# *Conference Proposals Interface – CPI User Guide*

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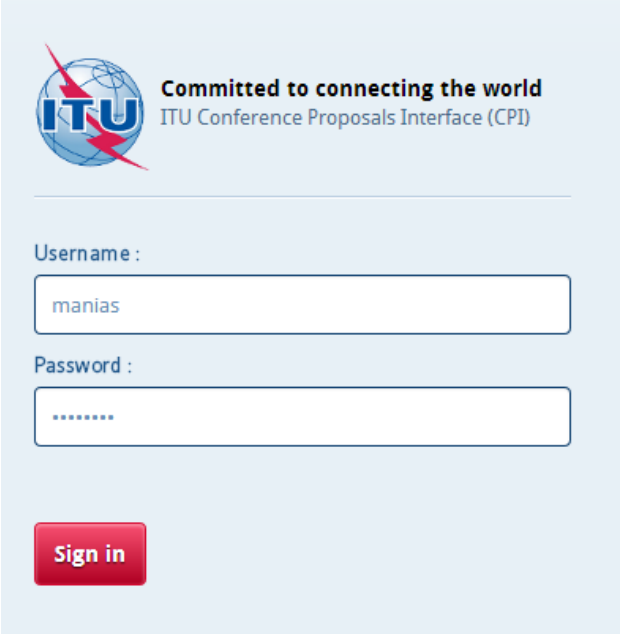
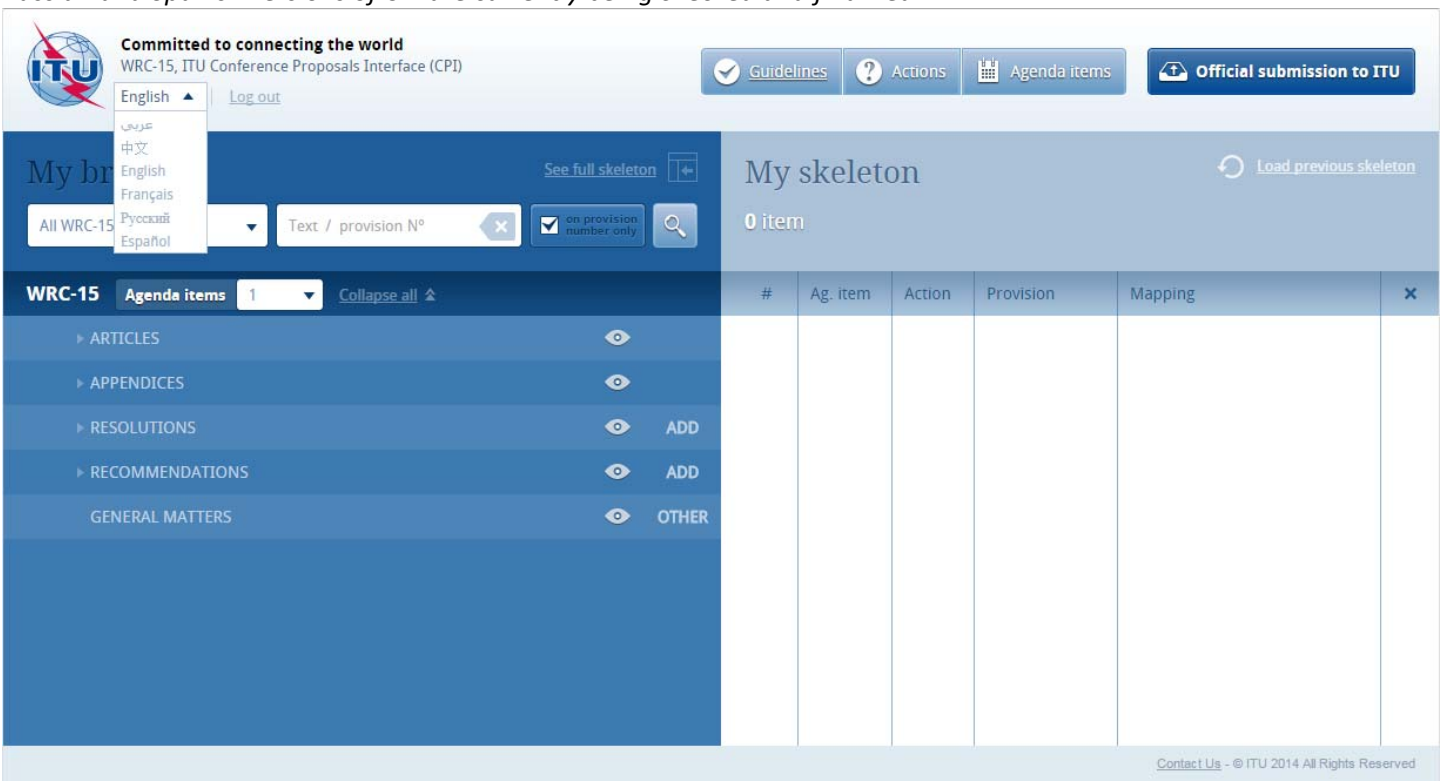
## A. Logon

Click on http://www.itu.int/net4/proposals/CPI/?Eventid=10540
Enter your TIES username and password and click Sign in.




## B. Languages

**By default, your default TIES language is used.**
**If you have to change it, select your working language**. *Please note that the wording of the Arabic, Chinese, French, Russian and Spanish versions of CPI are currently being checked and finalized.*

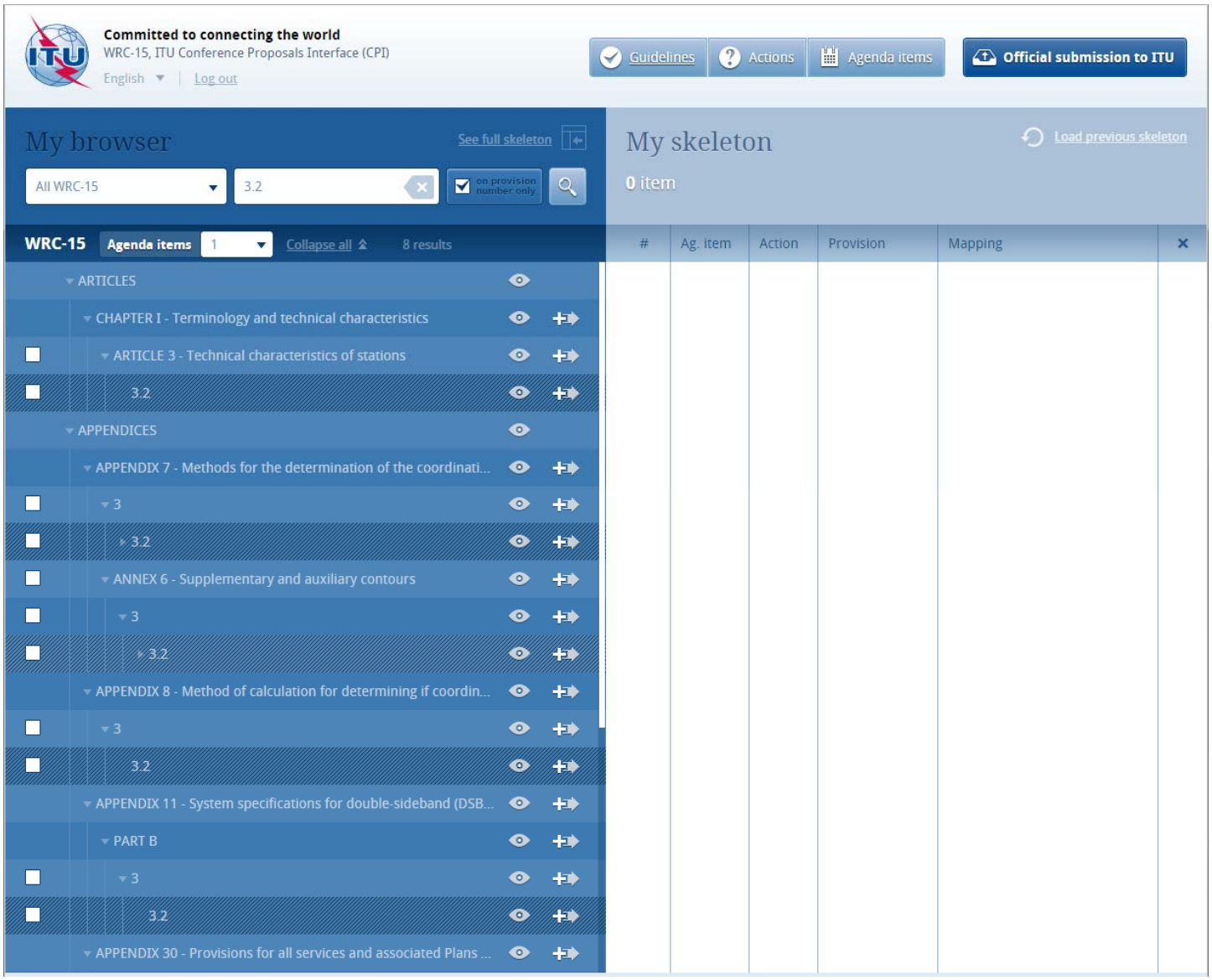



## C. Browser – Search

Using the browser on the left-hand side menu, you can make various searches and select relevant provisions from an Article or an Appendix and/or select relevant Resolutions, Recommendations.

