

Conference Proposal Interface (CPI) WTDC-21 User guide

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1. CPI overview

The work of the World Telecommunication Development Conference 2021 (WTDC-21) and that of the Regional Preparatory Meetings leading to it is driven by proposals from [ITU Member States](#), regional organizations and [ITU-D Sector Members](#). A significant number of proposals are either changes to in-force Resolutions and Recommendations, new versions of texts that were approved at the last conference such as the Regional Initiatives and Study Group Questions, or modifications of base texts already under discussion by Membership such as the draft Addis Ababa Action Plan or the draft WTDC-21 Declaration.

The Conference Proposal Interface (CPI) is a web-based tool that assists in the preparation of proposals by creating a clean baseline document (a “skeleton”) upon which proposed modifications can be indicated. CPI will be familiar to those who have submitted proposals to other major ITU events like the ITU Plenipotentiary Conferences 2014 and 2018 (PP-14 and PP-18), the World Radiocommunication Conferences 2015 and 2019 (WRC-15 and WRC-19), or the World Telecommunication Standardization Assembly 2016 (WTSA-16).

Key terms:

- **Authoritative texts:**
 - WTDC-17 approved Resolutions
 - WTDC-17 approved Recommendations
 - WTDC-17 approved Study Group Questions
 - WTDC-17 approved Regional Initiatives;
 - Draft Addis Ababa Action Plan, further to the work of the TDAG-WG-RDTP
 - Draft WTDC-21 Declaration, further to the work of the TDAG-WG-RDTP
- **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 one of the RPMs or to WTDC-21 suggesting changes to the authoritative texts. Proposals should be based on the Word file created by CPI, updated to indicated the desired modifications (using “track changes” where needed – see clause 5 below).

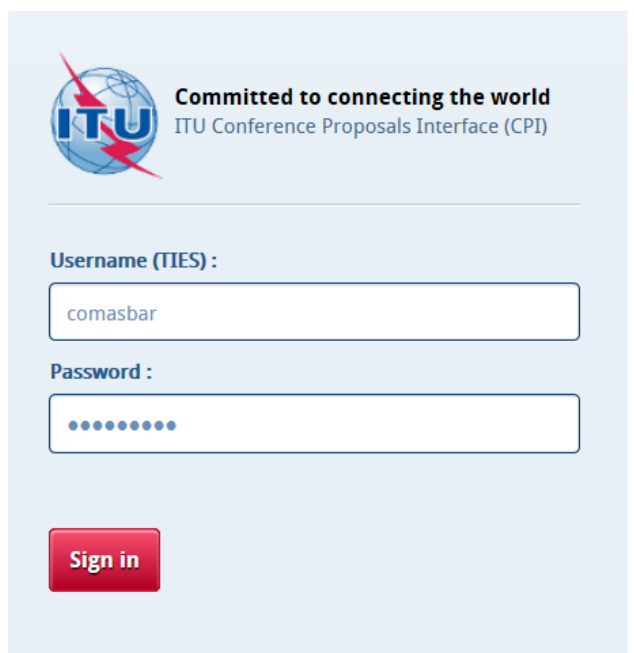
Useful addresses and contact details:

- [CPI](#)
- [Documents page on the WTDC-21 webpage](#)
- RPM and WTDC-21 Secretariat: wtcd.documentcontrol@itu.int.

In order to allow membership to review existing texts during the WTDC-21 preparatory process, a reduced version of Conference Proposals Interface (CPI) has been made already available at the end of November 2020. Membership are able to download duly formatted Word files in the six languages for the existing texts (Resolutions, Recommendations and Study Group Questions), and prepare proposals to be used during RPMs, RTP preparatory meetings, IRMs or national discussions. Submission of proposals using the tool is not yet possible at this stage.

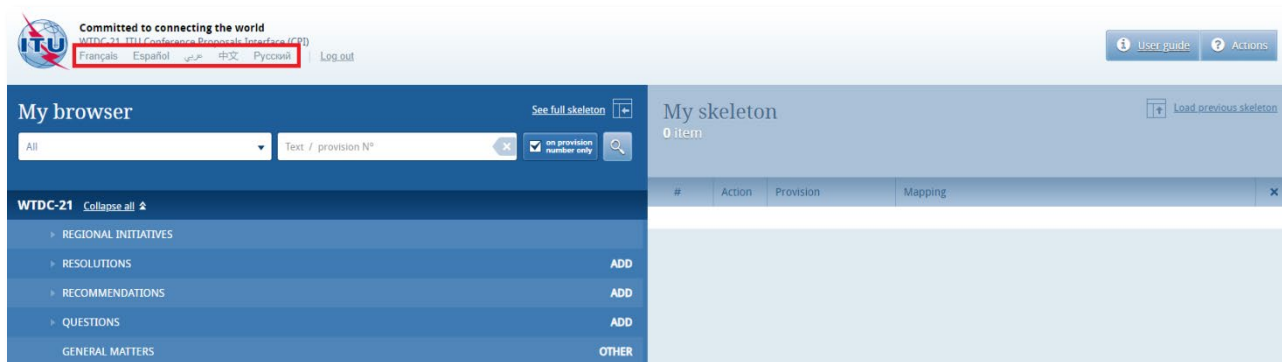
2. Logging on

To log on, navigate to <https://www.itu.int/net4/proposals/CPI/WTDC21>, and enter your ITU user account username and password (TIES access rights required), then click *Sign in*.



