the "Save my skeleton" button at the bottom of the dialogue box to save this information and create a Word file, which will open on your computer as well as being emailed to you. CPI will assign a provisional number for your proposal(s). It will also assign a unique ticket number that can be found in the email notification.

The output Word file should be used as the basis of your proposals.

6.2 Example of the resulting Word document for a skeleton created in CPI

The Word file includes a header containing information about the event and the submitter. The content is based on the latest version of provisions, and is correctly formatted in order to be translated into all official UN languages and submitted to WTSa-20.

Before submitting the Word file to the WTSa-20 Secretariat, insert any introductory text as you wish, and indicate using "track changes" your proposed modifications to the content.

World Telecommunication Standardization Assembly (WTSa-20) Hyderabad, 1-9 March 2022		
PLENARY MEETING		Addendum 6 to Document 38-E 8 September 2020 Original: English
- Document number (if known) and language; - date of submission; and - original language of submission.		Member(s) submitting proposal(s)
Member States of European Conference of Postal and Telecommunications Administrations (CEPT)		
PROPOSED MODIFICATION OF RESOLUTION 50		
Proposal title	Description of background or content of this proposal (maximum 250 words).	
Abstract:	This contribution provides the European view on ITU-T and cybersecurity.	

NOTE – CPI introduces each proposed change with a code (see below). These codes contain hidden text that is used by ITU's internal systems to track a document's history. Please take care not to modify these codes in any way.

MOD **EUR/38A6/1**

- **MOD**: Action type “modify existing provision(s)”;
- **EUR**: Submitter’s identifier, e.g., Member States of European Administrations;
- **/38A6**: Document number, e.g., Document 38, Addendum 6;
- **/1**: Proposal number within in this document.

RESOLUTION 50 (Rev. ~~Hammamet, 2016~~[Hyderabad, 2022](#))

Cybersecurity

(Florianoópolis, 2004; Johannesburg, 2008; Dubai, 2012; Hammamet, 2016; [Hyderabad, 2022](#))

The World Telecommunication Standardization Assembly (~~Hammamet, 2016~~[Hyderabad, 2022](#)),

recalling

a) Resolution 130 (Rev. Busan, 2014) of the Plenipotentiary Conference, on the role of ITU in building confidence and security in the use of information and communication technologies (ICT);

g) UNGA Res ~~on the~~ protection of essential ~~communications~~ For MOD files, show changes in revision marks relative to a clearly identified, previously translated text. For Member Proposals, these should be existing Provisions.

h) ~~UNGA Resolution 41/65, on principles relating to remote sensing of the Earth from outer space;~~

i) ~~UNGA Resolution 70/125, on the outcome document of the high-level meeting of the General Assembly on the overall review of the implementation of the outcomes of the World Summit on the Information Society (WSIS);~~

The email notification includes a copy of the skeleton Word file and hyperlinks to CPI in order to modify your skeleton, submit your proposal etc.

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.

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My browser

WTSA-20 Collapse all

RESOLUTIONS

RESOLUTION 1 -

RESOLUTION 2 -

RESOLUTION 7 -

Load previous skeleton

Skeleton	Language	Date		
4046	French	2021/07/08 02:47:04		
4045	Arabic	2021/07/08 02:44:58		
4044	English	2021/07/08 02:44:27		
4043	Russian	2021/07/08 01:02:17		

Load previous skeleton

Save my skeleton

Once a skeleton has been created, a Word file can be produced in any of the six official UN languages. Click on the desired language, 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 WTSA-20 Secretariat for posting.

NOTE - "MOD" proposals should be made with track changes switched on: new text added should then appear in blue as underlined (underlined); existing text deleted should appear in red as crossed out (~~crossed-out~~). Members should refer to the Guidelines on the Preparation of Proposals available on the [CPI website](#) for further instructions.

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" (see above) or on the link provided in the email you received when you saved your skeleton.

9 Submitting proposals to ITU

Although anyone with a user account with TIES access can prepare the text of a proposal, only users officially accredited or designated for the official submission of proposals to WTSA-20 can submit documents using CPI. Their name(s) and TIES username(s) should be provided to the WTSA-20 Secretariat: wtsa-doc@itu.int.

To submit your proposal(s) to the WTSA-20 Secretariat, return to the email you received when successfully creating your skeleton and click on the link "[click here to submit your proposals for WTSA-20](#)". You will be redirected to the CPI on-line application and the associated ticket name will automatically be displayed. Select the MS Word file containing your proposal(s) by clicking on the icon to upload your document. If required, you can add a suffix (addendum number), remarks, or additional contact emails (a copy of the confirmation of submission email will be sent to these additional contact emails).

The screenshot shows the 'Official submission to ITU' web form. At the top, there is the ITU logo and the text 'Committed to connecting the world'. Below this, it says 'WTSA-16, ITU Conference Proposals Interface (CPI)' and lists languages: العربية, 中文, Français, Русский, Español, and a 'Log out' link. The main form area has a blue header 'Official submission to ITU' and a 'My document' section with a file path input field and an upload icon. Below that is a 'Ticket name' field with a pre-filled ID: '57499739-cd0b-e611-943c-d067e5f879f3'. There are also fields for 'Suffix (e.g. A13-C1)', 'Remarks', and 'Additional contact emails (Separate by *)'. A red button at the bottom is labeled 'Official Submission to ITU'.

In case you have any questions or any issues submitting your Contribution, please contact the WTSA-20 Secretariat: wtsa-doc@itu.int.