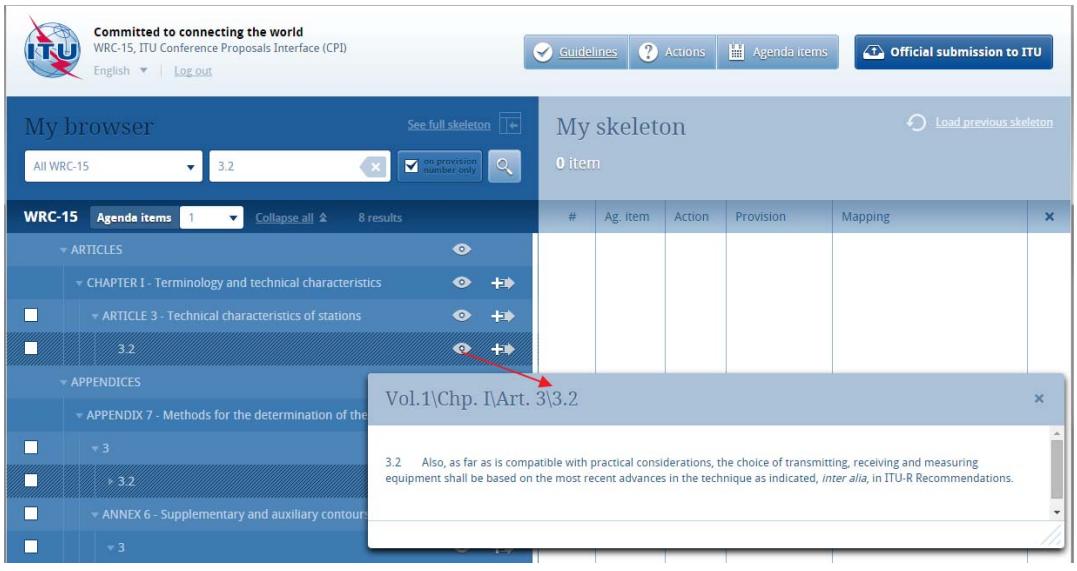
## 1) Search by provision

By default, the box *"on provision number only"* is checked. The search results are shown in the dark blue lines and contains only provision numbers (see 8 results below for a search on provision number 3.2).




## 2) Preview provision

You can see the content of a provision by clicking on the icon

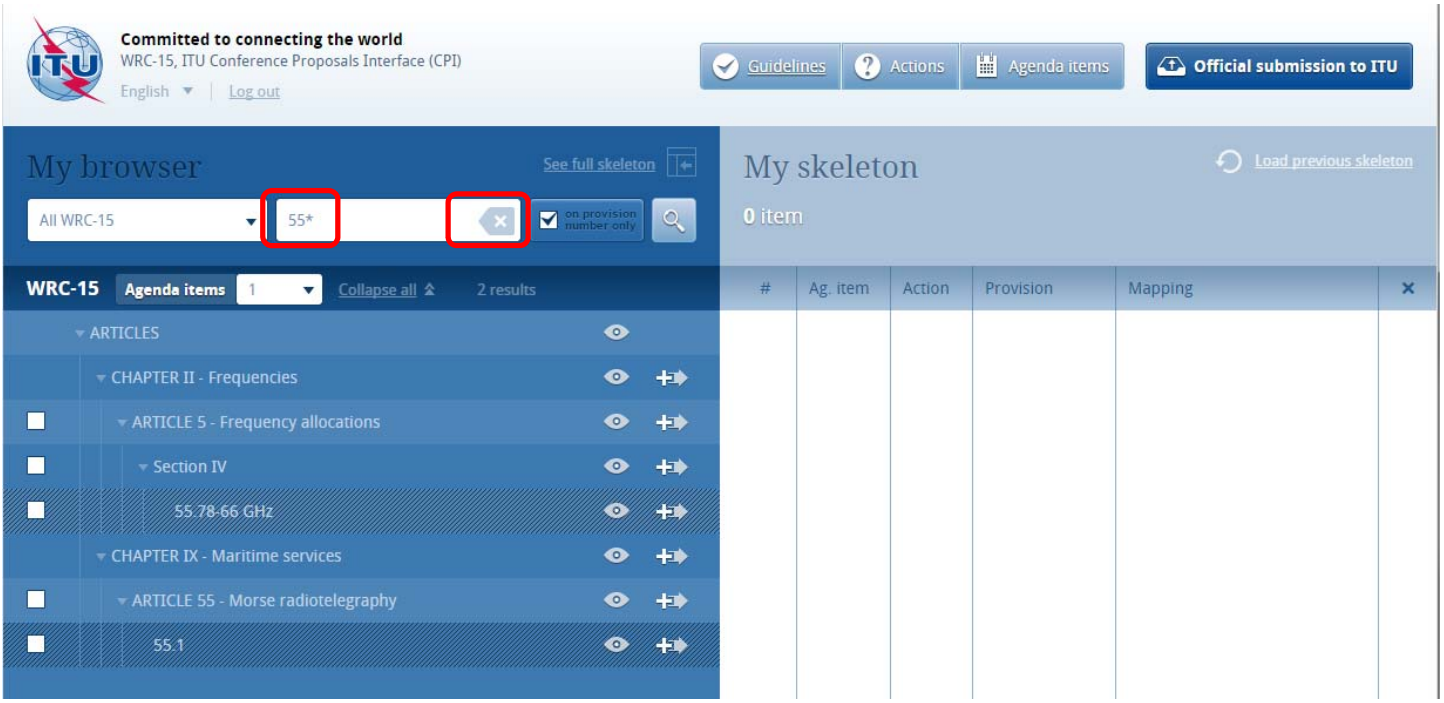


## 3) Search with wildcard character "*"

For any search, you can use a wildcard *, i.e.:

"55*" will search any provision number starting with 55;

"*55" will search for any provision number finishing with 55.