3. Languages

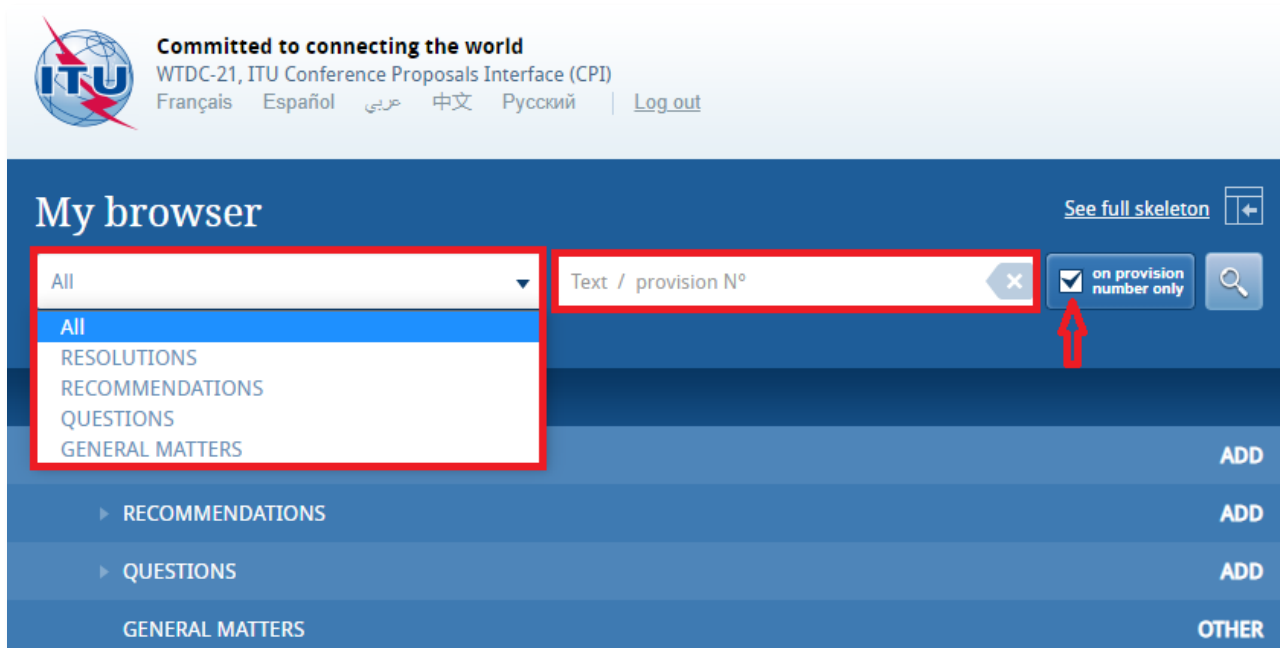
Your default ITU user account language will be used unless you select a different one from the options at the top of the screen.



4. Searching the authoritative texts

You may search for key words/strings of words using *My Browser*. Searches can be performed on the entire collection of texts or on a selected volume: simply select, Resolutions, Recommendations, etc.

Additionally, you may search only within the titles of the provisions/individual items, when *On provision number only* is ticked, or within the content of the entire document when it is unticked.



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WTDC-21, ITU Conference Proposals Interface (CPI)
Français Español عربي 中文 Русский | [Log out](#)

My browser

[See full skeleton](#)

All on provision number only

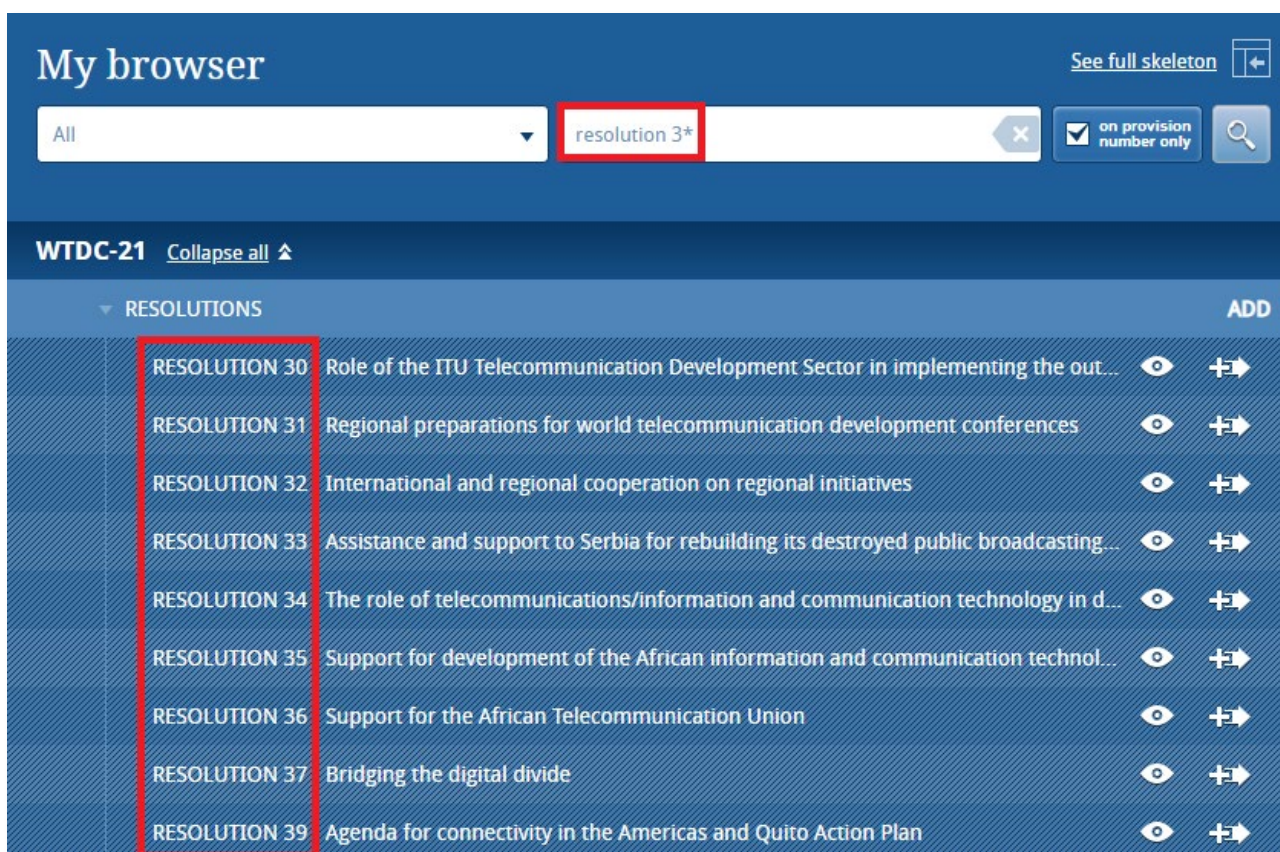
- All
- RESOLUTIONS
- RECOMMENDATIONS
- QUESTIONS
- GENERAL MATTERS

RECOMMENDATIONS ADD

QUESTIONS ADD

GENERAL MATTERS OTHER

Or you may decide to use the “wild card” (“*”) for your search, either at the start of the search sentence, or at the end.



My browser

[See full skeleton](#)

All on provision number only

WTDC-21 [Collapse all](#)

RESOLUTIONS ADD

RESOLUTION 30	Role of the ITU Telecommunication Development Sector in implementing the out...	<input type="checkbox"/>	<input type="checkbox"/>
RESOLUTION 31	Regional preparations for world telecommunication development conferences	<input type="checkbox"/>	<input type="checkbox"/>
RESOLUTION 32	International and regional cooperation on regional initiatives	<input type="checkbox"/>	<input type="checkbox"/>
RESOLUTION 33	Assistance and support to Serbia for rebuilding its destroyed public broadcasting...	<input type="checkbox"/>	<input type="checkbox"/>
RESOLUTION 34	The role of telecommunications/information and communication technology in d...	<input type="checkbox"/>	<input type="checkbox"/>
RESOLUTION 35	Support for development of the African information and communication technol...	<input type="checkbox"/>	<input type="checkbox"/>
RESOLUTION 36	Support for the African Telecommunication Union	<input type="checkbox"/>	<input type="checkbox"/>
RESOLUTION 37	Bridging the digital divide	<input type="checkbox"/>	<input type="checkbox"/>
RESOLUTION 39	Agenda for connectivity in the Americas and Quito Action Plan	<input type="checkbox"/>	<input type="checkbox"/>

By clicking on the small arrows before the titles, you can expand the sub-sections and further browse the list.

The screenshot shows the WTDC-21 ITU Conference Proposals Interface (CPI). At the top left is the ITU logo and the text "Committed to connecting the world". Below it, it says "WTDC-21, ITU Conference Proposals Interface (CPI)" and lists languages: Français, Español, عربي, 中文, Русский, and a "Log out" link. The main header is "My browser" with a search bar containing "Text / provision N°" and a "See full skeleton" link. On the right, it says "My skeleton 0 item". The main content area is titled "WTDC-21 Collapse all" and contains a list of items:

- RESOLUTIONS ADD
- RECOMMENDATIONS ADD
- QUESTIONS ADD
 - QUESTION 1/1 - Strategies and policies for the deployment of broadband in developing countries1
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - a)
 - b)
 - 8
 - 9
 - 10
 - 11
 - QUESTION 2/1 - Strategies, policies, regulations and methods of migration to and adoption of digit...

You may check the content of a provision by clicking on the eye icon. You may also create a Word file from any provision you check.