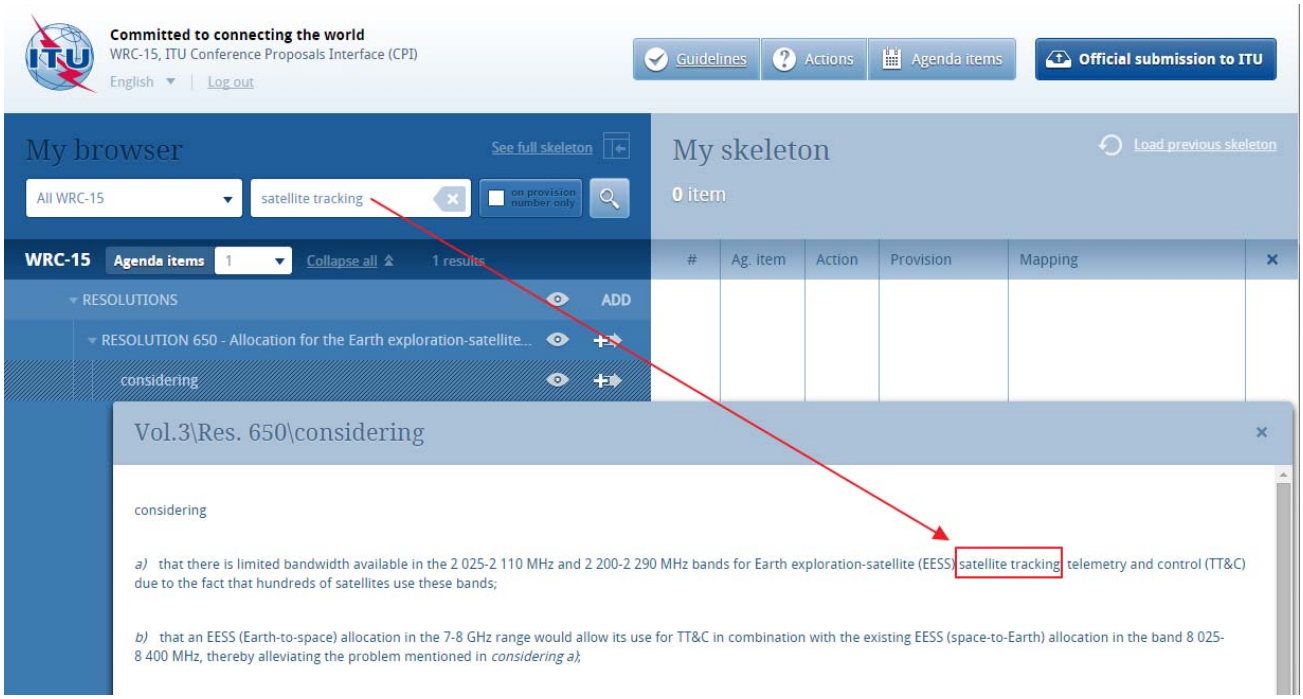



## 4) Reset search

At any time you can clear your search by clicking on this icon 

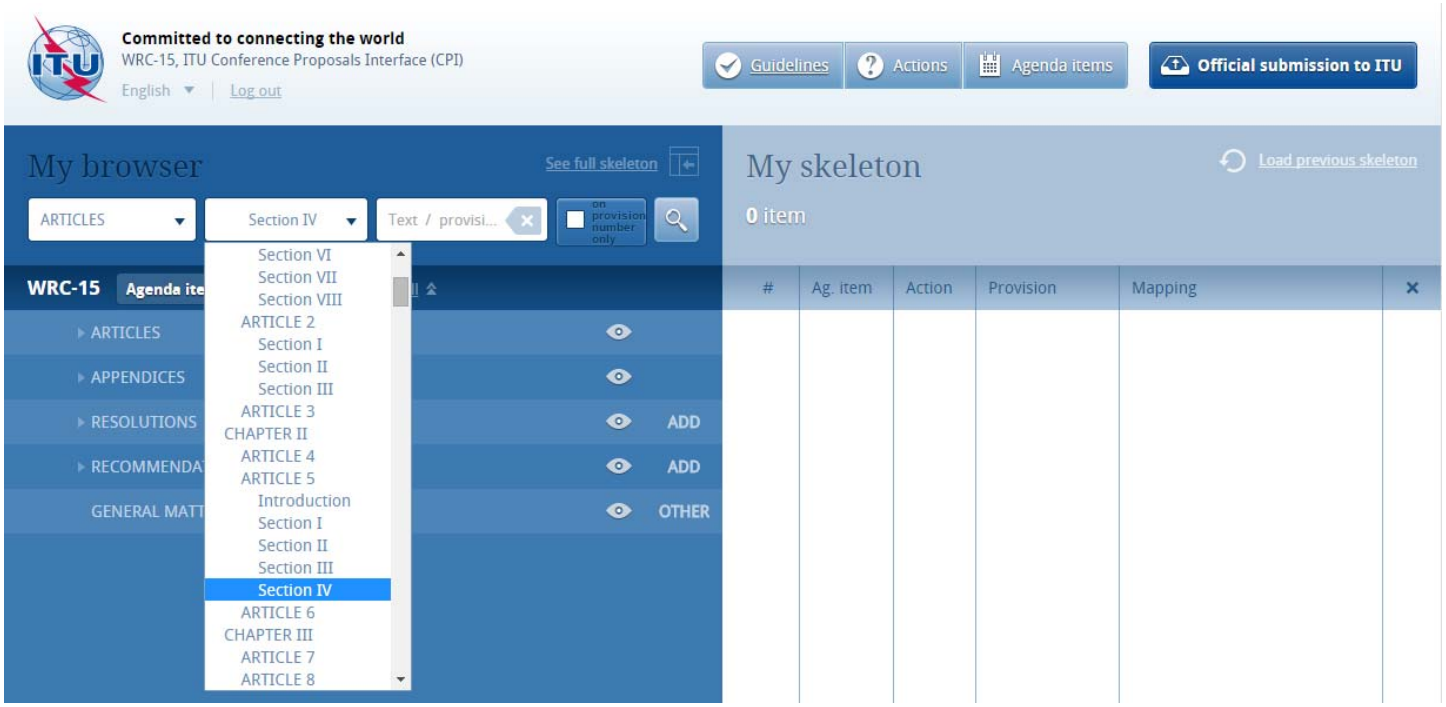
## 5) Full-text search

If you uncheck the box "on provision number only" , the search will be made in the complete collection of the Radio Regulations (RR) and not only on provision numbers. In the example below, by searching "satellite tracking" collection of the RR, one result is found.



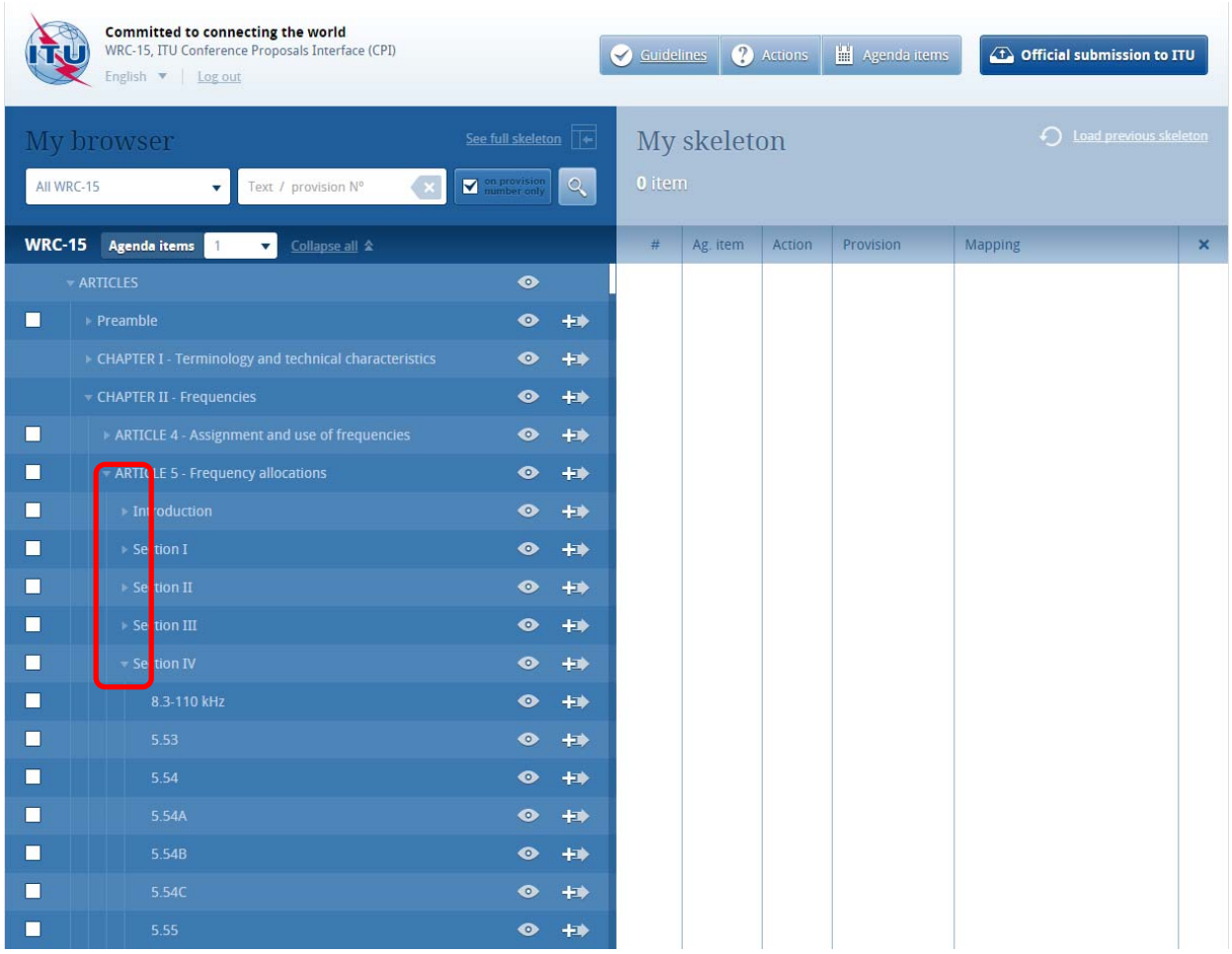
## 6) Search on a selected volume of the RR

By default, CPI searches on Volumes 1 to 3 of the RR. This is shown on the first dropdown list where “All WRC-15” is selected by defaults. To search only within the Articles of the RR, select “Articles” from the first dropdown list. Then from the second dropdown list you may filter on a specific part of that table of RR Volume 1 “Articles”, e.g. Section IV of Article 5 of Chapter II as shown below.




## 7) Browsing the volume list

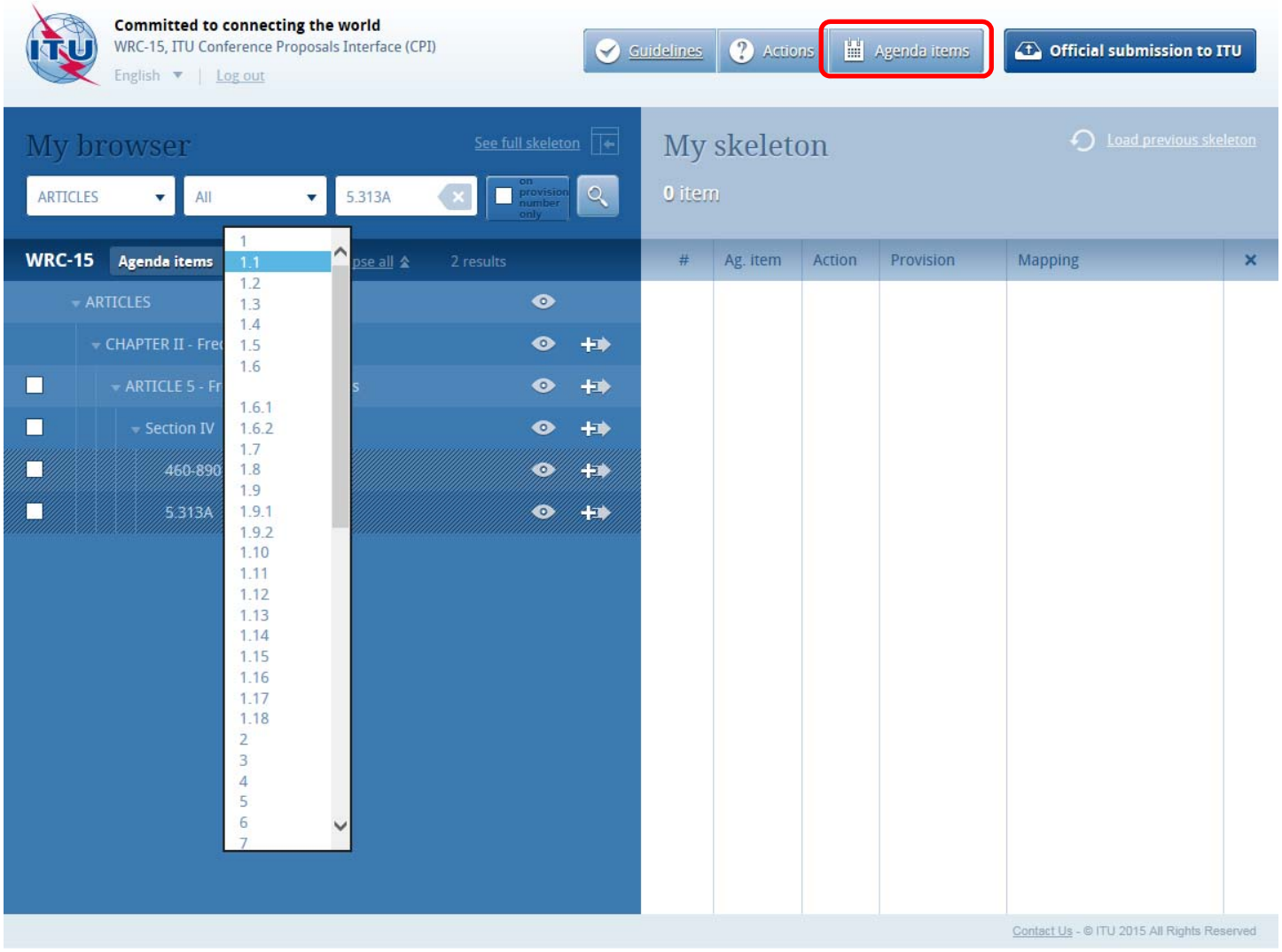
Using the small arrows before the titles, you can expand the sub-sections and further browse in the list.



# D. Select/Stack your proposals

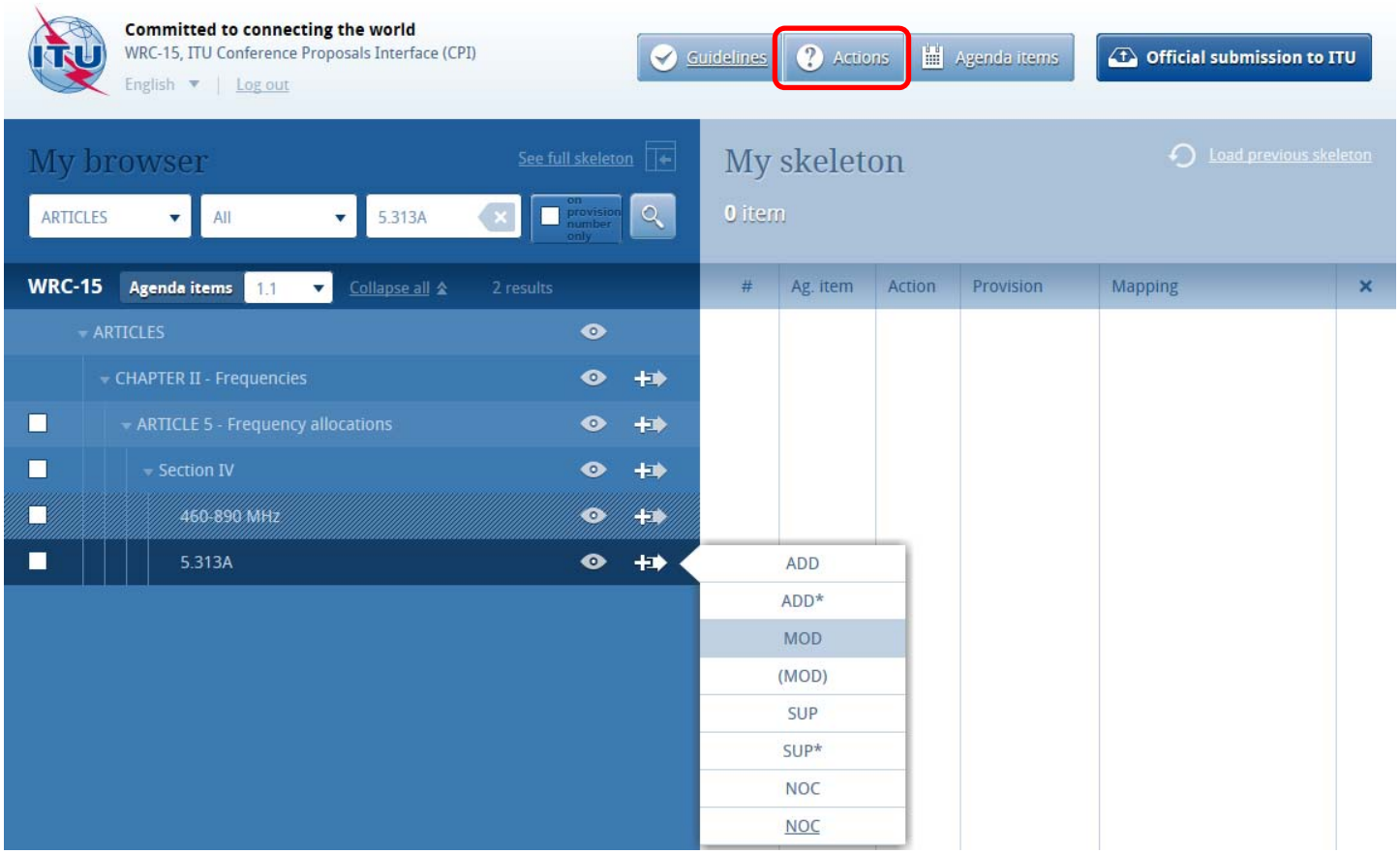
## 1) Select an agenda item

Use the dropdown list to select the agenda item associated to the proposal(s) you wish to create. You may also click on the “Agenda items” button to see the WRC-15 agenda items descriptions.



## 2) Select/Stack provisions

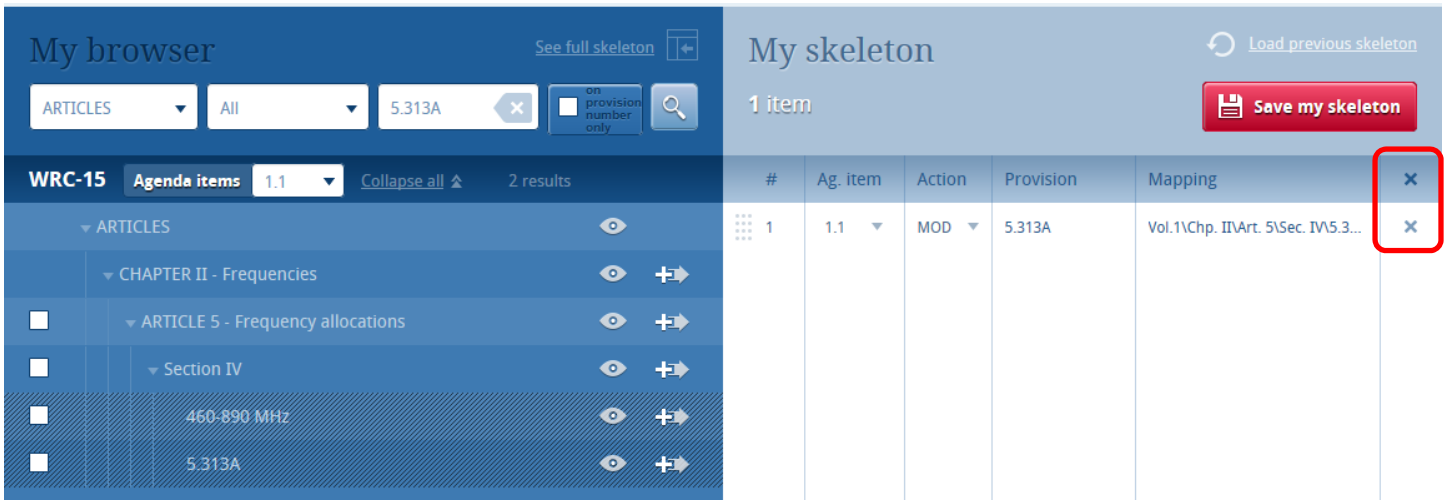
Once the RR provision is identified, click on the icon to select this provision and the associated action to make a proposal. You may also click on the "Actions" button to see the action descriptions.




The selected provision(s) and the associated action will then appear as proposal(s) under "My skeleton".

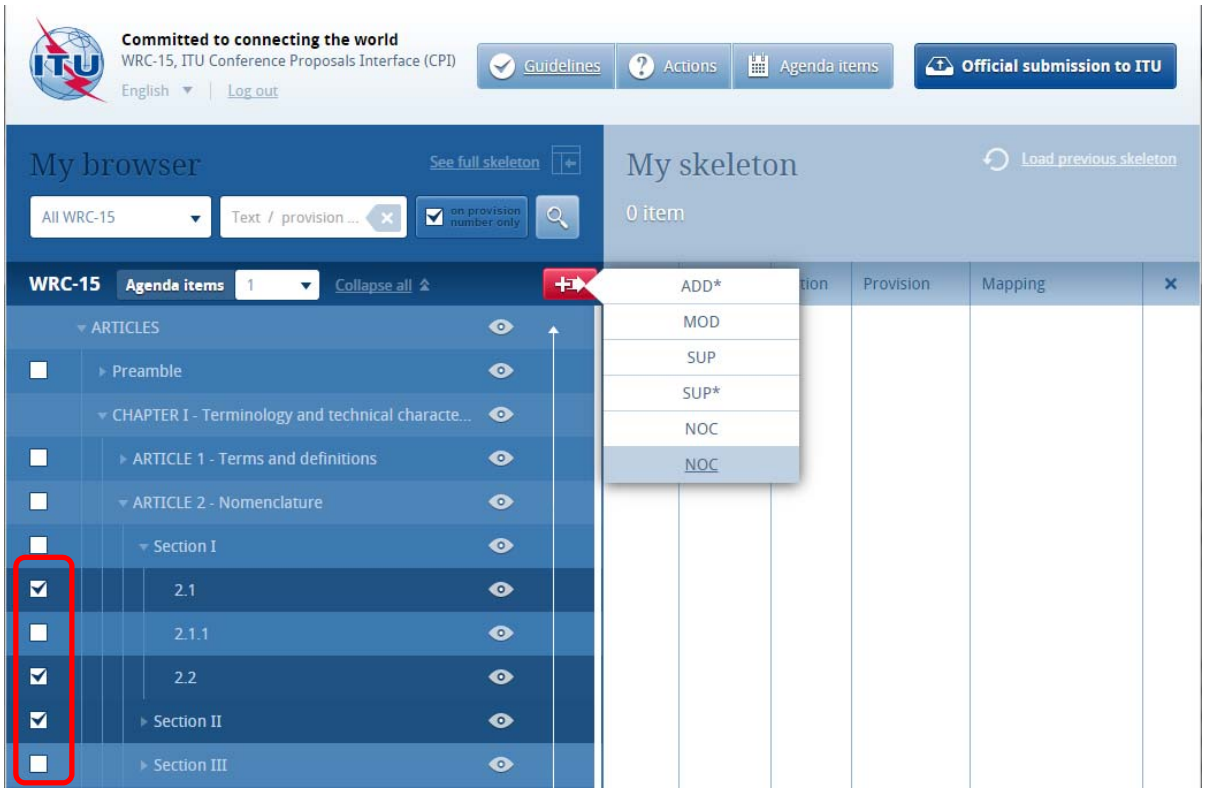
## 3) Remove a proposal

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 on the headers of the table.