The screenshot shows the WTDC-21 ITU Conference Proposals Interface (CPI). The top navigation bar includes the ITU logo, the slogan "Committed to connecting the world", and the title "WTDC-21, ITU Conference Proposals Interface (CPI)". It also features language options (Français, Español, العربية, 中文, Русский) and a "Log out" link. The main interface is divided into "My browser" and "My skeleton" sections. "My browser" contains a search bar and a list of resolutions under the "RESOLUTIONS" category. A red arrow points from the eye icon next to "RESOLUTION 8 - Collection and dissemination of information and statistics" to a Word document icon in a preview window titled "Res./RESOLUTION 8". The preview window displays the text of Resolution 8 (Rev. BUENOS AIRES, 2017), including its title, the conference name, and several paragraphs of text.

5. Preparing a baseline document (*skeleton*)

5.1 Proposal types

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

ADD Proposal to add new text

i.e. a draft new WTDC Resolution or Recommendation, Study Group Question, Regional Initiative, Action Plan or Declaration. You may NOT apply ADD at a lower level, as that would be considered modifying existing text and MOD would then apply.

Note: No "track changes" should be used.

ADD* Proposal to add existing text from elsewhere

Note: it is necessary to reproduce the texts carrying the symbol ADD.*

MOD Proposal to modify an existing provision (modify)

i.e. adding, deleting or replacing words or figures.

Note: To modify the text, "track changes" should be turned on (Deleted text should appear as strikethrough and added text should appear as underlined).

(MOD) Proposal to amend a text, from an editorial point of view

Note: To modify the text, “track changes” should be turned on (Deleted text should appear as strikethrough and added text should appear as underlined).

SUP Proposal to delete a provision (supress)

To be used only at the provision level, as is the case with ADD.

Note 1 – It is not necessary to reproduce texts carrying the symbol SUP.

Note 2 – Where text is to be deleted from within a provision, the symbol MOD should be used.

SUP* Proposal to transfer text elsewhere

Note: it is not necessary to reproduce texts carrying the symbol SUP*.

NOC Text for which no change is proposed

This symbol may be used to clarify that no proposals are made with respect to texts carrying this symbol.

Note: It is not necessary to reproduce texts carrying this symbol.

NOC Proposal for a text to be maintained without change

This symbol may be used together with a proposal number to emphasize that a particular provision or provisions should remain unchanged.

Note: The reasons should be provided.

5.2 Selecting and stacking your proposals

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, Regional Initiatives or Question; and that you may use the other *Actions* at the level of individual provisions.

By clicking on the *Actions* button in the top right-hand corner, you will be able to see a description of each Action type.

The screenshot shows the ITU WTDC-21 interface. On the left, under 'My browser', there is a list of resolutions. Resolution 16 is highlighted, and a dropdown menu is open showing action options: MOD, MOD (Title), (MOD), SUP, SUP*, NOC, and NOC. On the right, the 'My skeleton' table shows one item with Action 'MOD (Title)', Provision 'RESOLUTION 8', and Mapping 'Res./RESOLUTION 8'. A red arrow points to the 'Actions' button in the top right corner.

#	Action	Provision	Mapping
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8

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.

By default, a *reduced* skeleton is displayed. Click on *See full skeleton* to see all the information available.

The screenshot shows the ITU WTDC-21 interface. On the left is the 'My browser' sidebar with categories: RESOLUTIONS, RECOMMENDATIONS, QUESTIONS, and GENERAL MATTERS. The main area is 'My skeleton' with 6 items. A red box highlights the 'See full skeleton' button and the table below.

#	Action	Provision	Mapping	
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	X
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	X
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	X
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	X
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	X
6	ADD	New Question on AI	DRAFT NEW QUESTION	X

A *Reasons* clause will be added automatically immediately after each proposal by default. To remove the *Reasons* clause, unclick *Display reasons* from the full skeleton mode:

The screenshot shows the ITU WTDC-21 interface. On the left is the 'My browser' sidebar. The main area is 'My skeleton' with 6 items. A red box highlights the 'Display reasons' column in the table.

#	Action	Provision	Mapping	Display reasons	
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>	X
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>	X
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	<input checked="" type="checkbox"/>	X
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	<input checked="" type="checkbox"/>	X
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	<input checked="" type="checkbox"/>	X
6	ADD	New Question on AI	DRAFT NEW QUESTION	<input checked="" type="checkbox"/>	X

Your skeleton is now ready to be downloaded in any of the six languages.



5.3 Re-ordering proposals

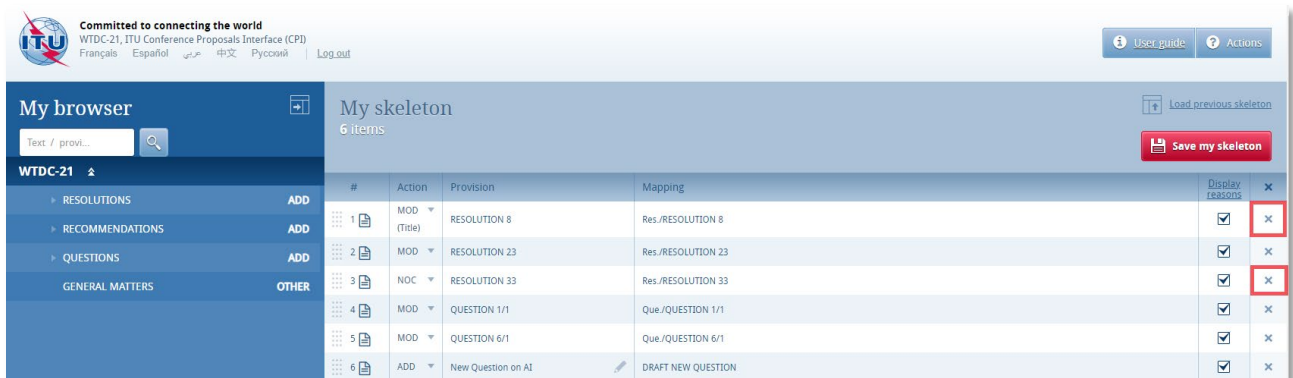
Should you wish to re-order selected provisions, click on the grey dotted squares and drag-and-drop the selected provisions.

The screenshot shows the ITU WTDC-21 interface. On the left is the 'My browser' sidebar. The main area is 'My skeleton' with 6 items. A red box highlights the re-ordering handles (grey dotted squares) in the first column of the table.

#	Action	Provision	Mapping	Display reasons	
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>	X
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>	X
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	<input checked="" type="checkbox"/>	X
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	<input checked="" type="checkbox"/>	X
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	<input checked="" type="checkbox"/>	X
6	ADD	New Question on AI	DRAFT NEW QUESTION	<input checked="" type="checkbox"/>	X

5.4 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.








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Français Español العربية 中文 Русский Log out

User guide Actions

My browser
Text / provi...
WTDC-21
RESOLUTIONS ADD
RECOMMENDATIONS ADD
QUESTIONS ADD
GENERAL MATTERS OTHER

My skeleton
6 items
Load previous skeleton
Save my skeleton

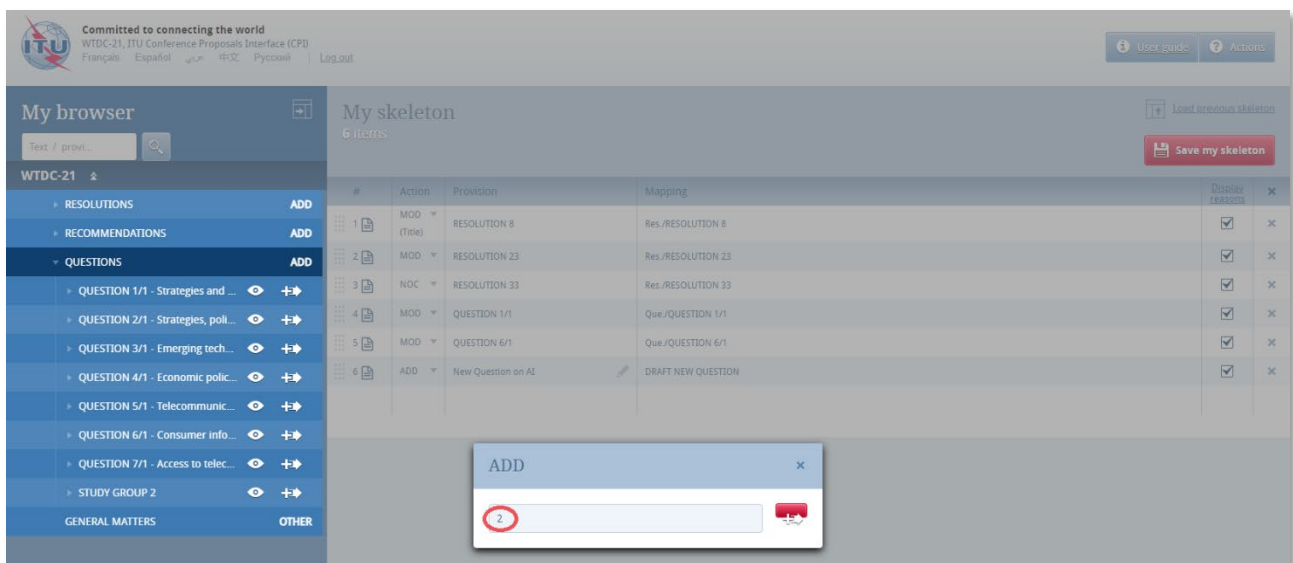
#	Action	Provision	Mapping	Display reasons	X
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>	
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>	
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	<input checked="" type="checkbox"/>	
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	<input checked="" type="checkbox"/>	
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	<input checked="" type="checkbox"/>	
6	ADD	New Question on AI	DRAFT NEW QUESTION	<input checked="" type="checkbox"/>	

5.5 Action ADD

When you choose to create a new provision (new resolution, recommendation, SG Question or new Regional Initiative), the system automatically proposes a temporary provision number. You may modify the title at this stage or later, once the proposal has been stacked by clicking on the



icon. Now please proceed to stack your proposal.