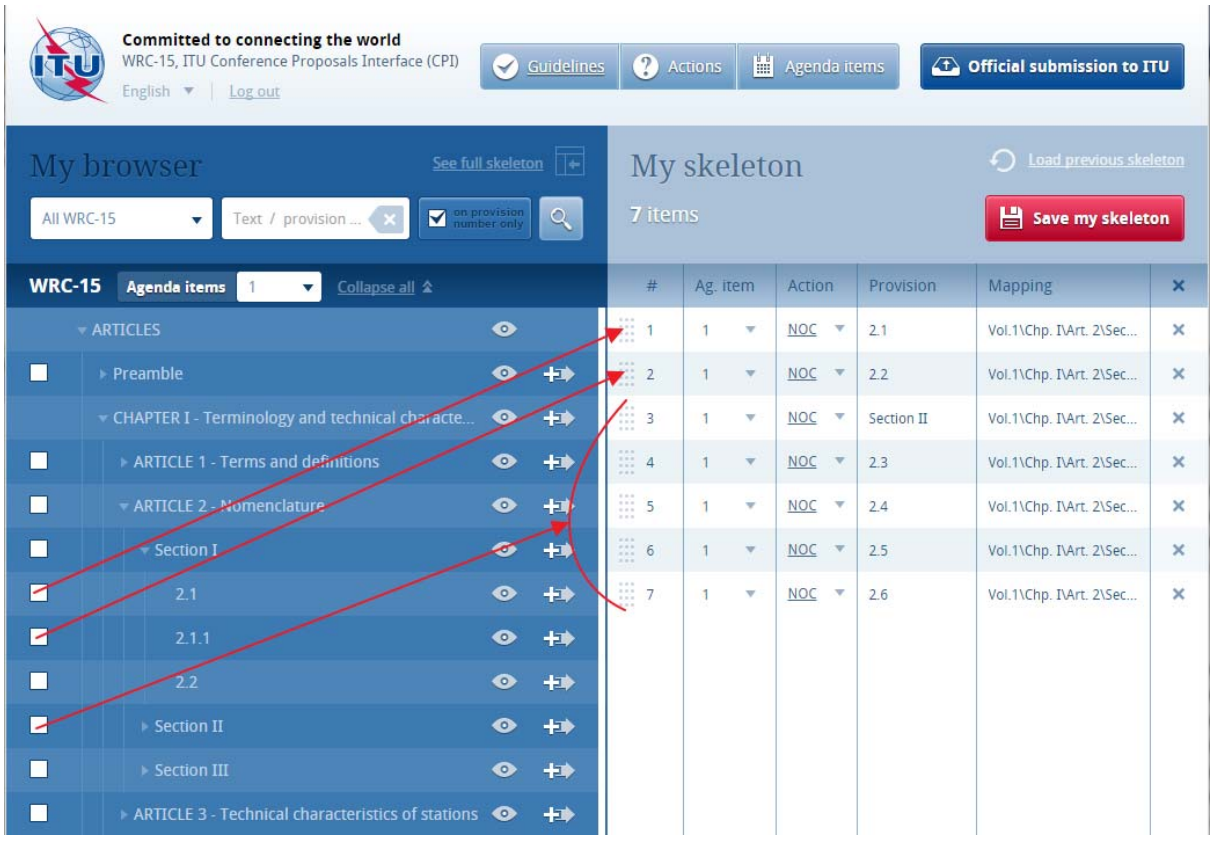


## 4) Multi Select

When a checkbox is shown on the left-hand side of aprovision, you have the possibility to select all provisions below that provision and/or select many provisions at the same time.

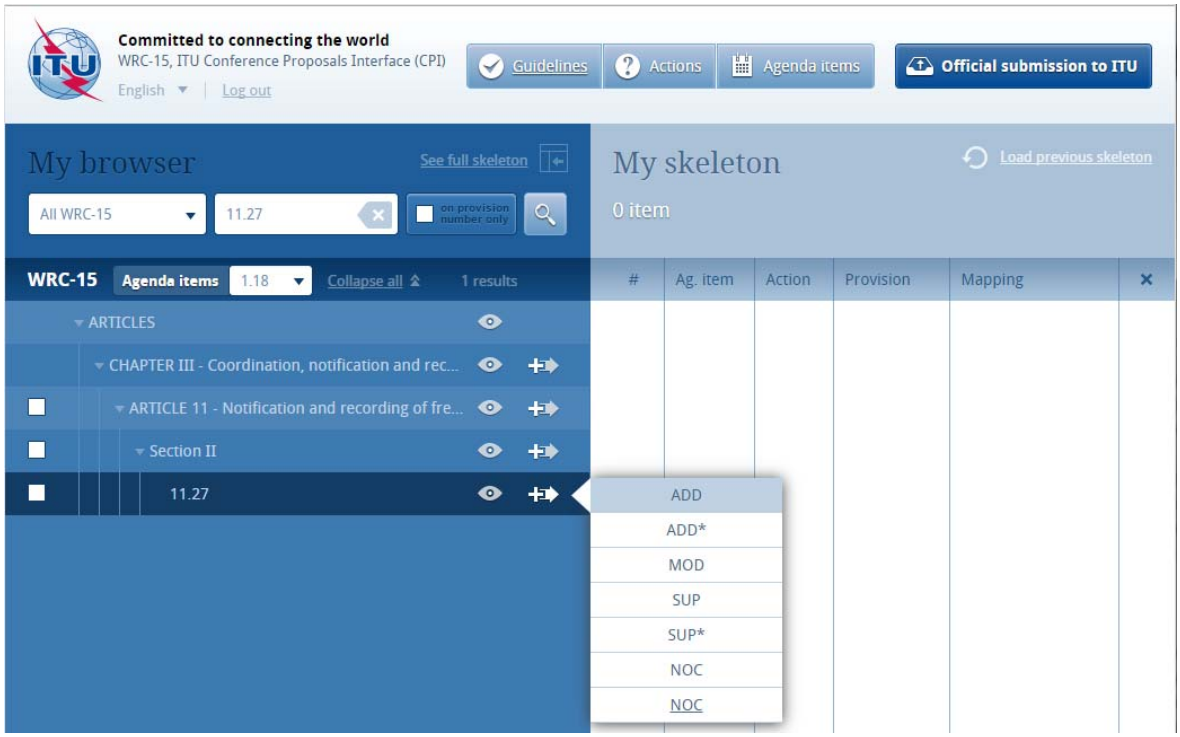



By clicking for instance on the NOC action, we can see that all these provisions have been stacked under My Skeleton.