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WTDC-21, ITU Conference Proposals Interface (CPI)
Français Español العربية 中文 Русский Log out

User guide Actions

My browser
Text / provi...
WTDC-21
RESOLUTIONS ADD
RECOMMENDATIONS ADD
QUESTIONS ADD
QUESTION 1/1 - Strategies and ...
QUESTION 2/1 - Strategies, poli...
QUESTION 3/1 - Emerging tech...
QUESTION 4/1 - Economic polic...
QUESTION 5/1 - Telecommunic...
QUESTION 6/1 - Consumer info...
QUESTION 7/1 - Access to telec...
STUDY GROUP 2
GENERAL MATTERS OTHER

My skeleton
6 items
Load previous skeleton
Save my skeleton

#	Action	Provision	Mapping	Display reasons	X
1	MOD (Title)	RESOLUTION 8	Res./RESOLUTION 8	<input checked="" type="checkbox"/>	
2	MOD	RESOLUTION 23	Res./RESOLUTION 23	<input checked="" type="checkbox"/>	
3	NOC	RESOLUTION 33	Res./RESOLUTION 33	<input checked="" type="checkbox"/>	
4	MOD	QUESTION 1/1	Que./QUESTION 1/1	<input checked="" type="checkbox"/>	
5	MOD	QUESTION 6/1	Que./QUESTION 6/1	<input checked="" type="checkbox"/>	
6	ADD	New Question on AI	DRAFT NEW QUESTION	<input checked="" type="checkbox"/>	

ADD

2

6 Saving your skeleton and producing a baseline Word file

Important: 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 ITU languages. The system will also email a copy of this file to the email address associated with your ITU user account. In order to check or update the [login page](#), log into your user account and click on

Personal Data. Rather than modifying the existing email field, you need to enter your new email address in the *New Login Email* field and then confirm it:

The screenshot shows a web interface for user management. At the top, there is a 'USER MANAGEMENT' header. Below it, the 'PERSONAL DATA' section is active, with a breadcrumb 'My Account > Personal Data'. A left sidebar contains a menu with 'Settings' (Change Password, Personal Data, Organization Data) and 'Requests' (Request TIES access, My Requests). The main form has 'Save' and 'Cancel' buttons at the top. It is split into two columns: 'LOGON DATA' and 'GENERAL DATA'. The 'LOGON DATA' column has fields for 'Username' (COMAS), 'E-Mail' (maite.comasbarnes@itu.i), 'New Login Email', and 'New Login Email Confirm'. The 'GENERAL DATA' column has fields for 'Title*' (Ms.), 'First Name*' (MAITE), 'Last Name*' (COMAS BARNES), and 'Correspondence Language*' (English). Red arrows point to the 'New Login Email' and 'New Login Email Confirm' fields. A note at the bottom of the form states: 'The password must have minimum 6 characters, contain'.

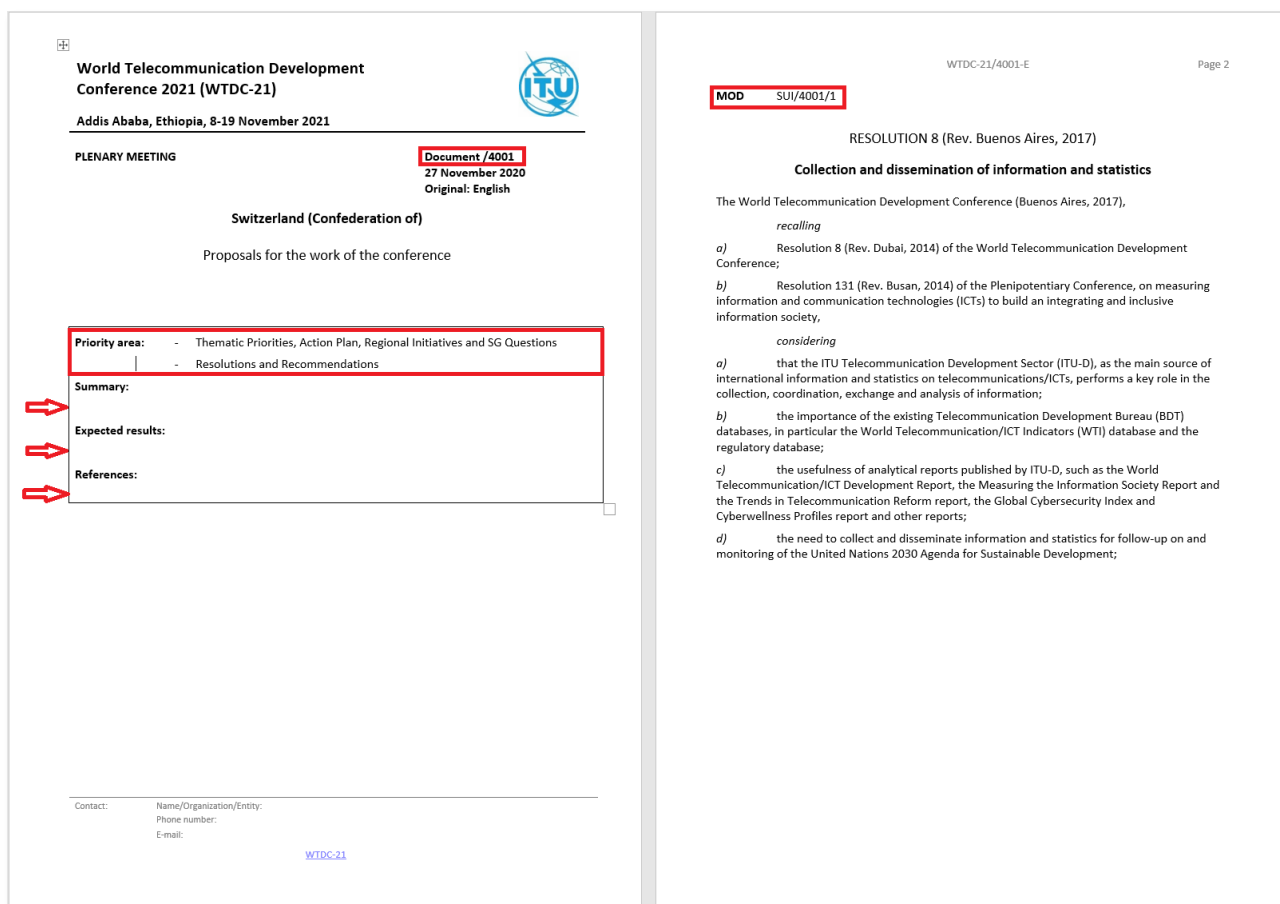
6.1 Selecting sources

Upon saving your skeleton, select the source(s) of the proposal(s). Either of the following may be selected:

- 1) The **Member State** associated to your ITU user 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**
- 4) **Sector Member.**

Now click on "Save my skeleton" to create the MS Word file which will open on your computer as well as being e-mailed to you (see below). CPI will assign a provisional number for your proposal(s). It will also assign a unique ticket number that can be found in the e-mail notification. The output Word file should be used as the basis of your proposal(s).

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



1. The system has given your document a provisional number. This number will be replaced by a final contribution number under which it will be published, once submitted to ITU.
2. You will be given a list of priority areas of which you will need to choose the ones that apply to your proposals. In the case of the example skeleton prepared under section 5 above, the following priority areas should be selected:
 - a. Thematic Priorities, Action Plan, Regional Initiatives and SG Questions
 - b. Resolutions and Recommendations
3. Please complete the *Summary* and *Expected results* fields with short paragraphs not exceeding 250 words each. Under *References*, please provide any ITU documents related to the one submitted (prior version, parent document, etc.).
4. Each of your proposals will carry an identification code. In this case, **MOD SUI/4001/1**.
 - a) MOD: This proposal is a modification of an existing provision
 - b) SUI: The submitting Member State is Switzerland
 - c) 4001: is the provisional number of your document. As is the case with the document number in the header, this number will be replaced before publication by the final contribution number
 - d) 1: This is the first proposal within this document

6.3 Example of email notification received after the saving of a skeleton created in CPI

The email notification includes a copy of the skeleton Word file and hyperlinks to CPI in order to allow for easier modification of the skeleton or submission of the proposal.

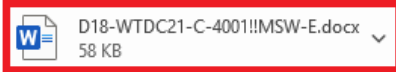
Document skeleton created - D18-WTDC21-C-4001



IS Conference Proposals Interface, ITU
To Comas Barnes, Maite

Reply Reply All Forward ...

Fri 27/11/2020 18:23



Dear Sir/Madam,

The WTDC-21 document skeleton you created is saved in the ITU Conference Proposals Interface (CPI) application.

This skeleton is saved but has not yet been submitted to ITU for its publication as an official WTDC-21 contribution.

Provisional Document Number:	D18-WTDC21-C-4001
Meeting:	World Telecommunication Development Conference 2021 (WTDC-21)
Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposals for the work of the conference
TIES Account:	COMAS
Registration Timestamp:	11/27/2020 6:22:56 PM
Ticket name:	19BFDD7E-06C9-4DDE-88CC-21347B66D3AC
Original Language:	English

In the ITU Conference Proposals Interface (CPI) interface.

→ **You omitted to select some provisions/proposals?** [Click here to retrieve/modify your WTDC-21 skeleton](#) in the ITU Conference Proposals Interface (CPI) interface.

→ **The attached word file contains all provisions/proposals** you need: make all necessary amendments, using revision marks when action is MOD or (MOD). Once your word document is finalized, [click here to submit it to ITU](#) as an **official WTDC-21 contribution**. [see list](#)

→ You wish to create a new different document (Addendum or new contribution)? [Click here](#) to access the ITU Conference Proposals Interface (CPI) interface.