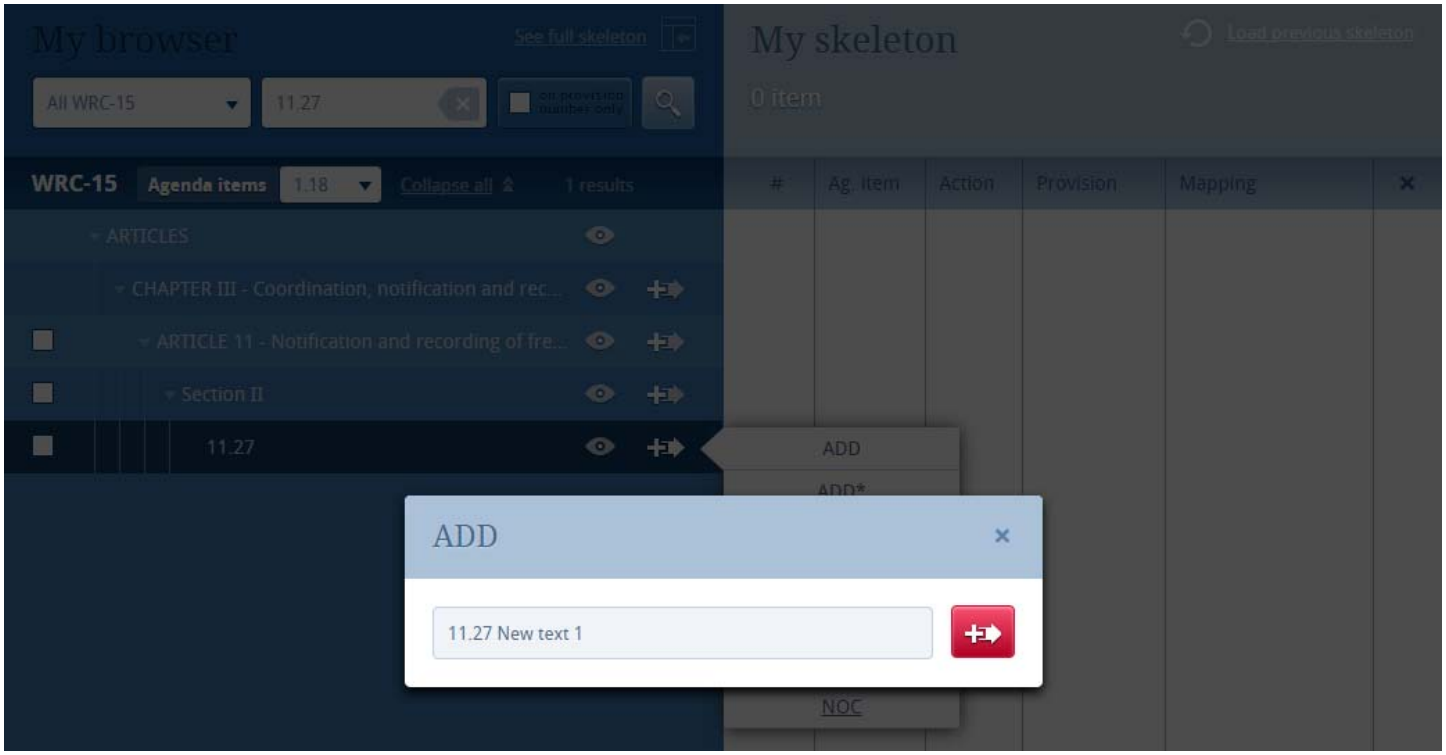


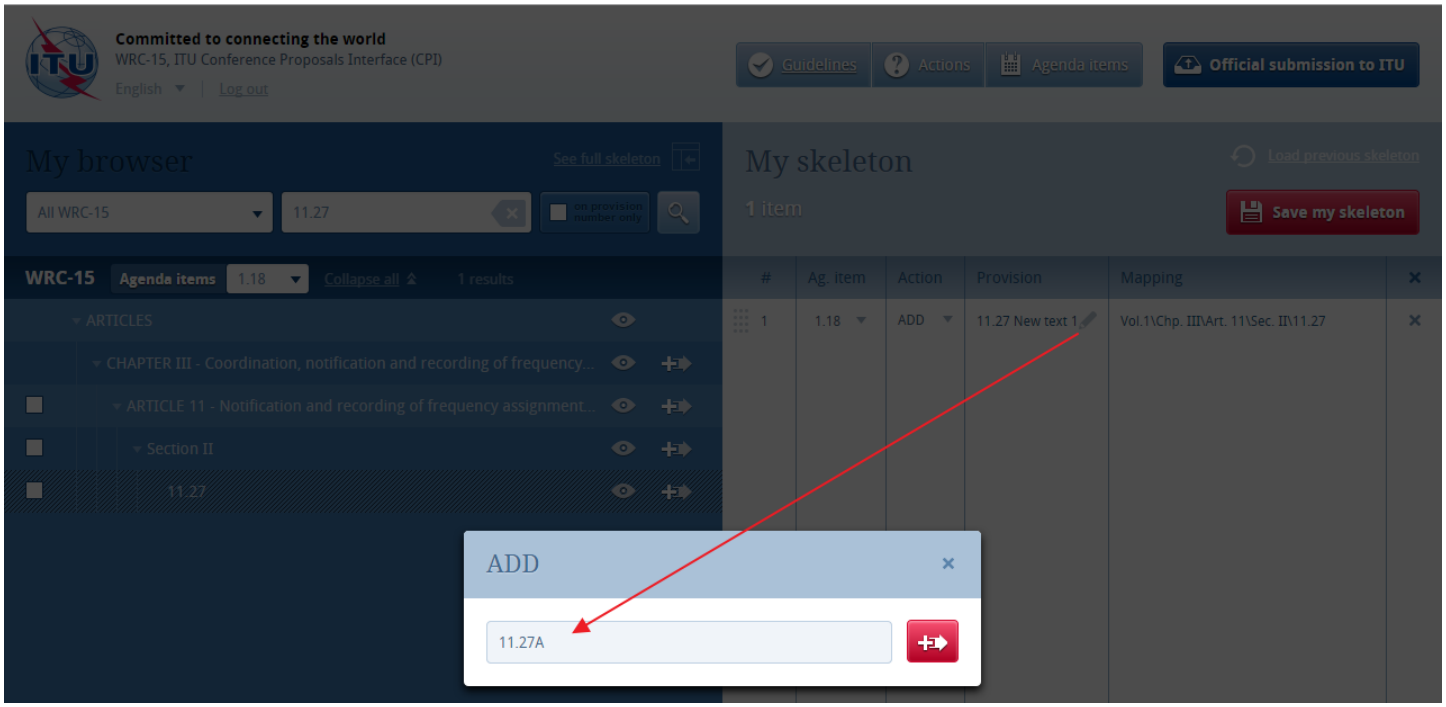
## 5) Action ADD

To create a new RR provision, for example No. 11.27A, first select provision No. 11.27 and then select the ADD Action.




CPI will automatically propose the provision number selected followed by “new text 1”. You may at that stage replace “New text 1” by the new provision number, e.g. 11.27A, or do so later in the Skeleton area by clicking on this icon .






To ADD a draft new Resolution or Recommendation: select the appropriate volume and click on ADD.
Do not change the proposed number.

# E. Save your Skeleton

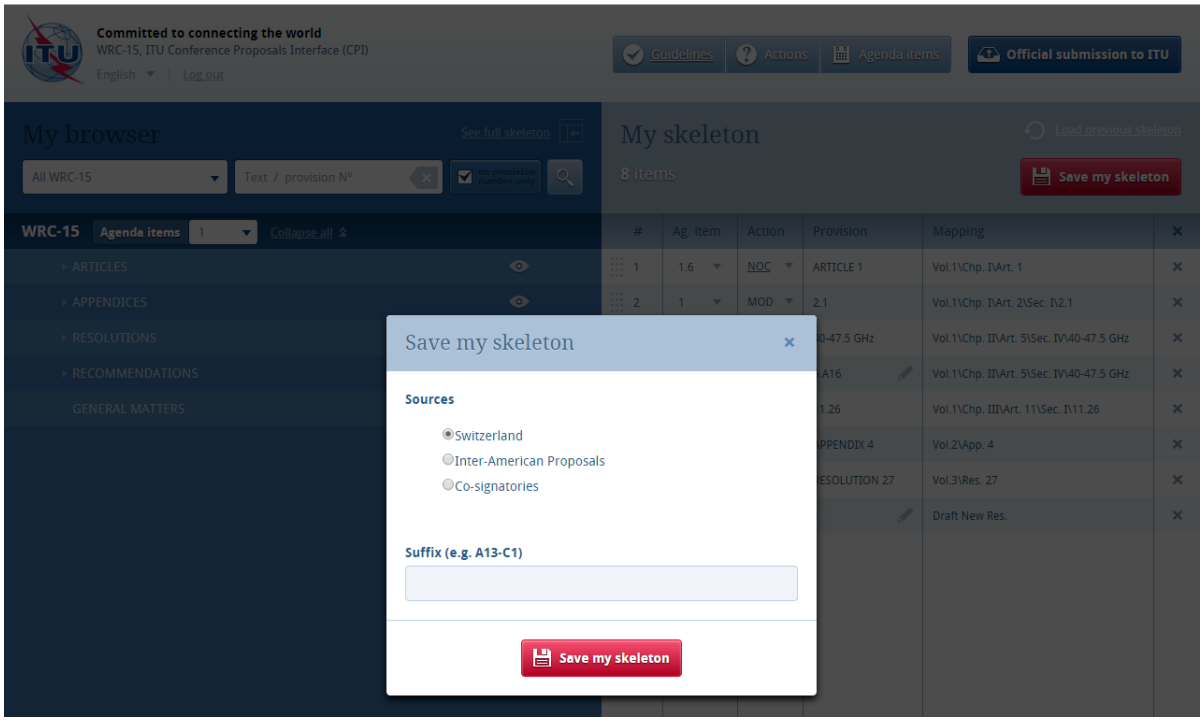
**Important:** CPI is a web interface. Do not forget to save your skeleton before leaving the application if you want to retrieve it.

## 1) Source Selection

Upon saving your skeleton, select the source(s) who is (are) submitting the proposal(s). When creating your MS Word document, the system will automatically add the correct Member State/Regional Group code(s) to each proposal included in your skeleton.

The following can be selected:

1) the Member state associated to your TIES account,
2) the Regional group 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.




Click on “Save my skeleton” to create the MS Word file which will open on your computer as well as being emailed to you (see items 2) and 3) below). The application will assign a temporary document number to your proposal(s). It will also assign a unique ticket name which will be found in the email notification of document skeleton created.