As soon as the Secretariat has reviewed it, you will receive by e-mail its final official WTDC-21 contribution number

If you have questions, please do not hesitate to contact [the Secretariat of the Conference](#)

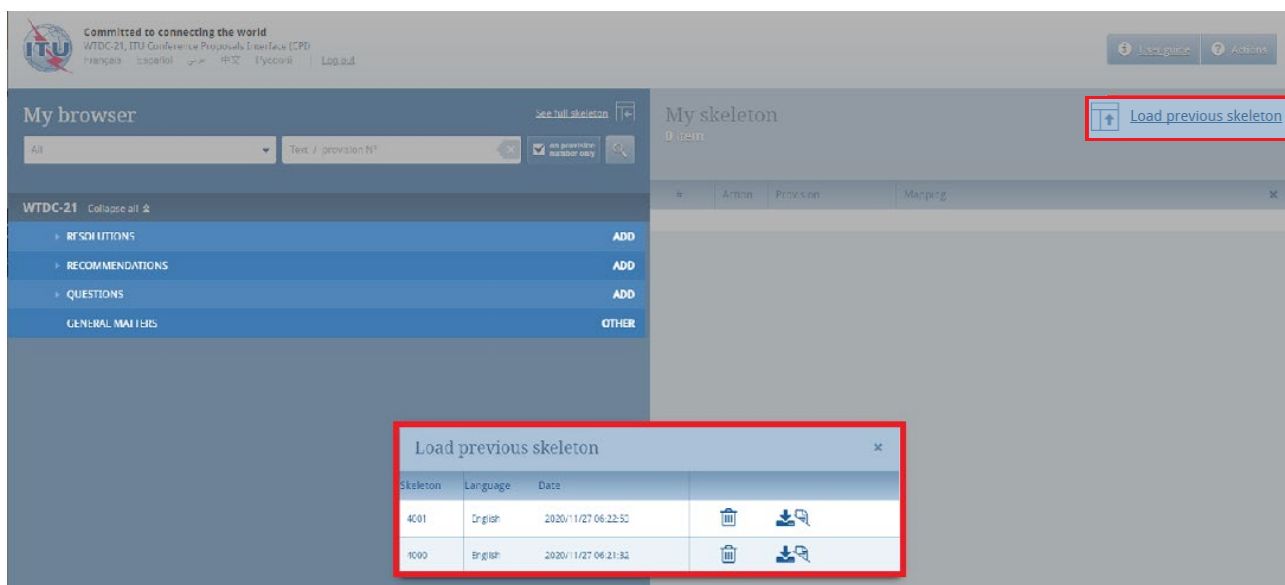
Looking forward to receiving your contribution

With kind regards and best wishes,
ITU WTDC-21 Secretariat

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.



Once a skeleton has been created, a Word file can be produced in any of the six official ITU languages. Click on the desired language at the top of the page (please refer to section 3), 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 WTDC-21 Secretariat for posting.

Note – “MOD/(MOD)” proposals should be made with track changes switched on: new text added should then appear as underlined (underlined); existing text deleted should appear as crossed out (~~crossed-out~~).

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” link (see section 7 above) or on the link provided in the email you received when you saved your skeleton (see sub-section 6.3).

9 Submitting proposals to ITU

Anyone with an ITU user account with TIES access rights can prepare and submit proposals for WTDC-21 to the Secretariat. The WTDC-21 Secretariat will then ensure that the submitter is indeed authorized to do so on behalf of their organization. For any clarifications, please contact the WTDC-21 Secretariat at wtdc.documentcontrol@itu.int.

9.2 Submitting proposals using CPI


To submit your proposal(s) to the WTDC-21 Secretariat, return to the email you received when successfully creating your skeleton and click on the link “[click here to submit it to ITU](#)”. 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).

Official submission to ITU

My document

Select file 

Ticket name

19bfd7e-06c9-4dde-88cc-21347b66d3ac


Suffix (e.g. A13-C1)

In accordance with the ITU information/document access policy, this document will be (please select one option):

made available to the public TIES restricted

Remarks

Additional contact emails (Separate by ";")

 **Official Submission to ITU**

9.2 Example of a confirmation of submission email

Document officially submitted - 4001 - Acknowledgement receipt



IS Conference Proposals Interface, ITU

To Comas Barnes, Maite

Cc WTDC Document Control, ITU

Reply

Reply All

Forward



Mon 30/11/2020 09:47



RDTP-xxxE_v1_9Apr2021_Agenda_2020113094657.docx
48 KB

Dear Sir/Madam,

We are pleased to hereby acknowledge receipt of your WTDC-21 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:	4001
Meeting:	World Telecommunication Development Conference 2021 (WTDC-21)
Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposals for the work of the conference
TIES Account:	COMAS
Registration Timestamp:	11/30/2020 9:46:59 AM
Ticket name:	19BFDD7E-06C9-4DDE-88CC-21347B66D3AC
Original Language:	English
Document Policy:	made available to the public

As soon as the Secretariat has reviewed it, you will receive by e-mail its final official WTDC-21 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 WTDC-21 Secretariat