# 2) Example of the resulting MS Word document of a skeleton created in CPI

World Radiocommunication Conference (WRC-15)
Geneva, 2 – 27 November 2015

| | |
|---|---|
| PLENARY MEETING | Document 4016-E |
| | 12 December 2014 |
| | Original: English |

**Switzerland**

PROPOSALS FOR THE WORK OF THE CONFERENCE

Page Break





Agenda item 1.6

**NOC → SUI/4016/1**

ARTICLE 1

**Terms and definitions**

**Reasons:** →

Agenda item 1

ARTICLE 2

**Nomenclature**

**Section I – Frequency and wavelength bands**

**MOD → SUI/4016/2**

**2.1** → → The radio spectrum shall be subdivided into nine frequency bands, which shall be designated by progressive whole numbers in accordance with the following table. As the unit of frequency is the hertz (Hz), frequencies shall be expressed:

– → in kilohertz (kHz), up to and including 3 000 kHz;
– → in megahertz (MHz), above 3 MHz, up to and including 3 000 MHz;
– → in gigahertz (GHz), above 3 GHz, up to and including 3 000 GHz.

→ → However, where adherence to these provisions would introduce serious difficulties, for example in connection with the notification and registration of frequencies, the lists of frequencies and related matters, reasonable departures may be made[1]. (WRC-07)

| Band number | Symbols | Frequency range (lower limit exclusive, upper limit inclusive) | Corresponding metric subdivision | Metric abbreviations for the bands |
|---|---|---|---|---|
| 4 | VLF | 3 to 30 kHz | Myriametric waves | B.Mam |
| 5 | LF | 30 to 300 kHz | Kilometric waves | B.km |
| 6 | MF | 300 to 3 000 kHz | Hectometric waves | B.hm |
| 7 | HF | 3 to 30 MHz | Decametric waves | B.dam |
| 8 | VHF | 30 to 300 MHz | Metric waves | B.m |
| 9 | UHF | 300 to 3 000 MHz | Decimetric waves | B.dm |
| 10 | SHF | 3 to 30 GHz | Centimetric waves | B.cm |
| 11 | EHF | 30 to 300 GHz | Millimetric waves | B.mm |
| 12 | | 300 to 3 000 GHz | Decimillimetric waves | |

NOTE 1: "Band N°" (N = band number) extends from $0.3 \times 10^N$ Hz to $3 \times 10^N$ Hz.

NOTE 2: Prefix: k = kilo ($10^3$), M = mega ($10^6$), G = giga ($10^9$).

**Reasons:** →

## 3) Example of the email notification received after the saving of a skeleton created in CPI

Wed 06/05/2015 17:22

IS Conference Proposals Interface, ITU

Document skeleton created - R15-WRC15-C-4121 - A18

To Deraspe, Marie-Jo (TIES)

Message R15-WRC15-C-4121!A18!MSW-S.docx (63 KB)

Dear Sir/Madam,

The WRC-15 proposal skeleton has been saved in the ITU Conference Proposals Interface (CPI) application.

This skeleton is saved in CPI but **HAS NOT BEEN SUBMITTED** to ITU for its publication as an official WRC-15 contribution.

| | |
|---|---|
| Provisional Document Number: | R15-WRC15-C-4121 - A18 |
| Meeting: | |
| Document Source(s): | Suiza |
| Document Title: | Proposals for the work of the conference |
| TIES Account: | Deraspe, Marie-Jo (deraspe) |
| Registration Timestamp: | 06/05/2015 17:22:17 |
| Ticket name: | 473923AD-03F4-E411-9424-D067E5F879F3 |
| Original Language: | Spanish |

→ **In case you omitted to select some provisions/proposals in the attached skeleton?** Click here to retrieve/modify your WRC-15 skeleton in the ITU Conference Proposals Interface (CPI).

→ **If the attached skeleton contains all provisions/proposals you need to prepare your WRC-15 document**: following the Guidelines on the preparation of proposals for WRC-15, amend the Radio Regulations text as appropriate . Once your word document is finalized, click here to submit your proposals for WRC-15

→ **If you wish to create another WRC-15 document (Addendum or new proposals):** Click here to access the CPI Application.

Click here to download the [[WRC-15]] documents available on the conference website. In accordance with Resolution 165 (Guadalajara, 2010) **the firm submission deadline for all WRC-15 contributions is 19 October 2015.**

Please do not hesitate to contact the Secretariat of the Conference with any questions or visit the WRC-15 website at www.itu.int/go/ITU-R/wrc-15

We are Looking forward to receiving your WRC-15 proposals

WRC-15 Secretariat

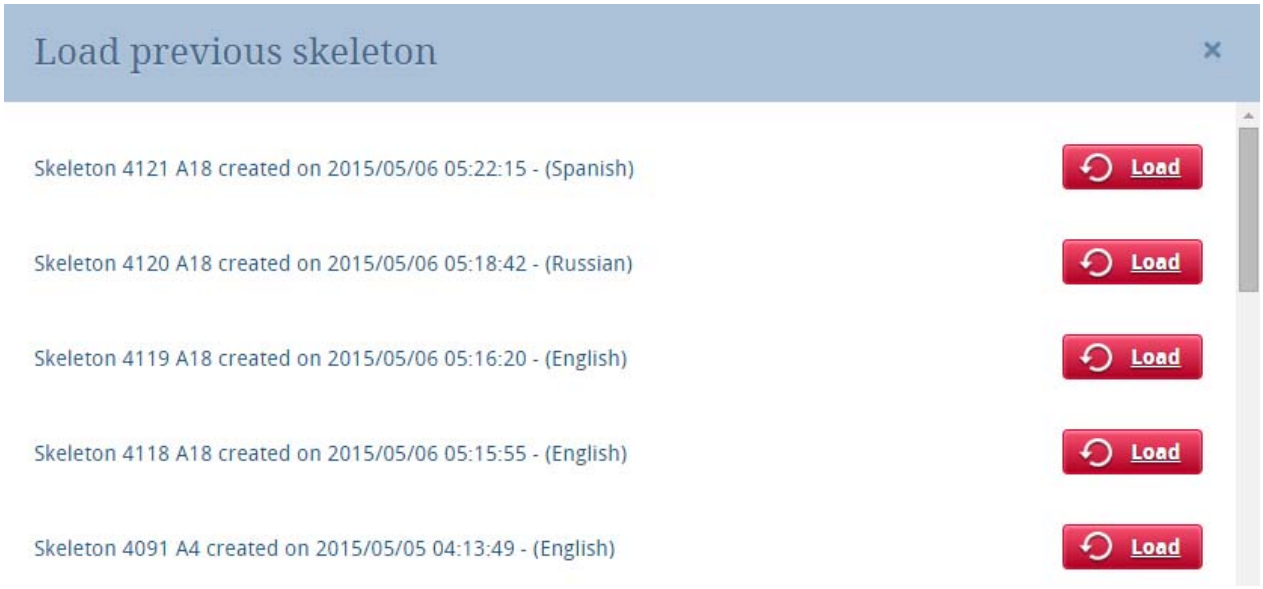
wrc15@itu.int

# F. Load a Previously Saved Skeleton

## 1) Load a Previously Saved Skeleton

You may use the document attached to an email notification of a skeleton created and saved earlier and add/remove proposals from it, as appropriate. However these changes will not be archived in CPI.
To keep your skeleton up-to-date in CPI, it is advisable to click on the link provided in the e-mail you received when you saved your skeleton, or, within CPI, click on the icon

and select the appropriate skeleton from the list of previously saved ones.

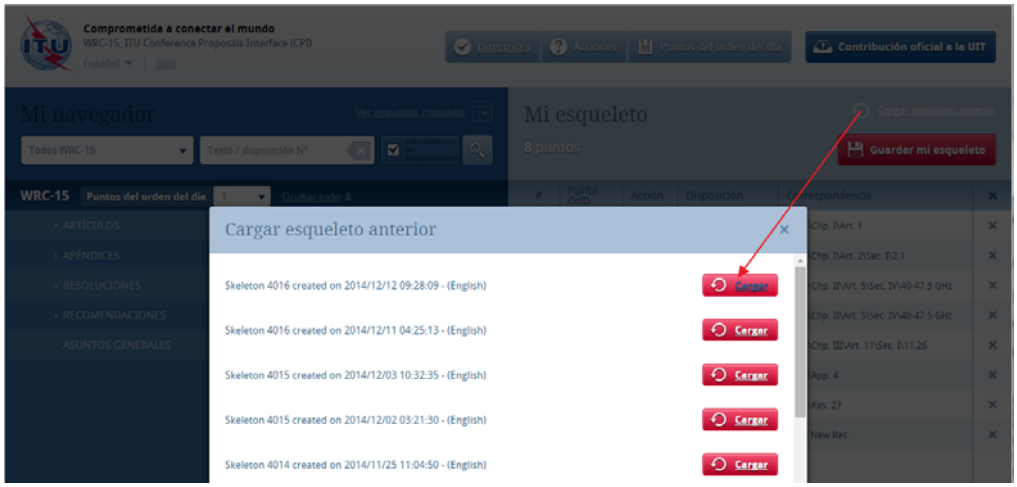



## 2) Load a Previously Saved Skeleton in Another Language

To create an existing skeleton in one of the 6 languages of the Union (Arabic, Chinese, English, French, Russian or Spanish), select the appropriate language (see section B) before clicking on the Save my skeleton button, icon

You may change the language of a previously created skeleton at any time. In this example, we changed the CPI language to Spanish to create the document in Spanish. Click

(Load previous Skeleton) to retrieve a previously created skeleton and select the MS Word document skeleton to be retrieved.



## 3) Example of a Skeleton created in Spanish

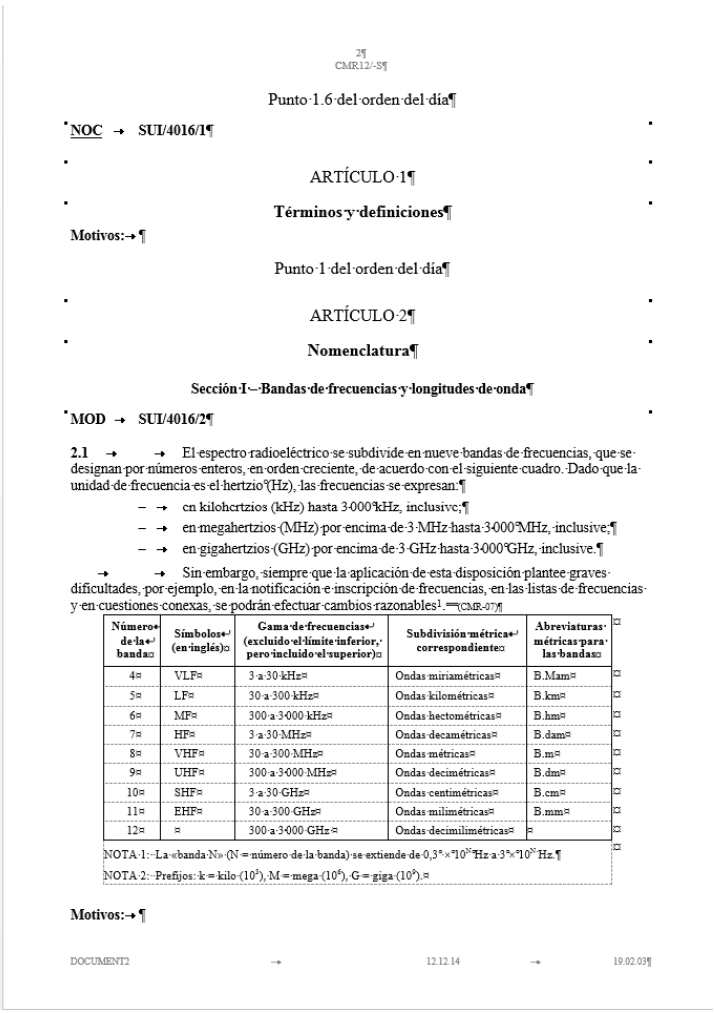
Conferencia Mundial de Radiocomunicaciones 2015 (CMR-15)
Suiza [Ginebra], 2 de noviembre – 27 de noviembre de 2015

| | |
|---|---|
| SESIÓN PLENARIA | Documento 4016-S |
| | 12 de diciembre de 2014 |
| | Original: español |

Suiza

PROPUESTAS PARA LOS TRABAJOS DE LA CONFERENCIA

Page Break



2
CMR12/-S

Punto 1.6 del orden del día

NOC → SUI/4016/1

ARTÍCULO 1

**Términos y definiciones**

**Motivos:** →

Punto 1 del orden del día

ARTÍCULO 2

**Nomenclatura**

**Sección I – Bandas de frecuencias y longitudes de onda**

**MOD → SUI/4016/2**

**2.1** → → El espectro radioeléctrico se subdivide en nueve bandas de frecuencias, que se designan por números enteros, en orden creciente, de acuerdo con el siguiente cuadro. Dado que la unidad de frecuencia es el hertzio (Hz), las frecuencias se expresan:

– → en kilohertzios (kHz) hasta 3 000 kHz, inclusive;
– → en megahertzios (MHz) por encima de 3 MHz hasta 3 000 MHz, inclusive;
– → en gigahertzios (GHz) por encima de 3 GHz hasta 3 000 GHz, inclusive.

→ → Sin embargo, siempre que la aplicación de esta disposición plantee graves dificultades, por ejemplo, en la notificación e inscripción de frecuencias, en las listas de frecuencias y en cuestiones conexas, se podrán efectuar cambios razonables[1]. (CMR-07)

| Número de la banda | Símbolos (en inglés) | Gama de frecuencias (excluido el límite inferior, pero incluido el superior) | Subdivisión métrica correspondiente | Abreviaturas métricas para las bandas |
|---|---|---|---|---|
| 4 | VLF | 3 a 30 kHz | Ondas miriamétricas | B.Mam |
| 5 | LF | 30 a 300 kHz | Ondas kilométricas | B.km |
| 6 | MF | 300 a 3 000 kHz | Ondas hectométricas | B.hm |
| 7 | HF | 3 a 30 MHz | Ondas decamétricas | B.dam |
| 8 | VHF | 30 a 300 MHz | Ondas métricas | B.m |
| 9 | UHF | 300 a 3 000 MHz | Ondas decimétricas | B.dm |
| 10 | SHF | 3 a 30 GHz | Ondas centimétricas | B.cm |
| 11 | EHF | 30 a 300 GHz | Ondas milimétricas | B.mm |
| 12 | | 300 a 3 000 GHz | Ondas decimilimétricas | |

NOTA 1: La «banda N» (N = número de la banda) se extiende de $0{,}3 \times 10^N$ Hz a $3 \times 10^N$ Hz.

NOTA 2: Prefijos: k = kilo ($10^3$), M = mega ($10^6$), G = giga ($10^9$).

**Motivos:** →

DOCUMENT2 → 12.12.14 → 19.02.03

# G. Finalize your MS Word document

Once your word document has been created, add the necessary information to finalize it.

Reminder: MOD proposals should be made using MS Word revision marks with track changes (new texts added should then appear as underlined (underlined); existing texts deleted should then appear as crossed out (~~crossed out~~). Members should refer to the Guidelines on the Preparation of Proposals available on the WRC-15 web page for further instructions.

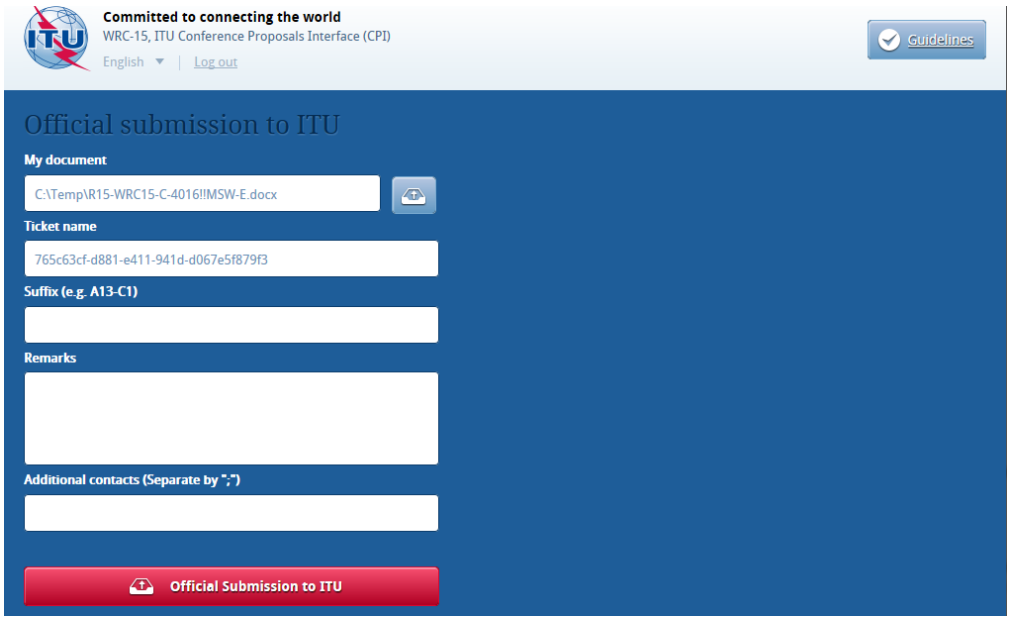
Should you wish to add, remove or reorder some proposals included in your document, you can go retrieve your skeleton in CPI using the "load previous skeleton" (see section F) or on the link provided in the e-mail you received when you saved your skeleton.

# H. Submission of the proposal(s) to ITU

This facility is only available to the users officially accredited or designated for the official submission of proposals to the conference. Their name(s) and TIES username(s) should have been provided to the WRC-15 Secretariat (wrc15@itu.int).

## 1) Submit your proposal(s) using CPI

To submit your proposal(s) for the work of the conference to the WRC-15 Secretariat, go back to the email you received when successfully creating your skeleton and click on the link "*click here to submit your proposals for WRC-15*". 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), some remarks or additional contact emails (a copy of the notification of submission to ITU email will also be sent to these additional contact emails).




## 2) Example of an email notification sent by CPI after the official submission of a document to the WRC-15 Secretariat using CPI

Fri 12/12/2014 09:47

Documentum, ITU - Privileged Account

Document officially submitted - R15-WRC15-C-4016 - Acknowledgement receipt

To Manias, Michel (TIES)

Cc Contributions, ITU

Message R15-WRC15-C-4016!!MSW-E_201412129478.docx (51 KB)

Action Items

Dear Sir/Madam,

We are pleased to hereby acknowledge receipt of your WRC-15 contribution. Please find below its **provisional** document number which should be quoted in any correspondence.

If you wish to withdraw your submission or replace the submitted file (active for 12 hours), click here..

| | |
|---|---|
| Provisional Document Number : | R15-WRC15-C-4016 |
| Meeting : | World Radiocommunication Conference 2015 (WRC-15) |
| Document Source(s) : | Switzerland |
| Document Title : | Proposals for the work of the conference |
| TIES Account : | Manias, Michel (manias) |
| Registration Timestamp : | 12/12/2014 9:47:09 AM |
| Ticket name : | 765C63CF-D881-E411-941D-D067E5F879F3 |
| Original Language : | English |

As soon as the Secretariat has reviewed it, you will receive by e-mail its final official WRC-15 contribution number.

If you have questions, please do not hesitate to contact the Secretariat of the Conference

Looking forward to receiving your contribution.

With kind regards and best wishes,
ITU WRC-15 Secretariat